

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 Guwahati, who can undertake the typesetting, designing, printing and deliver about 100 to 200 or more copies of our monthly journal "YOJANA" in **Assamese** language every month within the specified time schedule on Annual Rate Contract basis.

Printer will have to arrange and co-ordinate for collecting Manuscripts (text CRC/CD), photographs & other input materials and deliver proofs & printed copies etc. to the Editor, Yojana (Assamese) in our local office at Yojana (Assamese), Publications Division, Ministry of Information and Broadcasting, House No. 4, Pensionpara Road, Guwahati - 781003 or any other office as specified by the Editor, Yojana (Assamese).

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| (a) Tender No. and Date | : D-29015/08/2021-22/Prod. Dated: 20/10/2021 |
| (b) Last Date & Time of Receipt of Tender | : <u>16/11/2021</u> by 3:00 PM |
| (c) Date, Time & venue of opening of Technical Bid | : <u>16/11/2021</u> by 3:30 PM (Room No. 666, 6 th floor
Soochna Bhawan, Lodhi Road, New Delhi) |
| (d) Initial Contract Validity | : One Year's (extendable for one or two years) |

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

Tenderers are requested to submit their tender 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 (Assamese), Tender No. D-29015/08/2021-22/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 machineries & 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 (Assamese), Tender No. D-29015/08/2021-22/Prod. With last date of submission 16/11/2021"
- (v) The technical bids will be opened on its due date and time in the office of the Production Officer Room no. 669-A as mentioned below.
- (vi) All the Technical Bids will be scrutinized and physical inspection of eligible printer's may 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 and e-procurement portal www.eprocure.gov.in.
- (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 (6th Floor), Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110 003
Phone No. 011-24362958

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TENDER SPECIFICATIONS

DESCRIPTION:- 'YOJANA' a monthly journal in "Assamese" 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 (Black). Complete composing/ Typesetting of text matter in Assamese, layouting/ 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. The Journal will be center-stitched with two wire staples. Rate should be quoted inclusive of processing, plate making, packing, delivery and printing etc. as per tender proforma.

Every month about 50 or above subscriber's copies will have to be wrapped with printed wrapper 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 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 and other text matter in Assamese 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 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 (Assamese), Publications Division, M/o I&B, House No. 4, Pensionpara Road, Silpukhuri, Guwahati - 781003 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 (Assamese), Guwahati office. Two to three proofs will be required after 1st checking of proof at printers end for final approval for printing.
- (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 printing 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 pages : Four Process Colours

LANGUAGE & QUANTITY: Assamese – 100 to 200 or more 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 will be used from printer's stock at their cost. Sample of paper to be used may be enclosed with your quotation.

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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 Guwahati and Railway/Postal Department within 6 days from the date of final approval of proofs, as per requirement.

DESPATCH OF COPIES: Subscribers' copies duly wrapped with printed wrapper and labeled as per list of address provided by the Editor, Yojana (Assamese) as single copy and 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.

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 Guwahati.

PENALTY: In case of delays 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 of Rs. 1,000/- (Rupees one thousand) in the form of a Demand Draft issued by a Scheduled bank favoring Director General, Publications Division, New Delhi, in the Technical Bid cover.

Organisation which are registered with MSME or Central Purchase Organisation will 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 Financial Bids, the EMD will be forfeited. EMD of all other tenderers, except 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. 10,000/- (Rupees Ten Thousand only)** preferably in the form of Bank Guarantee/Fixed Deposit Receipts for a period of three year issued by any scheduled bank duly pledged in favour of The Principal Director General, Publications Division, New Delhi 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: The contract may be extended further for one or more years on same rate, terms and conditions on mutual understanding and satisfactory performance of the printer.

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) will be paid separately. In case of any change in tax (GST) announced by the Govt. difference in tax will be paid / recovered from respective printer bills. The present applicable Tax must be mentioned as per the proforma of financial bid (Annexure-I).
6. No increase in rates for production or for material will be entertained for any variation in market during the contract period.

