

NOTICE INVITING TENDER

No.D-29015/14/2016-17/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 Mumbai/Navi Mumbai within 30 Kms (approx.) from our Yojana Office at Publications Division, M/o I&B, B-701, 7th Floor, Kendriya Sadan, Belapur, Navi Mumbai-400 614 who can print and deliver about 10,000 to 20,000 copies of our journal "YOJANA" in Marathi language every month 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 to Editor in his office and nearby Post Office or any other destination in Mumbai/Navi Mumbai as per instructions of the Editor.

Cost of Tender Document : ₹ **1000/-** (Rupees One Thousand only)

Last Date & Time of receipt of Tender in this office : **3.00 PM on 18.10.2016**

Date & Time for opening "Technical Bid" : **3.30 PM on 18.10.2016**

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 :

- (a) 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 and Plate-Making unit.
- (b) Offset printing machines : One Four-colour printing machine and two single colour printing machines.
- (c) Binding equipments : Two Paper Cutting machines and two Stitching machines.
- (d) Power Back-up : Should be sufficient to run the machines in the event of power failures.
- (e) The printer should be registered with PAN/VAT/TIN and have license to run the press (Photocopies of all relevant documents must be enclosed with the Technical Bid).
- (f) Printer must also have high speed internet facility for uploading/downloading files of cover design/photographs/text materials etc.
- (g) The Annual Turnover of the press must be Rupees 50 lakhs each for the last 2 years.
- (h) Press must be situated within 30 kms from our office at Kendriya Sadan, Navi Mumbai - 400614

SUBMISSION OF TENDERS :

- (1) Complete Tender Document can be downloaded from the websites: www.eprocure.gov.in or www.publicationsdivision.nic.in. Tender Document can also be collected in person from our Yojana office at Publications Division, M/o I&B, B-701, 7th Floor, Kendriya Sadan, Belapur, Navi Mumbai-400 614 between 10.30 AM to 5.30 PM on all working days.
- (2) EARNEST MONEY DEPOSIT: Tenderers will have to submit an Earnest Money Deposit (EMD) of Rs.10,000/- and cost of tender document of Rs.1000/- in the form of Demand Draft/Bankers Cheque in favour of SO(Cash), Publications Division from any bank which will be returned after opening of Financial bids.
- (3) 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.
- (4) Tenders received without two separate Demand drafts towards the Cost of Tender Document and EMD will be rejected.
- (5) Tenders, complete in all respects, should be addressed to Joint Director (Prod.), Publications Division, Room No. 666 (6th Floor), Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003.


Joint Director (Prod.)

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

TENDER DOCUMENT

Tender No.	: D-29015/14/2016-17/Prod.
Tender Date	: 21.09.2016
Cost of Tender Document	: ₹ 1000/- (Rupees one thousand only)
Last Date & Time of Receipt of Tender	: <u>18.10.2016 by 3:00 PM</u>
Date & Time of opening of Technical Bid	: <u>18.10.2016 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 Marathi language comprising 52 pages of text and 4 pages of cover is to be produced regularly on top priority basis. The inner pages may carry text in 2 to 3 columns, along with 8 to 12 or more line/halftone pictures surrounded by line and screen borders. Some text may be in box 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 have to be done by the printer at their cost.**

Outer cover may carry title, logo design, some text alongwith one to three photographs/pictures surrounded by colour grounds etc. will be printed 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. Some text pages/advertisements in form of 4 pages/centre spread pages may require to be printed in four colour. Hence, rates should be quoted inclusive of processing, platemaking and printing etc. as per tender proforma.

Note:

- 1) The soft copy of cover design of English may be supplied through internet wherein title, text etc. in Marathi language will have to be incorporated by the printer as per colour scheme/rough dummy supplied by the Editor.
- 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 – Marathi) at Publications Division, M/o I&B, B-701, 7th Floor, Kendriya Sadan, Belapur, Navi Mumbai -400 614 at their cost.
- 4) Material/MSS in hard copies (hand written or typed) or soft copies, as received from the authors/contributors have to be collected for typesetting in batches from the Editor, Yojana (Marathi), Navi Mumbai office. Two to three proofs will be required for final approval after first checking of proofs at printer's end.
- 5) Scanning of photographs will have to be done by printing compatible scanner of high resolution only. Poor quality reproduction of photographs will not be accepted
- 6) Printing will be done by film Positive/CTP only to achieve the desired standard of printing quality.
- 7) As soon as proofs are approved, complete journal will have to be provided by the printer in PDF/Web page format on CD for uploading the same on our website.

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

COLOURS: Text pages: Single colour (Black)
Cover pages: Four Process Colours
One form of 4 pages: Four Process Colours

LANGUAGE & EXISTING QUANTITY: Marathi – 12,000 copies per Month
(Likely to increase or decrease in each month's issue).

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

Contd.....2/-

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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 Navi Mumbai within 5- 6 days from the date of final approval of proofs, as per requirement.

PENALTY FOR DELAY: **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. 4,00,000/- (Rupees Four Lakhs Only)** will have to be deposited by the successful tenderer, before the awarding of contract. The security deposit may be in the form of FDR from any Bank duly pledged, in favour of Additional 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.

PERIOD OF CONTRACT: The contract will be for a period of one year and may be extended further for one or more year on same rate, terms and conditions on mutual agreement and satisfactory performance of the printer.

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 be provided in batches by the Editor, Yojana (Marathi) at Navi Mumbai.

