

**EMPLOYMENT NEWS/ROZGAR SAMACHAR  
PUBLICATIONS DIVISION  
MINISTRY OF INFORMATION & BROADCASTING  
GOVERNMENT OF INDIA  
EAST BLOCK-IV, LEVEL-5, R.K. PURAM, NEW DELHI-110066.**

**File. No. 47011/46/12-14/EN/Cir**

**Dated: 15.07.2013**

**TENDER DOCUMENT**

**FOR TRANSPORTATION, PACKING, FORWARDING, DESPATCH, DELIVERY OF COPIES  
OF WEEKLY EMPLOYMENT NEWS AND ROZGAR SAMACHAR**

- i) Dates for issue of the Tender : 15 -7 -2013**
- ii.) Cost of Tender document : Rs. 1000/-**
- iii.) Date of Purchase of tender document : 15-07-2013 to 06-08-2013**
- iv) Last date of receipt of tender : 06-08-2013 (at 3.00 pm)**
- v) Date and time of opening of technical bid : 06-08-2013 (at 3.30 pm)**
- vi) Financial bid of eligible technically qualified bidder: at later date**

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**Employment News/Rozgar Samachar**  
**(Publications Division)**  
**Ministry of Information & Broadcasting**  
**Government of India**  
**East Block-IV, Level-V, R.K.Puram,**  
**New Delhi-110066**

No. 47011/46/12-14/EN/Cir

Dated:15.07.2013

**TENDER NOTICE**

**Tender for transportation, packing, forwarding and despatch, delivery of the copies of weekly Employment News/Rozgar Samachar**

1. Sealed tenders are invited by the Additional Director General, Publications Division from experienced and financially sound service providers for transportation, packing, forwarding, dispatch and delivery of the copies of weekly Employment News in English /Rozgar Samachar in Hindi & Urdu based in Delhi/New Delhi/NCR region having at least two years' experience of similar nature work of packing, forwarding & dispatch. The applicants must be capable for lifting the entire stock from the printing press ( at present located in NCR) around 1 or 1.5 lakh copies per day on the day of printing, transporting it to his godown, repacking with polythene bags labelling and again transporting it for dispatch all over India through railway/post/registered post/airlines/road/transport/by hand/local supply or any other mode as indicated by Business Manager and deliver the copies to all destinations within prescribed time schedule as per instructions issued by this office from time to time. The weekly comprises normally of 32-64 pages and occasionally may be 80-96 pages and above. The average number of pages for the year 2012-13 was 56. The total number of printed copies of a particular issue of the EN/RS is approximately 4 lakh copies at currently. The contractor is fully responsible to supply/deliver the copies to all the destinations on their own expenses by any required mode by paying registered post/ courier charges etc.
2. This is a two bid quotation system i.e (i) Technical Bid in Annexure I & (ii) Financial Bid in Annexure II. Interested parties are requested to submit their quotations (Technical as well as Financial) along with an Earnest Money Deposit (EMD) and required documentary proofs etc. under two separate sealed covers super scribing (I) "***Technical Quotation/Bid For Dispatch Contract of Employment News/Rozgar Samachar***" and (II) "***Financial Quotation/Bid for Dispatch Contract of Employment News/Rozgar Samachar***" respectively. Both the sealed

envelops should be kept in a third bigger sealed envelope super scribing “ Tender for transportation, packing, forwarding, despatch, delivery of copies of weekly Employment News and Rozgar Samachar”.

- 3. Technical bids of the service provider must necessarily be accompanied by Earnest Money Deposit (EMD), refundable (without interest) in form of Demand Draft of Rs. 1.5 lakh (Rupees one lakh fifty thousand only) in the form of Demand Draft only, of a Scheduled Bank drawn in favour of Director & General Manager, Employment News, Publications Division, Ministry of Information & Broadcasting, New Delhi-110066, failing which the tender shall be rejected summarily.**
- 4. Interested Service Providers may submit the tender document complete in all respects along with EMD in the tender box kept at the reception of Office of Employment News, East Block-4, Level-5, R.K. Puram, New Delhi-110066 latest by 06.08.2013 upto 3.00 PM. No tender would be accepted after the stipulated date and time under any circumstances what so ever.**
- 5. The Tender document can be purchased on a non-refundable amount of Rs.1000/- (Rupees one thousand only) by Cash or through a Demand Draft payable in favour of Director & General Manager, Employment News, Publications Division, New Delhi between 10.00 AM to 4.00 PM on all working days i.e. Monday to Friday from the Accounts Officer, Employment News, East Block-4, Level-5, R.K. Puram New Delhi-110066. The tender document can also be downloaded from the following websites [www.mib.nic.in](http://www.mib.nic.in)/[www.employmentnews.gov.in](http://www.employmentnews.gov.in)/[www.publicationsdivision.nic.in](http://www.publicationsdivision.nic.in). In case the tender document has been downloaded from our web-sites, the downloaded tender document must accompany a non-refundable demand draft of a Scheduled Bank for Rs. 1000/- (Rupees one thousand only) as cost of tender in favour of Director & General Manager, Employment News, Publications Division, New Delhi, Ministry of I&B, New Delhi.**
- 6. The Technical Bid/Tender will be opened on 06.08.2013 i.e. at 3.30 PM. The tenderer or his authorised representative may be present, if they so desire, at the time of opening of the technical bid. The Technical Evaluation Committee will assess the capacity, capability and otherwise the suitability of the firms to undertake the job. The Financial Bid of only those parties who fulfils all the essential criteria and produce the documents required for Technical Bid, shall be opened. The Financial Bid/Quotation will be opened under prior intimation of date, time and venue to the qualified/eligible tenderer/bidder.**

7. Additional Director General, Publications Division reserves the right to cancel the tender at any time or amend/ withdraw any of the terms contained in tender document or to reject any tender without assigning any reason thereof.

Signature A.O/BM/Admn.

EMPLOYMENT NEWS/ROZGAR SAMACHAR  
PUBLICATIONS DIVISION  
MINISTRY OF INFORMATION & BROADCASTING  
GOVERNMENT OF INDIA  
EAST BLOCK-IV, LEVEL-5, R.K. PURAM, NEW DELHI-110066.

File. No. 47011/46/12-14/EN/Cir

Dated: 15.07.2013

**TENDER DOCUMENT FOR TRANSPORTATION, PACKING, FORWARDING, DESPATCH,  
DELIVERY OF COPIES OF WEEKLY EMPLOYMENT NEWS(EN) AND ROZGAR  
SAMACHAR(RS)**

**A. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS**

**General Information**

1. On behalf of President of India sealed quotations are invited for the Office of Employment News, located at East Block-4, Level-5, R.K. Puram New Delhi-110066, an office of Publications Division from established, experienced and financially sound service providers in Delhi/New Delhi/NCR having minimum two years experience of similar nature work of packing, forwarding, dispatch and delivery. The contractor shall have to lift printed copies of our weekly (1) Employment News (in English) (2) Rozgar Samachar (in Hindi) and (3) Rozgar Samachar (in Urdu) from the premises of printing Press in and around Delhi/New Delhi/ NCR to their godown on daily basis for transportation and distribution to our distributors, subscribers etc throughout India. The Printing Press may be in Delhi/New Delhi/ NCR region at present located at NCR. The weekly comprises normally of 32-64 pages and occasionally may be 80-96 pages and above. The average number of pages for the year 2012-13 was 56. The total number of printed copies of a particular issue of the EN/RS is approximately 4 lakh copies (current print order). The service provider shall be required to lift approximately 1 lakh to 1.50 lakhs copies per day for dispatch, distribution and delivery as per the direction of Business Manager or his representative.
2. The Contract shall be valid for one years from the date of awarding the contract, which can be extended for one more year on same rates and terms & conditions of tender as may be decided by the competent authority after the review of performance.

3. The tender shall be accepted under **two bid system** i.e (i) Technical Bid & (ii) Financial Bid. Parties willing and capable to undertake the above job on regular basis as per enclosed specification, may submit the quotations in two separate sealed covers super-scribing “**Technical Quotation/Bid For Dispatch Contract of Employment News/Rozgar Samachar**” and “**Financial Quotation/Bid for Dispatch Contract of Employment News/Rozgar Samachar**” respectively. Both the sealed envelopes should be kept in a third bigger sealed envelope superscribing “**Tender for transportation, packing, forwarding, dispatch, delivery of copies of weekly Employment news and Rozgar Samachar**”.
4. **Technical bids of the service provider must necessarily be accompanied by Earnest Money Deposit (EMD), refundable (without interest) in form of Demand Draft of Rs. 1.5 lakh (Rupees one lakh fifty thousand only) of a Scheduled Bank drawn in favour of Director & General Manager, Employment News, Publications Division, Ministry of Information & Broadcasting, New Delhi-110066, failing which the tender shall be rejected summarily.**
5. The Tender document can be purchased on payment of cost of tender Rs.1000/- (Rupees One thousand only) by Cash or through a Demand Draft payable in favour of Director & General Manager Employment News, Publications Division, New Delhi between 10.00 AM to 4.00 PM on all working days i.e. Monday to Friday from the Accounts Officer, Employment News, East Block-4, Level-5, R.K. Puram New Delhi from 15.07.2013 to 06.08.2013. Or may be downloaded from our websites [www.mib.nic.in](http://www.mib.nic.in), [www.employmentnews.gov.in](http://www.employmentnews.gov.in), [www.publicationsdivision.nic.in](http://www.publicationsdivision.nic.in)
6. In case the tender document has been downloaded from our web-site the downloaded tender document must accompany a non-refundable demand draft of a Scheduled Bank for Rs. 1000/- (Rupees one thousand only) in favour of Director & General Manager, Employment News, Publications Division, Ministry of I&B, New Delhi towards the cost of tender.

- |  |                                    |
|--|------------------------------------|
| <b>i) Dates for issue of the Tender</b>  | <b>: 15<sup>th</sup> July 2013</b> |
| <b>ii.) Cost of Tender document</b>  | <b>: Rs. 1000/-</b>                |
| <b>iii.) Date of Purchase of tender document</b>   | <b>: 15-07-2013 to 06-08-2013</b>  |
| <b>iv) Last date of receipt of tender</b>  | <b>: 06-08-2013 (at 3.00 pm)</b>   |
| <b>v) Date and time of opening of technical bid</b>  | <b>: 06-08-2013(at 3.30 pm)</b>    |
| <b>vi) Date &amp; time of opening of financial bid of eligible technically qualified bidder: (to be announced at later date)</b> |                                    |

7. Tenderer or his authorized representative may be present at the opening of technical bid. Conditional bids shall not be considered and will be out-rightly rejected.
8. All entries in tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached in lines with the given format. No overwriting or cutting is permitted in the Financial Bid Form. In no case should there be any change in the format of the financial bid. In such cases, the tender shall be summarily rejected.
9. The Earnest Money of successful tenderer will be returned on receipt of Performance Security Deposit of Rs 10/- lakhs (Rupees ten lakhs only) and signing of agreement. The Earnest Money of the remaining tenderer shall be returned on finalization of the tender process. However, the Earnest Money deposited by the tenderer shall be forfeited by this Office in the following circumstances:-
  - (1) In case of a tenderer whose tender has been accepted in financial bid fails to furnish Performance Security Deposit within Fifteen days from the date of intimation of award of contract to him; or
  - (2) If false document is submitted with the quotation.

#### **Scope of work-**

The tenderer shall have to perform the following duties as per instructions of the Business Manager (Circulation) in Employment News or any other officer so authorized by him, namely :-

- (i) Procurement of a copy of Print Order and dispatch instructions for mailing and distribution of EN/RS to Dealers/individual Subscribers etc. from the office of Employment News, located at East Block-IV, Level-V, R.K. Puram, New Delhi on weekly basis;
- (ii) Count and receive the printed copy of the EN/RS from the printing press on daily basis against the delivery challan.
- (iii) To transport the printed copies of the EN/RS so procured from the printing press to his godown.
- (iv) To prepare printed copy of distributors/subscribers/consignees addresses as per direction of the Business Manager (Circulation) or a person so authorized by him.
- (v) To make individual set of the EN/RS (in case these are printed in more than one section of 32 page-wise (by combining all sections in a single copy), packing, bundling, pasting of addresses of the distributors/wrapping individual subscribers copy and pasting address stickers thereon or any other job as directed by the Business Manager (Circulation) or any other officer so authorized by him.



- (vi) Transporting and dispatching of the EN/RS to various destinations i.e. to distributors/individual subscribers or any other destination as directed by the Business Manager (Circulation) or a person so authorized by him through rail/road/airways/postal services/courier/local transport or any other means of transport.
- (vii) To obtain receipt of transport documents from the transport authorities railways/roadways/airways/postal/transport agencies etc. and send it to the respective distributors. In case of supplies through Air the dispatch contractor will submit a report on monthly basis that the concerned agents are receiving supply through Air mode satisfactorily. The copies of Employment News will have to be sent within the strict time schedule in exclusive packets and not to be clubbed with any other material. The bills of Airways will be the mandatory base for making payment.
- (viii) To ensure a proper and accountable postal delivery system in respect of individual / institutional, etc. subscribers by ordinary post.
- (ix) In case of non receipt of postal supplies including subscribers (by ordinary post), the service provider will process the case with postal authorities on behalf of EN/RS and give a report on monthly basis.
- (x) In case, there is likelihood of delay on genuine reasons for sending EN/RS to individual subscriber/agents, service provider will immediately bring it to the notice of individual subscriber/agent & also to Business Manager.
- (xi) The copies of EN/RS have to be duly wrapped in wrappers of minimum 60-microns and good quality kraft papers of 80 GSM and despatched as instructed by Business Manager or any other officer authorized for this purpose. The service provider shall also be required to submit samples of packing materials and get it approved by showing the quality of the same to BM and office of EN(gauge/ micron, weight of polythene, craft paper one sided laminated good paper etc). He is required to maintain adequate stock of the wrapping paper and related packaging, pasting items with him at all times. He will also maintain the receipt & Dispatch Register on daily basis at his end for check up the relevant Parcel Way Bills (PWB), Way Bills (WB)
- (xii) The service provider shall also be responsible for preparation of distributors/ subscribers/ consignee addresses, printing of labels, sorting out of addresses, pasting of address on packets, address **stickers** on wrappers for individual subscriber packet as per mailing list. **The mailing list will be supplied by Employment News in soft copy.** The **wrappers**, for packing (for single copies) shall be printed on good quality kraft paper of 80 GSM and prepared by the contractor on his own expenses with the address of office of EN as per sample copy provided by Business Manager.
- (xiii) **Delivery Schedule:-** The time schedule for lifting, packing, bundling, re-bundling, dispatching & delivery of printed copies of EN/RS to destinations (from the time the copies of EN/RS are ready for lifting from the printing press and delivery to final destinations i.e. distributors,

individual subscribers or any other destination as directed by the Business Manager (Circulation) or a person so authorized by him) shall be as follows:-

| <b>Mode of despatch</b> | <b>Time with in which despatch to be ensured from time of receipt of copies from the printer as per despatch instructions</b> |
|-------------------------|---|
| By train                | 24 hours  |
| By Air                  | 24 hours  |
| By registered post      | 24 hours  |
| By ordinary post        | On the date allotted by postal authority as stated in despatch instructions   |
| <b>Mode of delivery</b> | <b>Dispatch to be ensured as per despatch instructions for local delivery.</b>  |
| By road                 | <b>On the date of issue i.e. Saturday morning</b>   |

**In case of any deviation/delay, the penalty will be imposed on Tenderer as per provision of the Tender.**

## **B. TERMS AND CONDITIONS**

- 1) The service provider shall not without previous consent in writing of the Additional Director General, Publications Division, directly or indirectly, assign/transfer or otherwise part with the benefits of the agreement or any part thereof.
- 2) The service provider under no circumstances shall insert any handbill, leaflet, pamphlet or any other unauthorized material, etc. in Employment News copies or packets. In such circumstances, the Director & General Manager, Employment News, Publications Division, as the case may be reserves the right to terminate the contract or impose any other penalty in the shape of fine/legal action as may be deemed fit.
- 3) In case the service provider fails to attend to the work in terms of this Contract at any time, he is called upon to do so, necessitating any work or part of the work being executed, the decision of Director & General Manager, Employment News, Publications Division shall be final & binding.
- 4) The service provider shall indemnify the Govt. from and against any loss, damage, cost charge, expenses, etc. for no fault of the Division and shall ensure that Government's interest is protected and safeguarded at any cost. It will be the responsibility of the contractor to obtain Police permission, etc. for driving in no entry zones.

- 5) The service provider shall not avoid or delay or slow down or postpone or refuse any order for lifting the consignment for any reason whatsoever. Any avoidance or delay or slow down or postponement/refusal, will be considered violation of the contract.
- 6) Employment News offers facility of **FSLA (Freight System Ledger Account)** on concessional rates & on credit basis for dispatch of Employment News through Rail mode. The dispatch contractor will act on behalf of Employment News as its authorized forwarding agent and will utilize this facility. The other incidental charges & handling charges will have to be borne by the service provider.
- 7) In case of copies dispatched through **ordinary post**, service provider will utilize the credit facility of Postal department on behalf of Employment News. Office of Employment News will directly pay ordinary post charges to Post Office. The service provider will be paid only packaging, handling wrapper, address stickers and other charges as specified in the tender. Expenditure incurred beyond scheduled date of posting of copies by ordinary post through Department of Post will have to be borne by service provider.
- 8) The service provider shall at once inform this Division in the event of any of his license, being cancelled or he is deregistered or blacklisted or any action taken against him, by any authority whatsoever.
- 9) The service provider shall strictly abide by all the terms and conditions of the contract. Any departure, whatsoever, must require prior approval of the Director & General Manager, Employment News, Publications Division, as the case may be.
- 10) All disputes and differences or any questions arising out of any clause of the agreement, whatsoever, shall be referred to the International Centre for Alternative Dispute Resolution, Plot No.6, Vasant Kunj Institutional Area, Phase-II, New Delhi-110070 and its decision shall be final and binding on both parties.
- 11) For proof of dispatch the following document shall be considered valid:-
  - (a) Dispatch through Rail : Railway Receipt or any other Receipt prescribed by the Railways
  - (b) Dispatch through Airways: Receipt issued by any Airline.
  - (c) Dispatch through Postal Service – Receipt issued by the Post Office.
  - (d) Dispatch through road/transport/courier: Receipt issued by the respective agency.

12) **For breach of any of the provisions of the Contract:** If during the entire period of the contract the service provider fails to comply any or all of the essential provisions of the contract or have procured the tender by furnishing false information/documents he shall be liable to forfeiture of the Performance Security so deposited or the amount so determined by the Director & General Manager, Employment News, Publications Division, New Delhi. Additional Director General,

Publications Division reserves the right to terminate the contract by giving six weeks notice if, in the opinion of him the service provider does not carry out the work efficiently or commits any breach or does not observe the above terms or becomes insolvent.

**13) Cancellation of the Contract**

Publications Division, New Delhi reserves the right to terminate the contract at any time during the currency of the contract by giving one month's written notice to the contractor in advance without assigning any reason. The decision of the Additional Director General, Publications Division, New Delhi in all these matters shall be final and binding.

14). Sale Agent of Employment News/Rozgar Samachar, Publications Division, their family members & associates or partners as well as those of the proprietors, associates of the firms blacklisted by the Employment News/Rozgar Samachar & Publications Division are debarred from applying. The dispatchers who have worked earlier on such assignments with the office of Employment News and have been found guilty of evasion of tax or have evaded tax and /or against whom investigation has been launched by Central/State Government Tax Department are also debarred from applying and it also includes their associates partners or sister firms etc.

