

NOTICE INVITING TENDER

Government of India
PUBLICATIONS DIVISION
Ministry of Information & Broadcasting
Soochna Bhawan, CGO Complex, Lodhi Road
New Delhi-110 003

Subject: Tender for printing of two Reference Annual "INDIA-2023" in English and "BHARAT-2023" in Hindi.

Publications Division, Ministry of Information and Broadcasting, Govt. of India invites Open Tenders under two bid system from reputed offset printers located in Delhi-NCR (within 60 K.M. from this office), who can undertake the production of above reference annuals and deliver the copies within the specified time schedule.

- a) Tender No. and Date: No. D-29016/05/2022-23/Prod. Dated: 07/11/2022
- b) Title of the job: Printing of two Reference Annual "INDIA-2023" in English and "BHARAT-2023" in Hindi.
- c) Last Date & Time of Receipt of Tender: 28/11/2022 by 3:00 PM
- d) Date, Time & venue of opening of Technical Bid: 28/11/2022 by 3:30 PM in Room No. 669 at Soochna Bhawan, Lodhi Road, New Delhi.

The Tender shall remain valid upto 90 days from the date of opening of Technical bid.

Tender document can be downloaded from our website www.publicationsdivision.nic.in or e-procurement portal www.eprocure.gov.in and submit their offer in two parts, namely **Technical bid** and **Financial bid** in the following manner:-

- Both the "Technical Bid" and "Financial Bid" should be sealed separately in two envelopes along with the specified documents and super-scribed with "Tender No. D-29016/05/2022-23/Prod." and marked as 'TECHNICAL BID' or 'FINANCIAL BID', as the case may be.
- The **Technical Bid Cover** should contain "Tender form duly filled in and signed on each page" along with all other documents with list of all machineries & equipments, paper samples and Earnest money deposit (EMD) etc. as mentioned in the tender document.
- The **Financial Bid Cover** should contain the **Rate offer** only.
- The said two sealed envelopes should be kept in one bigger size sealed envelope, which should also be super-scribed as "*Tender for printing of two Reference Annual "India-2023" in English and "Bharat-2023" in Hindi, Tender No. D-29016/05/2022-23/Prod Tender (Technical Bid) Opening date 28/11/2022.*"
- The Technical bids will be opened on its due date and time in Room No.669, 6th floor, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003
- All the Technical Bids will be scrutinized and physical inspection of eligible printer's will be done for suitability and to verify the printing machines & other requirements.
- Financial Bids will be opened at a later date, which will be duly intimated to the successful tenderers through e-mail/phones whose Technical Bid is found eligible.
- Name/Designation, contact no. and e-mail ID of contact person: Shri D.K.C. Hrudhainath, Joint Director (Prod), 011-24362958, e-mail: prod.dpd@gmail.com
- Modification and Withdrawal of Bids: A bidder may modify or withdraw the bid after submission provided a written request of modification or withdrawal is received prior to the last date and time prescribed for submission of bids.
- Earnest Money Deposit:
 - Bidders are required to submit Earnest Money Deposit (EMD) for an amount of Rs. 1,00,000/- (One Lakh) along with the technical bid. The EMD may be submitted in the form of Demand Draft / Banker's Cheque in favour of Director General, Publications Division, Govt. of India, New Delhi or Bank Guarantee from any of the Public Sector or a private Sector Banks authorized to conduct government business as per the prescribed proforma.

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- b) EMD is to remain valid for a period of 90 (Ninety) days from the submission of bid.
 - c) EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity or latest before the 30th day after the award of the job.
 - d) The EMD of the successful bidder would be returned, after the receipt of Performance Security from them.
 - e) EMD is not required from Bidders who are registered with the Central Purchase Organization and Micro and Small Enterprises (MSEs) as defined in MSEs Procurement Policy issued by Department of MSME as per Rule 170 of GFR-2017.
 - f) The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their bid.
11. **Performance Guarantee:** The successful Bidder will be required to furnish a Performance Security by way of Bank Guarantee/Fixed Deposit through a Commercial bank authorized to conduct government business for a sum equal to eight percent of the value of the order within 30 days from the date of award of the contract.
12. The sealed tender containing the technical and financial bids should be sent to the following address on or before the last date and time of receipt of tender. Tender received after the last date and time will not be considered.



