

NOTICE INVITING TENDER

EMPLOYMENT NEWS (Publications Division)

Ministry of Information and Broadcasting, Government of India
East Block-IV, R.K. Puram, New Delhi – 110 066.

TENDER FOR SUPPLY OF NEWSPRINT

Sealed tenders are invited on prescribed form under "Two Bid system" from PSU / Private newsprint producing mills for monthly purchase of Newsprint on one years' Rate Contract basis, for printing of our weekly journal 'Employment News / Rozgar Samachar'.

1. Office of Issue : Employment News, Level-5, East Block-IV, R.K.Puram, New Delhi-110066.
2. Cost of Tender : **Rs. 2,500/-**
3. Time and Date for receipt of tender : **Up to 3.00 p.m. on 29.11.2012.**
4. Time and date for opening Technical Bids : **At 3.30 p.m. on 29.11.2012.**
5. Specifications for Newsprint : Newsprint should conform to BIS-IS-11688-1999 reaffirmed December, 2005 as amended upto date.

S.No.	Characteristic	Requirements
1	Width	32" (81.5 Cms) approx.
2	Grammage	50 GSM \pm 4%
3	Brightness, percent. (ISO) (%), <i>Min</i>	58.0 (special requirement)
4	Opacity, percent, (%) <i>Min.</i>	90.0
5	Smoothness Top Side (Bendtsen) Wire Side ml/min.Max.	250 300
6	Porosity, ml/ min, <i>Max</i>	700 (special requirement)
7	Tensile Index, N.m/g MD <i>Min.</i> CD	35 18 (special requirement)
8	Tear Index, mN. M2/g, CD <i>Min</i>	4.5
9	Packing and Marking	Conforming to BIS-IS-11688-1999 reaffirmed December, 2005 (as amended up to date)

6. **Eligibility Criteria** :
 - i) Tenderer Mill should have produced a minimum of **40,000 Metric Tons** Newsprint Paper during Financial Year 2011-12. The Mill must also have minimum two years' experience of producing newsprint paper.
 - ii) "**Excise Clearance Certificate**" of newsprint production for the **financial years 2010-11 & 2011-12** must be submitted.
 - iii) Tenderer Mills should have **Industrial license for production of Newsprint paper.**
7. **Newsprint Requirement** : Up to 450 MT per month approx. (Can be increased OR decreased).
8. **Destination** : Any destination within Delhi / NCR. Destination will be specified in each month's supply order (Currently at CWC, Kirti Nagar, New Delhi).
9. **DELIVERY SCHEDULE** : Within 10 to 20 days of date of receipt of supply order, depending upon the location / distance from Delhi as per details given below :

Distance from Mill to Delhi (in Kms.)	Maximum Number of days
Upto 500 Kms.	10 days
From 501 to 1000 Kms.	15 days
1001 Kms and above	20 days

- 10. Tenders must be submitted on the prescribed form only for the 'Technical Bid' and the 'Financial Bid'. Tenders on letter-heads will be summarily rejected.
- 11. **QUOTED RATES** : Rates should be all inclusive on FOR destination on firm and fixed basis for rate-contract period. Tenderer may note that this office will not issue Form 'C' against any purchases during the contract period.
- 12. Tenderers are required to fill-up and submit the 'Technical' and 'Financial' bids in 2 separate sealed envelopes. 'Financial' bid envelope should contain only the quoted rates. The 'Technical' bid envelope should contain all the other required / essential documents mentioned in this tender. Both these envelopes must be sealed separately and should be super-scribed by words 'Technical Bid' / 'Financial Bid', as the case may be. These two sealed envelopes should then be placed inside a third big envelop, which should also be sealed properly and super-scribed with words 'Tender for SUPPLY OF NEWSPRINT - 2013', Tender No.EN-52011/6/2012-13/Prod. Tender opening at 3.30 P.M. on 29.11.2012'. The Financial Bids shall be opened at a later date after evaluation. Mills whose documents are found to be complete in all respects, will be notified of the 'opening date' of the 'Financial Bids' in advance.

