

(Please read the instructions in the uploaded tender thoroughly before submitting quotations)

This tender is meant for Delhi/NCR based printers only

Government of India

Bid Number: GEM/2026/B/7321959

PUBLICATIONS DIVISION

Ministry of Information and Broadcasting

Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110 003

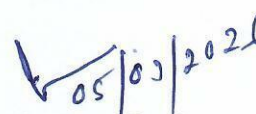
No: 01/85/2022-Ed.

Dated: 03/03/2026

M/s. _____

Subject: Printing of the journal "Satark : Vigilance Journal 2025" in Bilingual

Quotations are invited from eligible Delhi/NCR based printers for the production of **125 copies** of the title in **Bilingual** on **TOP MOST PRIORITY** basis. The estimated value of the tender is Rs. 50,000/- (Rupees Fifty Thousand only) including GST. If you are in a position to undertake the production of the job as per specifications given below and supply the printed copies within the specified time schedule, please submit your quotation in this form only **through GeM portal** latest by **13/03/2026 (3:00 PM)**. Tenders will be opened on the same day at 3:30 PM. Please note that quotations received after the due date and time will not be considered.


(Mihir Kumar Basu)
Production Officer

For & on behalf of the President of India

DESCRIPTION: A centre-pinning Journal comprising 72 pages of text and 4 pages of Cover is required to be produced from soft copy.

The text pages, interspersed with colour Line/Halftone illustrations against colour ground are to be printed in four process colours. The outer cover (Cover I & IV) carrying title text, logo, few text lines against coloured ground is to be printed in four process colours. One (1) **Digital colour dummy of complete Journal** are to be submitted for final checking / approval. The outer cover is to be **Matt (thermal) laminated**. Corrections marked in the ferro proofs are to be carried out by your press before final printing.

The text pages of the Journal along with printed and laminated cover is to be center-stitched with wire staples at two places. Each Journal is to be packed in self-sticking polythene bag (As per Govt. guidelines) of suitable size.

SIZE OF THE JOURNAL: 8.25"x 11" (Approx)

COLOURS: Text pages & Outer Cover: Four process colours

LANGUAGE & QUANTITY: Bilingual – 125 copies plus 5 Sample copies.

PROCESS OF PRODUCTION: Offset/Digital.

MATERIAL FOR PRODUCTION: Soft copy for text matter & cover will be supplied by this office.

PAPER: The following paper will be used from printer's stock.

Text pages: **100 GSM** or above Matt finished white Indian Art paper.

Cover pages: **300 GSM** or above Full Gloss White Indian Art Card.

Important Note:

- Besides the GSM of the paper as mentioned above, the paper to be used for printing of these titles will be required to meet the **minimum brightness** standard as per **BIS** (Bureau of Indian Standards) norms of **90 for Art paper & Art Card** (special requirement of Publications Division)
- In connection to the above, the printer is required to submit paper/card samples before initiating the printing process for every title.
- DPD reserves the right to test the samples submitted by the printer at any stage of printing or after the delivery of books.

TIME SCHEDULE: After receipt of input materials, **colour digital dummy** of complete book will have to be submitted for approval within 1 day of receipt of input materials.

3 days will be allowed for proofing, printing, binding and supply of five sample copies and bulk copies in our Store at Soochna Bhawan, New Delhi. **An overall of 4 days will be allowed for completion of the job.**

Contd.....2/

PENALTY CLAUSE:

- A penalty/cut of 10% of the cost of delayed copies for delay in supply upto 10 days over and above the specified time period and further 1% cut towards delay for each additional day will be imposed.
- In case of lesser GSM beyond the permissible BIS limit: 3% of the bill value per lesser GSM (or part thereof) will be deducted.
- In case of lower brightness: 1% of the bill value for every 3 units below the specified brightness will be deducted.

PACKING: Each Journal is to be packed in self-sticking polythene bags and supplied in packets of 5-10 copies each duly wrapped with waterproof/polythene sheets.

RETURN OF MATERIAL: All input material will have to be returned at your own cost including final CD as a soft copy in PDF & Open File.

