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 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:

i) The tenderer must have a minimum of two trucks each with loading capacity of 9 metric tones, having Delhi / New Delhi registration number and should be registered in the name of the tenderer/firm.

ii) The tenderer must have sufficient experienced labour for loading, unloading and stacking of newsprint reels or similar kind of goods, without damage to the reels.

iii) The tenderer must have a minimum of 3 years experience of related field of work of unloading, stacking, loading and transportation without damage to the reels in any Government/Semi-Government organization / newspaper of wide circulation.

For details, interested parties may download the complete Tender Document, terms & Conditions and Form of Quotations from any of the websites www.mib.nic.in, www.employmentnews.gov.in, www.tenders.com or www.publicationsdivision.nic.in. 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. 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 set of complete tender document:

"ACCOUNTS OFFICER
Employment News, East Block – IV, Level -5, R.K. Puram,
New Delhi – 110066“. (Phone No.: 26182079)

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 the tender, alongwith the Earnest Money Deposit 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 14.12.2011 (before 3.00 PM). The words "Quotation for local transportation of newsprint – last date: 14.12.2011", should be written clearly on top of the sealed cover.

DEPUTY DIRECTOR (ADMINISTRATION)
Employment News, East Block – IV, Level -5, R.K. Puram,
New Delhi – 110066. (Phone No.: 26163055)

Please note that the quotations received after the due date and time OR without the specified Earnest Money Deposit OR the specified cost of tender, will not be considered. The decision of the Competent Authority shall be final.

(Ghanshyam Meena)
Deputy Director

For & on behalf of the President of India
EMPLOYMENT NEWS
Publications Division
Ministry of I&B, Govt. of India
East Block IV, Level-5, R.K. Puram
New Delhi-110066

TENDER DOCUMENT

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

<table>
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<tr>
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<tbody>
<tr>
<td>LAST DATE AND TIME OF ISSUE OF TENDER FORM</td>
<td>13.12.2011 at 4.00 PM</td>
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<tr>
<td>LAST DATE AND TIME FOR RECEIPT OF TENDER</td>
<td>14.12.2011 at 3.00 PM</td>
</tr>
<tr>
<td>DATE AND TIME OF OPENING OF TECHNICAL BID</td>
<td>14.12.2011 at 3.30 PM</td>
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1. DESCRIPTION:

Sealed quotations are invited from established Delhi / NCR based transport contractors having a minimum of 2 trucks of 9 MT capacity each having Delhi / New Delhi registration numbers and registered in his / firm's name and having at least three years experience of handling newsprint reels, or similar kind of goods. The transporter will be required to load / unload, stack and transport newsprint to the printing press in Delhi / NCR without causing damage to the reels. The contract will be for a period of one year w.e.f. the date of award of the contract, extendable by one year on satisfactory performance and mutual consent. Interested parties are requested to quote their rates in the attached proforma "FORM OF QUOTATIONS" in a clear and legible manner. Tenderer must ensure that there are no cuttings, erasings or over-writings in his quotation.

Receipt of newsprint reels: 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 damaging them.

Supply of newsprint 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. 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.

2. ESSENTIAL CONDITIONS:

i) The tenderer must have minimum two trucks (each truck having 9 MT capacity) registered in his / firm's name. Proof of ownership i.e. attested copy of Registration Certificate (R.C.), issued by the Transport Authority, must be attached with the tender.

ii) 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. Each truck must have all pre-requisites like tarpaulin cover with each truck for protection from rains or other natural hazards. Contractor must also have telephone(s) at office and residence etc.

iii) The tenderer must have minimum 3 years' experience in respect of loading / unloading / transportation of newsprint reels or similar kind of goods in Govt. / Semi - Govt. organization / reputed newspapers of wide circulation or in similar line of work. Photo-copies of certificates / related documents will have to be attached alongwith the Technical Bid.

iv) An EMD in the form of a Demand Draft from a Scheduled Bank for Rs.50,000/- (rupees fifty thousand only) favouring Director, Employment News, New Delhi and payable in Delhi / New Delhi is to be attached alongwith the Technical Bid.
v) In case, where the form has been downloaded form our website, a 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, will have to be attached with the Technical Bid.

vi) Original Receipt of purchase of tender document (in case tender document is purchased from the office of Employment News).

vii) Photo-copies of Income - Tax Returns for the past 3 years must be enclosed in the Technical Bid.

3. **EARNEST MONEY DEPOSIT:**
   i) The Earnest Money Deposit of Rs.50,000/- will have to be submitted along with the Technical Bid as per details given in para 2(iv) above.
   ii) EMD of unsuccessful tenderer(s) will be returned on finalization of the tender.
   iii) The Earnest Money of successful tenderer will be returned on receipt of Security Deposit.

   **NOTE:** The Earnest Money Deposit shall be forfeited in the following circumstances:
   i) If tender is modified in a manner not acceptable to this organization.
   ii) If tenderer, whose tender has been accepted, fails to furnish the Security Deposit within 15 days of award of the contract.
   iii) If false documents are submitted with the quotation.

4. **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 favoring of the Director, Employment News, New Delhi, within stipulated given time of intimation of award of contract. The Security Deposit will be returned after the expiry of the contract period and all the Government dues / contractual obligations are cleared by the contractor.

5. **RESPONSIBILITY TO ANY LOSS:**
   The successful tenderer will have to submit an undertaking at the time of award of contract that any loss accruing to the Government property, during the contract period (and extensions, if any), will be borne by the contractor at his own cost. The assessment of damage made by this Division will be final.

6. **PERIOD OF CONTRACT:**
   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) on existing rates, terms and conditions, upon satisfactory performance and mutual consent.

7. **INCREASE / DECREASE OF RATES IN CASE OF GOVERNMENT ANNOUNCEMENTS:**
   In case of extension of contract, this office shall allow an annual increase of 5 (five) percent on quoted rates (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.

8. **RESPONSIBILITY OF THE CONTRACTOR:**
   It will be the responsibility of the contractor to:
   i) Take delivery of the newsprint received in trucks from the supplier / newsprint mill at our designated CWC godown and get the same stacked properly in 2-3 heights without damages to the reels.
   ii) Contractor will also be required to maintain complete record of actual quantity received in good / damaged condition, on a daily basis.
   iii) Loading / unloading / stacking and transportation of the newsprint reels from godown to printing press on daily basis, as per requirement.
   iv) Safe transportation of newsprint reels from CWC godown to printing press, free from any damages whatsoever from rain, theft, fire, pilferage or any other reason.
   v) Get the received challans of delivery of newsprint with actual weight/no. of reels etc. in good condition from the printing press or godown as the case may be.
   vi) Submit bill in time along with documentary proof, complete in all respects, in support of bill.

9. **OTHER CONDITIONS:**
   i) 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.
ii) Department shall pay to the contractor Service Tax / Entry Tax or any other applicable levies by the Central / State Govt. on actual basis over and above the quoted rates. Contractor will have to submit proof of payment of VAT etc. to the Government account, on a quarterly basis.

10. CONTRACT:
   i) The successful bidder shall have to enter into a contract with the Director General, 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.

11. PENALTY FOR BREACH OF ANY PROVISIONS OF CONTRACT:
   i) In case of repeated default in services / performance, Employment News may forfeit the Security Deposit or levy on appropriate penalty.
   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.

12. CANCELLATION OF THE CONTRACT:
The Director General, 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 the above terms OR becomes insolvent. The decision of the Director General, Publications Division shall be final and binding.

13. ARBITRATIONS AND CIVIL JURISDICTION FOR TRANSPORTATION CONTRACT:
   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.

14. SUBMISSION OF TENDERS:
   Interested parties may 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 super-scribed as "FINANCIAL BID for Tender for unloading, stacking, loading and local transportation of newsprint – Tender No.EN-52011/4/2011-12/Prod. – Last Date – 14.12.2011".
   (ii) All other documents (as specified in the tender document), should be placed inside another sealed envelope super-scribed as "TECHNICAL BID for Tender for unloading, stacking, loading and local transportation of newsprint – Tender No.EN-52011/4/2011-12/Prod. – Last Date – 14.12.2011".
   (iii) Both sealed envelopes (items (i) and (ii) above) should be placed inside a bigger sealed envelope super-scribed as "Tender for unloading, stacking, loading and local transportation of newsprint – Tender No. EN-52011/4/2011-12/ Prod. – Last Date – 14.12.2011".
   (iv) This bigger sealed envelope containing the sealed Technical and Financial bids may be submitted so that it reaches to the following address on or before 3.00 P.M. on 14.12.2011. The tenders will be opened on the same day i.e. at 3.30 PM on 14.12.2011. The tenderers may send their representative at the time of opening of the tenders.

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

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

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

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<tbody>
<tr>
<td>a) Whether the firm is registered as a Sole Proprietorship / Partnership / Company (Limited or Public).</td>
<td></td>
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<tr>
<td>b) Whether signing as Sole Proprietor/Partner / Director / Manager / Secretary.</td>
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<tr>
<td>c) Number of trucks and load carrying capacity of each truck under ownership of the tenderer along with permissible loading capacity of each truck. Please enclose attested copy of Registration Certificate of the trucks issued by the Transport Authority.</td>
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<tr>
<td>d) Whether the tenderer has at least 3 years experience of similar work? Attested copy of experience certificate from Govt. / Semi-Govt Organization / reputed newspapers/ other organization to be attached.</td>
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<td>e) Whether the tenderer has facility of forklift for loading and unloading newsprint reels. Please give details.</td>
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Complete office address of the bidder with phone / mobile numbers:   

Signature
(Name and Designation of signing authority with stamp)

Date ____________________

5
**FORM OF QUOTATION**

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

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description of work</th>
<th>Rates per Metric Ton (In figures and words)</th>
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<tbody>
<tr>
<td>1.</td>
<td>Rate per Metric Ton for unloading and stacking in any godown / press / any other place in Delhi /NCR.</td>
<td>Rs.________________.</td>
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<tr>
<td></td>
<td>(Rupees________________).</td>
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<td>2.</td>
<td>Rate per Metric ton for loading at CWC godown, transportation and unloading newsprint reels at printing press M/s Statesman House, Barakhamba Road, New Delhi.</td>
<td>Rs.________________.</td>
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<td></td>
<td>(In words rupees________________).</td>
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<tr>
<td>3.</td>
<td>Rate per Metric Ton for loading at CWC godown, transportation &amp; unloading newsprint reels at a printing press anywhere in Delhi / New Delhi.</td>
<td>Rs.________________.</td>
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<td></td>
<td>(In words rupees________________).</td>
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<tr>
<td>4.</td>
<td>Rate per Metric Ton for loading at CWC godown, transportation &amp; unloading newsprint reels at a printing press anywhere in NCR region (Noida / Greater Noida/ Faridabad / Bahadurgarh/ Narela / Sahibabad / Gurgaon etc.).</td>
<td>Rs.________________.</td>
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<td>(In words rupees________________).</td>
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**NOTE:**

i) Service Tax shall be paid at the rate applicable on the relevant date. Octroi / Toll Tax shall be paid on actual basis on production of proof thereof.

ii) The lowest bidder will be decided on the basis of rates quoted for items 1 and 2.

**Signature**

(Name and Designation of signing authority with stamp)

Date ____________________