PACKING AND SUPPLY OF JOURNAL

Dispatch of Subscriber's copies

Every month about 4000 or more subscriber's copies will have to be wrapped as a single copy with printed wrapper in size of 4" x 11.5" on 90 GSM craft paper by the printer duly labeled/pasted the address stickers of all subscriber's as per the list (soft copy) provided by the editor. Printer will also require to paste the postal service stamp of Rs. 5/- on each wrapped copy and deposited in local post office at Mumbai as per instruction of the Editor. This office will provide postal service stamps for each issue in advance. Wrappers and address stickers will have to be printed by the printer as per sample at their cost.

Supply of bulk copies: Copies are to be packed in Polythene bag/ waterproof packing paper before the supply.

Advance copies will be supplied in Yojana Office, Navi Mumbai. Remaining bulk copies duly packed in bundles of 10 to 20 copies with polythene sheets each will have to be delivered in our Yojana official duly labeled as per list provided by the Editor, Yojana (Marathi). Bundles/Packets of bulk copies should be less than 5 kg. in weight.

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. 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.
7. It will be the discretion of the Additional Director General, Publications Division to accept the lowest rates or not.
8. No increase in quoted rates will be entertained for any variation in market during the contract period.
9. All disputes will be settled in the jurisdiction of Delhi.

Contd.....3/-

10. Tenderer can withdraw his quotation before the opening of tender if he so desires.
11. Tenderers can send their representative at the time of opening of tender.
12. Payments are likely to be made by the Head Quarter office within 60 to 90 days after the receipt of bills from the printer.
13. Tenders received without the Demand Draft of Rs. 10,000/- as EMD and Rs.1000/- towards cost of tender will not be considered and rejected.
14. The EMD of unsuccessful bidders will be returned after opening of the Financial bid.

ELIGIBILITY CRITERIA: Printing and other allied equipments required for printing of the journal

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 :

- (a) 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 and Plate-Making unit.
- (b) Offset printing machines : One Four-colour printing machine and two single colour printing machines.
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- (d) Power Back-up : Should be sufficient to run the machines in the event of power failures.
- (e) The printer should be registered with PAN/VAT/TIN and have license to run the press (Photocopies of all relevant documents must be enclosed with the Technical Bid).
- (f) Printer must also have high speed internet facility for uploading/downloading files of cover design/photographs/text materials etc.
- (g) The Annual Turnover of the press must be Rupees 50 lakhs each for the last 2 years.
- (h) Press must be situated within 30 kms from our office at Kendriya Sadan, Navi Mumbai - 400614

EARNEST MONEY DEPOSIT: Tenderers will have to submit an Earnest Money Deposit (EMD) of Rs.10,000/- and cost of tender document of Rs.1000/- in the form of Demand Draft/Bankers Cheque in favour of SO (Cash), Publications Division from any bank which will be returned after opening of Financial bids.

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.
- (ii) Each sealed envelope should be super-scribed with "*Tender for printing of 'YOJANA' in Marathi - Tender No. D-29015/14/2016-17/Prod. - Tender opening date - 18.10.2016*".
- (iii) Both sealed envelopes should be marked as 'TECHNICAL BID' or 'FINANCIAL BID', as the case may be. The technical bid envelope should contain all other documents as mentioned in the tender document along with list of all machineries & equipments 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-Marathi' - Tender No. D-29015/14/2016-17/Prod. **Tender opening date - 18.10.2016***". This envelope should reach this office of Publications Division, addressed to the Joint Director (Prod.), Room no. 666, 6th Floor, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003 on or before the specified last date and time of receipt of tender.



ANNEXURE-I
TECHNICAL BID PROFORMA

1. Name of the Press :

2. Address & Phone Numbers :
 - (a) Office :
 - (b) Factory:

3. Details of Owner/authorised person :
 - (a) Name :
 - (b) Mobile Nos. :
 - (c) E-mail id :

4. Nature of incorporation :
 - (a) Service/Sales Tax/TIN No. :
 - (b) VAT No. :
 - (c) PAN No. :

5. Name & address of Banker(s) :

6. (a) Earnest Money Deposit :
(DD No. & Date)
To place in Technical Bid envelope)
 - (b) Cost of Tender Document :
(DD No. & Date)
To place in Technical Bid envelope)

7. Self attested copies of following documents must be placed inside the **Technical Bid** envelope :
 - a) Registration of PAN/VAT 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 two Original Demand Drafts as mentioned in the tender document (except financial bid).
 - f) Self declaration that press is within the 30 km from our office at Kendriya Sadan, Navi Mumbai - 400014

Cont.....2/-

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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 and phone numbers etc.).

2. Pre-Press Equipments

a) DTPs Terminals :

b) Scanners :

c) Laser Printers :

d) Details of CTP/Platemaking 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 on the following lines including cost of Typesetting, designing, printing, binding, inclusive of cost of paper for wrappers, stickers and journal alongwith all taxes and other incidental / dispatch charges etc.

1. Rate per 1000 copies for **print order upto 10,000 copies** comprising 52 text pages & 4 pages of cover on printer's paper. Rs.....

(Rupees.....)

2. Rate per 1000 for additional copies comprising 52 text pages & 4 pages of cover on printer's paper. Rs.....

(Rupees.....)

3. Rate per 1000 copies for printing of every additional 4 pages of text in Single colour on printers paper Rs.....

(Rupees.....)

4. Rate per 1000 for printing of three additional colours per form of 4 pages of text including processing & platemaking etc. Rs.....

(Rupees.....)

NOTE:

1. Cost of less than 1000 additional/reduced copies, the admissible rates shall be on pro-rata basis.
2. Rates quoted for additional copies/pages will be applicable for reduced copies/pages of text also.

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_____ (with stamp)

Date_____

