

NOTICE INVITING TENDER

EMPLOYMENT NEWS (PUBLICATIONS DIVISION)

No.EN-52011/4/2010-2011/Prod

Date: 1/11/2010

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

On behalf of the President of India the Additional Director General (In Charge), 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 (approx) 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, transport and unload about 250 to 450 metric tons of newsprint reels per month from the said godown to our contracted printing press M/s Statesman Ltd, Barakhamba Road New Delhi .

Interested parties who can undertake the above specified work regularly on day-to-day basis, and who fulfill the following eligibility conditions, may send their quotations under 'two bid system', for an initial contract of one year (extendable for a period of another one year on mutual consent and satisfactory performance).

2. Eligibility Conditions:

- i) The tenderer must have minimum five trucks (9 MT capacity) of his own.
- ii) The tenderer must have sufficient experienced labour and equipments for loading/unloading and stacking of newsprint reels without damage to the reels with tarpaulin cover etc. with each truck for protection from rains or other natural hazards.
- iii) The tenderer must have minimum 5 years experience in the field with any Govt./Semi-Govt. organization / newspapers of wide circulation.

Interested parties may download the Tender document, terms & Conditions and form of quotations etc. from the website www.mib.nic.in , www.employmentnews.gov.in, www.tenders.com, www.publicationsdivision.nic.in. In that case the tenderer shall have to submit a D.D. for Rs. 1000/- (Rs. One thousand only) payable in favour of ADG, Employment News, New Delhi. Tenders may 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

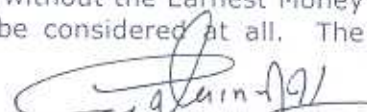
Employment News, East Block – IV, Level -5, R.K. Puram, New Delhi – 110066.
Phone No. : 26182079

Interested parties may submit their sealed quotation under 'two-bid' system (as specified in tender) along with an Earnest Money Deposit of Rs.50,000/- (rupees fifty thousand only) in the form of Demand Draft favouring ADG, Employment News, New Delhi so as to reach the following address latest by 25/11/2010 (3.00 P.M.). **The words "Quotation for local transportation of newsprint - last date 25/11/2010 (3.00 P.M.)"** should be super-scribed 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

For detailed description please refer to our Tender Notice or visit our website www.mib.nic.in, www.employmentnews.gov.in, www.publicationsdivision.nic.in, www.tenders.com, Please note that the quotations received after the due date and time and without the Earnest Money and the specified cost of tender or tender purchased receipt will not be considered at all. The decision of the ADG (I/C), Publications Division shall be final.


(Ghanishyam Meena)
Dy. Director

For & on behalf of the President of India

TENDER DOCUMENT
EMPLOYMENT NEWS

Publications Division
Ministry of I&B, Govt. of India
East Block IV, Level-5, R.K. Puram, New Delhi-110066

Tender No.EN-52011/4/2010-11/Prod

Dated: 01.11.2010

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

TENDER NO	EN-52011/4/2010-11/PROD
LAST DATE AND TIME OF ISSUE OF TENDER FORM	25/11/2010 (1.00 PM)
LAST DATE AND TIME TO DEPOSIT TENDER IN TENDER BOX	25/11/2010 (3.00 PM)
DATE AND TIME OF OPENING OF TECHNICAL BID	26/11/2010 (3.30 PM)

1. DESCRIPTION:

Sealed quotations are invited from established Delhi / NCR based transport contractors possessing minimum 5 trucks of 9 MT capacity, each registered in his / firm's name in Delhi/NCR and having at least five years experience of handling newsprint reels. The Transporter will be required to load, unload, stack and transport newsprint reels to the printing press without causing cognizable damage. Contract period will be for one year with effect from the date of the award of contract which is extendable by another one year on mutual consent. Interested parties are requested to quote their rates in the attached Performa "FORM OF QUOTATIONS" in a legible manner. No cuttings or corrections are allowed.

Employment News receives truck loads (about 250 to 450 metric tons) per month of said newsprint from newsprint producing mills within the country. The transporter will be required to unload this newsprint reels immediately in our designated storage point at Central Warehousing Corporation (CWC) at Kirti Nagar, New Delhi.

Employment News supplies 250 to 450 Metric Tons newsprint reels per month to the printing press on daily basis as per the actual requirement. The contractor will also be responsible to load the newsprint reels in trucks from godown with proper challans, reel numbers, invoice number, lot number and weight for day-to-day transportation to the printing press and to unload the reels in the press premises. Thereafter, the receipted challans are to submit in this office along with prescribed 'Stock Register' for Verification time to time, whenever asked. The nature of damages on newsprint reels is to be clearly mentioned in the document like GR at the time of receipt of each consignment of newsprint reels from the Paper Mill while unloading & stacking the newsprint reels at CWC godown for getting claims from the Insurance co. /supplier of the newsprint reels.

