

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

This tender is meant for Delhi/NCR based offset printers only

Government of India
PUBLICATIONS DIVISION
 Ministry of Information and Broadcasting
 Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110 003

No. D-29015/08/2025-26/Prod.

Dated: 03/12/2025

Subject: Annual Rate Contract for printing of the monthly periodical "YOJANA" in English language

Quotations are invited for finalizing of an Annual Rate Contract for the printing of above mentioned prestigious monthly periodical in English language. The estimated value of the job is Rs. 70,00,000.00 (Rupees Seventy Lakh only). If you are in a position to undertake the production of the above job as per the specifications given below and supply the printed copies regularly within the specified time schedule, please submit your quotation in this form only **through GeM portal latest by 26/12/2025 (3:00 PM)**. The procurement will be conducted by following the **Reverse Auction (RA) process**. Technical Bids 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.



(Kulshrestha Kamal)
 Deputy Director (Ed./Prod.)
 For and on behalf of President of India

DESCRIPTION: 'YOJANA' a monthly periodical in English language comprising 52 pages of text and 4 pages of cover is to be produced regularly on top priority basis. Text pages comprising text matter in 2 to 3 columns surrounded by line and screen design/borders and some text matter may be in box against screen, vignette and diffused photograph grounds all along will be printed in **four process colours**. **Typesetting and complete designing of all text pages by incorporating all photographs, chart, illustrations and graphics etc. will be done by the printer as per specified layout.**

Cover I & IV may carry one to four multi-colour pictures along with title, some text line and colour designs surrounded by grounds, bleeding on all sides will be printed in four process colours. Cover II & III may also print text along with line/halftone colour/B&W pictures/advertisements etc. surrounded by colour grounds in four process colours. The Journal will be centre-stitched with two wire staples.

Complete composing of text matter, lay-outing & designing of pages with text and picture, formation of boxes, vignettes in suitable styles and colours etc. will be done by the printer on their own system as per requirements of the Editor. Printer will have to show the final page proofs in our editor's office at Soochna Bhawan, 6th floor of this office on their own cost and arrangement. A digital printed dummy of the periodical will also have to be submitted for final approval, before printing.

The printer will also be required to depute a professional designer/DTP Operator alongwith a laptop with required software for 3 to 4 days in the office of the Editor at Soochna Bhawan for final corrections/ designing as per instructions of the Editor.

NOTE:

- (i) The quantity of the periodical may vary from issue to issue.
- (ii) Material will have to be collected and delivered to the Editors concerned at Soochna Bhawan, New Delhi.
- (iii) Advance copies will have to be delivered at Soochna Bhawan and bulk copies duly bundled in 40 to 50 copy packets each will have to be delivered to our designated store/agents within Delhi/NCR.
- (iv) Printer will have to assign the page designing cum typesetting work to a professional and fully dedicated staff with a laptop in the press/in our office premises at (Soochna Bhawan). Vignettes, special effect etc. where required for designing of the text pages will have to be created by the printer by using suitable software in computer system.
- (v) As soon as proofs are approved, complete journal will have to be provided to the Editor, Yojana (English) in word format alongwith JPEG file of all individual text pages/PDF/Web page formats on CD for uploading the same on our website & face book etc.
- (vi) Printer will have to preserve the plates for one month period after completion of the dispatch of each issue for extra copies if required to be printed.

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SIZE: 7.7" X 10.7" (Approx. finished size)**COLOURS:** Text pages & Cover (Outer and Inner) : **Four Process Colours****LANGUAGE & QUANTITY:** **English— 33,000 copies** plus 30 Advance copies per month
(likely to increase or decrease in each monthly issue)**PAPER:** The following paper will be used from printer's stock.Text pages: **80 GSM** or above matt finished white Indian Art Paper. (As per BIS norms)Cover: **130 GSM** or above full gloss white Indian Art Paper. (As per BIS norms)**Important Note:**

- Besides the GSM & BIS norms, the paper mentioned above has a special requirement for Brightness of 90.
- In connection to the above, the printer is required to **submit unprinted paper samples in A-4 size for testing the brightness of the paper for text and cover for each issue.**

PROCESS OF PRODUCTION: Offset.

TIME SCHEDULE: Input materials i.e. soft or hard copy of text MSS along with photographs/graphs/ illustrations etc. will be supplied in batches by the Editors concerned for typesetting and layout etc. after first checking at printer's end, two to three proofs or more will be required for final approval. Reasonable time schedule will be drawn by the Editor for timely production. For Cover and text pages, EPSON/Digital dummy proofs may also be shown in complete dummy form for approval before final printing of the journal.

DESPATCH OF COPIES: About 25,000 to 30,000 copies of the periodical will have to be supplied to designated Post Office in Delhi/NCR within 3 days after the approval of final proofs or upto the scheduled dispatch dates i.e. 25th of previous month of issues and remaining bulk copies within another 2 days in this office, as per instructions. **30 advance copies (over & above the ordered quantity)** will have to be delivered in Production Section at Soochna Bhawan. Total 5 days will be allowed for the completion of the supply.

MATERIAL FOR PRODUCTION: MSS for text pages, colour photographs/charts, cover art work/CD, line designs, colour/B&W photographs etc. will be supplied in batches by Editors concerned.

