

**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. 47012/46/09-10/EN/Cir**

**Dated: 22.01.2010**

To  
M/s \_\_\_\_\_

**Subject: Invitation to bid for transportation, packing, forwarding and dispatch, delivery of the copies of weekly Employment News/Rozgar Samachar, Journals.**

On behalf of the President of India, sealed tenders are invited by the Additional Director General(I/c) Publications Division for distributions of weekly magazines Employment News (English) and Rozgar Samachar (Hindi & Urdu) from the established Dispatch Contractors based in Delhi/New Delhi having at least three years experience in packing, forwarding, stacking, dispatch and delivery of the copies of News Papers/Magazines. This is a two bid quotation i.e (i) Technical Bid & (ii) Financial Bid. Interested parties are requested to submit his quotations (Technical as well as Financial) along with an earnest Money of Rs. 50,000/- (Rupees fifty thousand only) in the form of Demand Draft only of a Scheduled Bank in favour of Additional Director General(I/c), Publications Division, Ministry of Information & Broadcasting, New Delhi-110066 (hereinafter referred to as Additional Director General (I/c)), and required documentary proofs etc., under three separate sealed covers super scribing **(I) Technical Quotation/Bid For Dispatch Contract of Employment News/Rozgar Samachar(II) Financial Quotation/Bid for Dispatch Contract of Employment News/Rozgar Samachar (III) Earnest money for dispatch work of EN/RS**, so as to reach the Director, Employment News, East Block-IV, Level-V, R.K. Puram, New Delhi-110066 **Latest by 15.02.2010 upto 2.00P.M** The Tender document can be purchased on a nonrefundable amount of **Rs.1000/- (rupees one thousand only)** by Cash or through a Demand Draft payable in favour of **Additional Director General (Incharge) Employment News, 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 28.01.2010 to 12.02.2010.** The tender document can also be downloaded from our official website [www.mib.nic.in/www.employmentnews.gov.in/www.publicationsdivision.nic.in](http://www.mib.nic.in/www.employmentnews.gov.in/www.publicationsdivision.nic.in). In case the tender document has been downloaded from our web-site the downloaded tender document must accompany a nonrefundable demand draft of a Scheduled Bank for Rs. 1000/- (Rupees one thousand only) in favour of Additional Director General (I/c), Publications Division, Ministry of I&B, New Delhi.

The Technical Bid/Tender will be opened on the same day i.e. at 3.00 PM on 15.02.2010. The tenderer or his authorised representative may be present, if they so desire, at the time of opening of the tender. The Tender 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. The decision of the Tender Committee shall be final and binding.

Opening date for purchase of Tender document: 28.01.2010  
Closing date for purchase of tender document : 12.02.2010

**Please note that under any circumstances tenders received after the specified time and date and without a Demand Draft for Earnest Money will not be considered.**

For detailed descriptions please see the Tender Documents or visit our website [www.mib.nic.in/www.employmentnews.gov.in/www.publicationsdivision.nic.in](http://www.mib.nic.in/www.employmentnews.gov.in/www.publicationsdivision.nic.in).

Yours faithfully,

**(BUSINESS MANAGER)**

**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. 47011/46/09-10/EN/Cir

Dated: - 22.01.2010

**Description**

On behalf of the President of India sealed quotations are invited from established from Delhi/New Delhi based dispatch contractors having minimum three years experience in packing, forwarding, dispatch work in journals/newspapers. The contractor shall have to lift printed copies of our weekly journal (1) Employment News (in English) (2) Rozgar Samachar (in Hindi) and (3) Rozgar Samachar (in Urdu) (hereinafter called collectively as Journals) from the premises of printing Press in and around Delhi/New Delhi, to their godown on daily basis for transportation and distribution to our distributors(approximately 400), individual subscribers and others throughout India. The Printing Press may be in Delhi/New Delhi or surrounding area of Delhi/New Delhi upto 50 Kms from the border of Delhi/New Delhi. The Journal comprises normally of 32-64 pages and occasionally may be 80-96 pages and above. The total number of printed copies of a particular issue of the Journals may be ranging from 3 to 8 lakh and the contractor shall be required to lift approximately 1 lakh to 1.50 lakhs copies of the Journals per day for dispatch and distribution.

