

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

This tender is meant for **Delhi/NCR** based printers empanelled with **DPD** and **Chennai** 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-29016/20/2025-26/Prod. (2)

Dated:03/12/2025

Subject: Printing of Ten(10) titles in B-5 sizes in **Tamil** language

Quotations are invited for the production of total **5,000 copies** (500 copies each) of ten(10) titles in B-5 sizes in Tamil language on TOP PRIORITY basis. The estimated value of the tender is Rs. 4,80,000/- (Rupees Four Lakh Eighty 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 26/12/2025 (3:00 PM)**. Tenders (Technical Bid) 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 & on behalf of the President of India

DESCRIPTION: Total ten (10) books having **varies specifications** as mentioned below is required to be produced from soft copy. The details of ten books are as mentioned below:

Sl. No. 1 (Arikamedu - Tamil)

- Text pages: 128 pages (B/w) – 80 GSM or above smooth finished White Maplitho Paper.
- Cover pages: 4 pages (4 Col.-outer cover) – 300 GSM or above gloss White Indian Art Card.
- Quantity: 500** plus 25 Advance and 5 Sample copies.
- Binding: Section Sewing/Paperback
- Lamination: Gloss (Thermal) on cover I & IV

Sl. No. 2 (Bakthi Lakkiyam - Tamil)

- Text pages: 208 pages (B/w) – 80 GSM or above smooth finished White Maplitho Paper.
- Cover pages: 4 pages (4 Col.-outer cover) – 300 GSM or above gloss White Indian Art Card.
- Quantity: 500** plus 25 Advance and 5 Sample copies.
- Binding: Section Sewing/Paperback
- Lamination: Gloss (Thermal) on cover I & IV

Sl. No. 3 (Manimekalai - Tamil)

- Text pages: 140 pages (B/w) – 80 GSM or above smooth finished White Maplitho Paper.
- Cover pages: 4 pages (4 Col.-outer cover) – 300 GSM or above gloss White Indian Art Card.
- Quantity: 500** plus 25 Advance and 5 Sample copies.
- Binding: Section Sewing/Paperback
- Lamination: Gloss (Thermal) on cover I & IV

Sl. No. 4 (Meenakshi Sundereswarar Temple - Tamil)

- Text pages: 204 pages (B/w) – 80 GSM or above smooth finished White Maplitho Paper.
- Cover pages: 4 pages (4 Col.-outer cover) – 300 GSM or above gloss White Indian Art Card.
- Quantity: 500** plus 25 Advance and 5 Sample copies.
- Binding: Section Sewing/Paperback
- Lamination: Gloss (Thermal) on cover I & IV

Sl. No. 5 (Nadukal - Tamil)

- Text pages: 104 pages (B/w) – 80 GSM or above smooth finished White Maplitho Paper.
- Cover pages: 4 pages (4 Col.-outer cover) – 300 GSM or above gloss White Indian Art Card.
- Quantity: 500** plus 25 Advance and 5 Sample copies.
- Binding: Section Sewing/Paperback
- Lamination: Gloss (Thermal) on cover I & IV

Sl. No. 6 (PazhanthamizhrinIsaik Karuvigal - Tamil)

- Text pages: 220 pages (B/w) – 80 GSM or above smooth finished White Maplitho Paper.
- Cover pages: 4 pages (4 Col.-outer cover) – 300 GSM or above gloss White Indian Art Card.
- Quantity: 500** plus 25 Advance and 5 Sample copies.
- Binding: Section Sewing/Paperback
- Lamination: Gloss (Thermal) on cover I & IV

Sl. No. 7 (PuthiyaThozhilnutpangalaiPurinthukolvom - Tamil)

- Text pages: 96 pages (B/w) – 80 GSM or above smooth finished White Maplitho Paper.
- Cover pages: 4 pages (4 Col.-outer cover) – 300 GSM or above gloss White Indian Art Card.
- Quantity: 500** plus 25 Advance and 5 Sample copies.
- Binding: Section Sewing/Paperback
- Lamination: Gloss (Thermal) on cover I & IV

Sl. No. 8 (Ramanujar - Tamil)

- Text pages: 112 pages (B/w) – 80 GSM or above smooth finished White Maplitho Paper.
- Cover pages: 4 pages (4 Col.-outer cover) – 300 GSM or above gloss White Indian Art Card.
- Quantity: 500** plus 25 Advance and 5 Sample copies.
- Binding: Section Sewing/Paperback
- Lamination: Gloss (Thermal) on cover I & IV

Sl. No. 9 (Rameswaram - Tamil)

- Text pages: 136 pages (B/w) – 80 GSM or above smooth finished White Maplitho Paper.
- Cover pages: 4 pages (4 Col.-outer cover) – 300 GSM or above gloss White Indian Art Card.
- Quantity: 500** plus 25 Advance and 5 Sample copies.
- Binding: Section Sewing/Paperback
- Lamination: Gloss (Thermal) on cover I & IV

Sl. No. 10 (ThamizhakaNattaarTheivangal - Tamil)

- Text pages: 128 pages (B/w) – 80 GSM or above smooth finished White Maplitho Paper.
- Cover pages: 4 pages (4 Col.-outer cover) – 300 GSM or above gloss White Indian Art Card.
- Quantity: 500** plus 25 Advance and 5 Sample copies.
- Binding: Section Sewing/Paperback
- Lamination: Gloss (Thermal) on cover I & IV

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 Maplitho** (special requirement of Publications Division) and **86 on coated side for Art paper/card**.
- 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.