Earnest Money Deposit (EMD): It is mandatory for each bidder to submit an Earnest Money Deposit (EMD) of Rs. 3,50,000/- (**Rupees Three Lakh Fifty Thousand only**) in shape of demand draft or FDR from any nationalized bank valid for a period of 6 months duly pledged in favour of the "Principal Director General, Publications Division" payable at New Delhi. The hard copy of financial document of the EMD amount should reach to Sh. Gaurav Keshri, Section Officer (Prod.) at Room No. 680, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi – 110003 on or before the closing date & time of the tender. The EMD of the successful bidder shall remain to this office and to be adjusted as security money and for all unsuccessful bidders the EMD will be returned in due course. **MSME registered press are exempted from submitting the EMD.**

SECURITY DEPOSIT: A Security Deposit of 5% value of the L-1 quoted rate (excluding GST) in the shape of FDR/Bank Guarantee valid for 18 months, duly pledged in favour of Principal Director General, Publications Division, New Delhi, will have to be furnished by the successful tenderer which will be retained by this office till the contract period and also contractual obligations are over.

VALIDITY OF CONTRACT: The contract will be valid for a period of one year and may be extended further for one or more years at same rates, terms & conditions on mutual agreement and satisfactory performance of the printer.

PENALTY CLAUSE:

- In case of delays at printer's end, penalty @ Rs. 1/- per day per delayed copy will be imposed in addition to the extra postal expenditure incurred on postage due to delay in supply, which will be recovered from the printer's bill.
- 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.



OTHER REMARKS:

1. Time schedule must be adhered to.
2. A neat and high-class printing quality with uniformity throughout is essential.
3. This enquiry is subject to our Usual Terms and Conditions of tender.
4. All material will have to be collected and returned at printer's cost.
5. No increase in rates for production or for material will be entertained for any variation in market during the contract period including extension of contract, if any.
6. Publications Division reserves the right to accept or reject any/all the tenders without assigning any reason thereof.
7. Office of Publications Division reserves the right to terminate the rate-contract with one month's notice in the event of printing quality/services is found un-satisfactory.
8. In case of poor performance or regular delays, a suitable liquidated damage (penalty) is likely to be imposed or black listed for future jobs, which will be decided by an Internal Committee.
9. In case of continuous and perpetual poor performance and delay, Principal Director General, Publications Division reserves its rights to cancel the contract and Security Deposit forfeited.
10. All disputes will be settled in the jurisdiction of Delhi only.
11. Tenderer can withdraw his quotation before the opening of tender if he so desires.
12. The tender shall remain valid upto 90 days from the date of opening of Technical Bid.

TECHNICAL REQUIREMENT (Eligibility Criteria): Printers should be well established and should have undertaken printing of books & periodicals etc. for a minimum period of two years and must possess the following in-house printing and allied equipment:

- (a) Pre-Press equipment: Two (2) DTP Terminals with various type fonts & software for Designing/Page-Making facilities, One high resolution Scanners alongwith Colour Laser Printer.
- (b) Complete CTP Unit for Plate-making.
- (c) Offset printing machines: Two (2) CPC(Computerized Press Control) Four-colour printing machine of size of 23"x 36" or above or One (1) eight colour printing machine having perfect printing facility of size 23" x 36" or above.
- (d) Binding equipment: Two (2) Paper Cutting machines, Two (2) Automatic Folding machines alongwith Four (4) Wire Stitching machines or One (1) Flowline machine suitable for center stitching.
- (e) Power Back-up: Should be sufficient to run the machines in the event of power failures. (Desirable)
- (f) 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.
- (g) Printer must also have high speed internet facility for uploading/downloading files of cover design/photographs/text materials etc.
- (h) The minimum Annual Turnover of the press must be Rs. 3 Crores for the last 2 financial years (i.e. FY 2023-24 & 2024-25).

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

1. Total cost typesetting, layouting, designing and printing of **3,96,000copies**(33,000 copies each of 12issues) comprising 52 pages of text on 80 GSM Art paper and 4 pages cover on 130 GSM Art paper to be printed throughout in Four Process Colours on printer's paper 'As per Description' (including GST) Rs. _____
(Rupees.....)

NOTE:

- 1) A proforma for **Technical Bid** is also attached with the tender document. The printer is required to upload the duly filled proforma alongwith required documents at the time of submitting the tender on GeM portal. **Failing which the tender will be summarily rejected.**
- 2) Any **increase/decrease in quantity** of the periodical from issue to issue will be paid **on pr-rata basis**. (As per provision on GeM)

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)

TECHNICAL BID PROFORMA

Sl. No.	Particulars		Printer's Response					
1.	General Information	Name of the Printer						
		Address(es) of the Printer						
2.		(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 (s) & address(es) of Banker(s)						
7.		Name of Government/other important clients the press has served during last three years						
8.	Pre-press Equipment	No. of DTP terminals						
9.		No. of High-resolution Scanner						
10.		No. of Colour Laser Printer						
11.		Plate-making & plate-processing (CTP) facilities						
12.		Internet facility (Speed of uploading/downloading)						
13.	Printing Machines	Colour Offset printing machine with Make, Model, Size & No. of Machines	Make					
			Model/Colour					
			Size					
			No. of Machines					
14.	Post-press Equipment	No. of Paper Cutting Machine						
15.		No. of Automatic Folding Machines						
16.		No. of Wire Stitching Machine						
17.		No. of Flowline Machine						
18.		Power Back-up facility (in KVA)						

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		Sl. No.	Name of the Document	Yes/No	Document No.
		1.	Registration of PAN		
19.	Required Documents (self-attested copies to be submitted)	2.	Registration of GST		
		3.	Registration certificate of Factory's Act or Small/ Medium Scale Industries		
		4.	Licenses to establish the press (Press declaration certificate)		
		5.	Annual Turnover (CA certified) for last two FY (2023-24 & 2024-25)		
20.	Details of EMD amount				

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. 19 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: