NOTICE INVITING TENDER
EMPLOYMENT NEWS
(PUBLICATIONS DIVISION)

Subject: Invitation to bid for unloading, stacking, loading and local transportation of newsprint of weekly journal ‘Employment News / Rozgar Samachar’.

On behalf of the President of India, the Director General, Publications Division invites sealed tenders in the prescribed bid-form, from reputed and established transport agencies based in Delhi / NCR. The transport contractor will be required to unload and stack about 250 to 450 metric tons of newsprint reels per month from incoming trucks, in our godown at our storage point at CWC, Kirti Nagar, New Delhi. The transport contractor will also be required to load in trucks, transport and unload about 250 to 450 metric tons of newsprint reels per month from the said godown to our contracted printing press in Delhi / NCR (presently at Barakhamba Road, New Delhi).

ELIGIBILITY CONDITIONS:
1. The tenderer must be able to fully dedicate a minimum of two trucks for Employment News’s work on a daily basis round the clock. Each truck must have:
   (a) Minimum loading capacity of 9 metric tones.
   (b) Delhi / New Delhi registration number. Tenderers will have to submit attested copies of truck ownership / Registration Certificate (R.C.), issued by the Transport Authority.
2. The tenderer must have sufficient man-power for loading, unloading and stacking of newsprint reels without damage.
3. Tenderer who does not own the required trucks but can get the work done through hired trucks on long leased basis will also be permitted to quote for our job. In this case, the tenderer will be required to submit a ‘Lease Agreement’ with the owner of the truck to the effect that the trucks have been given on rent / long lease basis for a period of 12 months on dedicated basis for transportaion of newsprint reels of “Employment News / Rozgar Samachar”. In case of extensions, if any, a fresh “Lease Agreement” will have to be submitted.

INSTRUCTIONS FOR PURCHASE OF TENDER DOCUMENT:
1. Interested parties may download the complete Tender Document, terms & Conditions and Form of Quotations from any of the websites www.employmentnews.gov.in, www.publicationsdivision.nic.in, www.mib.nic.in, www.tenders.com or In this case, the tenderer shall have to submit a Demand Draft for Rs. 1000/- (rupees one thousand only) payable in favour of Director, Employment News, New Delhi.
2. Tenders can also be purchased on any working day from the following address by depositing the cost of tender of Rs.1000/- (one thousand only) for one complete set of tender document:

   “ACCOUNTS OFFICER” (Phone No. : 011-26182079)

INSTRUCTIONS FOR SUBMISSION OF SEALED QUOTATIONS:
Interested parties, who can undertake the above specified work regularly on day-to-day basis, and who fulfill the eligibility conditions, may send their quotations, under a ‘Two-Bid system’ as specified in para 12 of Technical Bid’ (attached), along with the Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees fifty thousand only), in the form of Demand Draft favouring ‘Director, Employment News, New Delhi so as to reach the following address latest by 07.02.2012 (before 3.00 PM)’. The words “Quotation for local transportation of newsprint – last date: 07.02.2012”, should be written clearly on top of the sealed cover:

“DEPUTY DIRECTOR (ADMINISTRATION)” (Phone No. : 011-26163055)

NOTE: Quotations received after the Last Date / Time OR without the specified Earnest Money Deposit OR without the cost of tender, will not be considered. The decision of the Competent Authority shall be final.

(Ghanshyam Meena)
Deputy Director
EMPLOYMENT NEWS  
Publications Division  
Ministry of I&B, Govt. of India  
East Block IV, Level-5, R.K. Puram  
New Delhi-110066

TECHNICAL BID

Subject: Invitation to bid for loading, unloading, stacking and transportation of newsprint for ‘Employment News / Rozgar Samachar’.

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<thead>
<tr>
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<tbody>
<tr>
<td>LAST DATE AND TIME OF ISSUE OF TENDER FORM</td>
<td>07.02.2012 at 12.00 P.M.</td>
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<tr>
<td>LAST DATE AND TIME FOR RECEIPT OF TENDER</td>
<td>07.02.2012 at 3.00 P.M.</td>
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<tr>
<td>DATE AND TIME OF OPENING OF TECHNICAL BID</td>
<td>07.02.2012 at 3.30 P.M.</td>
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Sealed quotations are invited from Delhi / NCR based transport contractors / agencies who fulfill the eligibility conditions and who are willing to undertake our job as specified in this tender, for having an annual rate-contract for unloading, stacking, loading and local transportation of newsprint.