This big sealed envelope should be delivered by speedpost / in person to the following address on or before the last date / time of tender :

Deputy Director (Administration), Employment News, East Block - IV,
Level - 5, R.K. Puram, New Delhi 110 066. (Phone - 011 - 26163055)

- 13. **EARNEST MONEY DEPOSIT** : Tenderers, except Public Sector Undertakings (PSUs), will have to submit an **Earnest Money Deposit of Rs.30.00 Lakh (rupees thirty lakh only)** in the form of Demand Draft from Scheduled / Nationalised Bank favouring Pay and Accounts officer, DAVP, Ministry of I&B, New Delhi. The draft must have validity of six (6) months.

EXEMPTIONS : The following tenderers are exempted from submitting EMDs :

- (i) Public Sector Undertakings (PSUs)
- (ii) Tenderers registered with DGS&D / NSIC as 'newsprint paper manufacturers / supplier' for supply of newsprint paper for the current financial year 2012-13. Such Mills will have to enclose attested copies of their DGS&D / NSIC registration documents.

- 14. Employment News will not be responsible for any delay / loss / non or late receipt of tenders sent by post / courier etc.
- 15. Employment News reserves the right to accept or reject any / all the tenders without assigning any reason thereof.
- 16. Office of Employment News reserves the right to terminate the rate-contract with one month's notice in the event of supplies repeatedly found un-satisfactory OR due to lower price trend.
- 17. The successful tenderer will have to sign an 'Agreement' for rate-contract within 10 days of issue of the rate acceptance letter by this office. The 'Performance Guarantee' (Security Deposit), will also have to be submitted.
- 18. Tenders can be purchased from the Accounts Officer of this office (Phone - 011 26193179) on payment of Tender Fee of Rs.2,500/- only either in cash or by DD, favouring Pay & Accounts Officer, DAVP etc., Ministry of I&B, New Delhi.
- 19. Tender Form can also be downloaded from any of the following websites :

- 1. www.mib.nic.in
- 2. www.employmentnews.gov.in
- 3. www.publicationsdivision.nic.in

In this case, the tenderer will have to attach a DD of Rs.2,500/- only (cost of tender) favouring Pay & Accounts Officer, DAVP etc., Ministry of I&B, New Delhi.

Dilbagh Singh
 (Dilbagh Singh)
 Deputy Director (Administration)

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(Publications Division)
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TENDER FOR SUPPLY OF NEWSPRINT PAPER

PROFORMA FOR 'TECHNICAL BID'

Tender No. & date	EN-52011/6/2012-13/Prod. dated 2.11.2012
Last date & Time of Sale of Tenders.	29.11.2012 at 12.30 P.M.
Last Date and Time of 'Receipt of Tenders'	29.11.2012 at 3.00 P.M.
Date and Time of 'Opening of the Technical Bid'	29.11.2012 at 3.00 P.M.

1. **DETAILS OF VENDOR :**

Name and address of the Vendor	
Web site address (if any)	
Phone Numbers	
Fax Numbers	
Email	
Contact Person's Name	
Contact Person's Phone Number	
Contact Person's Mobile Number	
Contact Person's Fax Number	
Contact Person's email ID	

2. **TYPE OF ORGANISATION :**

Tick appropriate Box and enclose document to support (Registration Documents)

Proprietorship	Partnership	Small Scale Industry
Pvt. Ltd. Company	Public Ltd. Company	Any other

3. **ANNUAL TURNOVER** : Please enclose a certificate of Chartered Accountant or ITCC in support of your claim :

Sl. No.	Year	Turnover in Rs.
1	Current Year (Budgeted –FY 2012-13)	
2	Previous Year (FY 2011-2012)	
3	Prior Year (FY 2010-2011)	

4. **NAME AND ADDRESS OF THE BANKER :**

Bank Name	
Branch Name	
Account Number	
Account Type	
Bank Phone Number (s)	

5. **REGISTRATION PARTICULARS :** Please give details of registration wherever available / applicable, if any, with self-attested copy of original registration.

Sl. No.	Particulars	Registration Number	Copy attached? Yes / No
1	IT Permanent Account No. (PAN)		
2	Central/State Sales Tax/Vat/TIN Registration		
3	Excise Duty Registration		
4	Service Tax Registration		
5	Registration with DGS&D or NSIC		
6	Industrial License for Production of Newsprint		
7	Excise Clearance Certificate for last two financial years		
8	EMD Demand Draft for firms not registered with DGS&D / NSIC		

6. **NEWSPRINT PRODUCTION FIGURES FOR LAST TWO YEARS :** Tenderer must enclose attested copies of Excise Department.