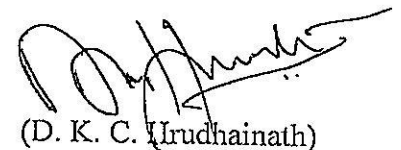
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7. In case of poor performance or regular delays or using of inferior quality/lesser GSM paper, a suitable liquidated damage (penalty) will be imposed which will be decided by Internal Committee and recovered from the printer's bill. The decision of the competent Authority shall be final and binding for all concerned.
8. In case of continuous and perpetual poor performance and delay, Publications Division reserves the right to cancel the contract and Security Deposit will be forfeited.
9. All disputes will be settled under the jurisdiction of Delhi only.
10. Tenderers can withdraw their quotation before the opening of tender, if he so desires.
11. Tenderers can send their authorized representative at the time of opening of tender.
12. The pre-receipted bills (in triplicate) along with challans of supplied copies are to be submitted to the Editor Yojana (Assamese) office in Guwahati.
13. Payments will be made by the Head Quarter, New Delhi on receipt of printer's bills from the Editor.

TECHNICAL REQUIREMENT OF 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 must have the following machines and ancillary equipments:

- (a) Printer must have sufficient arrangement (preferably in-house) of Typesetting in Assamese, final page-making and designing of text pages with photographs etc. of the journal.
- (b) Complete arrangements for pre-press including high resolution scanner, laser printer and complete plate-making unit etc.
- (c) One offset machine of single colour printing in minimum size of 18" x 23".
- (d) One offset printing machine of four colours in minimum size of 18" x 23" (in-house or dedicated arrangement).
- (e) One paper cutting machine, wire stitching machine and other ancillary binding equipments with sufficient space for binding and wrapping/ packing etc (in-house or dedicated arrangement).
- (f) Having sufficient power back-up to run the machines.
- (g) The printer should have PAN, VAT/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. Irudhainath)

Production Officer

For & behalf of the President of India

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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 :
6. Nature of incorporation: (Proprietorship/Partnership/Pvt. Ltd./ Limited)
7. Name (s) & address of Bankers:
8. Details of Earnest Money Deposit (Rs.1,000/-):
9. Self Attested Copies of following registration/documents may be enclosed along with the Technical Bid.
 - a) Registration of PAN/VAT/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. _____

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.

Handwritten signature

ANNEXURE-I

FINANCIAL BID PROFORMA

(This form, duly filled-in, should be kept in the 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 wrappers, pre-gum stickers, dispatch and other incidental charges etc. The applicable tax (GST) will be paid separately.

- (i) Rate per page for typesetting in Assamese language with cover pages - Rs. _____
(Complete composing/typesetting of text matter in Assamese, layout /designing, formation of boxes/ Scanning/ improvement of picture and planning of text matter).
(Rupees _____)
- (ii) Rate for printing if print order is **up to 100 copies** comprising 52 text pages -Rs. _____
plus cover on printer's paper as per Description (Excluding cost of typesetting).
(Rupees _____)
- (iii) Rate for printing if print order is **101 to 200 copies** comprising 52 text pages- Rs. _____
plus cover on printer's paper as per Description (Excluding cost of typesetting).
(Rupees _____)
- (iv) Rate per 100 for printing of additional copies comprising - Rs. _____
52 text pages plus cover on printer's paper .
(Rupees _____)
- (v) Rate per 100 copies for printing of every 4 additional/ reduced pages - Rs _____
of text on printers paper including typesetting cost.
(Rupees _____)
- (vi) Rate of existing applicable Tax (GST) _____ % of bill amount.

Note:

1. In case, the copies are less than 100, the pro-rata of the quoted rates for item no (iv) & (v) will be applicable.
2. The applicable GST amount as quoted in item no. (vi) will have to be mentioned in the bill separately and will be paid accordingly. The difference in tax as mentionrd in item no. (vi) will be paid or recovered w.e.f the date of change in GST rate, if any.
3. L-1 tenderer will be decided on the basis of average lowest rate quoted for item no. (i) & (iii).

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 _____

Handwritten signature