This is a two bid quotation i.e (i) Technical Bid & (ii) Financial Bid. If you are in a position to undertake the above job on regular basis as per enclosed specification, please submit your both quotations along with an earnest Money of Rs. 50,000/- (Rupees fifty thousand only) in the form of Demand Draft only of a Scheduled Bank in favour of Additional Director General(I/c), Publications Division, Ministry of Information & Broadcasting, New Delhi-110066 (hereinafter referred to as Additional Director General (I/c)), and required documentary proofs etc., under three separate sealed covers superscribing **(I) Technical Quotation/Bid For Despatch Contract of Employment News/Rozgar Samachar(II) Financial Quotation/Bid for Dispatch Contract of Employment News/Rozgar Samachar (III) Earnest money for dispatch work of EN/RS**, so as to reach the Director, Employment News, East Block-IV, Level-V, R.K.Puram, New Delhi-110066 **Latest by 15.02.2010 upto 2.00 P.M.. The Tender document can be purchased on payment of Rs.1000/- (rupees one thousand only) by Cash or through a Demand Draft payable in favour of Additional Director General (Incharge) Employment News, 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 28.01.2010 to 12.02.2010. [WWW.employmentnews.gov.in](http://WWW.employmentnews.gov.in). In case the tender document has been downloaded from our web-site the downloaded tender document must accompany a nonrefundable demand draft of a Scheduled Bank for Rs. 1000/- (Rupees one thousand only) in favour of Additional Director General (I/c), Publications Division, Ministry of I&B, New Delhi.**

The tenderer or his authorised representative may be present, if they so desire, at the time of opening of the tender.

The contract shall be valid for a period of two years from the date of signing of the contract and shall be renewable on the same terms and conditions for one more year at the discretion of the Additional Director General (I/c).

**The Technical Bid will be opened at 3.00 P.M. on 15.02.2010. Tenderer or his authorized representative may be present at the time of the opening of the Technical Bid.**

## **(I) Essential Conditions of the Job**

(1) **Facilities to perform the Job:** -The contractor must have the following facilities to undertake the job:-

(a) A godown of not less than 500 (five hundred ) Sqr. Ft. in size in the name of the contractor on freehold or leasehold or rent basis from the date of advertisement of this Tender Notice for not less than two years or the last date of extension of the contract whichever is later.

(b) Adequate number of motorized vehicles and manpower to undertake the job. The registration of vehicles must be in the name of the tenderer.

(c) The tenderer must be of sound financial health .

(d) Must not be black listed by any Central/State Government/Offices.

(2) **Jobs to be performed:** 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 for the Press for printing of the Journals from the office of Employment News, located at East Block-IV, Level-V, R.K. Puram, New Delhi on weekly basis;
- (ii) Procure a copy of Dispatch Order from this Office for mailing and distribution of the Journals to Dealers/Individual Subscribers, on daily basis.
- (iii) Count and procure the printed copy of the Journals from the printing press on daily basis and keep a record thereof for reporting to this office;
- (iv) To obtain delivery challan of the Journals from the printing press on daily basis
- (v) To transport the printed copies of the Journals so procured from the printing press to his godown;
- (vi) To prepare printed copy of distributors/subscribers/consignees addresses as per direction of the Business Manager (Advt.) or a person so authorized by him;
- (vii) To make individual set of the journals page-wise, make bundles of requisite copies as per mailing requirements, packing, re-packing, bundling, re-bundling, pasting of address of the distributors/individual subscribers thereon or any other job as directed by the Business Manager (Advt.) or other officer so authorized by him;
- (viii) Transporting and dispatching of the Journals to various destinations i.e. to distributions/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/transport/local transport or any other means of transport. This includes transportation of Journals from the dispatch contractor's godown to the transport stations of these mode of transport.

- (ix) To obtain receipt of transport documents from the transport authorities railways/roadways/airways/postal/transport agencies, etc. and send it to the respective distributors.
- (x) To obtain proof of delivery of all copies from the consignee distributors.
- (xi) To submit bills for payment along with proof in respect of works (i) to (x) from the concerned source to the Business Manager (Circulation) in Employment News for payment.
- (3) **Packaging Materials**:- The tenderer contractor shall always have in stock adequate qty. of packaging materials in the form of new and good quality polythene bags of not less than 60-microns and kraft papers of 80 GSM or above, good quality twines/gums, plastic woven bags, etc.

**(4)Delivery Schedule:-** The time schedule for lifting, packing, re-packing, bundling, re-bundling, dispatching & delivery of printed copies of Journals to destinations (from the time the copies of Journals are ready for lifting from the printing press and to 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:-

- (i) Delhi/New Delhi and surrounding areas upto 50 KMs from the boarder of Delhi(NCR) Within twenty four hours
- (ii) From 51 KMs of Delhi (NCR) Boarder to 300 KMs Within thirty six hours
- (iii) From 301 KMs of Delhi (NCR) to 1000 KMs Within forty eight hours
- (iv) From 1001 KMs of Delhi (NCR) to 1500 KMs Within sixty hours
- (v) From 1501 KMs to Delhi (NCR) and above (within India) Within seventy two hrs.

**(5)Financial Bid Rates to be Quoted:-** The rate should be quoted for per 1000 copies of the Journals. Where the number of copies is less than 1000, rate admissible prorata-percentage of quoted rates. The Financial Bid should contain all charges beginning from lifting of the printed copy of Journals from the printing press till final transportation/delivery to the distributors , individual subscribers, or any other destination as directed by the Business Manager(Circulation) or a person so authorized by him and shall include all incidental and ancillary expenses like transportation, mailing, postal charges, packing, re-packing, labeling, bundling, re-bundling, insurance charges, charges relating to engagement of all kind of man power, expenses on correspondences with the transport authorities or any person or office , damage charges, billing charges, all type of expenses on procurement of orders from this Office, all type of duties and taxes (**excluding Service Tax**), levies, payable to Central/State Governments, Local Bodies, etc. Under no circumstances charges claimed other than those on the basis of rates quoted in the tender shall be allowed to include in the bill for payment. Financial bid should be duly filled in all respect without correction, cutting or overwriting in the manner prescribed below:-.

**“Tender for lifting, transportations, packing, forwarding and delivery of the copies of Employment News /Rozgar Samachar to the various destinations including freight charges of the copies of Employment News/Rozgar Samachar.**

Tender no. 47011/46/09-10/EN/Cir.

**Rates per 1000 copies containing**

S. No.	Job Description	Up to 40 Pages	Up to 56 Pages	Up to 64 Pages	Up to 72 Pages	Up to 80 Pages	Up to 96 Pages	Above 96 pages
1.	Charges for lifting, transportation of printed journals from the press located in and around Delhi/New Delhi upto 50 Kms from the border of Delhi/New Delhi to contractor's godown and from there to the various dispatch points such as Railway Stations,Road Transportation booking office, transport stands, Air Port, Post Offices after <b>insertion, of all sections in one copy.</b> Re-bundling, packing including forwarding expenses. The charges would also cover delivery of specified number of copies in the office of Employment News office or any other govt. offices in Delhi and New Delhi.							
2.	Packing with new polythene bags good quality (60 micron or above) and strong Kraft paper (80 GSM or above) and twins gum fevicol, including cost of paper printing and preparation of distribution list, booking list, delivery challan, labels/labeling charges on the packing etc. for the Distributors/Agents to whom supply would be sent by <b>air including air Charges up to destinations</b>							
3	.Packing with strong Kraft paper (80 GSM or above) and gum, fevicol for Distributors/Agents whom copies would he sent by <b>Registered book Post/speed Post/ courier including all postal/Courier charges.</b>							
4.	Packing with new polythene bags good quality (60 micron or above) and twines gum, fevicol, including cost of paper/printing and preparation of delivery challan distribution list labels, plus labeling charges on the packets and booking list for distributors etc. to whom the supply would be sent by <b>Rail/Road/Transportation including all freight charges to distributors/Agents located at distance as under:-</b>  -do- (i) Local distributor in and surrounding area upto <b>50Kms</b> from the border of Delhi/New Delhi							
	-do- (ii) From <b>51 Kms to 300 Kms</b>							
	-do- (iii) From <b>301 Kms to 1000 Kms</b>							
	-do- (iv) From <b>1001 Kms to 1500 Kms</b>							
	-do- (v) From <b>1501 Kms to 2000 Kms</b>							
	-do- (vi) From <b>2001 Kms to 5500 Kms</b> and above (in India)							

**Opening of the Financial Bid:** Quotations of only those tenderers who successfully qualify the technical bid shall be opened on a date and time intimated to them by this office in writing. The tenderer or his authorized representative may be present at the time of the opening of the financial bid.

6) **Earnest Money:** Every tenderer must enclose with the Technical Quotation earnest money for Rs.50000/- (Rupees fifty thousand only) in the form of a Demand Draft of a Scheduled Bank payable in favour of Additional Director General (Incharge), Employment News, New Delhi and payable at Delhi/New Delhi. A tender/quote without a demand draft of the above amount shall be summarily rejected. The Earnest Money of successful tenderer will be returned on receipt of Performance Security deposit 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:-

- (i) if tender is modified in a manner not acceptable to this Office; or
- (ii) in case of a tenderer whose tender has been accepted in financial bid fails to furnish Performance Security deposit within seven days from the date of intimation of award of contract to him; or
- (iii) if false document is submitted with the quotation.

(7) **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 of a Scheduled Bank or a National Savings Certificate or a Bank Guarantee duly pledged in favour of the Additional Director General (Incharge) Publications Division, New Delhi within seven days of intimation of awarding of the contract. The security deposit will be refunded to him after completion of all contractual obligations of the tenderer.

(8) **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 Journals from the point of lifting it from the premises of the printing press till final dispatch and delivery to all destinations.

(9) **Written Contract:-** The successful tenderer shall have to enter into a written contract with the Additional Director General (Incharge) Publications Division, New Delhi for observance of the terms and conditions of the said contract which will be valid for the entire period of the contract (including the extended period of contract, if any.).

(10) **Undertaking :-** 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.

(11) **Documents to be furnished alongwith the Bid:** The tenderer must submit the following documents along with his tender. Tender not accompanying any or all of the following documents shall be out rightly rejected:-

**(i) Technical Bid:-**

- (i) Attested copy of RC of transport vehicles in the name of the tenderer
- (ii) Attested copy of Proof of Storage Space in the name of the tenderer
- (iii) PAN Card number of the Tenderer
- (iv) Attested copy of Income Tax Return for the last three years
- (v) Attested copy of proof of number of manpower employed (PF / ESI declarations)
- (vi) Attested copy of Experience Certificate from Government/PSUs or reputed private publishers in Delhi/New Delhi.
- (vii) Demand Draft for Rs.50,000/(Rupees Fifty thousand only)
- (viii) Tender Purchase Receipt (in Original) or a Demand Draft for Rs.1000/- (rupees one thousand only) from a Scheduled Bank payable in favour of Additional Director General(Incharge), Employment News, New Delhi payable at Delhi/New Delhi.
- (ix) Sample of all wrapping and packing materials purported to be used.
- (x) An affidavit duly attested by the Notary Public to the effect that he has not been black listed by any Central/State Government Department/Office.

**(ii) Financial Bid :-**

Duly filled financial bid as prescribed in para (5) above should be submitted.. No cutting, erasing or overwriting in the bid shall be allowed. The tenderer or his authorized representative must sign on the quotation

**(II) General Provisions**

- (i) The contractor shall follow all instructions of the Business Manager (Circulation) or any officer so authorized by him from time to time.
- (ii) The contractor shall be fully responsible to provide 100% waterproof cover to the copies from the point of lifting the printed copies of the Journals from the printing press till final dispatch/delivery to the dealers, individual subscribers and all other consignees.
- (iii) The contractor shall not without prior written consent of the Additional Director General (Incharge) directly or indirectly assign/transfer or otherwise any or all part with the benefit of the agreement or any part thereof.
- (iv) The Contractor shall ensure that in no circumstances shall insert any hand bill, leaflet, pamphlet or any other unauthorized material in the Journals.
- (v) 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 the Airline.
  - (c) Dispatch through Postal Service – Receipt issued by the post office.
  - (d) Dispatch through road/transport/courier: Receipt issued by the respective agency.



(v) On submission of bills on weekly/monthly along with all relevant documents to the satisfaction of the competent authority payment will be made within sixty days from the date of receipt of such bill.

### **(III) Penal provisions**

(1) **For delay in transportation and delivery of Journals:** If the contractor fails to lift the printed copies of the Journals from the press and ultimately delay 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 Journal so delayed. The percentage of deduction shall be proportionate to the number of copies of the Journals so delayed and to the following extent:-

<b><u>(i) Period of delay (in number of days)</u></b>	<b><u>Percentage of deduction</u></b>
For 1 to 2 days	Twenty percent
For 3 days	Twenty five percent
For 4 days	Fifty percent
For 5 days	Seventy Five percent
Above 5 days	One Hundred percent.

However, there is consecutive delay in three issues in lifting, dispatch and delivery of the printed issue of the Journals the Additional Director General (Incharge), Employment News, New Delhi reserves the right to terminate the contract without assigning any reason thereof.

(ii) **For breach of any of the provisions of the Contract:-** If during the entire period of the contract (including the extended period) the contractor fails to comply any or all of the essential provisions of the contract or have procured the tender by furnishing false information/documents or does not possess the requisite storage space or vehicles or man power or materials or not keeps insurance coverage alive to cover the total value of the printed Journals lifted from the premises of the printer he shall be liable to forfeiture of the Performance Security so deposited or the amount so determined by the Additional Director General (Incharge) Publications Division.

### **(IV) Cancellation of the Contract**

The Additional Director General (Incharge) 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 the opinion of him the contractor does not carry out the work efficiently or commits any breach or does not observe the above terms or becomes insolvent. The decision of the Additional Director General (Incharge) , Employment News, in all these matters shall be final and binding.

**(V) Arbitrations and Civil court Jurisdiction for dispatch Agreements:-**

- (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-110070 and its decision shall be final and binding on both parties.
- (ii) The arbitrator shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of hearing.
- (iii) The arbitrator may, with the consent of both the parties to the contract, enlarge the time for making the award. The arbitrator, if he so desires, may refer the case to court for decision and award. However, court proceedings may not be entered into unless arbitrator so desires.
- (iv) All court cases arising out of dispute 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.

**(vi) Opening and closing dates of the Tender**

- (i) Opening Date of the Tender : 10.00 AM on 28.01.2010
- (ii) Closing Date of the Tender : 2.00 PM on 15.02.2010.

**(VII) Disqualifications**

A person blacklisted or declared defaulter by any Government Department shall not be eligible for filing the quotations.

**UNDERTAKING AND ACCEPTANCE**

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

Sub. Submission of rate quotation for lifting, packing, forwarding and dispatch of copies of EMPLOYMENT 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 rate quoted by me/us will be valid for the period of two years from the date of assigning the contract.
- 3. I/We hereby offer to undertake the entire job (i) printing/preparation of materials required in connection with packing, forwarding and dispatch of copies of employment News in English and Rozgar Samachar in Hindi and Urdu, (ii) lifting of the copies physically within four hours of their printing/bundling in the press, (iii) packing of copies as per mailing list or as instructed by the Director (EN) (iv) dispatch of copies by rail, air, Post or any other mode or transportation to various destination all over the country within 12 hours of receiving the copies from the press as detailed in the schedule appended hereto.

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-fulfillment of any obligation as per terms and conditions of the contact.
6. Any dispute arising out of this contract, I/We fully agree to abide and bound by the decision of the Director (EN) / Administrator.
- 7 I/We agree to tender a Security Deposit of Rs. 10, 00,000/- (Rupees Ten Lakhs only) by way of CDR/FDR of any Nationalized Bank/National Saving Certificates duly pledged in favor of the President of India though the Director, Publications Division (Employment News), New Delhi which will stand forfeited in the event of non-fulfillment of the contract.

8. I/We are enclosing a bank draft of Rs. \_\_\_\_\_ as earnest money.

Date \_\_\_\_\_  
Place \_\_\_\_\_

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

Address \_\_\_\_\_

Residential address of the tenderer \_\_\_\_\_

\_\_\_\_\_

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

Place \_\_\_\_\_  
Date \_\_\_\_\_

Signature of Tenderer

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

1.

2.

3.

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

**Subject: - Invitation to bid for transportation, packing, forwarding and dispatch, delivery of the copies of weekly Employment News/Rozgar Samachar, Journals.**

For and behalf of the President of India, the Publications Divisions invites sealed tenders from reputed dispatch contractors having at least 3 years experience in the transportation and dispatch including stacking, packing of newspapers for dispatch of Employment News/Rozgar Samachar, a weekly journal with a circulation of around **3 to 8 laksh and above**. The applicants must be capable for lifting the entire stock from the printing press (around 1 lakh to 1.50 lakh copies per day) on the day of printing, transporting it to his godown, repacking with polythene bags labeling 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 on the same day and deliver the copies to all destinations within prescribed time schedule as per instructions issued by this office from time to time. **The contractor is fully responsible to supply/deliver the copies to all the destinations by any required mode, by paying freight/postal/ courier charges etc., the copies to all the destinations on their own expenses.**

The parties who have their registered office and adequate working space (not less than 500sq.ft) at Delhi/New Delhi, sufficient man-power as well as vehicles and other infrastructure available with them so as to be capable of handling the work may submit their both bids/quotations along with the **documentary proof of** (i) Ownership/ possession of working place and total area of space available (ii) Number of permanent/temporary workers (iii) number of vehicles with registration numbers (owner on contract and in letter case the duration till which the contract is valid) (iv) Photocopy of PAN Card (v) Work experience.

Sale Agent of Employment News/Rozgar Samachar. Their family members, associates or partners as well as those of the proprietors, associates of the firms blacklisted by the Employment News/Rozgar Samachar are debarred from applying.

The tender form shall be issued on depositing Rs. 1000/- by Cash DD (non-refundable) to the office at address given below in the NIT. Interested applicant must be in a position to undertake the above job as per specifications of tender documents. The Tender Documents can also be downloaded from our web-site [www.mib.nic.in/www.employmentnews.gov.in/www.publicationsdivision.nic.in](http://www.mib.nic.in/www.employmentnews.gov.in/www.publicationsdivision.nic.in). The downloaded Tender Documents must accompany DD or Rs. 1000/- in favor of ADG (I/c) Employment News, New Delhi. The quotation be submitted in three separate sealed envelopes scribing.

**(1) Technical Bid (2) Financial Bid (3) Earnest Money.**

Earnest Money of Rs. 50,000/- (Rupees fifty thousand only) is to be given in the form of Demand Draft only, favoring **ADG (I/c) Employment News, Ministry of Information & Broadcasting, Government of India, payable at New Delhi. Tender Form shall be duly filled up and signed by the applicant.**

The Technical and Financial quotations along with the earnest money must reach the Director, Employment News/Rozgar Samachar, Publications Division, East Block- IV Level-5 R.K. Puram New Delhi 110066, **on or before 15.02.2010 upto 2.00 P.M.** Please note that the quotation received after the due date and time and without the earnest money will not be considered at all

The Technical Quotation /Bid will be opened on the same day at 3.00 p.m. .the authorized representative of the tenderers may be present if they so desire at the time of opening of the Technical Bid. Financial bids of only eligible bidders would be opened later on. The date of opening the financial quotation will be informed to the qualified/eligible applicant/bidder later on. The Assessment/Screening Committee shall assess the capacity/capability and otherwise the suitability of the firm to undertake the job. The decision of the selection committee shall be final. For detailed description please see the Tender Documents to visit our site [www.mib.nic.in/www.employmentnews.gov.in/ www.publicationsdivision.nic.in](http://www.mib.nic.in/www.employmentnews.gov.in/www.publicationsdivision.nic.in).

Director (Employment News)