Sl. No.	Year	News Print Production : Metric Ton	Whether Excise Department Certificate(s) attached?
1	<i>FY 2010-2011</i>		
3	<i>FY 2011-2012</i>		

7. **REFERENCE LIST :** Tenderer may enclose a list of public / private sector firms to whom newsprint was supplied recently. Copies of order may be enclosed.

Sl. No	Name of Client(s)	Details of order(s) with value
1		
2		
3		
4		
5		
6		

8. **OTHER ESSENTIAL DOCUMENTS / ATTACHMENTS :**

SL No.	PARTICULARS	ATTACHED : YES / NO
1	Half meter long sample of Newsprint conforming to tender Specification duly signed with official seal of the company.	
2	Certificate from any Government authorised laboratory certifying that sample attached conforms to the tender specification is not more than 6 weeks old.	
3	Tender purchase receipt in original.	
4	In case tender form has been downloaded from the website, a demand draft for Rs.2500/- should be enclosed.	

9. **ANY OTHER INFORMATION :**

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(Signature of CEO / Proprietor / Authorised Signatory)

DECLARATION:

The information furnished above is true and authentic. We have carefully read all the terms and conditions of the tender and agree with these conditions. We have signed on each page of this technical bid in token of acceptance of terms detailed in the tender.

(Signature of CEO / Proprietor / Authorised Signatory)

Instructions :

- I. Fill all items. Please mention "NA" for items / clause not applicable.
- II. Attach latest documents for all items.
- III. **List of Documents to be attached (Check List) :**

SL No.	Document Details	No. of Pages
1	Company/Organisation Registration/Certificate of incorporation	
2	Chartered Accountant's certificate or ITCC in support of turnover claim	
3	IT Permanent Account No. (PAN)	
4	Central/State Sales Tax No. / Vat Registration No. / TIN No.	
5	Excise Duty Registration No.	
6	Service Tax Registration No.	
7	Registraton with DGS&D and/or NSIC	
8	Industrial License for Production of Newsprint	
9	Excise Clearance Certificate for Last 2 Financial Years	
10	EMD Demand Draft for firms not registered with DGS&D/NSIC	
11	Copy of order/testimonials recognized public/private sector companies for supply of newsprint	
12	Half meter long sample of Newsprint confirming to tender Specification duly signed with official seal of the company	
13	Certificate from any Government authorised laboratory certifying that sample attached conforms to the tender specification and it is not more than 6 weeks old.	
14	Tender purchase receipt in original.	
15	In case tender form has been downloaded from the website, a demand draft for Rs.2500/- should be enclosed.	
16	Any other document.	

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TENDER FOR SUPPLY OF NEWSPRINT

PROFORMA FOR FINANCIAL BID

1. **Tender No. EN-52011/6/2012-13/Prod. Dated : 2.11.2012.**
2. Name and address and other details of the manufacturer / Mill

Name and address of the Newsprint Manufacturer Mill	
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3. **Specifications for Newsprint :**

S.No.	Characteristic	Requirements
1	Width	32" (81.5 Cms) approx.
2	Grammage	50 GSM \pm 4%
3	Brightness, percent. (ISO) (%), <i>Min</i>	58.0 (special request)
4	Opacity, percent, (%) <i>Min.</i>	90.0
5	Smoothness Top Side (Bendtsen) Wire Side ml/min.Max.	250 300
6	Porosity, ml/ min, <i>Max</i>	700 (special request)
7	Tensile Index, N.m/g MD <i>Min.</i> CD	35 18 (special request)
8	Tear Index, mN. M2/g, CD <i>Min</i>	4.5
9	Packing and Marking	Conforming to BIS-IS-11688-1999 reaffirmed December, 2005 (as amended up to date)

4. **Quantity** : Up to 450 Metric Tons per month (approx.)
(can be increased / decreased as per monthly requirement)
5. **Destination** : Any godown/Printing Press within National Capital Region (NCR) (currently at CWC Kirti Nagar, New Delhi).
6. **Delivery Schedule** : Within **10 to 20** days of date of receipt of monthly supply order as under:

