

# **TENDER DOCUMENT**

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

Publications Division, Ministry of Information and Broadcasting, Govt. of India invites sealed quotations under two bid system from reputed offset printers located in Thiruvananthapuram, who fulfill the technical requirement of eligibility criteria (page no 4) and able to undertake the typesetting, designing, printing and deliver about 3,000 or more copies every month of our prestigious monthly journal "YOJANA" in **Malayalam** language within the specified time schedule on Annual Rate Contract basis.

Printer will have to arrange and co-ordinate with the Editor, Yojana (Malayalam) for collecting MSS (text CRC/CD), photographs & other input materials and deliver proofs & printed copies etc. in our local office at Yojana (Malayalam), Publications Division, M/o I&B, Govt. Press Road, Thiruvananthapuram - 695 001 or any other office as specified by the Editor, Yojana (Malayalam).

- (a) Tender No. and Date : D-29015/ 22/2022-23/Prod. Dated: 16/03/2023  
(b) Last Date & Time of Receipt of Tender : **06/04/2023** by 3:00 PM  
(c) Date, Time & venue of opening of Technical Bid : **06/04/2023** at 3:30 PM (Room No. 669-A of Soochna Bhawan, Lodhi Road, New Delhi-110003)  
(d) Initial Contract Validity : One Year (extendable for one or more years)

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

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

- (i) Both the "Technical Bid" and "Financial Bid" should be sealed separately in two envelopes along with the specified enclosures.
- (ii) Both sealed envelope should be super-scribed with "Tender for printing of Monthly Journal YOJANA (Malayalam), Tender No. D-29015/22/2022-23/Prod." and marked as 'TECHNICAL BID' or 'FINANCIAL BID', as the case may be.
- (iii) The financial bid cover should contain the rate offer (Annexure-I) only. The technical bid cover should contain "Tender document" duly signed on each page along with all other documents with list of all printing machines & equipments etc. as mentioned in the tender form.
- (iv) 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 Monthly Journal YOJANA (Malayalam), Tender No. D-29015/22/2022-23/Prod. With last date of submission 06/04/2023*"
- (v) 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 equipments.
- (vi) 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 acceptable.
- (vii) Tender document can be downloaded from our website [www.publicationsdivision.nic.in](http://www.publicationsdivision.nic.in) and e-procurement portal <https://eprocure.gov.in/epublish/app>.
- (viii) The bigger sealed envelope containing the technical and financial bids should be sent to the following address on or before the specified last date and time of receipt of tender. Tender received after the due date and time will be summarily rejected.

Joint Director (Prod)  
Publications Division  
Ministry of Information & Broadcasting, Govt. of India  
Room No. 669-A (6<sup>th</sup> Floor), Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110 003  
Phone No. 011-24362958

## **TENDER SPECIFICATIONS**

**DESCRIPTION:-** ‘YOJANA’ a monthly journal in “Malayalam” language comprising 52 pages of text with 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 8 to 18 pictures, surrounded by line and screen borders. Some text may be in boxes also against screen grounds. Text pages will print in single colour (Black). Complete composing/ Typesetting of text matter in Malayalam, layout/designing, formation of boxes/scanning/improvement of pictures and planning of text matter etc. will be done by the printer through a well experienced typesetter/designer, at their own cost.

Outer cover may carry title, logo design, some text along with colour pictures surrounded by colour grounds and will print in 4 process colours. Covers II & III may also print text along with pictures, advertisements etc in four colours common to outer cover colours. The Journal will be center-stitched with two wire staples. Rate should be quoted inclusive of processing, plate making, paper, printing, binding, packing and delivery etc. as per tender proforma.

Every month about 3000 or more subscriber’s copies will have to be wrapped with printed wrapper and labeled with address sticker as a single copy by the printer at their cost from the soft copy of list of subscribers provided by the Editor (subscriber copies may increase or decrease issue to issue as per total quantity). Cost of wrappers printed in Black on 90 GSM Kraft paper as per sample and address label on pre-gummed paper should be included in your quoted rates.

### **NOTE:**

- (i) The cover design of English (open format) may be supplied through e-mail or website wherein title, text etc. in Malayalam 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 text pages may vary in each monthly issue.
- (iii) Materials, proofs, and advance copies etc. will have to be collected and delivered by the printer to Editor at local address of YOJANA (Malayalam), Publications Division, M/o I&B, Govt. Press Road, Thiruvananthapuram -695 001 or any other office as specified by the Editor at their cost.
- (iv) There may be about 4 special issues of 72 text 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) Material/MSS in hard copies (Hand written or type) or soft copies as received from the authors/ contributors will have to be provided in batches by the Editor, Yojana (Malayalam), Thiruvananthapuram office. Two to three proofs will be required for final approval after 1<sup>st</sup> checking of proof at printers end.
- (vi) Scanning of photographs will have to be done by printing compatible scanner only. Poor quality reproduction of photographs will not be accepted.
- (vii) Plate making will have to be done by film positive/CTP only to achieve the desired standard of quality.
- (viii) As soon as dummy/ final proofs are approved, soft copy of complete journal (cover and text pages) will have to be provided by the printer in PDF/Web page format on CD at their cost for uploading the same on our website.

