

NOTICE INVITING TENDER

Government of India
PUBLICATIONS DIVISION
MINISTRY OF INFORMATION & BROADCASTING
New Delhi-110003

Publications Division, Ministry of Information and Broadcasting, Govt. of India, invites sealed quotations under two-bid system from reputed offset printers located in Delhi/NCR (within 40 Kms (approx.) from this office), who can print and deliver about 20,000 or 35,000 number of copies of our monthly journal "KURUKSHETRA" in Hindi or English languages respectively every month within the specified time schedule on Annual Rate Contract basis. Printer will have to co-ordinate for collecting text Mss/CRC/CD/photographs & other input material, supply of proofs/ferros/digital proofs etc. and deliver proofs/printed copies in this office / Post Office at Kashmiri Gate, Delhi or any other place as per instructions by this office.

Office of issue: Publications Division, Ministry of Information & Broadcasting, Soochna Bhawan,
CGO Complex, Lodhi Road, New Delhi-110003.

Last Date & Time of submission of Tender : 3.00 PM on 4/6/2019

Date & Time for opening "Technical Bid" : 3.30 PM on 4/6/2019

ELIGIBILITY CRITERIA: Printers should be well established and have undertaken printing of books & Journals etc. for a minimum period of one year. Besides, printer must possess the following in-house printing and allied equipments :

- (a) Pre-Press equipments : Four (3) DTP Terminals with Designing / Page-Making facilities, One (1) high resolution Scanners alongwith Laser Printers in B/W and Colour.
- (b) Complete CTP Unit for Plate-Making.
- (c) Offset printing machines : Two (2) Four-colour machines in minimum size of 23" x 36" and One (1) CPC Four-colour printing machine in 19" X 25" size.
- (d) Binding equipments : Three (3) Cutting machines, Two (2) Automatic Folding machines, Four (4) wire Stitching machines or one flow line suitable for centre stitching journal.
- (e) Should have sufficient Power Back-up to run the machines in the event of power failures.
- (f) The printer should be registered with GST,PAN,TIN etc. and have license to run the press (Self-attested Photocopies of all relevant documents must be enclosed in the Technical Bids envelope).
- (g) Printer must have high speed internet facility for uploading/downloading files of cover design, photographs and text matter etc.
- (h) The Annual Turnover of the press must be Rupees 4 Crore each for the last 2 years.

IMPORTANT NOTES :

- (1) Complete Tender Document can be downloaded from the portal of e-procurement i.e www.eprocure.gov.in or from our website www.publicationsdivision.nic.in. Tender Document can also be collected in person from Production Section, Room No. 674 of this office between 9.30 AM to 5.30 PM on all working days.
- (2) EARNEST MONEY DEPOSIT: Tenderers will have to submit an Earnest Money Deposit (EMD) of ₹3,00,000/- (Rupees Three lakhs only) in the form of Demand Draft/Bankers Cheque from any bank. However, exemption from furnishing the EMD may be allowed as per Government guideline on submission of valid registration certificate.
- (3) Tenderers are required to fill-up and submit the 'Technical' Bid and 'Financial' bid separately as specified in the Tender Document.
- (4) Tenders received without the EMD or valid certificate will not be consider.
- (5) Tenders, complete in all respects, should be addressed to Joint Director (Prod.) and should be dropped in the Tender Box in room No. 666 (6th Floor), Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.

TENDER DOCUMENT

Tender No. and date : D-29015/1/2019-20/Prod. date 10.05.2019
Last Date & Time of Receipt of Tender : 4/6/2019 by 3:00 PM
Date & Time of opening of Technical Bid : 4/6/2019 at 3:30 PM
Contract Validity : One Year (extendable by one or more years)
Tender validity : 90 days from opening of Technical bids

DESCRIPTION:- 'KURUKSHETRA' a monthly journal in Hindi and English comprising 48 pages of text plus 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 etc. 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 have to be done by the printer as per specified layout.**

Outer cover may carry one to four multicolour 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. in four colours. The Journal will be centre-stitched with two wire staples and cut to size.

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 system as per requirements of the Editor. Printer will have to show the final page proofs in editor's office at Soochna Bhawan, 6th floor of this office at their own cost and arrangement. The printer may also require to depute a professional designer/DTP Operator alongwith a laptop for 3 to 4 days in office of the Editor at Soochna Bhawan for final corrections/designing, as per instructions.

NOTE:

1. Since dispatch and production schedule is fixed for both the languages, printing of only one language will be awarded to one printer on the basis of the lowest quoted rates.
2. The number of text pages and print order may vary from issue to issue.
3. Material will have to be collected and delivered to the Editors concerned at Soochna Bhawan, New Delhi.
4. Advance copies will have to be delivered at Soochana Bhawan and bulk copies duly wrapped in bundles of 20 to 40 copies each will have to be delivered to our designated store/agents within Delhi/NCR.
5. Printer will have to assign the designing and typesetting work to a professional and fully dedicated staff with a Lap-Top in the press/in our office premises (Soochna Bhawan). Vignettes, special effect etc. required for designing of text pages will have to be created by the printer by using suitable software in computer system.
6. As soon as page proofs are approved, complete journal will have to be provided to the Editor, Kurukshetra (Hindi & English) in open file alongwith JPEG file of all individual text pages/ PDF/Web page format on CD for uploading the same on our website & face book etc.
7. Printer will have to preserve the plates for minimum Two week after completion of the job for printing of additional copies if required.
8. The documents submitted in the Technical Bids envelope will be verified and printing presses would be inspected by the Committee for eligibility. The Financial Bids will be opened at a later date, which will be duly intimated to the tenderers who are found eligible as per the criteria and in all respects.

FINISHED SIZE : **8.5" X 11"** (Approx.)

COLOURS : Text pages & Covers : **Four Process Colours**



Cont...2/-

LANGUAGE & QUANTITY: Hindi: 20,000 copies (Approx.)

English: 35,000 copies (Approx.)

(The quantity may vary and likely to increase or decrease in each month issue)

PAPER: The following papers will be used from printer's stock at their cost. Samples of paper may be enclosed along with the quotation.

Text pages: **90 GSM** or above Matt finish white Art paper (Bilt Royal or equivalent quality)

Covers : **170 GSM** Full Gloss White Art paper (Bilt Royal or equivalent quality)

PROCESS OF PRODUCTION: Offset

MATERIAL FOR PRODUCTION: MSS of text pages, colour photographs/charts, cover art work, line designs etc. will be supplied in hard/soft copy in batches by Editors of Hindi & English. Designing of text pages will be done by the printer on system as per layout supplied.

TIME SCHEDULE: Input material i.e. soft or hard copy of text MSS alongwith photographs/graphs/illustrations will be supplied in batches by the Editors on time to provide sufficient time for typesetting and layout etc. Two to three proofs or more will be required for final approval after first checking at printers end. Reasonable time schedule will be drawn by the Editor for timely production of the journal. Digital proofs/Epson proof will have to be shown in complete dummy form on actual paper for approval before final printing.

DESPATCH OF COPIES: About 20,000 to 30,000 copies will have to be supplied in the Post office, Kashmere Gate within 3 days after the approval of proofs or upto the scheduled despatch dates i.e. 29th of previous month of issue for English and 5th of same month of issue in Hindi and remaining bulk copies within next 2-3 days in Soochna Bhawan, New Delhi.

SECURITY DEPOSIT : A Security Deposit of ₹3,00,000/- or 5,00,000/- in the shape of FDR / Bank Guarantee, duly pledged in favour of Director General, Publications Division, New Delhi, will have to be furnished by the successful tenderer for assigning the job of Hindi or English respectively and will retain in this office till the contract period including extension and till the contractual obligations are over.

VALIDITY OF CONTRACT : The contract will be valid for a period of one year and may be extended for one or more years at same rates, terms & conditions on mutual agreement and satisfactory performance of the printer. No revision in rates for production or for material will be entertained for any variation in market during the contract period or extended period if any.

PANALTY FOR DELAY : In case of delays at printer's end, penalty @ 50 paise per day per copy in addition to the extra postal expenditure incurred on postage due to delay in supply, will be imposed on printer's bill.

SUBMISSION OF TENDERS : Tenderers are requested to submit their offer in two parts, namely **Technical bid** and **Financial bid** in the following manner :-

- (i) Both the Technical and Financial bids should be sealed separately along with the specified enclosures of each bid.
- (ii) Each sealed envelope should be super-scribed with "Tender for printing of 'Kurukshetra' - Tender No. No. D-29015/1/2019-20/Prod. - Tender opening date -4/6/2019." Both sealed envelopes should be marked as 'TECHNICAL BID' or 'FINANCIAL BID', as the case may be.
- (iii) The Technical Bid cover should contain all other documents as mentioned in the tender document along with list of all machineries & equipments etc. as mentioned in "Annexure-I". The Financial Bid cover should contain the quoted rate only as per "Annexure-II".
- (iv) The said two sealed envelopes should be further kept in third bigger sealed envelope, which should also be super-scribed as "Tender for printing of "Kurukshetra" - Tender No. No. D-29015/1/2019-20/Prod. Tender opening date - 4/6/2019". This envelope should be dropped in the tender box in room no. 666, 6th Floor, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003 on or before the specified last date and time of receipt of tender.



Cont.....3/-

OTHER REMARKS :

1. Time schedule must be adhered to meet out the dispatch schedule.
2. A neat and high-class production with uniformity throughout is essential.
3. This enquiry is subject to our usual Terms & Conditions of tender.
4. Rates should be quoted both in words and figures and preferably typed.
5. All material will have to be collected and returned at printer's cost.
6. The applicable tax (**GST**) will be paid separately. As such, the existing applicable tax will have to be mentioned in the tender, as per Financial bids proforma.
7. In case of Poor printing quality/performance/use of inferior quality/lesser GSM paper, an internal committee will decide the amount of liquidated damages/penalty to be imposed & that would be recovered from the printer's bill.
8. In case of continuous and perpetual poor performance and delay, The Director General, Publications Division shall reserves its rights to cancel the contract and forfeit the Security Deposit.
9. Tenderers can withdraw his quotation before the opening of tender, if he so desires.
10. All disputes will be settled under Delhi jurisdiction.
11. Tenderers can send their representative at the time of opening of tender.
12. Utmost care should be given with for printing & delivery for our special issues with extra manpower in order to avoid delay in supply.
13. The tender will be summarily rejected / cancelled if rates are quoted on the paper other than the quality specified in the tender.
14. Printing contract for English and Hindi will be assigned to two printers on merit of the lowest rates.



ANNEXURE-I

TECHNICAL BID PROFORMA

1. Name of the Press :
2. Address & Phone Numbers :
 - (a) Office :
 - (b) Factory:
3. Details of contact person :
 - (a) Name :
 - (b) Mobile Nos. :
 - (c) E-mail id :
4. Nature of incorporation :
 - (a) GST No. :
 - (b) TIN No. :
 - (c) PAN No. :
5. Name & address of Banker(s) :
6. (a) Earnest Money Deposit :
(To place in Technical Bid envelope)
7. Self attested photo copies of following documents must be placed inside the **Technical Bid** envelope :
 - a) Registration of GST/PAN or Service Tax etc.
 - b) Specified paper samples duly signed and stamped.
 - c) Registration of Factory's Act or Small/Medium Scale Industries Certificates issued by the State/Central Govt. Authority to run the printing press.
 - d) Certificate of Chartered Accountant for Annual Turnover for the last two years.
 - e) All other documents including Demand Draft of EMD as mentioned in the tender document .
 - f) Tender document duly filled up and signed/stamped on each page.

Cont.....2/-



DETAILS OF PRINTING & OTHER ANCILLARY EQUIPMENTS:

1. Name/numbers/size and other details :
of printing machines (In case machines
are installed at more than one premises,
give details with full address and phone
numbers etc.).

2. Pre-Press Equipments

a) DTPs Terminals & Scanners :

b) Laser/digital Printers :

c) Details of CTP Unit with size :

3. Details of Binding Equipments

a) Number of cutting machines with size :

b) Number of folding machines :

c) Number of Stitching machines :

4. Power Generator(s) with KVA :

5. Government Departments/
other important clients for
whom you have done print
jobs during the last three years :

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

Signature _____

Name of the Firm _____
(With Stamp)

Date _____

Note : If necessary, details of machines and equipments etc. may be listed on a separate sheet which will have to be signed with stamped.



ANNEXURE-II**FINANCIAL BID PROFORMA**

(This form should be kept in the envelope super-scribed as "Financial Bid")

Your rates should be quoted on the following lines including the cost of paper and all other incidental charges etc. The rates will be valid for one year or till the extension of contract, from the printing of first issue. The applicable GST will be paid separately.

1. Rate per 1000 copies for **printing of 15,000 to 25,000 copies** comprising 48 text pages & 4 pages of cover on printer's paper 'As per Description' ₹.....
(Rupees _____)
2. Rate per 1000 copies for **printing of 25,001 to 45,000 copies** comprising 48 text pages & 4 pages of cover on printer's paper 'As per Description' ₹.....
(Rupees _____)
3. Rate per 1000 for additional copies comprising 48 text pages & 4 pages of cover on printer's paper 'As per Description' ₹.....
(Rupees _____)
4. Rate per 1000 copies for printing of every 4 additional pages of text on printers paper ₹.....
(Rupees _____)
5. Present rate of applicable GST @ _____ %

NOTE:

1. The Lowest tenderer will be decided on the basis of the lowest rates quoted for item number 1 and 2 for Hindi and English respectively.
2. Cost of less than 1000 additional/reduced copies, shall be on pro-rata basis of respective slab.
3. In case of increase / decrease of GST percentage announced by the Government during the tenure of the contract (and extensions thereof, if any), the difference of such increase / decrease of GST percentage shall be applicable as per actual difference.

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 _____