1. JOB DESCRIPTION:

Receipt of newsprint reels from newsprint mills:
Employment News receives truck loads per month (about 250 to 450 metric tons) of said newsprint reels from newsprint producing mills within the country, generally to our designated storage point at Central Warehousing Corporation, Kirti Nagar, New Delhi. In special cases, the trucks may be required to be unloaded at any other godown/printing press in Delhi/NCR. The contractor will be notified for the same well in advance. The contractor will be required to unload these trucks immediately upon arrival and stack them properly in 2 to 3 heights without damage.

Supply of newsprint from CWC godown to printing press:
Employment News provides 250 to 450 Metric Tons newsprint reels per month from the Central Warehousing Corporation, at Kirti Nagar, New Delhi to the printing press on daily basis as per requirement. For this, the contractor will be responsible to load the newsprint reels in trucks from the said CWC godown and cover the reels with tarpaulin for protection against rain etc. and deliver to our contracted printing press.

Note: Presently, our contracted press is situated at Barakhamba Road, New Delhi – 110 001.

2. ESSENTIAL CONDITIONS:

i) The tenderer must be able to fully dedicate a minimum of two trucks for Employment News’s work on a daily basis round the clock. Each truck must have:
   
   (a) Minimum loading capacity of 9 metric tones.
   
   (b) Delhi / New Delhi registration number. Tenderers will have to submit attested copies of truck ownership / Registration Certificate (R.C.), issued by the Transport Authority.

ii) The tenderer must have sufficient man-power for loading, unloading and stacking of newsprint reels without damage.

iii) Tenderer who does not own the required trucks but can get the work done through hired trucks on long leased basis will also be permitted to quote for our job. In this case, the tenderer will be required to submit a ‘Lease Agreement’ with the owner of the truck to the effect that the trucks have been given on rent / long lease basis for a period of 12 months on dedicated basis for transportaion of newsprint reels of “Employment News / Rozgar Samachar”. In case of extensions, if any, a fresh “Lease Agreement” will have to be submitted.

iv) The contractor will also be required to maintain daily record of delivery challans (with reel numbers and weight for day-to-day transportation to the press) and to unload the reels in the press premises, and submit the receipted challans to this office, the same day.

v) The contractor will be required to depute round the clock on all days one authorized representative who will be required to be available at our CWC, Kirti Nagar, New Delhi, to look after the receipts / supply of day – to – day movement of newsprint reels.

vi) The tenderer must have sufficient manpower and equipment to check, verify and maintain records of receipt of actual quantity of newsprint in good condition on receipt of newsprint from the Mill, thereafter loading, unloading and stacking of newsprint reels.

vii) Original Receipt of purchase of tender document in case tender document is purchased from the office of Employment News OR Demand Draft from a Scheduled Bank for Rs.1000/- (Rupees One Thousand only) favouring Director, Employment News, New Delhi and payable in Delhi/New Delhi, in case where the form has been downloaded form our website, will have to be attached with the Technical Bid.

viii) Attested photo copies of Income Tax Returns for the last two years.

ix) Earnest Money Deposit of Rs.50,000/- as specified in the Notice Inviting Tender (page 1).
3. **SECURITY DEPOSIT**: The successful tenderer will have to submit a Security Deposit of Rs.3,00,000/- (Rupees three lakh only) in the form of Fixed Deposit Receipt favouring the Director, Employment News, New Delhi, within stipulated given time of intimation of award of contract. The Security Deposit will be returned after expiry of contract period and all the Government dues/contractual obligations are cleared by the contractor.

4. **RESPONSIBILITY AGAINST LOSS TO GOVERNMENT**: The successful tenderer will be responsible for any loss accruing to the Government property, during the contract period (and extensions, if any). Any such loss will be borne by the contractor at his own cost. The assessment of damage made by this Division will be final.

