NOTICE INVITING TENDER

EMPLOYMENT NEWS

(PUBLICATIONS DIVISION)
MINISTRY OF INFORMATION & BROADCASTING
East Block – IV, Level – 5, R. K. Puram,
New Delhi – 110 066.

Employment News, a weekly tabloid size Journal published by the Publication's Division in English, Hindi and Urdu languages with a combined circulation of about 5 lakh copies, invites applications from web-offset printers within 50 Kms. from Employment News office at R. K. Puram, who can compose, print and deliver such number of copies well in time every week. Printers situated beyond 15 Kms. distance from this office will have to set up their composing unit with adequate machines and staff within a distance of 15 kilometres from the office of Employment News, R.K. Puram, New Delhi within 10 days of intimation of assigning the job so that they are able to complete all required work in time. In case they fail to set-up this facility within the above time-limit, they will forgo the offer for award of tender.

Each language issue may generally carry 32 to 80 pages. The standard open size of the journal is 41 x 56-57.8 cms. folded to 28-28.9 x 41 cms. with a print area of 26 x 38.5 cms. Printers who have at least eight or more DTP machines and with a capacity to process and print the required number of pages within the stipulated time are eligible. The printer should have a capacity to print a minimum of 40 pages simultaneously of the above cut-off size and should be equipped with generators having sufficient capacity to run the printing machines etc. in case of power failure, sufficient space to store a minimum of 30 metric tons of newsprint reels, and about 1.50 lakh printed copies.

Interested printers may send their sealed tenders giving complete details regarding 1) composing machines with number of operators and per day capacity of composing in English & Hindi, Urdu 2) details of web-offset printing machines with cut-off sizes / year of make of each with total printing capacity per day, capacity to store newsprint, and 4) alternate arrangements of power etc.

Capacity, capability and otherwise suitability of the printer to undertake the job will be assessed by a Committee after opening of the 'Technical Bid'. Financial Bids of the suitable printers only will be opened later, for which printers will be duly notified. Tender document can be purchased by depositing an amount of Rs.1,000/- only from this office. Tenders can also be downloaded from the website www.mib.nic.in and the tenders must be submitted with a Demand Draft (DD) of Rs.1,000/- only drawn in favour of Additional Director General (I/c), Publications Division, New Delhi. The details of all terms and conditions of this tender can also be seen from the said website. The decision of the Competent Authority shall be final.

Time and date of receipt of tenders in this office : 12.00 PM on 16.08.2010.

Time and date of opening Technical Bid in this office : 03.30 PM on 16.08.2010.

TENDERS SHOULD BE SENT AT THE FOLLOWING ADDRESS:

Deputy Director (Administration)
(Phone No. : 26163055)
Employment News,
East Block IV, Level V, R.K. Puram,
New Delhi 110 066.
NOTICE INVITING TENDER

EMPLOYMENT NEWS

[Editorial Division]

[Accounting &统筹推进]

[Editor: R.K. Jadhav]

[Phone No.: 1111111]

[Fax No.: 2222222]

[Address: [Address]]

[Website: employmentnews.com]

[ISSN: 0000-0000]

[Published by: Employment News]

[Published on: [Date]]

[Vol. [Volume] No. [Issue] [Year]]

[Page: [Page Number]]

[Copyright © Employment News 20XX]

[Printed in India]

[For further information, please contact: [Contact Person] at [Contact Phone]]

[Please note that this is a sample notice inviting tender for Employment News.

[Details of the tender, such as the purpose, eligibility criteria, deadline for submission, etc., would be provided in the actual tender notice.]

[For more information, visit employmentnews.com]
TENDER DOCUMENT

EMPLOYMENT NEWS

(PUBLICATIONS DIVISION)
Government of India, Ministry of Information & Broadcasting
East Block IV, Level – 5, R.K. Puram,
New Delhi – 110 066.

Tender No. : EN-52011/9/2009-10/Prod.

Tender Date : 14.07.2010

Price of tender : Rs.1000/- Per Set

Initial Contract Validity : Two years

The Tender shall remain valid upto 120 days from date of opening of Technical bid.

(Financial Bids will be opened at a later date, which will be duly intimated to the tenderers whose Technical Bid is found acceptable).

Tenderers are requested to submit their offer in two parts, 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.


(iii) Both sealed envelopes should be marked as ‘TECHNICAL BID’ or ‘FINANCIAL BID’, as the case may be. The financial bid cover should contain the rate offer. The technical bid cover should contain all the items listed in item no. 4 at page no. 7 of this tender.

(iv) The said two sealed envelopes should be kept in one bigger sealed envelope, which should also be super-scribed as “printing of Employment News – Tender No. EN-52011/9/2009-10/Prod”.

(v) This bigger sealed envelope containing the technical and financial bids should be submitted to the following address on or before the specified last date and time of receipt of tender:

Deputy Director(Administration)
Employment News
East Block –IV, Level – 5, R.K. Puram,
New Delhi – 110 066. (PHONE No. 011 - 26163055)

DESCRIPTION OF WORK: Printing of Employment News/Rozgar Samachar, a weekly tabloid size journal comprising generally of 32 to 80 pages each in English, Hindi and Urdu languages. (Specimen of the journals can be seen on any working day in this office). The term ‘printing’ includes typesetting, designing, processing, page-making etc. Newsprint will be supplied by this office. Newsprint reels of 32 inches width having 50 Gsm. grammage ± 4% will be supplied by this office.
SPECIFICATIONS:

1. PAGE SIZE AND PRINT AREA: The Standard open size of the journal will be 41 cm X 56 - 57.8 cms. (depending on cut-off size of the printing machine) (Approx) folded to 28 - 28.9 cm X 41 cm (Approx) The print area will be 26 cm X 38.5 cms.

2. PRINTING INK / COLOUR: Outer two pages will be printed in 2 colours (Black with one special colour). Remaining pages will be printed in single colour (Black). Standard good quality quick set ink will have to be used to avoid set offs, rubbing etc. Uniformity and consistency of Colour will have to be ensured in all copies.

3. PROCESS OF PRINTING: Web- offset

4. QUANTITY: The total print order for all three languages may vary between 4 lakh copies to 5.00 lakh copies with following approximate break up.

<table>
<thead>
<tr>
<th>Language</th>
<th>Copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 Lakh Copies</td>
</tr>
<tr>
<td>Hindi</td>
<td>1 Lakh Copies</td>
</tr>
<tr>
<td>Urdu</td>
<td>500 to 1000 Copies</td>
</tr>
<tr>
<td>(Total)</td>
<td>5 lakh copies (Approximately)</td>
</tr>
</tbody>
</table>

The average combined print run for the year 2009-10 was 4.50 lakh copies per issue. However this quantity may vary from issue to issue.

5. Printing Schedule: Materials will be supplied in 3 to 4 batches. Flow of text manuscripts including photographs, drawings etc. shall commence about 15 days before the supply of final artwork pages. The printer shall be required to compose text immediately and supply the proofs within about 12 hours of the receipts of materials so as to complete the final artwork pages within given time schedule.

Printing should start immediately upon receipt of final artwork pages and printing should be done @ 1.50 lakh copies per day. The commencement and final completion and delivery schedule of English copies will be from Saturday to Monday, Hindi and Urdu language copies from Wednesday to Friday. The detailed schedule of supply and receipt of materials, proofs, copies etc. shall be drawn at the time of finalizing of contract / agreement (subject to change as per requirement from time to time).

6. Terms of Delivery: The copies will be lifted from the press by publisher's authorized representative. The printed copies should be securely packed generally in bundles of 50 to 100 copies as per the instructions. About 1.50 lakh copies will have to be delivered each day. Details of Specifications for composing, processing, printing, materials for production, printing schedule, newsprint entitlement and supply, packing, etc. are available at annexure 'A' attached. Tenderers are requested to submit their offer in two parts, namely:
   i) Technical bid with notified documents and (ii) Financial bid. Both the Technical and Financial bids should be sealed separately and should be submitted simultaneously in one main cover. Only the technical bid will be opened on the date mentioned above and the Financial bids of technically acceptable offers will be opened only after technical evaluation of all the offers is completed.

7. Technical requirements for printing of Employment News / Rozgar Samachar:
   1. The composing/type-setting unit of the printer shall be in close proximity to this office.
   2. The press should be able to print minimum of 40 pages simultaneously and must be in a position to deliver nearly 1.50 lakh copies in a day in order to complete the supply of printed copies in specified time.
   3. The press should be situated within Delhi / NCR limits upto 50 Kms. from the office of Employment News at R.K. Puram, New Delhi.
4. Press should have executed similar jobs since a minimum of 3 years. Supporting documents should be enclosed.

5. Printer will be required to dedicate a minimum of 8 DTP terminals (4 each for English & Hindi languages), 2 laser B/W printers of A-3 size, one high resolution scanner along with experienced and dedicated regular operators/staff.

6. The printer shall have to make arrangements to collect/deliver the materials from/to the office of Employment News, R.K. Puram, New Delhi thrice a day at the printer's cost.

7. The printer will have to make adequate alternate power arrangements to avoid any delay in case of power-cuts.

8. **ESSENTIAL CONDITIONS:**
   a) The tenderer must enclose an **Earnest Money deposit** of Rs.1,00,000/- (Rupees one lakh only) in the form of a Demand Draft of a Scheduled bank favoring Additional Director General (In Charge), Publications Division, New Delhi in the Technical Bid cover.
   b) An **All Risk Insurance Policy** covering the risks against fire, theft, burglary, riots and local disturbances for a sum of rupees 25 lakhs (Rupees twenty five lakhs only), valid for the entire period of contract will have to be submitted by the successful printer to cover the cost of newprint and printed copies to be supplied and should be duly pledged to the President of India through the Additional Director General (In Charge), Publications Division, New Delhi. The cost of insurance will have to be borne by the printer.
   c) The successful tenderer will have to submit a **Performance Guarantee / Security Deposit** of Rs.35 lakhs (Rupees thirty five lakhs only) in the form of Bank Guarantee favouring Additional Director General (In Charge), Publications Division, New Delhi, as per prescribed proforma. The Bank Guarantee should be valid for a minimum period of 30 months or six months after the completion of the contract.

9. **LIQUIDATED DAMAGES (PENALTIES):**

Deductions for avoidable delays in respect of composing, submission of proofs etc., printing or delivery of printed copies shall be made from the printer's bill without any reference to them. The delays even for Saturdays / Sundays and Public holidays will be treated as delays for purpose of penalties / liquidated damages, which are tabled hereunder:

- (a) For delays between 1 to 2 days: 10 per cent of value of delayed copies
- (b) For delay of 3 days: 15 per cent of value of delayed copies
- (c) For delays of 4 days: 25 per cent of value of delayed copies
- (d) For delay of more than 4 days: Entire cost of delayed copies will be recovered at the printed sale price.

Besides, defective/sub-standard production e.g. uneven or faded copies, use of poor quality inks, missing prints, etc. shall also attract liquidated damages as deemed fit as per individual case / rejection of copies.

**NOTE:**

1. Delays, if any, during the initial 4 (four) issues may be condoned by the competent authority on the basis of justifiable reasons to allow the various processes to settle and get streamlined.

2. Delays occurring on account of late supply of newsprint, sub-standard newsprint, manuscripts, final paste-up etc. by this office shall be considered for condonement.

3. In case of poor performance or regular delays, the publisher will have the right to terminate the contract in part or in full at anytime during the tenancy of the contract.

4. All tenders can be cancelled without assigning any reason.

5. Before the last payment of the contract is made, the printer will have to submit an undertaking for 'No dues with Employment News'.


ANNEXURE - A

SPECIFICATIONS FOR COMPOSING, PROCESSING & PRINTING OF EMPLOYMENT NEWS/ROZGAR SAMACHAR

1. DESCRIPTION:

A weekly tabloid size journal comprising normally of 32 to 80 pages each in English, Hindi & Urdu is to be printed from typed, cyclostyled or handwritten manuscripts / art pulls, line and halftone designs, logo designs, photographs, CD, etc. supplied by this office. Each page shall generally consist of 3 to 6 columns of text matter. The text shall be set up in 8 to 12 points type sizes with headings in bigger type sizes by the printer by laser compositing process in English, Hindi and Urdu, as per given instructions. Text manuscripts in English, Hindi & Urdu for composing, final paste-up pages of English, Hindi & Urdu, line/tone designs / color or B/W photographs etc. will be supplied.