TECHNICAL REQUIREMENT (Eligibility Criteria): Printers should be well established and have been undertaking printing of books & periodicals etc. for a minimum period of two years and should have the following machineries and ancillary equipment:

Sl. No.	For Offset Printers	For Digital Printers
1.	Printer should have sufficient arrangement of computer systems with necessary software.	
2.	In-house/dedicated arrangements for Plate-making facilities.	Nil
3.	One <u>four colour</u> offset printing machine of minimum size 18" X 23"	One <u>four colour</u> digital printing machine of minimum size of A-3
4.	In-house or dedicated arrangement of One paper Cutting machine, One Centre-pinning machine and other ancillary binding machines	
5.	Printer must have internet facility for down loading cover design/photographs etc. from the web-sites and to receive the text material/other input material through e-mail.	
6.	The printer should have the PAN, GST etc. alongwith Factory License or registration of Small/Medium Scale Industries and licenses to run the press (Press Declaration Certificate) etc. Self-attested photocopies of all relevant documents are to be enclosed with the Technical Bid proforma.	The printer should have the PAN, GST etc. alongwith Shop & Establishment Act licence or registration of Small/Medium Scale Industries etc. Self-attested photocopies of all relevant documents are to be enclosed with the Technical Bid proforma.

OTHER REMARKS:

1. Time Schedule must be adhered to.
2. A neat and high-class production with uniformity throughout is essential.
3. This enquiry is subject to our usual terms and conditions of tender.
4. All input material will have to be returned including final CD having open and pdf file of the book.
5. In case of poor workmanship or backing out after opening of quotation and using of inferior quality paper a liquidated damages/penalty is likely to be imposed as decided by an internal committee/TDC.
6. All disputes will be settled under Delhi Jurisdiction.
7. A **Physical verification** of available infrastructure will be done for **all non-empaneled printers** before opening of 'Financial Bid' document.

Your rates should be quoted on the following lines including the cost of paper with the applicable GST and all other incidental charges etc.

1. Cost for printing of **125 copies** of the book comprising of 72 pages of text and 4 pages of cover to be printed throughout in four process colours on printer's paper 'As per **Description**' maintaining strict 'Time Schedule' (including GST)
Rs. _____)
(Rupees _____)

I/we undertake that the printing of the job will be done in strict accordance with the terms and specifications of the tender set out above.

Signature _____
(With stamp)

Date: _____



TECHNICAL BID PROFORMA

Sl. No.	Particulars		Printer's Response				
1.	General Information	Name of the Printer					
2.		Address(es) of the Printer					
		(a) Office:					
		(b) Factory:					
3.		Name with designation of authorized person/owner of the Press (including Mobile number & e-mail id)	Name: Designation: Contact No.: e-mail id:				
4.		Year of Establishment					
5.		Nature of Incorporation					
6.		Name of Government/other important clients the press has served during last three years					
7.	Pre-press Equipment	No. of computer with necessary software					
8.		Plate-making & plate-processing facilities					
9.		Internet facility (Speed of uploading/downloading)					
10.	Printing Machines	Four colour OFFSET printing machine with Make, Model, Size & No. of Machines OR Four colour DIGITAL printing machine with Make, Model, Size & No. of Machines	Make				
			Model				
			Size				
			No. of Machines				
11.	Post-press Equipment	No. of Paper Cutting Machine					
12.		No. of Centre-pinning Machine					
13.		List of other Ancillary Binding Equipment					
14.	Required Documents (self-attested copies to be submitted)	Sl. No.	Name of the Document	Yes/No	Document No.		
		1.	Registration of PAN				
		2.	Registration of GST				
		3.	Registration certificate of Factory's Act or Shop & Establishment Act licence Small/ Medium Scale Industries				
		4.	Licenses to establish the press (Press declaration certificate)				

Note:

- 1) If necessary, the machines and equipment may be listed on a separate sheet.
- 2) In case machines are installed at more than one premise give details of the same with address.
- 3) **Self-attested copies** of all the required documents mentioned in the proforma against Sl. No. 14 should be submitted with the tender document.

I / We hereby certify that all the particulars given above are correct.

Name of the firm:

(Printer's stamp)

Signature (s):

Dated: