

NOTICE INVITING TENDER

No. D-29015/14/2023-24/Prod.

Government of India

PUBLICATIONS DIVISION

MINISTRY OF INFORMATION & BROADCASTING

Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003

Publications Division, Ministry of Information and Broadcasting, Govt. of India, invites sealed quotations under two-bid system from reputed offset printers located in Delhi/NCR within 40 KM (approx.) from this Office, who can print and deliver about 22,000 OR 42,000 copies of our monthly journal "YOJANA" in Hindi OR English language respectively every month within the specified time schedule on Annual Rate Contract basis. Printer will have to co-ordinate for collecting text MSS/CRC/CD/photographs & other input material, supply proofs/ferros/digital proofs etc. and deliver proofs for checking/approval and printed copies in this office/Post Office at Kashmiri Gate, Delhi or any other destination as per instructions by this office.

Office of Issue: PUBLICATIONS DIVISION, Ministry of Information & Broadcasting, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003

Last Date & Time of receipt of Tender in this office: 3.00 PM on 29/01/2024

Date & Time for opening "Technical Bid": 3.30 PM on 29/01/2024

ELIGIBILITY CRITERIA: Printers should be well established and should have undertaken printing of books & Journals etc. for a minimum period of two years and must possess the following in-house printing and allied equipments:

- Pre-Press equipments:** Four (4) DTP Terminals with various type fonts & software for Designing/Page-Making facilities, One high resolution Scanners alongwith Laser Printers in B/W and Colour.
- Complete CTP Unit** for Plate-making.
- Offset printing machines:** Two Four-colour printing machine in Minimum size of 25"x 36" or above and One CPC Four-colour printing machines in 19"x25" size or above.
- Binding equipments:** Two (2) Paper Cutting machines and Two automatic folding machines, Four wire Stitching machines or One flowline machine suitable for centre stitching.
- Power Back-up:** Should be sufficient to run the machines in the event of power failures.
- The printer should be registered with GST, PAN etc and have license to run the press (Photocopies of all relevant documents must be enclosed with the Technical Bid).
- Printer must also have high speed internet facility for uploading/downloading files of cover design/photographs/text materials etc.
- The Annual Turnover of the press must be Rupees 4 Crores each for the last 2 years.

SUBMISSION OF TENDERS :

- Complete Tender Document can be downloaded from the websites: <https://eprocure.gov.in/epublish> or www.publicationsdivision.nic.in. Tender Documents can also be collected in person from Production Section, Room no. 676, of this office at Publications Division, between 09:30 AM to 6:00 PM on all working days.
- EARNEST MONEY DEPOSIT:** Tenderers will have to submit an Earnest Money Deposit (EMD) of Rs. 2,50,000/- (Rupees Two Lakhs Fifty Thousand only) in the form of Demand Draft/Bankers Cheque in favour of Director General, Publications Division from any bank. However, exemption from submitting the EMD may be allowed as per Government guideline on submission of valid registration certificate.
- Tenderers are required to fill-up and submit the 'Technical' Bid and 'Financial' bid in two separate Envelopes which should be further placed in 3rd big envelope as specified in the Tender Document.
- Tenders received without the EMD or valid certificate will not be considered.
- 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.)

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

TENDER DOCUMENT

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|---|--|
| Tender No. | : D-29015/14/2023-24/Prod. |
| Tender Date | : 15/01/2024 |
| Last Date & Time of Receipt of Tender | : <u>29/01/2024 by 3:00 PM</u> |
| Date & Time of opening of Technical Bid | : <u>29/01/2024 at 3:30 PM</u> |
| Validity of Contract | : One Year (extendable by one or more years) |
| Validity of Tender | : 90 days from opening of Technical bids |

SPECIFICATIONS

DESCRIPTION: 'YOJANA' a monthly journal in English & Hindi comprising 52 pages of text and 4 pages of cover is to be produced regularly on top priority basis. Text pages comprising text matter in 2 to 3 columns surrounded by line and screen design/borders and some text matter may be in box against screen, vignette and diffused photograph grounds all along will be printed in **four process colours**. **Typesetting and complete designing of all text pages by incorporating all photographs, chart, illustrations and graphics etc. will be done by the printer as per specified layout.** There will be 3-4 special issues during the year which may contain 84 or more pages and all copies will have to be printed within the specified time only.

Cover I & IV may carry one to four multi-colour pictures along with title, some text line and colour designs surrounded by grounds, bleeding on all sides will be printed in four process colours. Cover II & III may also print text along with line/halftone colour/B&W pictures/advertisements etc. surrounded by colour grounds in four process colours. The Journal will be centre-stitched with two wire staples.

Complete composing of text matter, lay-outing & designing of pages with text and picture, formation of boxes, vignettes in suitable styles and colours etc. will be done by the printer on their own system as per requirements of the Editor. Printer will have to show the final page proofs in our editor's office at Soochna Bhawan, 6th floor of this office on their own cost and arrangement. A digital printed dummy of the journal will also have to be submitted for final approval, before printing.

