NOTICE INVITING TENDER

EMPOYMENT NEWS

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

"Employment News", a prestigious time-bound weekly tabloid size Journal in English, Hindi and Urdu languages, with a combined circulation of about 4 lakh copies, published by Publication’s Division, Ministry of Information & Broadcasting, invites applications from web-offset printers located within 60 Kms of the office of Employment News, R.K. Puram, New Delhi, who can compose, print and deliver such number of copies, duly packed in bundles, as per the given time schedule every week.

The successful tenderer / printer will have to install their composing unit with adequate number of composing and related equipments like laser printers, scanners, power back-up etc. in this office at 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.

Each language issue may generally carry 32 to 96 pages. However, some issues may have more than 96 pages. The standard open size of the journal will be 41 x 54.6 cms. folded to 27.3 x 41 cms. with a print area of 25 x 38 cms. Printers who have at least 6 or more DTP machines and capacity to process and print up to 96 pages within the given time-schedule will be 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 and all other related machines in case of power failures. Printer should have sufficient covered space to store a minimum of 60 metric tons of newsgrip reels, and about 1 lakh printed copies.

Interested printers may send their sealed tenders giving complete details regarding:

i) Composing machines in English, Hindi & Urdu.
ii) Details of web-offset printing machines with number of units of each machine & cut-off sizes.
iii) Total printing capacity per day.
iv) Capacity to store newsgrip and printed copies.
v) Capacity for alternate power sources like generator(s).

Capability and 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. Tender document can be purchased by depositing an amount of Rs.2,500/- only from this office. Tenders can also be downloaded from any of the websites www.mib.nic.in, www.tenders.com, www.publicationsdivision.nic.in and www.employmentnews.gov.in. The tenders must be submitted along with Tender purchase receipt of Rs. 2,500/- only, in original (if tender is purchased from this office) OR Demand Draft of Rs.2,500/- only (drawn in favour of Additional Director General (I/c), Publications Division, New Delhi, if tender is downloaded from any of the given websites). The details of all terms and conditions of this tender can also be seen from the said websites. The decision of the Competent Authority shall be final.

Last Date & Time of sale of tenders in this office : 12.00 PM on 11.09.2012.
Last Date & Time of receipt of tenders in this office : 03.00 PM on 11.09.2012.
Time and date of opening Technical Bid in this office : 03.30 PM on 11.09.2012.

TENDERS SHOULD BE SENT AT THE FOLLOWING ADDRESS:

Deputy Director (Administration)
Employment News,
East Block IV, Level V, R.K. Puram,
New Delhi 110 066.
(Phone No. : 26163055)
EMployment News
(Publications Division)
Government of India, Ministry of Information & Broadcasting
East Block IV, Level - 5, R.K. Puram,
New Delhi - 110 066.

Tender for Printing of Employment News

<table>
<thead>
<tr>
<th>Cost of Tender (one set)</th>
<th>Rs.2,500/-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender Number : EN-52011/5/2012-13/Prod. dated : 14.08.2012</td>
<td></td>
</tr>
<tr>
<td>Last Date &amp; Time for sale of tender form : 12.00 P.M. 11.09.2012</td>
<td></td>
</tr>
<tr>
<td>Last Date &amp; Time of submission of tender : 3.00 P.M. on 11.09.2012</td>
<td></td>
</tr>
<tr>
<td>Date &amp; Time of Opening of Technical bids : 3.30 P.M. on 11.09.2012</td>
<td></td>
</tr>
</tbody>
</table>

Contract Validity : Two years (extendable by one or more years).

('Financial Bids' will be opened at a later date, which will be duly intimated to the tenderers whose 'Technical Bid' are 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.

(ii) 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. 14 at page no.6 of this tender. Each sealed envelope should be super-scribed with 'Tender for 'printing of Employment News – Tender No. EN-52011/5/2012-13/Prod'.

(iii) The said two sealed envelopes should be kept in one bigger envelope, duly sealed, which should also be super-scribed as ‘printing of Employment News – Tender No. EN-52011/5/2012-13/Prod’.

(iv) This bigger sealed envelope containing the sealed ‘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)
TENDER SPECIFICATIONS:

1. DESCRIPTION OF WORK: Printing of Employment News / Rozgar Samachar, a weekly tabloid size journal ranging from 32 to 96 pages each in English, Hindi and Urdu languages. However, some issues may have more than 96 pages. (Specimen of the journals can be seen on any working day in this office). The term 'printing' includes typesetting, designing, processing, page-making, folding, bundling and printing etc. Newsprint paper reels of 32 inches width having 50 Gsm, grammage ± 4% will be supplied by this office. Printer will have to provide all the pages of each issue in a CD/DVD in PDF Format or any other mode as desired by this office, separately for both English and Hindi languages, immediately after the approval of final pages for printing to enable this office to upload the e-version of Employment News/Rozgar Samachar on the website.

2. PAGE SIZE AND PRINT AREA: The Standard open size of the journal will be 41 cm X 54.6 cms. (Approx) folded to 27.3 cms X 41 cms (Approx). The print area will be 25 cm X 38 cms. (approx.)

3. PRINTING INK / COLOUR: Outer two pages will generally be printed in 2 colours (Black and one special colour), but special issues may have 3 to 4 colours. Remaining pages will be printed in single colour (Black). Standard best quality high-speed cold-set printing ink will have to be used to avoid set offs, rubbing etc. Uniformity and consistency of colour will have to be ensured so that when the papers are touched, ink marks do not come on fingers, and this consistency has to be ensured in all copies.


5. QUANTITY: The existing weekly print order for all three languages is as follows:
   i) English : 3.20 Lakh Copies (Approximately)
   ii) Hindi : 0.80 Lakh Copies (Approximately)
   iii) Urdu : 500 to 1000 Copies
   (Total : 4 lakh copies (Approximately)
   However this quantity may vary from issue to issue.

6. 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 scheduled release date. The printer shall be required to compose text immediately and supply the proofs immediately on receipt of materials so as to complete the final pages within given time schedule. Printing should start immediately upon approval of final pages and supply should be done @ 1 lakh copies per day irrespective of the number of pages.

The detailed schedule of supply and receipt of materials, proofs, copies etc. shall be drawn at the time of finalizing of contract / agreement.

7. Terms of Delivery: The copies will be lifted from the press premises through trucks by publisher's authorized Dispatch Contractor from a convenient and covered point at Ground Level. The printed copies will have to be securely packed generally in bundles of 50 to 100 copies as per weekly instructions. A minimum of 1 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 described in ‘Job Specifications’ at page number 5 of this tender.

8. Technical requirements for printing of Employment News / Rozgar Samachar:
   a) The composing / type-setting unit of the printer for all 3 languages along with required staff will have to be set-up within this office. Adequate space / furniture / electricity will be provided free of charges / rent for setting-up of the composing unit in this office.
   b) Printer's staff will have to do the first reading and corrections thereof in this office, before proofs are supplied to our proof-readers. Paper required for proofs will be supplied by Employment News.
   c) The press should be able to print a minimum of 40 pages simultaneously and must be in a position to deliver minimum of 1 lakh copies in a day in order to complete the supply of printed copies within specified time.
d) The press should be situated within 60 Kms of the office of Employment News at R.K. Puram, New Delhi.

e) Press should have a minimum experience of 2 years for similar jobs.

f) Printer will be required to dedicate a minimum of 6 DTP terminals with required original softwares / anti-virus etc., 2 laser printers of A-3 size, one high resolution scanner along with experienced and dedicated regular operators / staff for typesetting and page-making in desired size of 3 language editions, in office of Employment News at R.K. Puram, New Delhi.

g) The printer shall have to make arrangements to collect / deliver the final materials for printing from the office of Employment News, R.K. Puram, New Delhi, at the printer’s cost.

h) The printer will have to make adequate alternate power arrangements in the press as well as for their typesetting unit in the office of Employment News at R.K. Puram, to avoid any delay in type-setting / platemaking etc., in case of power-cuts.

9. ESSENTIAL CONDITIONS:

   a) The tenderer must enclose an Earnest Money deposit of Rs.1,50,000/- (Rupees one lakh fifty thousand 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 40 lakhs (Rupees forty lakh 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.50 lakhs (Rupees Fifty lakh only) in the form of Bank Guarantee favouring Additional Director General (In Charge), Publications Division, New Delhi, as per the proforma prescribed in the GFR (General Financial Rules). The Bank Guarantee should be valid for a minimum period of 30 months or six months.

10. LIQUIDATED DAMAGES (PENALTIES):

Deductions for avoidable delays in respect of composing, 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 (except National Holidays), will be treated as delays for purpose of penalties / liquidated damages, which are detailed 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 : 50 per cent of value of delayed copies

(e) In addition, defective/sub-standard production e.g. uneven or faded copies, use of poor quality inks, missing prints, etc. shall also attract liquidated damages as decided by the Competent Authority of this office, whose decision shall be final and binding.

(f) In case of regular delays in printing beyond the time-schedule, the publisher will be at liberty to get the journal printed at any other press at their rates and recover the difference of amount so paid to the other printer, from their pending bills or security deposit or both.

NOTE:

i) 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 the entire set-up streamlined.

ii) Delays occurring on account of late supply of newprint / final approval of pages / input materials, sub-standard newprint, manuscripts by this office, shall be considered for condonnement.

iii) 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, or debar the printer from future contract of Employment News and Publications Division, without assigning any reason thereof.

iv) The Publisher reserves the right to cancel any or all tenders without assigning any reason.

v) The printer will have to submit an undertaking for 'No dues with Employment News' after completion of the contract / payment of bills, before the Security Deposit is released.