The printer shall have to make arrangements to collect the manuscripts, deliver and collect proofs / corrected proofs, etc. from this office at least three times in a day and supply corrected art pulls for preparation/paste-up for final artwork pages in time, as per schedule. As such, it is required that the composing / type-setting unit of the printer shall be in close proximity to this office. The pasting of art pulls of text pages, designs/pictures for all the pages of English and Hindi editions will be done by Employment News office and complete paste-up pages will be supplied to the printer. The preparation of final art work pages of Urdu edition will be done by the printer as per the layout and number of pages of English / Hindi editions, which will have to be got approved from the office of Employment News before printing. The printer shall have to reduce/enlarge the pages in part or in full, do planning with photographs / pictures whenever necessary, as per given instructions. A specimen of the journal can be seen on any working day in this office. The number of pages and print order may vary from issue to issue but the supplies will have to be completed within specified time.

The final paste-up artwork (CRC) pages may be supplied in parts or in batches. The printer shall be required to undertake processing/printing immediately upon receipt of the final artwork pages, photographs, etc. from this office as per given print order for each language and complete the supplies as per schedule.

Materials will be supplied in 3 to 4 batches. Flow of text manuscripts including photographs, drawings, etc. shall commence about 15 days before the supply of final artwork pages. The printer shall be required to compose text immediately and supply the proofs/corrected proofs within about 12 hours of the receipt of materials, so as to complete the final artwork pages within given time schedule. Printing should start immediately upon receipt of the final artwork pages and supplies of the printed copies should commence from the next day with regular supply of about 1.50 lakhs copies per day. The commencement and final completion and delivery schedule of English copies will usually be from Saturday to Monday, Hindi and Urdu from Wednesday to Friday. The detailed schedule of supply and receipt of materials, proofs, copies, etc. shall be drawn at the time of contract which may change as per requirements from time to time.
2. **NEWSPRINT ENTITLEMENT AND SUPPLY:**

(i) Newsprint reels shall be supplied to the printer on the basis of gross weight including weight of mallet, core and reel ends etc. as received from the suppliers.

(ii) Newsprint reels of 81.5 cms. (32 inches) approx. width of average 50 Gsm ± 4% as received from various indigenous/foreign sources, shall be supplied to the printer in the condition in which they are received.

(iii) The ‘newsprint consumption entitlement’ for each issue shall be computed by working out the area requirement on the basis of actual size of the journal, the number of pages and the print order, and thereafter by conversion of area requirement into weight on the basis of actual Gsm as received by Employment News from the test report of the testing agency authorized by Employment News.

(iv) A wastage allowance of 3 (three) percent of the Net weight of newsprint admissible for copies supplied in each issue as computed in terms of clause (iii) above shall be allowed to the printer. The core, mallet, reel-ends and print-waste etc. will be the property of the printer. Hence, the tenderer should take into account the value of all such materials while submitting the quotation.

(v) The printer shall have the option to have the newsprint supplied to him weighed in original packing at his own expense on a weighing machine available in the press premises or outside, in the presence of one or more of the authorized representatives of this office to satisfy himself about the correctness of the weight of newsprint supplied to him.

3. **OTHER ESSENTIAL CONDITIONS:**

(i) The number of copies and the number of pages may vary from issue to issue in each language.

(ii) The printer shall have to make arrangements to collect/deliver the materials from/to the office of Employment News, R.K. Puram, New Delhi at least thrice a day at the printer’s expense.

(iii) The publisher reserves the right to cancel/drop publishing any of the editions with/without specifying any reasons thereof.

(iv) In case of delay in printing beyond the limit of schedule, the publisher will be at liberty to get the journal printed at any other press at their rates and deduct the amount so paid from the printer to which the contract is assigned, or impose liquidated damages.

(v) If the printer is undertaking any other job, newsprint reels belonging to Employment News will have to be stacked separately. The newsprint will have to be kept in the secured place so as to avoid any kind of damage to the reels.

(vi) The printer will have to provide, free of all charges, appropriate and adequate office space at the press premises to accommodate 5 to 6 persons who may be deployed, as and when required, to supervise the production and delivery of copies, etc.

(vi) The contract will remain valid for a period of 2 (two) years from the date of award of the contract. However, it may be extended further on mutual agreement on same rates, terms and conditions for one or more years subject to satisfactory performance of the printer.

(vii) The successful printer shall have to enter into an ‘Agreement’ for the contract which will normally be valid for the entire period of the contract including the extended period, if any. In case the final account remains unsettled at the expiry of the contract, the relevant provisions thereof will remain valid till the final accounts between this office and the printer are settled.

(ix) Even in case of unavoidable circumstances like strike, riots or other such situations over which the printer may have no control, printer will be responsible to deliver the printed copies in time.
(x) The rates quoted should be typed/written legibly in figures and in words. Any cuttings / over-writings should be counter-signed by the competent signatory.

(xi) The printer will have to make adequate alternate power arrangements to avoid any delay in case of power-cuts. Alternative power sources shall also be provided by the printer for running the composing machines.

(xii) The tenderers are liable for inspection of their presses as well as verification of the documents submitted by them with their respective originals before opening of financial bids.

(xiii) Press must have sufficient storage space to keep our newsprint reels and the printed copies in a safe and secured manner with protection from fire, rain etc.

(xiv) The press must be situated in Delhi / NCR within 50 kms. from the office of Employment News, New Delhi.

(xv) All disputes shall be settled within the Delhi Jurisdiction.

(xvi) Additional Director General (I/c) will be the final authority to decide all matters.

(xvii) All the terms and conditions of the tender specifications will have to be honoured. Incomplete/vague/conditional tender will not be accepted. Post tender revision of rates, terms and conditions shall not be entertained.

4. **CHECK-LIST OF DOCUMENTS TO BE SUBMITTED INSIDE SEALED TECHNICAL BID**:

(a) Earnest Money Deposit of one lakh rupees as specified.

(b) Attested copy of PAN / TIN number.

(c) Attested copy of press ownership documents indicating details of proprietor.

(d) Attested copy of list of printing machines (with cut-off size) and other equipments.

(e) Attested copy of list of Government / other clients.

(f) Attested copy of license under Factory's Act.

(g) Certificate that press has not employed child labour in their premises.

(h) Details for storage space of newsprint reels and printed copies.

(i) Details of DTP terminals (with details of printers) with location where installed.

(j) Names with addresses of sister concerns, if any.

(k) Press Declaration

(l) Attested documents indicating press has executed similar jobs since at least 3 years.

(m) Attested copies of the annual IT returns of the last 3 years.

(n) Attested copy of the annual turnover for the last three years.

(GHANDSHYAM MEENA)
Deputy Director (Administration)
FINANCIAL BID PROFORMA

Rates should be quoted on the following lines including the cost of composing of English, Hindi and Urdu text, cost of processing, printing, packing, delivery and all other incidentals, if any, of all the three languages. The quoted rates should be inclusive of all taxes & duties. The rates should be quoted on the basis of combined print order of all three languages. This form should be kept in a separate cover super-scribed as 'FINANCIAL BID - OPENING DATE__'.

For English, Hindi & Urdu Combined print order

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rs.__________</td>
</tr>
<tr>
<td>1. Rate per 1000 copies of 56 pages each:</td>
<td></td>
</tr>
<tr>
<td>2. Rates per 1000 copies for every additional / reduced 8 pages</td>
<td>Rs.__________</td>
</tr>
<tr>
<td>3. Rates per 1000 copies for every additional / reduced 16 pages</td>
<td>Rs.__________</td>
</tr>
<tr>
<td>4. Rates per 1000 copies for every additional / reduced 24 pages</td>
<td>Rs.__________</td>
</tr>
<tr>
<td>6. Rate per 1000 copies for printing every additional colour on one form of four pages only:</td>
<td>Rs.__________</td>
</tr>
</tbody>
</table>

**NOTE:**
1. Where number of copies is part of 1000 copies, rates admissible will be pro-rata of quoted rates.
2. No revision of rates will be permissible during the tenancy of the contract, or its extension, if any. However, charges levied by the Government, if any during the contract / extension period, will be applicable only on the actual basis.

I/We undertake that the printing of the job will be done in accordance with the specifications, rates, terms and conditions of the tender as set out above.

Signature________________
Signed as________________
Name of the Press________________
Stamp________________

Dated:____________
FINANCIAL BID PROFORMA

For Executive Decision: Urban Community Action Plan

Rate per 1000 Copies:
- 3/8 Page, 4 Column:
  - Rate per 1000 Copies for Every Additional 1 Column & Page

Below, per 1000 Copies for Every Additional 1 Column & Page in each Section:

= Rate per 1000 Copies for Every Additional 1 Column & Page in each Section

Note:
- Develop and submit proposal for development of Urban Community Action Plan in accordance with stated requirements.