The printer will also be required to depute a professional designer/DTP Operator alongwith a laptop with required software for 3 to 4 days in the office of the Editor at Soochna Bhawan for final corrections/designing as per instructions of the Editor.

NOTE:

- Since dispatch and production schedule is fixed for both the languages, the job will be divided between L-1 and L-2 printers on the basis of overall lowest quoted rates.**
- The quantity and number of text pages may vary from issue to issue.
- Material will have to be collected and delivered to the Editors concerned at Soochna Bhawan, New Delhi.
- Advance copies will have to be delivered at Soochna Bhawan and bulk copies duly bundled in 40 to 50 copy packets each will have to be delivered to our designated store/agents within Delhi/NCR.
- Printer will have to assign the designing cum typesetting work to a professional and fully dedicated staff with a Laptop in the press/in our office premises at (Soochna Bhawan). Vignettes, special effect etc. where required for designing of the text pages will have to be created by the printer by using suitable software in computer system.
- As soon as proofs are approved, complete journal will have to be provided to the Editor, Yojana (English & Hindi) in word format alongwith JPEG file of all individual text pages/PDF/Web page formats on CD for uploading the same on our website & face book etc.
- Printer will have to preserve the plates for one month period after completion of the dispatch of each issue for extra copies if required to be printed.

FINISHED SIZE: 7.7"x 10.7" (19.5 cms x 27 cms) Approx.

Contd.....2/-

COLORS: Text pages & Covers pages: **Four Process Colours**

LANGUAGE & QUANTITY: Hindi: **22,000 copies** (Approx.)+ 30 Advance copies (Over & above the ordered quantity)
English: **42,000 copies** (Approx.)+ 30 Advance copies (Over & above the ordered quantity)
(Number of copies may vary, from issue to issue)

PAPER: The following paper will be used from printer's stock. Samples of paper may be enclosed along with your quotation.

Text pages: **80 GSM or above** Good quality White **Matt Indian Art paper** (Bilt Royal or equivalent quality)

Cover Pages: **170 GSM or above** Full **Gloss Indian Art paper** (Bilt Royal or equivalent quality)

PROCESS OF PRODUCTION: Offset.

TIME SCHEDULE: Input materials i.e. soft or hard copy of text MSS alongwith photographs/graphs/illustrations etc. will be supplied in batches by the Editors concerned for typesetting and layout etc. after first checking at printers end, Two to three proofs or more will be required for final approval. Reasonable time schedule will be drawn by the Editor for timely production. For Cover and text pages, EPSON/Digital dummy proofs may also be shown in complete dummy form for approval before final printing of the journal.

DESPATCH OF COPIES: About 30,000 to 40,000 copies of Yojana (English) and 15,000 to 20,000 copies of Yojana (Hindi) will have to be supplied within 3 days after the approval of final proofs or upto the scheduled dispatch dates i.e. 22nd and 28th of previous month of issues for English and Hindi respectively and remaining bulk copies within next 2-3 days in this office and some copies at Post Office, Kashmiri gate, as per instructions. 30 advance copies of each language (over & above the ordered quantity) will have to be delivered in Production Section at Soचना Bhawan. Total 6 days will be allowed for the completion of the supply.

MATERIAL FOR PRODUCTION: MSS for text pages, colour photographs/charts, cover art work/CD, line designs, colour/B&W photographs etc. will be supplied in batches by Editors concerned.

SECURITY DEPOSIT: A Security Deposit of **Rs. 3,75,000/-** for Yojana (Hindi) and **Rs. 7,50,000/-** for Yojana (English) in the shape of FDR/Bank Guarantee for three years, duly pledged in favour of Director General, Publications Division, New Delhi, will have to be furnished by the successful tenderer which will be retained by this office till the contract period and also contractual obligations are over.

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

PANALTY FOR DELAY: In case of delays at printer's end, a penalty @ **50 paisa** per day per copy in addition to the extra postal expenditure incurred by the department on postage due to delay in supply, will be imposed and recovered from the printer's bill.

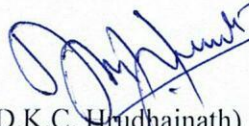
SUBMISSION OF TENDERS: Tenderers are requested to submit their offer in two separate envelopes, namely **Technical bid** and **Financial bid** in the following manner:-

- (i) Both the Technical and Financial bids should be sealed separately along with the specified enclosures of each bid.
- (ii) Each sealed envelope should be super-scribed with "*Tender for printing of 'YOJANA'*" in Hindi & English - *Tender No. D-29015/14/2023-24/Prod. - Tender opening date - 29/01/2024*". Both sealed envelopes should be marked as 'TECHNICAL BID' or 'FINANCIAL BID', as the case may be.
- (iii) The technical bid envelope should contain all other documents as mentioned in the tender document along with list of all machineries & equipment etc. as mentioned in "Annexure-I". The financial bid cover should contain the quoted rate only as per proforma "Annexure-II".
- (iv) The said two sealed envelopes should be kept in third bigger sealed envelope, which should also be super-scribed as "*Tender for printing of 'YOJANA-Hindi & English'*" - *Tender No. D-29015/14/2023-24/Prod. Tender opening date - 29/01/2024*". This envelope should be dropped in the Tender Box kept in Room no. 669, 6th Floor, Soचना Bhawan, CGO Complex, Lodhi Road, New Delhi-110003 on or before the specified last date and time of receipt of tender.

Contd.....3/-

OTHER REMARKS:

1. Time Schedule must be adhered to meet the dispatch schedule.
2. A neat and high-class production with throughout uniformity is essential.
3. This enquiry is subject to our usual Terms & Conditions of tender.
4. Rates should be quoted both in words and figures and preferably typed.
5. All material will have to be collected and returned at printer's cost including final design in open & PDF format on CD for each issue.
6. The applicable tax (GST) will be payable extra on total bill amount which may be mentioned in tender performa.
7. **In case of Poor printing quality/performance/ use of inferior quality/ lesser GSM paper, an internal committee will decide the amount of liquidated damages/penalty to be imposed & will be recovered from the printer's bill.**
8. In case of continuous and perpetual poor performance and delay, Director General, Publications Division reserves its rights to cancel the contract and forfeit the Security Deposit.
9. No revision in rates for production or for material will be entertained for any variation in market during the contract period including the extension if any.
10. Tenderer can withdraw his quotation before the opening of tender, if he so desires.
11. All disputes will be settled under Delhi Jurisdiction.
12. Tenderers can send their representative at the time of opening of tender.
13. The tender will be summarily rejected/cancelled if rates are quoted on the paper other than the quality specified in the tender.


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

For and on behalf of the President of India

ANNEXURE-I

TECHNICAL BID PROFORMA

1. Name of the Press :
2. Address & Phone Numbers :
 - (a) Office :
 - (b) Factory :
3. Details of Owner/authorized person :
 - (a) Name :
 - (b) Mobile Nos. :
 - (c) E-mail id :
4. Nature of incorporation :
 - (a) GST No. :
 - (b) PAN No. :
5. Name & address of Banker(s) :
6. Earnest Money Deposit :
(DD No. & Date)
(to be placed in Technical Bid envelope)
7. Self attested copies of following documents must be placed inside the **Technical Bid** envelope :
 - a) Registration of GST/PAN or Service Tax etc.
 - b) Specified paper samples duly signed and stamped.
 - 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 of Chartered Accountant for Annual Turnover for the last two years.
 - e) All other documents including Demand Draft of EMD as mentioned in the tender document (except financial bid).
 - f) Self declaration that press is within the 40 km from our office at Soचना Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.
 - g) Tender document duly filled up and signed/stamped on each page.

Contd.....2/-

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 and phone
numbers etc.).
2. Pre-Press Equipments
 - a) DTPs Terminals & Scanners :
 - b) Laser/digital Printers :
 - c) Details of CTP unit with size :
3. Details of Binding Equipments
 - a) Number & size of cutting machines :
 - b) Number of folding machines :
 - c) Number of Stitching machines :
4. Power Generator(s) with KVA :
5. List of Government Departments/
other important clients for
whom you have done print
jobs during the last two years :

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

Signature _____

Name of the Firm _____
(With Stamp)

Date _____

Note: If necessary, details of machines and equipments etc. may be listed on a separate sheet which will have to be signed with stamped.

ANNEXURE-II

FINANCIAL BID PROFORMA

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

Your rates should be quoted for Typesetting, Designing, Printing, Binding and Dispatch of monthly journal 'YOJANA' (English and Hindi) on the following lines including cost of paper and other incidental charges etc.

The applicable GST will be paid separately.

1. Rate per 1,000 copies for printing of **20,000 to 35,000** copies comprising 52 pages of Rs. _____
text & 4 pages of cover to be printed throughout in four process colours on printer's paper

(Rupees _____)

2. Rate per 1,000 copies for printing of **35,001 to 70,000** copies comprising 52 pages of Rs. _____
text & 4 pages of cover to be printed throughout in four process colours on printer's paper

(Rupees _____)

3. Rate per 1,000 copies if print order is **more than 70,000 copies** comprising 52 pages Rs. _____
of text & 4 pages of cover to be printed throughout in four process colours on printer's
paper

(Rupees _____)

4. Rate per 1,000 copies for printing of every additional 4 pages of text on printer's paper Rs. _____

(Rupees _____)

5. Rate for preparing one set of four colour plates (4 plates) through CTP Rs. _____

(Rupees _____)

6. Rate of present applicable GST..... @ _____)

NOTE:

1. The Lowest tenderer will be decided on the basis of the lowest rates quoted for item no. 1 & 2.
2. Cost of additional/reduced copies if less than 1,000 shall be admissible at pro-rata of quoted rates of respective slab.
3. **Rates quoted for every additional 4 pages will be applicable for every reduced 4 pages also.**
4. In case of increase/decrease of GST percentage announced by the Government during the tenure of contract (and extensions thereof, if any), the difference of such increase/decrease of GST percentage shall 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: _____

Name of the firm: _____

(With stamp)

Date: _____