

Government of India  
**PUBLICATIONS DIVISION**  
Ministry of Information and Broadcasting,  
Soochna Bhawan, CGO Complex, Lodhi Road,  
New Delhi-110003

Speed Post/By Hand

File No.D-29015/08/2021-22/Prod.

Dated 02.12.2021

M/s. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: Annual Rate-Contract for printing of monthly journal "YOJANA" - in Assamese.**

Dear Sirs,

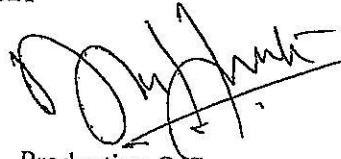
Sealed quotations are invited for fixing an annual rate contract for the printing of above said monthly journal. If you are in a position to undertake the production of the job as per specifications given below and supply the printed copies regularly within the specified time schedule, please submit your quotation in this form and an Earnest money of Rs. 1000/- by way of Demand Draft favouring Additional Director General, Publications Division, Mio Information & Broadcasting, New Delhi under two separate sealed envelopes. Both the envelopes must be sealed separately and should be super-scribed by words EMD and FINANCIAL BID as the case may be. These two sealed envelopes should then be placed inside a third big envelope, which should also be sealed properly.

Your quotation must reach the undersigned at Room No. 669-A, 6" Floor, Publications Division, Soochna Bhawan, C.G.O. Complex, Lodhi Road, New Delhi-110003, latest by 27.12.2021 (3.00 pm), addressed to the Director General, Publications Division. The tenders will be opened at 3.30 p.m. on the same day by the tender opening committee. The following words should be super-scribed on the envelope:-

**"Confidential Contents Quotation for printing of monthly Journal 'YOJANA' in Assamese"**  
**Job No. D-29015/8/2021-22/Prod.**

**Last Date: 27.12.2021**

Please note that quotations received after due date and time will not be considered.



Production Officer

For and on behalf of the President of India

**DESCRIPTION:-** 'YOJANA' a monthly journal in Assamese language comprising 52 pages of text and 4 pages of cover is to be produced regularly on top priority basis. The text pages may carry text in 2 to 3 columns, along with 8 to 12 or more line/half-tone 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 of text matter, layout, formation of boxes, scanning/improvement of pictures & planning with text matter etc. will be done by the printer at their cost.

Outer cover may carry title, logo design, some text along with one to three photographs/pictures surrounded by colour grounds etc. and will print in 4 process colours. Covers II & III may also print text along with pictures, advertisements etc. in common four process colours. The Journal will be center- stitched with two wire staples and cut to size.

**Note:**

- 1) The soft copy of cover design of English Edition may be supplied wherein title, text etc. in Assamese language will have to be incorporated by the printer as per colour scheme/rough dummy supplied.
- 2) The quantity and number of pages may vary from issue to issue.
- 3) Material, proofs etc. will have to be collected and delivered by the printer to the Editor at (Yojana — Assamese) office at Publications Division, House No. 4, Pensionpara Road, Silpukhuri, Guwahati — 781003 at their cost.

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- 4) Advance copies will be supplied to Editor, in Yojana Office, Guwahati, and remaining copies duly packed in bundles of 10 to 20 copies with polythene sheets to our Yojana (Assamese) office/local Agents, as per instructions of Editor.
- 5) Material/Mss. in hard copies (hand written or typed) or soft copies, as received from the authors/contributors will have to be collected in batches from the Editor, Yojana (Assamese), Guwahati office. Two to three proofs will be required for final approval after first checking of proofs at printer's end.
- 6) Scanning of photographs will have to be done by printing compatible scanner of high resolution on Poor quality reproduction of photographs will not be accepted
- 7) Printing will be done by film Positive/CTP only to achieve the desired standard of printing quality.
- 8) As soon as proofs are approved, complete journal will have to be provided by the printer in PDF/Well page format on CD for uploading the same on our website.

**FINISHED SIZE:** 8.5" X 11" (Approx.)

**COLOURS:** Text pages: Single colour (Black) Outer and Inner **Covers:** Four Process Colours

**LANGUAGE & QUANTITY:** ASSAMESE— 200 copies per Month (May vary from Issue to Issue)

**PAPER:** Good quality Smooth finished white Maplitho paper of 70 GSM (or above) for text pages and 130 GSM full gloss 'white Art Paper for cover will be used from printer's stock. Sample of paper to be used may be enclosed with your quotation.

**TIME SCHEDULE:** Reasonable time schedule will be drawn by the Editor for timely publication of the Journal. It is to be ensured that all the copies are supplied to the Yojana office at Guwahati within 5- 6 days from the date of final approval of proofs, as per requirement.

**NOTE** In case of delays at the printer's end, a penalty of 50 (fifty) paise per copy per day will be imposed besides additional postal amount paid by the Division, for dispatching the journal to the subscribers.

**SECURITY DEPOSIT:** A security deposit of Rs. 10,000/- (Rs. Ten Thousand only) will have to be deposited by the successful tenderer, before awarding the contract. The security deposit may be in the form of FDR from any Nationalized Bank duly pledged, in the name of Director General, Publications Division A/c... .. (Printer's name) and will remain in this office till the contract period and completion of all contractual obligations. The EMD of successful tenderer will be returned only after submission of the above security Deposit.

**PROCESS OF PRODUCTION:** Offset

**MATERIAL FOR PRODUCTION:** Text Mss. in shape of hard copy or soft copy, Cover Art-work/CD, line designs, photographs etc. will have to be collected in batches from the Editor, Yojana (Assamese) at Guwahati.

**OTHER REMARKS:**

- 1) Time schedule must be 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) All taxes should be included in your quoted rates. No TAX will be paid separately.
- 6) The contract will be for a period of one year and may be extended further for another year on same rates, terms and conditions on mutual agreement and satisfactory performance of the printer.
- 7) In case of poor quality printing or regular delays or uses of inferior quality/less GSM paper, liquidated damages (penalty) are likely to be imposed which will be decided by an Internal Committee and recovered from the printer's bill. The contract may also be cancelled and Security Deposit forfeited.
- 8) It will be the discretion of the Director General, Publications Division to accept the lowest rates or reject all the tenders without assigning any reason.
- 9) No increase in quoted rates will be entertained for any variation in market during the contract period.
- 10) All disputes will be settled in the jurisdiction of Delhi.
- 11) Tenderer can withdraw his quotation before the opening of tender if he so desires.
- 12) Tenderers can send their representative at the time of opening of tender.
- 13) Tenders received without the Demand Draft of Rs. 1000/- as EMD, will not be considered and rejected. The EMD of all unsuccessful tenderers will be returned after the opening of Financial Bid.

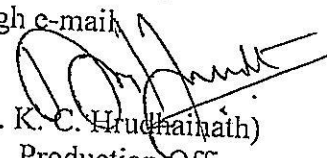
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**TECHNICAL REQUIREMENT OF ELIGIBILITY CRITERIA**

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. Hrudhainath)  
Production Officer

For & behalf of the President of India



**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 52 text pages plus cover on printer's paper. - Rs. \_\_\_\_\_  
(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 mentioned 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 \_\_\_\_\_

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