

# **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 Hyderabad, who fulfill the technical requirement of eligibility criteria (page 4) and able to undertake the typesetting, designing, printing and deliver about 4,000 copies of our monthly journal "YOJANA" in **Telugu** language every month within the specified time schedule on Annual Rate Contract basis.

Printer will have to arrange and co-ordinate with the Assistant Director/Editor, Yojana (Telugu) for collecting MSS (text CRC/CD), photographs & other input material, and deliver proofs & printed copies etc. in our local office at Yojana (Telugu), Publications Division, M/o I&B, Room No. 205, II<sup>nd</sup> floor, CGO Tower, Kavadiguda, Hyderabad-500080 or any other office as specified by the Editor, Yojana (Telugu).

- (a) Tender No. and Date : D-29015/ 07/2021-22/Prod. Dated: 13/09/2021  
(b) Last Date & Time of Receipt of Tender : **06/10/2021** by 3:00 PM  
(c) Date, Time & venue of opening of Technical Bid : **06/10/2021** by 3:30 PM (Room No. 669-A of Soochna Bhawan, Lodhi Road, New Delhi)  
(d) Initial Contract Validity : One Year (extendable for one or more year)

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 Annual Rate Contract for printing of Monthly Journal YOJANA (Telugu), Tender No. D-29015/07/2021-22/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" 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 Annual Rate Contract for Printing of Monthly Journal YOJANA (Telugu), Tender No. D-29015/07/2021-22/Prod. With last date of submission 06/10/2021"*  
(v) The technical bids will be opened on its due date and time in room no. 669-A as mentioned below.  
(vi) 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.  
(vii) 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.  
(viii) 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>.  
(ix) 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.

**Production Officer**  
**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 "Telugu" 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 4 to 8 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 Telugu, layout/designing, formation of boxes/scanning/improvement of pictures and planning of text matter etc. will be done by the printer, at their 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, binding, packing, delivery and printing etc. as per tender proforma. **In some issues, the centre spread pages (four pages form) may require to be printed in four process colour on art paper, for which rates is to be quoted separately in rate column.**

Every month individual subscriber's copies will have to be packed in craft envelope and labeled with address sticker as a single copy by printer at their cost from the soft copy of list of subscribers provided by the Editor (subscriber copies may be increase or decrease from issue to issue). Cost of craft envelope duly printed the address of Yojana office in single colour and printing of 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 Telugu 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) Material, Proofs etc. will have to be collected and delivered by the printer to the Editor at local address of Yojana (Telugu), Publications Division, M/o I&B, Room No. 205, II<sup>nd</sup> floor, CGO Tower, Kavadiiguda, Hyderabad-500080 or any other office as specified by the Editor at their cost.
- (iv) There will 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 (Telugu), Hyderabad 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) Printing 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, complete journal 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. finished size)

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

**LANGUAGE & QUANTITY:** Telugu – 4,000 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 be used from printer's stock at their cost. Sample of paper to be used may be enclosed with your quotation.

*Handwritten signature*

**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 office at Hyderabad and Railway/Postal Department within 4 to 6 days from the date of final approval of proofs, as per requirement.

**DESPATCH OF COPIES:**

- a) Special packing for individuals/subscribers copies: About 800 to 1500 or more copies may required to be packed as single copy in a printed craft paper envelope duly labeled with individual address stickers, to be sent to subscribers etc. These single packed copies will have to be handed over to Assistant Director/Editor (Yojana) or his representative in local post office, as per instructions. Cost of packing charges, printed craft paper envelope, printing of address sticker on pre-gummed paper, pasting of label on each packed copy and transportation etc. should be included in quoted rates as per the cost column of tender proforma.
- b) Agents/Bulk copies: Remaining bulk copies packed in bundles of 20 to 25 copies each duly wrapped and labeled 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 instruction of the Editor (Telugu) Hyderabad.

**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 Hyderabad.

**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. 20,000/- (Rupees Twenty 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 Organisation 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. Any printer backs out after the opening of the financial bids, the EMD will be forfeited. EMD of all the tenderers except the L-1 tenderer will be returned as soon as the financial bid is opened and finalized.

**SECURITY DEPOSIT:** The successful tenderer will be required to furnish a Security Deposit of **Rs. 75,000/- (Rupees seventy five 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 or for material will be entertained for any variation in market during the contract period

**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.

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5. The applicable tax (GST etc.) will be paid separately. In case of any change in tax (GST etc.) announced by the Govt., difference in tax will be paid/recovered. The present applicable Tax (GST) must be mentioned in tender as per the proforma.
6. In case of poor performance or regular delays or using of inferior quality/less GSM paper, a suitable liquidated damage (penalty) is to 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 its rights to cancel the contract and Security Deposit will be forfeited.
8. All disputes will be settled under the jurisdiction of Delhi only.
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 (Telugu) office at Hyderabad. However, payments will be made by the Head Quarter, New Delhi on receipt of bill from the Editor.
12. Complete journal (Cover and text pages) will have to be supplied by the printer on his own cost on a CD/DVD in PDF format for uploading the journal on our website.

#### **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 Telugu, final page-making and designing of text pages with photographs etc. of the journal.
- (b) Complete arrangements (In-house/offsite) for pre-press including high resolution scanner, laser printer and complete plate-making unit etc.
- (c) Printer must have One offset machine of single colour printing in minimum size of one machines in size of 18" x 23".
- (d) One offset printing machine of four colours in minimum size of 18" x 23".
- (e) Complete arrangements (In-house/offsite) one paper cutting machine, two wire stitching machine and other ancillary binding equipments with sufficient space for binding and wrapping/ packing etc.
- (f) Having sufficient power back-up to run the machines (Desirable).
- (g) The printer should have PAN, GST/TIN numbers and license to establish/run the printing press etc. Self attested photocopies of all relevant documents are to be enclosed.
- (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)

Production Officer

For & on behalf of the President of India



**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. 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.75,000/-) :
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 of Factory's Act or Small/Medium Scale Industries Certificates issued by the State/ Central Govt. Authority to run the printing press. \_\_\_\_\_

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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) (i) Number of DTP Units and Operators for typesetting  
and designing
  - (ii) Number of 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 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. If necessary, the machines and equipments may be listed on a separate sheet.

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**ANNEXURE-I**  
**FINANCIAL BID PROFORMA**

**(This form 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 printed transparent envelope, pre-gum stickers, dispatch and other incidental charges etc. The applicable tax GST will be paid separately.

- (i) Rate per page for typesetting in Telugu language with cover pages - Rs. \_\_\_\_\_  
(Complete composing/typesetting of text matter in Telugu, layout /designing, formation of boxes/ Scanning/ improvement of picture and planning of text matter).  
(Rupees \_\_\_\_\_)
- (ii) Rate per 1000 for print order of 3,000 to 6,000 copies comprising 52 text pages - Rs. \_\_\_\_\_  
plus 4 pages of cover on printer's paper as per specification (**excluding** cost of typesetting and packing of individual subscriber copies).  
(Rupees \_\_\_\_\_)
- (iii) Rate per 1000 if print order is 6,001 or more copies comprising 52 text pages - Rs. \_\_\_\_\_  
plus 4 pages of cover on printer's paper as per specification (**excluding** cost of typesetting and packing of individual subscriber copies)  
(Rupees \_\_\_\_\_)
- (iv) Rate per 1000 for printing of every 4 additional pages of text - Rs. \_\_\_\_\_  
in single colour on printers paper  
(Rupees \_\_\_\_\_)
- (v) Rate per 1000 for printing of four centre spread pages of text in four colour - Rs. \_\_\_\_\_  
on Art paper as per description  
(Rupees \_\_\_\_\_)
- (vi) Rate per 1000 copies for packing of single copy in craft paper envelope duly - Rs. \_\_\_\_\_  
labeled with address stickers as per list of addresses Including the cost of envelope & stickers etc  
(Rupees \_\_\_\_\_)
- (vii) Rate of existing applicable Tax (GST) \_\_\_\_\_ % of bill amount.

**Note:**

1. Rates quoted for Item No (iv) will be considered for reduced copies/pages also.
2. In case, the additional/reduced copies are less than 1000, the pro-rata of the quoted rates for item no (ii), (iii), (iv), (v) and (vi) will be applicable.
3. The existing GST amount as quoted in item no. (vii) will be paid. The difference in tax as mention in item no. (vii) will be paid or recovered.

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 \_\_\_\_\_

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