**(C) PENALTY CLAUSE**

**(a) For delay in transportation and delivery of EN/RS:** If the service provider fails to lift the printed copies of EN/RS from the press and ultimately delays in transporting and delivering the same to the distributors he shall be liable for penalty by way of deductions of amount payable to him for his services from the bill of the particular issue of the EN/RS so delayed. The percentage of deduction shall be proportionate to the number of copies of the EN/RS so delayed and to the following extent:-

|  |   |
|--|---|
| Delay in delivery/ despatch time as stated at page --- | Penalty to be recovered as percentage of unit price of copy x No. of copies delayed |
| Delay upto 24 hours                                    | Ten percent   |
| Delay beyond 24 hours upto 36 hours                    | Twenty percent  |
| Delay beyond 36 hours upto 48 hours                    | Fifty percent   |
| Delay beyond 48 hours                                  | Seventy five percent  |

However, if there is consecutive delay in three issues in lifting, dispatch and delivery of the printed issue of the Journals, the Director & General Manager, Employment News, Publications Division, New Delhi reserves the right to terminate the contract without assigning any reason thereof.

- (b) In case of claim for short receipt of copies of Employment News/Rozgar Samachar by the distributors duly accompanied by short delivery certificate issued by Postal/Rail/Air authorities the same will be recovered from the bills of the service provider.
- (c) Employment News will monitor the performance of the service provider with reference to the time schedule for lifting & dispatch of EN/RS on a regular basis. In case copies are delivered in damaged condition due to bad packaging, lifting, transport & address labels coming off etc; the cost of undelivered copies will be deducted from the bills/payment of the Dispatcher. The decision of Additional Director General, Publications Division for imposition of penalty etc. will be final & binding.

#### **(D) PAYMENT TERMS**

- (a) Employment News offers facility of **FSLA (Freight System Ledger Account)** on concessional rates & on credit basis for dispatch of Employment News through Rail mode. Service provider will utilize the facility and will act on behalf of Employment News as its authorized forwarding agent and will utilize this facility. However, other incidental charges & handling charges will have to be borne by the service provider. Office of EN will pay the FSLA charges directly to Railways and only packing and handling, wrapper and sticker charges etc. would be paid to the service provider.
- (b) In case of copies dispatched through **ordinary post**, service provider will utilize the credit facility of Postal department on behalf of Employment News. Office of Employment News will directly pay ordinary post charges to Post Office. The service provider will be paid only packaging, handling and other charges as specified in the tender. Expenditure incurred beyond scheduled date of posting of copies by ordinary post through Department of Post will have to be borne by service provider.
- (c) For the packets sent through Registered Post/Air Mode, charges towards such work will be reimbursed to the service provider subject to the production of bills along with the relevant receipts. The initial payment will have to be borne by the tenderer and would be reimbursed as per actuals.
- (d) The service provider should periodically present bills along with the relevant proof of dispatch there to directly to Employment News for payment. All the bills sent to the Business Manager (Circulation) or any other officer authorized for this purpose will be verified and ensured by the section.
- (e) Delay in submission of bills will lead to delay in payment for which Office of Employment News shall not be responsible.

- (f) Rates will be applicable on the basis of per thousand copies. When the number of copies is less than 1000, payment will be on pro-rata basis. The payment will be made for exact number of copies without rounding them off.
- (g) Any demurrage, due to delay in receiving the copies of Employment News, shall be deducted from any bill of the service provider.
- (h) The payment to the service provider will be subject to deduction of TDS as applicable under the rules. It will be the responsibility of the service provider to deposit the mandatory taxes (income tax, service tax etc.) to the concerned departments.
- (i) Employment News reserves the right to recover from the service provider excess payment made/recoverable/any loss to the Department caused by the negligence of the service provider which may come to the notice during audit or any other time.
- (j) The service provider shall not be allowed any escalation/ change in the cost beyond the terms of the contract during the period of the contract for any reason whatsoever. All efforts will be made to clear the payment within 60 days, however, due to administrative reasons there may be a delay towards the payment for which the agency will not stop the work at any stage.
- (k) The service provider shall submit bills for payment along with proof in respect of work performed by him along with necessary proof/ documents to the Business Manager (Circulation) in Employment News for payment. The bill must be submitted on time in the following month i.e. the bills of April must be submitted in May & those of May in June and so on.