(D.K.C. Hrudhainath)

Joint Director (Production)

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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TENDER SPECIFICATIONS

DESCRIPTION: The reference annual INDIA/BHARAT-2023 (English & Hindi) may comprise 948 text pages each including B/W advertisements printed in single colour (Black) plus about 22 pages (11 picture plates/separators) of colour designs on Art Paper, 8 pages or more of colour advertisements on Art paper (rate to be quoted separately) and 4 pages cover are to be produced from CRC/ soft copy for text pages, advertisement pages and cover design etc. will be supplied as soft copy.

Outer cover including spine will print photographs, colour design along with title, line design and logo etc. in Four Process Colours. Inner covers (II & III) will also print in Four Process Colours design/advertisements and will bleed on all edges. The cover will have Hybrid UV coating on outer cover as per the design. Inside text pages comprising running text with advertisements/ line and halftone Graphs/Tables in screen/solid ground will print in Single Colour (Black). Another about 22 pages (11 picture plates/separators) of colour design on Art paper will print in four colour and which will have to be pasted /tipped in between the text pages at about 11 places of the book. Besides, 8 pages or more of Colour advertisements will also be printed in four process colours on Art-paper (rate to be quoted separately) and will be bound with the text pages at the end as a last section. Some textual corrections, alterations in design and improvement in pictures/design etc. marked even in final proofs will have to be carried out by the printer, at their cost.

The book will be Perfect-bound and outer cover of the book with Hybrid UV coated, duly machine creased at 4 places & will be over-pasted with spine using good quality hot melt adhesive. Each book will be shrink wrapped/packed in polythene bag.

A Book Mark in the size of 3" x 7" to be printed on both side in four process colour with picture & both side lamination on 280 GSM Indian Art Card.

Note:

1. **Time is the essence of the contract.** Supply of copies will have to be done on daily basis, as per the requirement.
2. The number of text pages and colour advertisements pages is likely to be increased or decreased.
3. **In case of backing out after opening of the quotation or refusal to undertake the job at the quoted/accepted rates, the same will be viewed seriously and EMD will be forfeited and the printer may be blacklisted also as decided by the internal committee. The decision of the Director General, Publications Division, will be final in all matter.**
4. This book is a Government property, which should not be made available to any other person(s) /Agency in any format including soft or hard copy. If the same is noticed at any time, it will be viewed very seriously. **In this regard, the printer has to submit an affidavit that the copies will not be leaked (or) made available from their end in any form as mentioned.**
5. The Director General, Publications Division reserves its right to assign the entire lot to the lowest tenderer OR divide the work between two or more printers on merit of quoted rates who accepts the lowest offered rates in order to complete the job within the required time.

FINISHED SIZE: 6.25" x 9.5" (Approx.)

COLOURS:

- 1) Cover pages (Inner & Outer): Four Process colours with hybrid UV coating on outer side.
- 2) Colour Advertisement pages, Book mark and: Four Process colours
22 Separator pages (11 colour plates) on Art paper
- 3) Text pages & B/W Advertisements: Single colour (Black)

LANGUAGE & QUANTITY: ENGLISH – 18,000 copies + advance copies
HINDI- 11,000 copies + advance copies
(The quantity may increase or decrease)

PROCESS OF PRODUCTION: Offset/Hybrid UV coating on outer side of cover.

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PAPER: The following paper/card will be used from printer's stock. Sample of papers may be enclosed with their quotation with full nomenclature:

- a) **Text pages:** 54 GSM smooth finished white Maplitho Paper of Magna Print (BILT) or equivalent.
- b) **Colour plate/Advt. pages:** 130 GSM Indian Art Paper (JK/BILT-Royal or equivalent quality)
- c) **Book Mark:** 280 GSM Indian Art Card
- d) **Cover:** 280 GSM (C1S) one side coated (SBS) Board with smooth finished white back.

Note: Paper samples corresponding to the above specifications must be submitted with the technical bid. In the absence of paper sample the technical bid may be rejected. Before starting the printing of above books printer must verify the paper stock.

TIME SCHEDULE: Input Material for the Reference Annual may be supplied in batches. Processing/Printing should be undertaken immediately on receipt of respective material as per the schedule given below. No additional time will be allowed on account of procurement of specified paper, as printed copies are to be supplied within the specified time period only.

- 1. Submission of digital Dummy/Ferro proofs - within 2 working days after receipt of input material.
- 2. Submission of 10 sample copies - within 10 working days from the approval of dummy/ferro proofs.
- 3. The printer will have to supply 2,000 copies on daily basis with a minimum supply of 14,000 copies per week (7 days) after 3 days of the approval on sample copies. 50 advance copies each (Over & above the ordered quantity) are to be supplied in this office. Printer will have to make his own arrangement to deliver the copies in our store at Soochna Bhawan, Old Secretariat in Delhi/New Delhi and at Faridabad as per instructions.

PENALTY:

- 1. A penalty of Rs. 5/- (Rupees Five) per copy per day will be imposed for delay noticed at the printer's end against the overall time allowed on the basis of the Print order.
- 2. In case of poor workmanship, use of inferior quality paper, liquidated damages/penalty will be imposed as decided by the Internal Committee besides black listed for future jobs.

MATERIAL FOR PRODUCTION: Laser print-outs/CD/soft copy for text & advertisement pages, 2 printed colour line designs (for Flag and Map), CD for cover-design with print-out will be supplied.

OTHER REMARKS:

- 1. Time Schedule must be adhered to, failing which penalty will be imposed as per provisions.
- 2. Printing will be done by plates made through CTP only
- 3. A neat and high class production with uniformity throughout is essential.
- 4. This enquiry is subject to our usual terms and conditions of tender.
- 5. Rates should be quoted both in words and figures, preferably typed.
- 6. Bulk supply will be made in our store in packets of 5 copies each in Kraft Paper. Each book should be shrink-wrapped/packed in polythene bags.
- 7. All input material / final book in open/PDF format on CD/DVD will have to be returned at printer's cost.
- 8. Applicable Tax/GST will be paid separately.
- 9. Defective copies, if any, noticed and returned from any Sales counter within four months of supply of bulk copies will have to be replaced by the printer at their cost. For this purpose, a sufficient number (minimum 50 copies each) will have to be provided by the printer separately besides the ordered quantity.
- 10. Director General, Publications Division will be the final authority to decide all matters.
- 11. Incomplete/conditional tender will not be accepted.
- 12. All disputes will be settled under Delhi jurisdiction.
- 13. Tenderer can send their representative at the time of opening of tender.

ELIGIBILITY CRITERIA

Technical Requirements: Printers should have experience in the printing of prestigious paper-back perfect bound books and possess the following printing and allied equipments:

- a) **Pre-Press equipments:** Minimum two DTP Terminals with Designing/Page-Making facilities, high resolution Scanners alongwith Laser Printers.
- b) **Arrangement of CTP Unit** for Plate-Making.
- c) **Offset printing machines:**
 - I. Two CPC Four-colour machine in minimum size of 20" X 30" or above
 - II. Two Single colour printing machine in size of 28" x 40" OR One machine in size of 28"x 40" with perfector OR one Web offset machine with 508 mm cutoff size.
- d) **Binding equipments:**
 - I. Two automatic folding machines or (attached folder with web offset machine are exempted).
 - II. One Perfect bound machine with four clamps or above.
 - III. One three knife trimmer or two automatic paper cutting machines.
- e) **Power Back-up:** Should have sufficient power back-up to run the machines in the event of power failures.
- f) The printer should be registered with PAN, GST etc. and have licensed to run the press (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/text materials etc.
- h) Minimum Annual Turnover should be four crores during last financial year i.e. 2021-22 for which a certificate from a registered Chartered Accountant certifying Annual Turnover of press may be submitted.
- i) A self declaration that their organization has not been black listed during last three years by any Govt. Department

Check-List of Documents to be submitted with the technical bid:

- i) Self stamped mentioning the full nomenclature of Paper samples corresponding to the specifications must be submitted with the technical bid.
- ii) Complete tender document duly filled in and signed on each page as acceptance of all terms and condition of the tender.
- iii) Earnest Money Deposit of Rs. 1,00,000/- (One lakh only) in shape of FDR/Bank Guarantee favouring to Director General, Publications Division, Govt. of India, New Delhi.
- iv) Self attested copy of PAN and GST registration.
- v) List of printing machines (with cut-off size and number of units in case of web offset) and other equipments.
- vi) Self attested copy of Press Declaration.
- vii) Certificate from a Chartered Accountant certifying Annual Turnover of the press of last year.
- viii) A self declaration that their organization has not been black listed during last five year by any Govt. Department.
- ix) Self Declaration of distance from the office of Publications Division, 6th Floor, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi 110003.