**SIZE:** 8.5” X 11” (Approx.)

**COLOURS:** Text pages : Single colour (Black)  
Cover : Four Process colours

**LANGUAGE & QUANTITY:** Malayalam – 3,000 copies per month (likely to increase or decrease in each Issue).

**PAPER:** Good quality Smooth Finished White Maplitho Paper of **70 GSM** for text pages and **130 GSM** Gloss Art paper for cover and center spread four pages will have to be used from printer’s stock at their cost. Sample of paper to be used may be enclosed with your quotation.

Contd.....3/-

**TIME SCHEDULE:** Reasonable time schedule will be drawn by the Editor for timely production of the Journal. It is to be ensured that all the copies are supplied to the Yojana (Malayalam) office at Thiruvananthapuram and Railway/ Postal Department within 4 to 6 days from the date of final approval of proofs, as per requirement.

**DESPATCH OF COPIES:** About 3000 or more subscribers copies duly wrapped with printed wrapper and labeled as per list of addresses provided by the Editor, Yojana (Malayalam) as single copy. The remaining bulk copies will have to be packed in bundles of 20 to 25 copies each duly wrapped plus labeled and will have to be delivered to our official at Railway Station/Postal Department and designated Godown as per the date of dispatch fixed by the Department of Post and instructions of the Editor.

**PROCESS OF PRODUCTION:** Offset

**MATERIAL FOR PRODUCTION:** Text MSS, in form of hard or soft copies/cover design/CD, line designs, photographs etc. will be supplied in batches by the Editor at Thiruvananthapuram.

**PENALTY:** In case of delays in supply of printed copies found at the printers end, a penalty of 50 (fifty) paisa per copy per day will be imposed besides the additional postal amount paid by the Division for dispatching the Journal to the subscriber.

**EARNEST MONEY DEPOSIT (EMD):** The tenderer has to enclose an Earnest Money Deposit (refundable) of Rs. 30,000/- (Rupees Thirty Thousand) in the form of a Demand Draft/Bank Guarantee/Fixed Deposit of a Scheduled bank favoring Director General, Publications Division, New Delhi, in the Technical Bid cover. Printers which are registered with MSME or Central Purchase Organization may be exempted to deposit the EMD as per the Govt.'s order if a valid document of registration etc. is furnished along with the Technical Bid by the tenderer. If any printer backs out after the opening of the financial bids, the EMD will be forfeited. EMD of all the tenderers accept the L-1 tenderer will be returned as soon as the financial bid is opened and contract is finalized.

**SECURITY DEPOSIT:** The successful tenderer will be required to furnish a Security Deposit of **Rs. 50,000/- (Rupees fifty thousand only)** preferably in the form of Bank Guarantee/Fixed Deposit Receipts for a period of 36 months issued by any scheduled bank duly pledged in favour of The Director General, Publications Division, which will remain with this office till the completion of all contractual obligations.

**VALIDITY OF CONTRACT:** The contract will be valid initially for a period of one year.

**EXTENSION OF CONTRACT:**

- i) The contract may be extended further for one or more years on same rates, terms and conditions on mutual understanding and satisfactory performance of the printer.
- ii) No increase in rates for production of journal or for input materials will be entertained for any reason whatsoever during the contract period or during the extended period of contract, if any.

**OTHER REMARKS:**

1. Time schedule must be strictly 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. The applicable tax (GST etc.) will be paid separately. In case of any change in tax (GST etc.) announced by the Govt. during the contract period, difference in tax will be paid/recovered as the case may be. The present applicable Tax (GST) must be mentioned in the Financial Bid proforma (Annexure-I).
6. In case of poor performance or regular delays or using of inferior quality/lesser GSM paper, a suitable liquidated damage (penalty) will be imposed, which will be decided by an Internal Committee and recovered from the printer's bill.
7. In case of continuous and perpetual poor performance and delay, Director General, Publications Division reserves the right to cancel the contract and Security Deposit will be forfeited.
8. The decision of the Competent Authority of the Division will be final and binding for all concerned.
9. Tenderer can withdraw his quotation before the opening of tender if he so desires.
10. Tenderers can send their representative at the time of opening of tender.
11. The pre-receipt bills in triplicate along with challan's of supplied copies are to be submitted to the Editor Yojana (Malayalam) office at Thiruvananthapuram. However, payments will be made by the Head Quarter, New Delhi on receipt of bill from the Editor.
12. All disputes will be settled under the jurisdiction of Delhi only.

#### **TECHNICAL REQUIREMENT FOR ELIGIBILITY CRITERIA**

Printers should be well established and have been undertaking printing of books & Journals etc. for a minimum period of last two year and must have the following machineries and ancillary equipments:

- (a) Printer must have sufficient arrangement (preferably in-house) of Typesetting in Malayalam, final page-making and designing of text pages with photographs etc. of the journal.
- (b) Complete dedicated In-house/ arrangements for pre-press including high resolution scanner, laser printer and complete plate-making unit etc.
- (c) Printer must have at least one Offset Printing Machine of single colour in minimum size of 18" x 23".
- (d) Printer must have at least one offset printing machine of four colours in minimum size of 18" x 23".
- (e) Complete arrangements (In-house) including one paper cutting machine, two wire stitching machine and other ancillary binding equipments with sufficient space for binding and wrapping/ packing etc.
- (f) Sufficient power back-up to run the machines (Desirable).
- (g) The printer should have PAN, GST/TIN numbers and license to run the printing press etc. Self attested photocopies of all relevant documents are to be enclosed in the Technical Bid envelope.
- (h) Printer must have high speed internet facility for downloading cover design/photographs etc. from the web-sites and to receive the text material/other input material through e-mail.

  
D.K.C Hrudhainath  
Joint Director (Prod)

For & on behalf of the President of India

**TECHNICAL BID PROFORMA**

1. Name of the Printer:
  
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 last financial year:  
(Attach a certificate from the Chartered Accountant)
  
6. Nature of incorporation: ( Proprietorship/Partnership/Pvt. Ltd./ Limited)
  
7. Name (s) & address of Bankers:
  
8. Details of Earnest Money Deposit (Rs.30,000/-) :
  
9. 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 with Factory's Act or Small/Medium  
Scale Industries Certificates issued by the State/ -----  
Central Govt. Authority to run the printing press.

**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 addresses).
2. Names/Types/sizes/makes and numbers of;
  - a) (i) DTP Units and Operators for typesetting  
and designing
  - (ii) Scanners and Printer
  - b) Plate-making & plate-processing machines:
  - c) Binding machines:  
(Automatic cutting, wire stitching, folding etc.)
3. Power Generator 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 \_\_\_\_\_

**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 same. 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. If necessary, the machines and equipments may be listed on a separate sheet duly signed/stamped by authorized signatory and enclosed in the Technical Bid envelop.

**ANNEXURE-I**

**FINANCIAL BID PROFORMA**

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

Your Rates should be quoted on the following lines including cost of typesetting/page making/designing, printing, binding, cost of paper, printed wrappers, pre-gummed stickers, dispatch and all other incidental charges etc. The applicable tax GST will be paid separately.

- (i) Rate 1000 for printing of 1001 to 2000 copies comprising of 52 text pages - Rs. \_\_\_\_\_  
plus 4 pages of cover on printer's paper as per specification  
(Inclusive of typesetting/designing of text/cover, printing, binding, dispatching cost etc).  
(Rupees \_\_\_\_\_)
- (ii) Rate 1000 for printing of 2001 to 3000 copies comprising of 52 text pages - Rs. \_\_\_\_\_  
Plus 4 pages of cover on printer's paper as per specification  
(Inclusive of typesetting/designing of text/cover, printing, binding, dispatching cost etc).  
(Rupees \_\_\_\_\_)
- (iii) Rate per 1000 for printing of 3001 or above copies comprising of 52 text pages plus 4 pages cover on printer's paper as per specification - Rs. \_\_\_\_\_  
(Inclusive of typesetting/designing of text/cover, printing, binding, dispatching cost etc).  
(Rupees \_\_\_\_\_)
- (iv) Rate per 1000 for printing of every 4 additional pages of text in single colour on printer's paper. - Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_)
- (v) Rate of existing applicable Tax (GST) \_\_\_\_\_ **Percentage.**

- Note:** 1. Rates quoted for Item No (iv) will be considered for reduced also.  
2. In case, the copies are less than 1000, the pro-rata of the quoted rates will be applicable.  
3. The existing GST amount as quoted in item no. (v) will be paid. The difference in tax as mentioned in item no. (v) will be paid or recovered w.e.f the actual date of change in GST rate, if any

I/We undertake that the printing of the job will be done in strict accordance with the terms, conditions and specifications of the tender set out above.

Signature \_\_\_\_\_  
(with stamp)

Name \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_