**(E) REQUIREMENT OF AGREEMENT**

- (i) **Performance Security:-** The successful tenderer shall have to submit a security deposit to the tune of Rs.10/- lakh (Rupees ten lakh only) in the form of either a Fixed Deposit Receipt or Bank Guarantee of a Scheduled Bank, duly pledged in favour of the Additional Director General, Publications Division, New Delhi within fifteen days of intimation of awarding of the contract. The security deposit will be refunded to him after completion of all contractual obligations of the tender.
- (ii) **Insurance:-** The contractor shall have to furnish all risks insurance policy of Rs.10 lakhs (Rupees ten lakh only) covering risk against fire, theft, riots, burglary, local disturbances, etc. for entire period of contract (including extended period of contract, if any) to cover the cost of printed copies of the EN/RS from the point of lifting it from the premises of the printing press till final dispatch and delivery to all destinations.
- (iii) **Written Contract:-**The successful tenderer shall have to enter into a written contract on behalf of Additional Director General, Publications Division, and New Delhi for

observance of the terms and conditions of the said contract which will be valid for the entire period of the contract.

**F) TECHNICAL QUALIFICATION CRITERIA:** The tenderer must fulfil following technical specifications in order to be eligible for opening of the Financial Bid.

- (I) The office of the tenderer should be located in Delhi/ New Delhi/NCR.
- (II) In case of partnership firms, a copy of the partnership agreement/ or deed is required.
- (III) A godown including working space of not less than 1000 Sq. ft (One Thousand Sq. ft.) in size in the name of the contractor on freehold or lease or on rent or license basis is required on the closing date of this Tender and should be valid till the currency of contract.
- (IV) The tenderer should have at least 03 (three) mini trucks having permit to move in NCR/Delhi/ New Delhi with the capacity of 3 to 5 tons each. Please enclose a copy of the valid permit & Registration Certificate for each vehicle. The truck should be in the name of Proprietor or Partner (in the case of firms) or in the name of company/ its Directors (in case of a Company) or on long lease of at least a year from the date of submission of technical bid so that work of Employment News should not suffer. The contractor should be able to employ as many vehicles as may be required for the job.
- (V) Tenderers should have at least 2 years relevant experience of work of similar nature in packing, forwarding & dispatch work. The proof of experience may be substantiated by furnishing appropriate & relevant details with attested copies of supporting documents like work orders/ Invoices etc
- (VI) The tenderer must be of sound financial health and should have a minimum turnover of Rs. 50 Lakhs per annum, as per Balance Sheets of last two financial years i.e. 2011-12 and 2012-13 duly certified by Chartered Accountant.
- (VII) The tenderer must not be black listed by any Central/State Government/Offices.
- (VIII) The tenderer should have its own Bank Account. Certified copy of the account maintained for 2012-13 may be attached.
- (IX) The applicant agency should be registered with the Service Tax Department. Certified copy of the registration shall be attached with the bid.
- (X) The tenderer must not be found guilty for evasion of any tax liability. An affidavit duly attested by the Notary Public to this effect as also an affidavit that he has not been black listed by any Central/ State Government Department to be provided.
- (XI) At the time of submission of tender the tenderer shall furnish an undertaking to comply with all the terms and conditions of the tender in the Proforma enclosed with this Tender.

**Note: .Tenders without any of the above Documents will be summarily rejected. Photocopies of all documents shall be attested.**

**G) Format of the Quotation for Technical Bid**Tender No **47011/46/12-14/EN/Cir.**

Tender for sorting, packing, transporting &amp; dispatch of Employment News

|         |  |  |          |                             |
|---------|--|--|----------|-----------------------------|
| 1       | Name of the firm/Tendering agency  |  |          |                             |
| 2       | Full postal address (along with PIN code and Telephone numbers)<br>e-mail      |  |          |                             |
| 3       | Status of Firm   |  |          |                             |
|         | (a) Proprietary firm   | Please enclose the copies of supporting relevant document/certificates     |          |                             |
|         | (b) Partnership  | In case of Partnership enclose partnership deed with relevant details here |          |                             |
|         | (c) Pvt, Ltd, Company  | Relevant documents may be attached with details in the column here.        |          |                             |
|         | (d) Public Ltd. Company  | Relevant documents may be attached with details in the column here.        |          |                             |
|         | (e) Others   |  |          |                             |
| 4       | Permanent Residential Address along with Telephone numbers(s) of the Tenderer: |  |          |                             |
| 5       | Does the tenderer have his/her own godown or on lease or on rent               | (enclose documentary proof)  |          |                             |
|         | (a) Address of the godown  |  |          |                             |
|         | (b) Area   |  |          |                             |
| 6       | Details of vehicles as per para 3 of the tender as per the following:-         |  |          |                             |
| Sl. No. | Make & Model   | Transportation Permit  | Capacity | Vehicle's Registration. No. |
| (i)     |  |  |          |                             |
| (ii)    |  |  |          |                             |
| (iii)   |  |  |          |                             |



|       |   |    |   |                           |  |   |
|-------|---|----|---|---------------------------|--|---|
| 7     | Details of Bank Accounts with Address of the firm   |    |   |                           |  |   |
| 8     | Annual Turnover   |    | (Attach certified copies of the Balance Sheet of the years 2011-12 and 2012-13 from the CA) |                           |  |   |
| 9     | Details of experience in the related field:- (Use extra sheet if the space is inadequate in the form)<br>(enclose Invoice/bill/work order/letter from the department where working or worked) |    |   |                           |  |   |
| S.No. | From  | To | Name and details of the organization along with Telephone Nos.                              | Nature of work if regular | Whether involves all India basis (say Yes or No) | Whether work allotted through Tender or Otherwise |
| (i)   |   |    |   |                           |  |   |
| (ii)  |   |    |   |                           |  |   |
| (iii) |   |    |   |                           |  |   |
| (iv)  |   |    |   |                           |  |   |
| 10    | Income Tax PAN No./TIN of the Tenderer  |    |   | Attach an attested copy   |  |   |
| 11    | Service tax registration number   |    |   | Attach an attested copy   |  |   |
| 12    | Whether the tenderer has clearly and fully understood all the terms and Conditions of the Tender Document and is prepared and agreeable to all the Terms and Conditions.                      |    |   |                           |  |   |

|    |   |   |
|----|---|---|
| 13 | Whether the tenderer has been black listed by Central/State Govts./PSUS.. | An Affidavit from the notary public may be enclosed |
| 14 | Earnest Money   | Details of DD                                       |
| 15 | Tender purchase receipt /DD   |   |
| 16 | Declaration   | As attached below                                   |

**Signature of Tenderer**

Date:  
Place

Name  
Seal

**Declaration**

I \_\_\_\_\_ (Name of the tenderer), of  
(Full office address of the tenderer)

\_\_\_\_\_, do hereby certify that the contents of the above information are true to best of my knowledge. I am well aware of the fact that furnishing false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

2. I also certify that I have gone through the Terms and Conditions and I have quoted the rates accordingly.

**Name**

**Signature**

**Seal**

**Place**

**(H) Financial Bid**

(i) **Rates to be Quoted:-**The rates should be mentioned in figures in the prescribed format. **Financial Bid submitted in any other format will not be accepted.** The tenderer or his authorized representative may be present at the time of the opening of the financial bid.

(ii) The formula to decide the lowest bidder (L1) has been clearly mentioned. It would be calculated on the basis of cost to the EN for number of copies and destination taking the year 2012-13 as the basis for calculation. The rates offered by the tenderers would be superimposed on the figures prevailing for the year 2012-13. An illustrative case is given at the end of tender for better understanding of the process. The rate should be quoted for per 1000 copies of the EN/RS. The Financial Bid should contain all charges beginning from lifting of the printed copies of EN/RS from the printing press till final transportation/delivery to the distributors & all incidental charges of loading & handling of bundles of Employment News for booking etc. & Railway Stations, individual subscribers including wrappers, the addresses of individual subscribers are to be printed on stickers and such stickers shall be pasted on the wrappers containing Employment News/ Rozgar Samachar accordingly. The payment for transportation of EN copies by registered post and air will be reimbursed as per actuals. However, the rate for transportation by road will have to be quoted in addition to loading, unloading, handling charges etc. as specified above ( Each step of the work can be specified separately also) **The rates quoted must be inclusive of all duties & taxes including Service Taxes/levies, payable to Central/State Governments, Local Bodies, etc.** The liability of payment of all taxes including Service Taxes will be the sole responsibility of Tenderer. Office of Employment News, Publications Division, Ministry of Information & Broadcasting, Government of India **will not be party to any proceedings /or case including Court Cases/Departmental action initiated by Income Tax Department/Service Tax/Trade Tax Department or any other Department of Government of India/State Governments.** Under no circumstances charges claimed other than those on the basis of rates quoted in the tender shall be allowed to be included in the bill for payment. Financial bid should be duly filled in all respect without correction, cutting or overwriting in the prescribed perform.

**I. Performa for financial bid**

**(Rates should be quoted clearly without over-writing, cutting etc. both in letter and in numbers**

|   |  |
|---|--|
| Job to be undertaken  | Consolidated Rate of dispatch as per the above mentioned detail for 1000 copies of EN (56 pages) |
| 1. By <b><u>road</u></b> (which includes all the works of loading, unloading, packaging, handling, labeling, delivery etc. as specified in the tender document including the cost of transportation by road which is 50 kms around Delhi/NCR/New Delhi for 1000 copies.   |  |
| <b><u>2. By rail/post/Air</u></b><br>The works of loading, unloading, packaging, handling, labeling , dispatch , cost of wrapper and address stickers for individual subscriber& transporting to concerned agency etc. as specified in the dispatch instruction.<br><b><u>Note:</u></b><br>Payment of Rail & Ordinary Postal charges will be made by EN directly to Rail/Postal Authorities. Charges for the copies sent by Air & Registered Post will be initially paid by the service provider and then reimbursed by EN on actual basis. So cost on this account is actually being borne by the office of EN and not be the service provider. Therefore, it is not to be included while quoting rates. |  |

Note:

1. EN will pay the railways the actual amount charged under FSLA or other arrangement directly to Railway Authority.
2. The EN will pay ordinary postal charges as per actual to the postal authority based on the credit facility as per actuals. For Registered Post, the cost will be borne by the tenderer which would be reimbursed on production of bills.
3. The EN will reimburse for delivery by Air as per actual bills.

4. The average page number of EN/RS in the last FY was **56 pages** and the rates are to be quoted keeping this in mind though in some issues the no. of pages may be less and in some issues it would be more.
5. The calculation for billing of additional/reduced pages will be done by increasing / decreasing the accepted rate proportionately of the rate quoted for 56 pages. **This is only for billing purposes later and not for calculating the L1 bidder.**
6. The L1 will be decided based on the lease cost to the Government as illustrated below.

**Mode of Despatch for 2012-13**

| Sl No                     | Mode of Dispatch | total no. of copies printed & despatched (52 weekly issues) |
|---------------------------|------------------|---|
| 1                         | Rail             | 1,50,53,336   |
| 2                         | Registred Post   | 1,71,060  |
| 3                         | AIR              | 3,75,870  |
| 4                         | Ordinary post    | 2,67,115  |
| 5. Sub total<br>(1+2+3+4) |                  | <b>15867381</b>   |
| 6.                        | Road             | 49,48,374   |
| 7. Grand Total<br>(5+6)   |                  | <b>20815755</b>   |

**Page wise No of issues printed in 2012-13**

| No. of pages | No. of issues |
|--------------|---------------|
| 32 pages     | 3             |
| 40 pages     | 8             |
| 48 pages     | 7             |
| 56 pages     | 16            |
| 64 pages     | 5             |
| 72 pages     | 8             |
| 80 pages     | 3             |
| 96 pages     | 2             |

**ILLUSTRATION:**

Rates quoted by each tenderer will be multiplied by the quantity and the cost to EN which will be compared with other tenderers to arrive at L1.

|  | Consolidated<br>Rate of dispatch<br>for 1000 copies<br>of EN | Total quantity for 2012-<br>13<br>(in thousand) |
|--|--|---|
| <b><u>1. By Road transport</u></b><br>By <b><u>road</u></b> (which includes all the works of loading, unloading, packaging, handling, labeling, delivery etc. as specified in the tender document including the cost of transportation by road which is 50 kms around Delhi/NCR/New Delhi for 1000 copies  | A  | C<br>(4948)                                     |
| <b><u>2. By rail/post/Air</u></b><br>The works of loading, unloading, packaging, handling, labeling , dispatch , cost of wrapper and address stickers for individual subscriber& transporting to concerned agency etc. as specified in the dispatch instruction.<br><b><u>Note:</u></b><br>Payment of Rail & Ordinary Postal charges will be made by EN directly to Rail/Postal Authorities. Charges for the copies sent by Air & Registered Post will be initially paid by the service provider and then reimbursed by EN on actual basis. So cost on this account is actually being borne by the office of EN and not be the service provider. Therefore, it is not to be included while quoting rates | B  | D<br>(sub total i.e. 15867)                     |

**Basis of Calculation for deciding L1 as per annual cost to Government**

**Rate (A) x Quantity (C) + Rate (B) x Quantity (D).**

Please note that the shown quantity of different modes of dispatch is only for understanding process of calculation. The actual payment to the selected L1 bidder will be based on the actual work done during the period of contract.

**(J) UNDERTAKING AND ACCEPTANCE**

Ref. Advertisement published in \_\_\_\_\_  
(Newspaper) on \_\_\_\_\_

Sub. Submission of rate quotation for lifting, packing, forwarding and dispatch of copies of EMPLOYEMNT NEWS/ROZGAR SAMACHAR.

1. I/We have read and fully understood the terms and conditions provided in tender form with the schedule of tender and do hereby convey our acceptance in full.

2. The rates quoted by me/us will be valid for the period of one year from the date of assigning the contract including the extended period if any

3. I/We hereby offer to undertake the entire job as specified in the tender document to the satisfaction of the EN.

4. I/we are fully responsible to furnish the details of dispatch daily.

5. I/We fully agree to compensate the Government of any loss/damage that may occur to the Government due to non-fulfilment of any obligation as per terms and conditions of the contract.

6. Any dispute arising out of this contract, I/We fully agree to abide and bound by the decision of the Additional Director General, Publications Division or through the arbitration process as specified above.

7. I/We agree to tender a Security Deposit of Rs. 10, 00,000/- (Rupees Ten Lakhs only) by way of FDR or Bank Guarantee of any Scheduled Bank duly pledged in favour of the Additional Director General, Publications Division, New Delhi valid for the period of 60 days beyond the date

of completion of all contractual obligations which will stand forfeited in the event of non- fulfilment of the contract.

8 I/We are enclosing a bank draft of Rs. 1,50,000/- (Rupees One lakh fifty thousand only) as earnest money.

Date \_\_\_\_\_

Place\_\_\_\_\_

Signature of tenderer\_\_\_\_\_

Address of the tenderer \_\_\_\_\_

Seal of the organization \_\_\_\_\_

Place\_\_\_\_\_

Signature of Tenderer

Date\_\_\_\_\_

Signature of the witnesses with Name, Address and Telephone Nos.

1.

2.

3