

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 **Marathi** language

Tender No. and Date : D-29015/08/2024-25/Prod. Dated: 02/08/2024
Last Date & Time of Receipt of Tender : **27/08/2024** by 3:00 PM
Date, Time & venue of opening of Technical Bid : **27/08/2024** by 3:30 PM
Initial Contract Validity : One Year (extendable for one or more years)

Sealed tenders are invited under two bids system, namely **Technical bid** and **Financial bid** for finalizing the above contract with an offset printer at ~~Mineral~~ **Pune** 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 (Marathi) in our local office at Publications Division, M/o Information & Broadcasting, Central Bureau of Communication, Regional Office, Pune, Ground Floor, Carrier Building, MHS BSNL Compound, Near Poona Club, Camp, Pune – 400 001.
- (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-I). The technical bid cover should contain “Tender documents” along with list of all machineries & equipment 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 (Marathi), Tender No. D-29015/08/2024-25/Prod. with tender opening date of 27/08/2024”**
- (iv) **EARNEST MONEY DEPOSIT:** Tenderers will have to submit an **Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty Five Thousand only)** in the form of Demand Draft from Scheduled/ Nationalized Bank favouring **“Pay and Accounts Officer, CBC etc., Ministry of Information & Broadcasting, 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 and after receipt of performance guarantee for successful tenderer.
- (v) Tenders received without the DD's of Rs. 25,000/- 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 (Prod.) 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) The bigger sealed envelope containing the technical and financial bids should be sent to the following address on time so that it may reach the undersigned on or before the specified last date and time of tender:

**Joint Director (Prod.)
Publications Division**

**Ministry of Information & Broadcasting, Govt. of India
Room No. 669 (6th Floor), Soochna Bhawan, CGO Complex, Lodhi Road
New Delhi-110 003**

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SPECIFICATIONS

DESCRIPTION:- 'YOJANA' a monthly journal in Marathi 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.

The printer will have to paste the address slip/wrapper on individual copy (except advance copies) as per the list provided by the Editor. These copies will have to be sorted & packed separately on the basis of Post Office/PIN Code number of Pune subscribers and district wise sorting & packing will have to be done for the copies to be sent outside the Pune 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 Marathi 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 (Marathi), Publications Division, M/o Information & Broadcasting, Central Bureau of Communication, Regional Office, Pune, Ground Floor, Carrier Building, MHS BSNL Compound, Near Poona Club, Camp, Pune – 400 001.
- (iv) There will be 2-3 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, Pune & bulk copies in our office or designated Post Office in Pune.
- (vi) Material will be provided in batches by the Editor from Yojana, Pune 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 Pune in triplicate format alongwith bank mandate & delivery challans etc. & payment will be made through RTGS.

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

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

LANGUAGE & QUANTITY: Marathi – 2,500 copies per month
(likely to increase or decrease in each monthly issue)

Contd.....3/

Signature
Signature

PAPER: Text pages: **70 GSM** or above good quality smooth finished white Maplitho paper. (Sunshine Superprint or equivalent quality)
Cover: **130 GSM** or above full gloss white Indian Art Paper (BILT Royal or equivalent quality)
(Sample of paper to be used may be enclosed with your quotation)

TIME SCHEDULE: Materials will be supplied in batches by the Editor about 15-20 days in advance. Two to three proofs will be required for final approval after first checking at printer's end. A total number of 5 days will be allowed for printing and final delivery from the date of approval of CRC/final print order given by 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 Pune.

PENALTY CLAUSE: In case of delays at printer 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.

SECURITY DEPOSIT: A Standing **Security Deposit of Rs. 50,000/- (Rupees Fifty Thousand only)** in shape of **FDR** of any nationalized bank valid for a period of 24 months will have to be furnished duly pledged in favour of the Director General, Publications Division by the successful tenderer before awarding of contract and which will be retained by the office till completion of contract and all contractual obligations are over.

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.