[Signature]
11. DESCRIPTION: JOB SPECIFICATIONS FOR COMPOSING, PROCESSING & PRINTING
OF EMPLOYMENT NEWS/ROZGAR SAMACHAR

A weekly tabloid size journal comprising normally of 32 to 96 pages each in English, Hindi & Urdu is to be
printed from typed 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
typeset in 8 to 12 points type sizes with headings in bigger type sizes by the printer in English, Hindi and Urdu, as
per given instructions. Text manuscripts in English, Hindi & Urdu for composing along with line/tone designs / color
or B/W photographs etc. will be supplied.

The printer shall have to make arrangements to typeset the manuscripts, supply proofs and supply
corrected proofs in time, as per schedule. The final page-making with heading etc. in reverse and against screen
ground of English and Hindi editions will be done by printer. The composing and preparation of final pages of Urdu
dition shall also 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.

Materials will be supplied in 3 to 4 batches. Flow of text manuscripts including photographs, drawings, etc.
shall commence about 15 days before the scheduled release date. Printing should start immediately upon
approval of the final pages and supplies of the printed copies should commence from the next day with regular
supply of a minimum of 1 lakh copies per day, irrespective of the number of pages. The detailed schedule of
supply and receipt of materials, proofs, copies, etc. shall be drawn at the time of finalizing the contract which may
also change as per requirements from time to time.

The printer shall be required to undertake processing / printing immediately upon receipt of the final pages
along with photographs, etc. from this office as per given print order for each language and complete the supplies
as per schedule.

NOTE:
(a) Printing will be done by plates made through CTP or Film positives only.
(b) Best quality High-Speed Cold-set printing ink will have to be used by the printer. It should be
ensured that the ink is not transferred to the readers’ hands while handling / reading.
(c) Printing should be even in all the pages throughout the contract.
(d) Even margin space will have to be maintained in all the pages of all copies. Printer will have to
ensure that the text matter does not bleed from any side.
(e) 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 schedule.

12. 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 Mills.
(ii) Newsprint reels of 81.5 cms. (32 inches) approx. width of average 50 Gsm ± 4% as received
from various Mills, shall be supplied to the printer.
(iii) The "newsprint consumption entitlement" for each issue shall be computed on the basis of
actual size of the journal, the number of pages and the print order as per the actual Gsm as
received by Employment News from the test report of the testing agencies 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.

[Signature]
13. OTHER REMARKS:

a) The printer will have to provide the entire pages of each issue in a CD/DVD in PDF Format, separately for English & Hindi languages, immediately after approval of final pages for printing.

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

c) The printer shall have to make arrangements to collect/deliver the materials from/to the office of Employment News, R.K. Puram, New Delhi, whenever required, at the printer's cost.

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

e) 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.

f) The printer will have to provide, free of all charges, appropriate and adequate 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.

g) 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.

h) 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.

i) All "Force Majeures" will apply. However, in case of unavoidable circumstances in the press like strike, machine break-downs or other such situations over which the printer may have no control, printer will be responsible to get our journal printed / delivered in time as per schedule from other sources.

ej) 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.

k) The printer must have 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 DTP composing / printer and scanner etc. installed in the office of Employment News.

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

m) Press must have sufficient storage space to keep our newsprint reels and at least one lakh printed copies in a safe and secured manner with protection from fire and rain etc.

n) The press must be situated within 60 Kms from the office of Employment News at R.K. Puram.

o) No enhancement of rates shall be permissible on any account, during the tenancy of the contract period and its extensions, if any.

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

q) All the terms and conditions of the tender specifications will have to be honoured.

r) Incomplete / vague / conditional tender will not be accepted.

s) All disputes shall be settled within the Delhi Jurisdiction.

t) The Tender shall remain valid up to 60 days from date of opening of ‘Technical bid’.

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

(i) Earnest Money Deposit of Rupees one lakh fifty thousand.

(ii) Attested copy of PAN / TIN number.

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

(iv) List of printing machines (with cut-off size and number of units) and other equipments.

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


(vii) Attested copy of Press Declaration

(viii) An undertaking indicating that press has executed similar jobs during last 2 years.

(ix) Certificate from a registered Chartered Accountant certifying Annual Turnover of the press of last 3 years.

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, final page-making on computers, cost of processing, printing, packing, delivery and all other incidental charges etc. 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 filled-in form should be kept in the 'FINANCIAL BID' cover.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Items</th>
<th>Rate in figures (Rs.)</th>
<th>Rate in words (Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Rate per 1000 copies of 56 pages each printed in single colour only.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Rate per 1000 copies for every additional / reduced 8 pages in single colour only.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Rate per 1000 copies for every additional / reduced 16 pages in single colour only.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Rate per 1000 copies for printing every additional colour on outer pages. (two pages only)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTE:
1. Where number of copies is part of 1000 copies, the rates admissible will be on pro-rata of quoted rates.
2. No revision of rates will be permissible on any account during the tenancy of the contract, or its extension, if any.

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

Signature__________________
Signed as___________________
Name of the Press___________________
Stamp___________________

Dated: ___________

[Signature]