FINISHED SIZE OF THE BOOK: B-5 (7.25"x9.5")**PROCESS OF PRODUCTION:** Offset

MATERIAL FOR PRODUCTION: Soft copy for text pages and cover will be supplied along with earlier printed dummy of the book. However, corrections in text matter, improvement in pictures and designing etc. will require to be done by the printer at their cost.

TIME SCHEDULE: After receipt of input materials, the **digital dummy** of complete book in dummy form will have to be submitted for approval within 5 days for all the ten titles.

10 days will be allowed for proofing, printing, binding and supply of five sample copies each of the ten titles in this office for our approval. As soon as the sample copies are approved, 25 advance copies each (over and above the ordered quantity) and remaining bulk copies in the office of **Publications Division, A Wing, Rajaji Bhavan, Ground Floor, Besant Nagar, Adyar, Chennai – 600 090** within another 15 days after the approval of sample copy. **An overall of 30 days** will be allowed for completion of all the work for ten titles.

PLACE OF DELIVERY: The printer will have to deliver all the books at the office of Publications Division, A Wing, Rajaji Bhavan, Ground Floor, Besant Nagar, Adyar, Chennai-600090. The cost of transportation shall be borne by the printer.

PACKING: Each book is to be packed in self-sticking polythene bags (As per Govt. Guidelines) and supplied in packets of 50-100 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.

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.

Earnest Money Deposit (EMD): It is mandatory for each bidder to submit an Earnest Money Deposit (EMD) of Rs. 24,000/- (Rupees Twenty-Four 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. 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.** The printers empanelled with this division are need not to submit EMD.

SECURITY DEPOSIT: A Security Deposit of 5% value of the L-1 quoted rate (excluding GST) in shape of FDR from any nationalized bank valid for a period of 6 months duly pledged in favour of the Principal Director General, Publications Division will have to be furnished by the successful tenderer within 7 days after awarding the job which will be retained by the office till completion of all the contractual obligations.

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 a liquidated damages/penalty is likely to be imposed as decided by an internal committee.
6. All disputes will be settled under Delhi Jurisdiction.

TECHNICAL REQUIREMENT (Eligibility Criteria): The printer should possess the minimum technical requirement (printing machinery and allied equipment) to be eligible for participating in this tender as per the details mentioned below. **(only for Chennai based offset printers)**

Pre-press	➤ DTP composing facility with minimum Two (2) Terminals (core i7 or above processor) with valid license of designing software's like InDesign, Photoshop, Illustrator, Corel raw etc. ➤ Laser printer (600 DPI or above) - 1 No. ➤ Computer-to-Plate (CtP) machine - In-house or dedicated arrangement.
Press	➤ Four colour CPC printing machine of 19" x 25" or above - 1 No. ➤ Single colour printing machines of 20" x 30" or above - 2 No's
Post-Press(In-house or dedicated arrangement)	➤ Programmable Cutting machines - 1 No. ➤ Automatic Folding Machine- 1 No. ➤ Automatic Section Sewing machine-1 No. ➤ Perfect Binding machine-1 No. ➤ Thermal Lamination machine - In-house or dedicated arrangement.
Others	➤ Facility of sufficient Power back-up to run the press. (As per Govt./Local Body norms) ➤ The Press should not be split in more than two Units.

In addition to the above requirements of machineries/equipment, printers applying for these tenders also required to furnish the following **Essential Conditions**.

- The printer should have Factory License.
- The printer should have registration certificate of Small-Scale Industries or NSIC/MSME in case of press participating in Small-Scale Industries or NSIC/MSME category.
- The printer should have Press Declaration Certificate, PAN and GST registration.
- Printer will have to furnish a self-declaration that their press has not been blacklisted by any Government

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

1. Total Cost for printing of total **5,000 copies (500 copies each)** of ten (10) titles in B-5 sizes '**As per Description**' on printer's paper maintaining **strict time schedule** including delivery of books at the given address of Chennai (**including GST**)
- Rs. _____)
- (Rupees _____)

NOTE: An Excel Sheet for bifurcation of quoted rates is attached with the tender proforma. The Excel Sheet should be filled and uploaded with the tender document without fail.

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: _____

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