5. **PERIOD OF CONTRACT / EXTENSION**: The contract will remain valid for a period of one year from the date of award of contract, which may be extended for one or more year(s) as per the provisions in the Agreement, upon satisfactory performance and mutual consent. In the case of extension of contract, this office shall allow an annual increase of 5 (five) percent on quoted rates except Diesel / Fuel charges (excluding Service Tax and other Taxes). No other revision of rates shall be permissible at any stage during the currency of the contract and under any circumstances.

6. **INCREASE/DECREASE OF RATES IN CASE OF GOVERNMENT ANNOUNCEMENTS**: No increase in rates will be permissible during the period of contract except in case there is a changes in the rate of diesel/fuel announced by the Govt. Proportionate increase / decrease on the transportation component only, will be effected in the transportation rates due to increase / decrease in cost of diesel/fuel. The proportionate increase/decrease will be worked out on the basis of rates at point 2 (ii) in the "FORM OF QUOTATION", as the case may be.

7. **RESPONSIBILITY OF THE CONTRACTOR**: The contractor will be responsible to:
   i) take delivery of the newsprint reels received in trucks from the mill at our CWC godown (presently at Kirti Nagar, New Delhi) and stack them properly in 2-3 heights without damages to the reels.
   ii) maintain complete record of actual quantity received in good / damaged condition, on a daily basis.
   iii) loading newsprint reels in trucks in CWC godown / transporting to our contracted printing press (presently at Barakhamba Road, New Delhi) and unloading them on daily basis, as required. Also to get the received chalans of delivery of newsprint with actual weight/number of reels etc. in good condition from the printing press/godown as the case may be and deliver them to this office regularly.
   iv) Safe transportation of newsprint reels from CWC godown to printing press, free from any damages whatsoever from rain, fire, theft, pilferage or any other reason.
   v) Submit bill in time alongwith documentary proof, complete in all respects, in support of bill.

8. **AGREEMENT**: 
   i) The successful bidder shall have to enter into a contract with the Competent Authority, Employment News within 30 days from the date of receipt of the communication of award of tender.
   ii) The successful tenderer will be designated as contractor after he has deposited the Security Deposit and will be held responsible for any damage to newsprint reels due to rough handling in loading / unloading / stacking and in transit etc.

9. **PENALTY FOR BREACH OF ANY PROVISIONS OF CONTRACT**: 
   i) In case of default in services/performance, the contractor will be liable to forfeit the Security Deposit or levy an appropriate penalty as under:
       1. 5% of last monthly bill in case of 1st default
       2. 10% of last monthly bill in case of 2nd default
       3. 20% of last monthly bill in case of 3rd default
       4. The contract can be cancelled and Security Deposit forfeited in case of fourth default in one contractual year.
   ii) If during the entire period of contract (including the extended period) the contractor fails to comply any or all of the provisions of the contract or have procured the tender by furnishing false information / documents or does not possess the requisite vehicles or man-power or materials, the transporter shall be liable to forfeiture of the security deposit or the amount so deemed by the Director General, Publications Division.

3
10. CANCELLATION OF THE CONTRACT: The Competent Authority, Publications Division 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 and by seven days' notice, if, in his / her opinion, the contractor does not carry out the work efficiently OR commits any breach of contract terms OR does not observe above terms OR becomes insolvent. The decision of the Competent Authority, Publications Division shall be final and binding.

11. ARBITRATION AND CIVIL JURISDICTION:
   i) 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 110 070, and its decision shall be final and binding on both parties.
   ii) All court cases arising out of the disputes relating to the tender or any or all of the contract shall be filed in the Court of appropriate jurisdiction in Delhi /New Delhi only.

12. SUBMISSION OF TENDERS:
   Interested parties must send their rate-offers in the prescribed 'Form of Quotations', complete in all respects, by registered post or by hand in the following manner:
   (i) Rate-offer should be placed inside a sealed envelope and super-scribe it as "FINANCIAL BID for Tender for transportation of newsprint - Tender No.EN-52011/4/2011-12/Prod. – Last Date – 07.02.2012". No other document should be placed in this envelope.
   (ii) All other documents (as specified in the tender document), should be placed inside another sealed envelope, which should be super-scribed as "TECHNICAL BID for Tender for transportation of newsprint – Tender No.EN-52011/4/2011-12/Prod. – Last Date – 07.02.2012".
   (iii) Both sealed envelopes (items (i) and (ii) above) should be placed inside a bigger sealed envelope, which should also be super-scribed as "Tender for transportation of newsprint – Tender No.EN-52011/4/2011-12/Prod. – Last Date – 07.02.2012".
   (iv) This sealed envelope containing the sealed 'Technical' and 'Financial' bids may be sent (either in person OR by speedpost) to the following address on or before 3.00 P.M. on 07.02.2012. The tenders will be opened on the same day at 3.30 PM. The tenderers may send their representative at the time of opening of the tenders.