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

- (a) Printer should have minimum two computer systems with necessary software and sufficient arrangement (preferably in house) for typesetting in Marathi language for incorporating pictures and carrying out textual corrections. Cover design in Marathi 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) One single colour offset machine in minimum size of 23" X 36" **OR** Two single colour offset machine of 18" X 23"
- (d) One four colours offset printing machine of minimum size of 19"X25"
- (e) One paper Cutting machine, Two Wire stitching machine and other ancillary binding machines with sufficient space for binding and wrapping/ packing etc.
- (f) Having sufficient power back-up to run the machines.
- (g) 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.
- (h) 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.

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. 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.
8. Publications Division reserves the right to accept or reject any/all the tenders without assigning any reason thereof.
9. 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.
10. 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 or black listed for future jobs, which will be decided by an Internal Committee.
11. 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.
12. All disputes will be settled in the jurisdiction of Delhi only.
13. Tenderer can withdraw his quotation before the opening of tender if he so desires.
14. Tenderers can send their representative at the time of opening of tender.
15. The tender shall remain valid upto 90 days from the date of opening of Technical Bid.


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

For & on behalf of the President of India





ANNEXURE-I
TECHNICAL BID PROFORMA

1. Name of the Press :
2. Address:
 - (a) Office :
 - (b) Factory :
3. Telephone Nos. and Name with Designation of authorized person/owner of Press (including Mobile & e-mail id) :
 - (a) Office:
 - (b) Factory:
4. Year in which established :
5. Nature of incorporation :
6. Name (s) & address of Bankers :
7. (a) Earnest Money Deposit (Rs.25,000/-). DD No. & Date _____
Name of the Issuing Bank _____
8. Checklist:
Self-attested copies of following registration/documents may be enclosed along with the Technical Bid. The document must be legible enough to verify the details.
 - a) Registration of PAN, GST etc.
 - b) List of printing machines and other equipments.
 - c) Registration of Factory License or Small/Medium Scale Industries Certificates issued by the State/Central Govt.
 - d) Authority to run the printing press (Press Declaration Certificate).
 - e) Copy of registration certificate of competent authority for relaxation (if any) from the submitting of EMD.

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DETAILS OF PRINTING & OTHER ANCILLARY EQUIPMENTS:

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

2. Names/Types/sizes/makes and numbers of;
 - a) Computer System with necessary software's :
& arrangement for typesetting in Marathi
language
 - b) Laser Printer (B/w or Colour) :
 - c) High Resolution Scanner :
 - d) Plate-making facilities :
 - e) Binding machines (Cutting, Wire stitching :
other ancillary binding machines etc.)

3. Power Generator (for back-up) with KVA :

4. Name of Government Department/
Other important clients for whom you have
done print jobs during the past three years.

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

Signature (s)_____

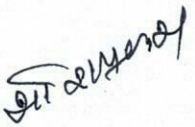
(Printer's stamp)_____

Name of the firm_____

Dated_____

Note: If necessary, the machines and equipments may be listed on a separate sheet.

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ANNEXURE-II

FINANCIAL BID PROFORMA

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

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

Sl. No.	Description	Quoted Rate
1.	Rate per 1,000 copies for typesetting, layouting, designing and printing of <u>2,000 to 4,000 copies</u> of the journal comprising 52 text pages plus 4 pages of cover on printer's paper (as per Description)	Rs.
(In Words) Rupees.....		
2.	Rate per 1,000 copies for typesetting, layouting, designing and printing of <u>4,001 to 6,000 copies</u> of the journal comprising 52 text pages plus 4 pages of cover on printer's paper (as per Description)	Rs.
(In Words) Rupees.....		
3.	Rate per 1,000 copies for typesetting, layouting, designing and printing of <u>more than 6000 copies</u> of the journal comprising 52 text pages plus 4 pages of cover on printer's paper (as per Description)	Rs.
(In Words) Rupees.....		
4.	Rate per 1,000 copies for printing of every 4 additional/reduced pages of text on printer's paper	Rs.
(In Words) Rupees.....		
5.	Rate per 1,000 copies for printing of 3 additional colours per form of 4 pages of text including processing and plate making etc.	Rs.
(In Words) Rupees.....		
6.	Current rate of applicable GST (in %)	

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_____