Distance (Kms.)	Maximum No of Days
Up to 500 Kms.	10 days
from 501 to 1000 Kms.	15 days
1001 and above Kms.	20 days

7. **Quoted Rates** : Rates should be quoted on all inclusive basis viz inclusive of all taxes i.e. CST / ST/ Education Cess / applicable levies / toll tax / road tax, handling charges / transport charges / Insurance charges etc. FOR destination Godown / Printing Press in Delhi/NCR. **This office will not issue Form 'C' for any newsprint supplies against our orders during the contract period.** Rates quoted should be on 'firm and fixed' basis till the completion of all obligations under contract.
8. **Validity of Rate Contract** : **ONE YEAR (1 year)**

9. **Payment** : Payment for each delivery will be made on submission of correct and complete consolidated single bill after completion of delivery at the warehouse / godown. It can take approximately 30 working days.
10. **Technical Inspection** : As soon as a 'purchase order' is placed, supplier will have to intimate its 'production schedule' to this office in advance so that a team of officials of Employment News could be deputed for checking of quality and collecting samples, as and when required.
12. **Test Report** : Supplies of each lot will be tested for its conformity to tender specifications. Samples will be sent to **any three** Central / State Government approved laboratories and common result of two or more laboratories for each parameter will be treated as failure / pass. Cost of such test will be deducted from supplier's bill. In the event of failure, deductions will be made as under :

Sl. No	No. of failed parameters	Percentage of deduction in each parameter
1	One	2%
2	Two	2.5%
3	Three	3.00%
4	Four or above	3.50% subject to a maximum of 15%

Request for re-testing of the samples will not be entertained.

13. **Damaged Reels** : Damaged reels shall not be accepted and will notified to the supplier Mill as soon as the same is brought to our notice. The supplier Mill will have to lift back the said damaged reels from the storage godown / printer's premises at its own cost. **Payment of such returnable reels will be deducted from the supplier Mill's bill.**
14. **Default** : In case successful bidder is not in a position to supply newsprint against a particular supply order due to reasons beyond control, supplier will have to inform this office URGENTLY in time. In case of such default the supplier will have to bear the risk and cost of the purchase from the open market. Employment News will have a right to purchase required Newsprint from open market and the difference in price, if any, will be recovered from the supplier.
15. **Late supply** : If the contractor fails to supply Newsprint within specified days of placement of monthly supply order, **'Liquidated Damages' at the following rates will be levied on the delayed part of newsprint supply :**
- i) For delay upto 07 days : 2%
 - ii) For delay from 8 – 14 days : 4%
 - iii) For delay of more than 15 days : 10%
- For repeated inordinate delayed supplies, Default Clause 14 may be enforced.
15. **Force Majeure** : Standard Force Majeure clause may be applicable.
16. **Performance Guarantee** : The successful tenderer will be required to submit Performance guarantee by way of Security Deposit for an amount of Rs 1.50 Crore (Rupees One crore fifty lakh only). Security Deposit may be submitted in the form of Bank Guarantee favoring Additional Director General, Publications Division, Ministry of I & B, Government of India. The Bank guarantee should be valid up to 15 months, which will be returned after the completion of all performance obligations of the contract.
17. **Tender Validity** : The tender offer shall remain valid for acceptance up to **90** days from the date of opening of Technical Bid.

We hereby quote our rates on "All Inclusive" basis FOR destination Godown / Printing Press in Delhi / NCR (inclusive of all taxes i.e. CST / VAT / ST / Education Cess / applicable levies / toll tax / road tax, handling charges / transport charges / Insurance charges etc.). We also understand that the Office of Employment News will not issue Form 'C' for any newsprint supplies against any purchase orders during the contract period.

Rates per Metric Ton (all inclusive on firm and fixed basis)	Rs. _____ per Metric Ton (In Figures). (Rupees _____ _____ per Metric Ton).
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(Signature of CEO / Proprietor / Authorised Signatory)

We have fully understood and accept all conditions of the tender and quote above rates for supply of newsprint as per tender specification. We have signed on each page of Technical Bid / Financial Bid as token of acceptance of terms and conditions detailed on each page.

(Signature of CEO / Proprietor / Authorised Signatory)

Name:

Date:

Place:

Seal: