

TENDER DOCUMENT

Government of India

PUBLICATIONS DIVISION

Ministry of Information & Broadcasting

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

Subject: Annual Rate Contract for printing of monthly journal "YOJANA" in Bengali language

Tender No. and Date : D-29015/14/2022-23/Prod. Dated: 29/12/2022
Last Date & Time of Receipt of Tender : **20/01/2023** by 3:00 PM
Date, Time & venue of opening of Technical Bid : **20/01/2023** by 3:30 PM
Initial Contract Validity : One Year (extendable for one or more years)

Scaled tenders are invited under two bids system, namely **Technical bid** and **Financial bid** for finalizing the above contract with an offset printer at Kolkata in the following manner:-

- (i) Tender Form can be downloaded from our website: www.publicationsdivision.nic.in or www.eprocure.gov.in Tenders can also be collected from the office of the Editor, Yojana (Bengali) in our local office at Publications Division, M/o Information & Broadcasting, 07, Esplanade East, Kolkata-700 034.
- (ii) Both the "Technical Bid" and "Financial Bid" should be sealed separately along with the specified enclosures and marked as 'TECHNICAL BID' or 'FINANCIAL BID', as the case may be. The financial bid cover should contain the rate offer (Annexure-II). The technical bid cover should contain "Tender documents" (Annexure-I) along with list of all machineries & equipments etc. as mentioned in this tender form.
- (iii) The said two sealed envelopes should be further kept in one bigger sealed envelope, which should also be super-scribed as "Tender for printing of Monthly Journal Yojana (Bengali), Tender No. D-29015/14/2022-23/Prod. with tender opening date of 20/01/2023"
- (iv) **EARNEST MONEY DEPOSIT:** Tenderers will have to submit an **Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten thousand only)** in the form of Demand Draft from Scheduled/ Nationalized Bank favouring "Pay and Accounts Officer, CBC, Ministry of I&B, New Delhi". The Demand draft must have the validity of six (6) months. As soon as the Contract is finalized, the EMD will be returned to all unsuccessful printers.
- (v) Tenders received without the DD's of Rs. 10,000/- of EMD will be rejected. However, Relaxation for furnishing EMD will be allowed as per the standing Govt.-orders. Tenderers those are exempted under small/medium scale industries must enclose the required certificate issued by the competent authority/office.
- (vi) The technical bids will be opened on its due date and time in office of the Joint Director (Production) as mentioned below. Technical bid will be evaluated on the basis of the tender terms and printing machines etc may be physically verified before the financial bids are opened. Financial Bids will be opened at a later date, which will be duly intimated to the tenderers through e-mail / phones who are found eligible after inspection of printing presses.
- (vii) Tenders, complete in all respects, should be addressed to Joint Director (Prod.), Publications Division & should be dropped in the Tender Box kept in the Room No. 669 (6th Floor), Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.


(D.K.C. Hrudhainath)
Joint Director (Prod.)

SPECIFICATIONS

DESCRIPTION:- ‘YOJANA’ a monthly journal in Bengali language comprising 52 pages of text and 4 pages of cover is to be printed regularly on priority basis. The text pages may carry text in 2 to 3 columns, along with 4 to 8 pictures and surrounded by line and screen borders. Some text may be in boxes also against screen grounds. Text pages will print in single colour, generally Black. **Complete composing of text, layout, formation of boxes, scanning/improvement of pictures & planning with text matter etc. for complete journal will be done by the printer at their cost.**

Covers I & IV may carry title, logo design, some text along with one to three colour pictures surrounded by colour grounds etc. and will print in 4 process colours. Covers II & III may print text along with line/halftone pictures and advertisements which also to print in four colours common to outer cover. The Journal will be center-stitched with two wire staples.

Every month about 500 to 1,000 or more subscriber's copies will have to be wrapped with printed wrapper/placed in Transparent envelop and labeled with address sticker by the printer on individual copy (except advance copies) as per the list provided by the Editor. (Subscriber copies may increase or decrease from issue to issue). Cost of wrappers printed in Black on 90 GSM Kraft paper or transparent envelop and printing of address label on pre-gummed paper should be included in your quoted rate. These copies will have to be sorted & packed separately on the basis of Post Office/PIN Code number of Kolkata subscribers and district wise sorting & packing will have to be done for the copies to be sent outside the Kolkata region. The bulk copies will have to be delivered in our office or designated Post Office.

NOTE:

- (i) The cover design of English (open format) may be supplied through e-mail wherein title, text etc. in Bengali language will have to be incorporated by the printer as per colour scheme/rough dummy supplied by the Editor.
- (ii) The quantity and number of pages may vary from issue to issue.
- (iii) Material, Proofs etc. will have to be collected and delivered by the printer to the Editor at local address of Yojana (Bengali) in our local office at Publications Division, M/o Information & Broadcasting, 07, Esplanade East, Kolkata-700 034 or any other office specified by the Editor at their cost.
- (iv) There will be 4 special issues of 72 pages during one year. In such cases, the printer will be required to give special attention for printing & delivery of our special issues without any delay.
- (v) Advance copies duly packed in bundles of 25 copies each will have to be delivered at Yojana Office, Kolkata & bulk copies in our office or designated Post Office in Kolkata.
- (vi) Material will be provided in batches by the Editor from Yojana, Kolkata office. Two to Three proofs will be required for final approval after first checking of proofs at printer's end.
- (vii) Scanning of photographs will have to be done by printing compatible scanner only. Poor quality reproduction of photographs will not be accepted.
- (viii) Printing will be done by Positives/CTP plates to achieve the desired standard of printing quality.
- (ix) As soon as proofs are approved, complete journal will have to be provided by the printer in PDF/Web page format on CD for uploading the same on our website.
- (x) Bills will have to be submitted to the Editor at Kolkata in triplicate format alongwith bank mandate & delivery challans etc. & payment will be made through RTGS.

SIZE: 8.5” X 11” (Approx. finished size)

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COLOURS: Text pages : Single colour Black
Outer and Inner Covers : Four Process Colours

LANGUAGE & QUANTITY: Bengali – 2,000 copies per month
(likely to increase or decrease in each monthly issue)

PAPER: Good quality Smooth finished white Maplitho paper of 70 GSM for text pages and 130 GSM full gloss white Art paper (Bilt Royal or equivalent quality) for cover will be used from printer's stock. Sample of paper to be used may be enclosed with your quotation.

TIME SCHEDULE: Reasonable time schedule will be drawn by the Editor at Kolkata for timely production i.e. 10 days before the month of publication of the journal. It is also to be ensured that all the printed copies are supplied to the Yojana office at Kolkata within 4-6 days from the date of approval of final ferro proofs.

DISPATCH OF COPIES : About 500 to 1,000 or more subscriber's copies will have to be wrapped with printed wrapper/placed in Transparent envelop and labeled with address sticker by the printer on individual copy (except advance copies) as per the list provided by the Editor and remaining bulk copies packed in bundles of 20-25 copies each duly wrapped and labeled will have to be delivered to Railway Station/Postal Department and designated godown as per the date of dispatch fixed by the Department of Posts and instruction of the Editor.

PROCESS OF PRODUCTION : Offset

MATERIAL FOR PRODUCTION : Text manuscript, Cover Art-work/CD, line designs, photographs etc. will be provided in batches by the Editor at Kolkata.

PENALTY: In case of delay at Printer's end Penalty @ 50 Paisa per copy per day will be imposed besides additional amount paid by the division, for dispatching the journal to the subscriber.

SECURITY DEPOSIT: The successful tenderer will be required to furnish a security deposit of Rs. 25,000/- (Rupees Twenty Five Thousand only) preferably in the form of Fixed Deposit for a period of three years of any nationalized bank in the name of Director General, Publications Division, A/c..... (Printer's Name) which will remain in this office till the completion of all contractual obligations.

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

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. Rates should be quoted both in words and figures, preferably typed.
5. All material will have to be collected and returned at printer's cost.
6. The applicable tax (GST) will be paid extra on the basis of the total bill amount. As such, the present applicable tax rate (GST) should be mentioned separately as per the proforma of Financial bid.
7. The contract will be for a period of one year and may be extended further for one or more years on same rate, terms and conditions on mutual understanding and satisfactory performance of the printer.
8. 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.
9. Publications Division reserves the right to accept or reject any/all the tenders without assigning any reason thereof.

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10. 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.
11. In case of poor performance or regular delays or using of inferior quality/lesser GSM paper, a suitable liquidated damage (penalty) is likely to be imposed which will be decided by an Internal Committee and recovered from the printer's bill.
12. In case of continuous and perpetual poor performance and delay, Director General, Publications Division reserves its rights to cancel the contract and Security Deposit forfeited.
13. All disputes will be settled in the jurisdiction of Delhi only.
14. Tenderer can withdraw his quotation before the opening of tender if he so desires.
15. Tenderers can send their representative at the time of opening of tender.
16. 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 have been undertaking printing of books & Journals etc. for a minimum period of last one year and should have the following machineries and ancillary equipments:

- (a) Printer should have sufficient arrangement (preferably in house) for typesetting in Bengali language for incorporating pictures and carrying out textual corrections. Cover design in Bengali will have to generate from the master cover design of English provided in soft copy through e-mail/website.
- (b) Complete arrangements for pre-press including high-resolution scanner, Laser Printer and plate-making facilities etc.
- (c) 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.
- (d) Two single colour offset machine of 18" X 23" **OR** One single colour offset machine of 23" X 36" or above.
- (e) One four colours offset printing machine of 18"X23" or above.
- (f) One paper cutting machine, two wire stitching machines and other ancillary binding equipments with sufficient space for binding and wrapping/ packing etc.
- (g) Having sufficient power back-up to run the machines.
- (g) The printer should be in possession of PAN, GST, registration of Factory's Act or Small/Medium Scale Industries & licenses to establish the press (Press declaration certificate) etc. Photocopies of all relevant documents are to be enclosed.



(DKC Hrudhainath)
Joint Director (Prod.)

For & on behalf of the President of India

TECHNICAL BID PROFORMA
(ANNEXURE-I)

1. **Name of the Press:**
2. Address(es):
 - (a) Office:
 - (b) Factory:
3. Telephone Nos. and name with designation of **authorized person/owner** of Press:
(including Mobile number & e-mail id)
4. Year of **Establishment**:
5. Nature of **Incorporation**:
6. Name (s) & address(es) of Banker(s):
7. Detail of Earnest Money Deposit (Rs. 10,000) DD No. & Date _____
Name of the Issuing Bank _____
8. Name of Government Department/Other important clients during last three years.
9. **DETAILS OF Required Infrastructure and Machinery:**
 - a) No. of High resolution scanners. Laser printers & other Processing equipments with detail :
 - b) Plate-making & plate-processing facilities :
 - c) No. of DTP terminals with Bengali font with detail :
 - d) Internet facility (Speed of uploading/downloading) :
 - e) Power Back-up facility (KVA) :

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- f) Single colour Offset printing machine with Make, :
Model & Size
- g) Four colour Offset printing machine with Make, :
Model & Size
- h) No. of Paper Cutting Machines with Make , Model :
& Size
- i) No. of Wire Stitching Machines with Make & Model :
- j) Other Ancillary Binding Equipments :

Note: a) If necessary, the machines and equipments may be listed on a separate sheet.
b) In case machines are installed at more than one premise give details of the same with address.

Important : Checklist before submitting of the Technical Bid (Annexure – I)

Self Attested Copies of following should be enclosed along with this Technical Bid.

- a) Registration of PAN/GST etc.
b) List of printing machines and other equipments. (if separate sheet required)
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 to establish the printing press. (Press Declaration certificate)

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

Name of the firm:

Signature (s):

Dated:

(Printer's stamp)

FINANCIAL BID PROFORMA
(ANNEXURE-II)

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

Your Rates should be quoted on the following lines including cost of complete composing, Layout/designing of text pages and cover, printing, binding, cost of paper for wrappers, stickers and journal, other incidental and dispatch charges. The applicable GST will be paid extra.

- (i) Rate per 1,000 for composing, layouting, designing, proofing & printing of **minimum 2,000 copies** comprising 52 text pages & 4 pages of cover on printer's paper (as per Description) **Rs.** _____)
(Rupees _____)
- (ii) Rate per 1,000 for composing, layouting, designing, proofing & printing of **4,000 copies** comprising 52 text pages & 4 pages of cover on printer's paper (as per Description) **Rs.** _____)
(Rupees _____)
- (iii) Rate per 1,000 for printing of additional copies comprising 52 text pages & 4 pages of cover on printer's paper **Rs.** _____)
(Rupees _____)
- (iv) Rate per 1,000 copies for printing of every 4 additional pages of text on printers Paper **Rs.** _____)
(Rupees _____)
- (v) Rate per page for composing, layouting, designing, proofing for text and cover (If there is no printing) **Rs.** _____)
(Rupees _____)
- (vi) Rate of present applicable GST @ _____ % of bill amount.

Note:

1. Rates quoted for Item No (iv) will be considered for reduced pages also.
2. In case, the additional copies are less than 1,000, the pro-rate of the quoted rates of respective item will be applicable.
3. The applicable GST amount as quoted in Item No. (vi) will have to be mentioned in the bill separately and will be paid accordingly. The difference in tax, if any, will be paid/recovered w.e.f. the date of change in GST rate.

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 _____