"Deputy Director (Administration) (Phone No. 011 - 26163055)

NOTE: Tenderers are advised to ensure that the quotation reaches this office well before closing date and time of the tender. This organization shall not be responsible for delayed receipt of tender through post. Tenders received after specified time and date will not be considered.

13. PARTICULARS OF THE TENDERING FIRM: (To be placed in the Technical Bid sealed envelope)

| a) Whether the firm is registered as a Sole Proprietorship / Partnership / Company (Limited or Public). |
| b) Whether signing as Sole Proprietor / Partner / Director / Manager / Secretary. |
| c) Number of trucks under ownership / leaseship of the tenderer along with permissible loading capacity of each truck. |
| d) Whether the tenderer has any experience of similar work. |
| e) Complete office address of the bidder with phone / mobile numbers: |

Signature
(Name and Designation of signing authority with stamp)
Date
FORM OF QUOTATION

Quotation for unloading, stacking, loading and transportation of newsprint reels for printing Employment News / Rozgar Samachar for an initial period of one year (extendable by one or more years).

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description of work</th>
<th>Rates per Metric Ton (Rs.)</th>
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<tbody>
<tr>
<td>1.</td>
<td>Rate per Metric Ton for unloading and stacking newsprint reels in CWC godown in 2-3 heights.</td>
<td>Rs. ________________</td>
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<td>(Rupees __________________)</td>
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<td>2.</td>
<td>Rate per Metric Ton for <strong>loading</strong> reels into trucks at CWC, Kirti Nagar, New Delhi, <strong>transporting</strong> and <strong>unloading</strong> in printing press premises at Barakhamba Road, New Delhi. (Rate should be quoted for fuel charges and other charges separately as per proforma).</td>
<td>i) Rate per Metric Ton of <strong>Diesel/fuel charges</strong> from CWC to printing press ... Rs. ________________</td>
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<td></td>
<td>(Rupees __________________)</td>
<td>ii) Rate per Metric Ton for <strong>all other charges</strong> including loading, unloading and other transportation. Rs. ________________</td>
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<tr>
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<td>(Rupees __________________)</td>
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<tr>
<td>3.</td>
<td>Rate per Metric Ton for <strong>loading</strong> reels into trucks at CWC, Kirti Nagar, New Delhi, <strong>transporting</strong> and <strong>unloading</strong> in a printing press premises anywhere in Delhi / New Delhi. (Rate should be quoted for fuel charges and other charges separately as per proforma).</td>
<td>i) Rate per Metric Ton of <strong>Diesel/fuel charges</strong> from CWC to printing press ... Rs. ________________</td>
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<td>4.</td>
<td>Rate per Metric Ton for <strong>loading</strong> reels into trucks at CWC, Kirti Nagar, New Delhi, <strong>transporting</strong> and <strong>unloading</strong> in printing press premises situated anywhere in NCR Region. (Rate should be quoted for fuel charges and other charges separately as per proforma).</td>
<td>i) Rate per Metric Ton of <strong>Diesel/fuel charges</strong> from CWC to printing press ... Rs. ________________</td>
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<td>(Rupees __________________)</td>
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**NOTE:**
1. The lowest bid will be accepted on the basis of combined lowest rates of items 1 and 2.
2. Service Tax / Entry Tax or any other applicable levies by the Central / State Govt. shall be paid on actual basis at the rate applicable on the relevant date. Octroi / Toll Tax shall be paid on actual basis on production of proof thereof.
3. It should be noted that the rates quoted other than those given in the enclosed proforma will not be considered valid. Quoted rates shall be legible without corrections/overwriting.
4. Contractor will have to submit proof of payment of VAT etc. to the Government account, on a quarterly basis.

Signature
(Name and Designation of signing authority with stamp)

Date ____________________