

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-29015/03/2022-23/Prod. Dated: 16/06/2022
Last Date & Time of Receipt of Tender : **04/07/2022** by 3:00 PM
Date, Time & venue of opening of Technical Bid : **04/07/2022** 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 Mumbai 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, B-701, 7th Floor, Kendriya Sadan, Belapur, Navi Mumbai – 400 614.
- (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 & 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 (Marathi), Tender No. D-29015/03/2022-23/Prod. with tender opening date of 04/07/2022*”
- (iv) **EARNEST MONEY DEPOSIT:** Tenderers will have to submit an **Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees five thousand only)** in the form of Demand Draft from Scheduled/ Nationalized Bank favouring “Pay and Accounts Officer, BOC, 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.
- (v) Tenders received without the DD’s of Rs. 5,000/- 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 Mumbai subscribers and district wise sorting & packing will have to be done for the copies to be sent outside the Mumbai 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, B-701, 7th Floor, Kendriya Sadan, Belapur, Navi Mumbai – 400 614.
- (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, Mumbai & bulk copies in our office or designated Post Office in Mumbai.
- (vi) Material will be provided in batches by the Editor from Yojana, Mumbai 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 Mumbai 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

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LANGUAGE & QUANTITY: Marathi – 2,000/4,000 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 Mumbai 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 Mumbai within 6 days from the date of approval of final ferro proofs.

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 Mumbai.

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. 60,000/- (Rupees Sixty Thousand only)** preferably in the form of Fixed Deposit for a period of three years of any nationalized bank in the name of the 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.

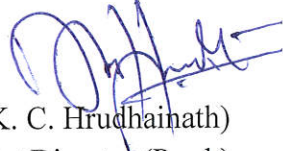
TECHNICAL REQUIREMENT (Eligibility Criteria): Printers should be well established and have been undertaking printing of books & Journals etc. for a minimum period of last one year and should have the following machineries and ancillary equipments:

- (a) Printer should have minimum two computers 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) One single colour offset machine in minimum size of 23" X 36" **OR** Two single colour offset machine of 18" X 23"
- (c) One four colours offset printing machine of minimum size of 19"X25"
- (d) Cutting, stitching and other ancillary binding machines with sufficient space for binding and wrapping/ packing etc.
- (e) Complete arrangements for pre-press including scanner and plate-making facilities etc.
- (f) Having sufficient power back-up to run the machines.
- (g) The printer should have the PAN, GST etc. and licenses to run the press 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.

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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 will be paid extra on the basis of the total bill amount. As such, the present applicable tax rate 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.
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 or black listed for future jobs, which will be decided by an Internal Committee.
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.


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

For & on behalf of the President of India

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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.5,000/-). DD No. & Date _____
Name of the Issuing Bank _____
8. Self Attested Copies of following registration/documents may be enclosed along with the Technical Bid.
 - a) Registration of PAN/GST or Service Tax etc.
 - b) List of printing machines and other equipments.
 - 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) Copy of registration certificate of competent authority for relaxation from the submitting of EMD.

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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).
2. Names/Types/sizes/makes and numbers of;
 - a) Cameras, Scanners & other:
Processing equipment
Including systems
 - b) Plate-making & plate-processing machines:
 - c) Binding machines (automatic :
Cutting, wire stitching, folding etc.)
 - d) DTPs with Marathi font with :
Laser printer, scanner and colour printer etc.
3. Power Generator with KVA:
4. In which languages you are equipped for
DTP/ Laser type setting. (A specimen book of
Typefaces may please be enclosed).
5. 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 of text, Layout/designing for printing, binding, cost of paper for wrappers, stickers and other incidental/dispatch charges. The applicable GST will be paid extra.

- (i) Total cost for typesetting, layouting, designing and printing of **2,000 copies** Rs. _____)
comprising 52 text pages plus 4 pages of cover on printer's paper
(as per Description)
(Rupees _____)
- (ii) Total cost for typesetting, layouting, designing and printing of **4,000 copies** Rs. _____)
comprising 52 text pages plus 4 pages of cover on printer's paper
(as per Description)
(Rupees _____)
- (iii) **Rate per 100 (HUNDRED)** for printing of additional copies comprising **Rs. _____**
52 text pages plus 4 pages of cover on printer's paper
(Rupees _____)
- (iv) **Rate per 1,000 copies** for printing of every 4 additional/reduced pages **Rs. _____**
of text on printers paper
(Rupees _____)
- (v) **Rate per 1,000 copies** for printing of 3 additional colours per form of **Rs. _____**
4 pages of text including processing and plate making etc.
(Rupees _____)
- (vi) Rate of present applicable GST @ _____ % of bill amount.

Note: In case, the additional/reduced copies are less than 100, the pro-rate of the quoted rates of respective item will be applicable.

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 _____