Details of Organization

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. Total Turnover of Organization in FY 2021-22 :
6. Nature of incorporation (Proprietorship/Partnership/Pvt. Ltd.)
7. Name (s) & address of Bankers:
8. Self Attested Copies of following registration/documents may be enclosed along with the Technical Bid.
 - a) Registration of PAN/GST etc. ---
 - b) List of printing machines and other equipments. ---
(Please attach the list of machineries)
 - c) Registration of Factory's Act or Small/Medium Scale Industries ---
 - d) Certificates issued by the State/Central Govt. Authority to run the printing press. ---

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- e) Name of Government Department/
Other important clients for whom you have
done print jobs during last two years.

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

Signature (s) _____

(Printer's stamp) _____

Name of the firm _____

Dated _____

DECLARATION:

The information's furnished above are true and authentic. We have carefully read all the terms and conditions of the tender and agree with these conditions. We have signed on each page of this technical bid in token of acceptance of terms detailed in the tender.

(Signature with stamp)

Note: 1. Kindly note that all enclosed documents should be self attested.

2. The list of machines and equipments may be submitted on a separate sheet.

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FINANCIAL BID PROFORMA

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

Rates should be quoted on the following lines including cost of paper, Printing, Binding and Dispatch charges etc. The applicable Tax/GST will be paid separately on the basis of the total bill amount:-

- 1) a) Rate per 1,000 copies for 11,000 copies of **BHARAT-2023** Rs. _____
comprising 948 pages of text, 4 pages of cover, 22 pages of Separators
& Book Mark (as per details given in "Description" including cost of paper)
(Rupees _____)
- b) Rate per 1,000 copies for printing of additional/reduced copies of **BHARAT-2023** Rs. _____
(as per details given in "Description" including cost of paper)
(Rupees _____)
- 2) a) Rate per 1,000 copies for 18,000 or above copies of **INDIA-2023** Rs. _____
comprising 948 pages of text, 4 pages of cover, 22 pages of Separators
& Book Mark (as per details given in "Description" including cost of paper).
(Rupees _____)
- b) Rate per 1,000 copies for printing of additional/reduced of **INDIA-2023** Rs. _____
(as per details given in "Description" including cost of paper).
(Rupees _____)
- 3) Rate per 1,000 for printing of every 4 additional text pages to be printed in Rs. _____
Single colour (Black) on maplitho paper on printer's paper for India & Bharat
(Rupees _____)
- 4) Rate per 1,000 for printing of every four pages of advertisement pages Rs. _____
to be printed in Four Process Colours on Art paper on printer's paper for India & Bharat
(Rupees _____)
- 5) Rate per 1,000 copies for printing of additional 2,000 or more copies if order is placed Rs. _____
after the completion of initial order and valid for Six (6) months with minimum
print order of 2000 copies or above.
(Rupees _____)
- 6) Rate per copy of Digital printed book comprising 948 pages of text etc & cover Rs. _____
as per details given in "Description"
(Rupees _____)
- 7) Rate per 4 additional text pages of digital printed copy Rs. _____
(Rupees _____)
- 8) Current rate of applicable GST.....@ _____

IMPORTANT: Director General, Publications Division reserves its right to assign the entire lot to the lowest tenderer **OR** divide the work between two or more printers on merit of quoted rates who accepts the lowest offered rates in order to complete the job within the required time.

NOTE:

1. The rates quoted for additional text pages/colour pages will be applicable for reduced text pages/colour pages also.
2. In case, the additional/reduced copies are less than 1000, the pro-rata of the quoted rates will be applicable.
3. In case of any revision made by the Govt. in GST, the difference will be paid/ recovered accordingly.
4. There may be a requirement of additional copies even after the complete supply of ordered quantity is made. In this case, rates quoted for 2000 or more copies at item No. (5) in rates column above will be applicable and valid for Six (6) months for printing of a minimum lot of 2000 copies.

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 & Designation.....

Date with Stamp