2. ESSENTIAL CONDITIONS:

- i) The tenderer must have minimum five trucks (each of minimum 9 MT capacity) registered in his / firm's name in Delhi/NCR. Proof of ownership i.e. attested copy of registration Certificate issued by the Transport Authority must be attached with the tender.
- ii) The tenderer must have sufficient experienced manpower to check, verify and to maintain records of receipt of actual quantity of newsprint in good condition on receipt of newsprint reels from the Mill, there after loading/unloading & stacking of newsprint reels. Each truck must have all pre-requisites like tarpaulin cover etc. for protection from rains or other natural hazards. He must also have telephone(s) at office and residence etc.
- iii) The tenderer must have minimum 5 years experience in respect of loading/unloading/stacking and transportation of newsprint reels in Govt. /Semi-Govt. organization/reputed newspapers of wide circulation, etc. Certificates / proof thereof will have to be attached along with the tender.



- iv) An Earnest Money Deposit (EMD) in the form of a Demand Draft from a Scheduled Bank for Rs.50,000/- (rupees fifty thousand only) payable in favour of ADG, Employment News, New Delhi and payable in Delhi / New Delhi to be attached alongwith the technical Bid.
- v) A Demand Draft from a scheduled bank for Rs. 1000 (Rs. One Thousand only) payable in favour of ADG, Employment News, New Delhi and payable in Delhi/ New Delhi in cases where the form has been downloaded from our website to be attached alongwith the technical Bid.
- vi) Original Receipt of purchase of tender document (in case tender document is purchased from the office of Employment News).

3. EARNEST MONEY DEPOSIT :

- i) The Earnest money of unsuccessful tenderer will be returned on finalization of the tender.
- ii) The Earnest money of successful tenderer will be returned on receipt of security deposit.
- iii) The Earnest Money deposited by the tenderer shall be forfeited by this Organization in the following circumstances:
 - a) If tender is modified in a manner not acceptable to this organization.
 - b) If tenderer, whose tender has been accepted, fails to furnish Performance Security Deposit as specified in para 4 below at the time of offer of contract.
 - c) If false documents are submitted with the quotation.

- 4. SECURITY DEPOSIT:** The successful tenderer will have to submit a Performance Security Deposit of Rs.2, 00,000/- (Rupees two lakhs only) in the form of Fixed Deposit Receipt, or a Bank Guarantee, of a Scheduled Bank or National Savings Certificates, duly pledged in favour of the Additional Director General, Employment News, New Delhi, with in 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. INSURANCE POLICY :** The successful tenderer at his own cost will have to submit an insurance policy of Rs.40,00,000/- (rupees forty lakhs only) from an Insurance Company engaged in the business of General Insurance as authorized by the Insurance Regulatory Development Authority of India under (IRDA Act), favouring the Additional Director General, Employment News, New Delhi, to cover all risk involved viz fire, theft, burglary, accidents and all other natural calamities during the process of transportation of newsprint for the entire period of contract. The contractor shall be absolved of his responsibility of the insurance policy on successful completion of the contract.

- 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 on existing terms and conditions with the enhanced rate as mention in para - 7 below for another one year on mutual consent subject to satisfactory performance.

- 7. INCREASE OF RATES:** In case of extension of contract for second year 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 under any circumstances.

- 8. RESPONSIBILITY OF THE CONTRACTOR :** It will be the responsibility of the contractor to comply the following:-

- i) Take delivery of the newsprint received from the supplier/Paper Mill of the said newsprint at designated godown (CWC) and get the said record the actual quantity received in good condition or otherwise and keep a record thereof for further submission to Employment News as mentioned in 'Tender Document'.



- ii) The tenderer will be required to unload & stack these reels properly in CWC godown as per requirement and submit the receipted documents/forms/challans in office of Employment News.
- iii) Loading/Unloading, Stacking, transportation of the newsprint from godown to printing press and vice versa.
- iv) Safe transportation of newsprint from godown to printing press or vice versa, free from any damages whatsoever from rain, theft, fire, pilferage or for any other reason.
- v) Get the receipted proof of delivery of quantity of newsprint in safe and timely transportation from the printing press or godown as the case may be.
- vi) Submit the bill in time alongwith documentary proof in all respects in support of the bill claimed.

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) The Department shall pay to the tenderer Service Tax/Entry Tax or any other tax applicable levied by the Central/State Govt. on actual basis over and above the quoted rates.

10. CONTRACT:

- i) The successful tenderer shall have to enter into a contract with the Additional Director General (I/C), Publications Division within 30 days from the date of receipt of the communication of award of Tender. The contract shall be valid upto 60 days after the expiry of contract period (including the extended period as mentioned in para 6 above).
- ii) The successful tenderer will be designated as Contractor after he has deposited security deposit and will be held responsible for any cognizable damage to newsprint reels due to rough handling in loading, unloading, stacking & in transit etc.

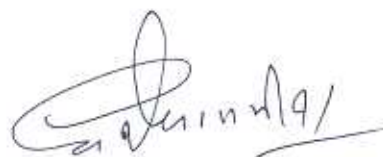
11. PENALTY FOR BREACH OF ANY PROVISIONS OF CONTRACT:

(i) In case of repeated default in services/performance, Employment News may forfeit the performance security.

(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 or not keeps the insurance coverage alive to cover the total value of the newsprint, the transporter shall be liable to forfeiture of the performance security so deposited or the amount so deemed by the Additional Director General (I/C), Publications Division.

12. CANCELLATION OF THE CONTRACT:

The Additional Director General (I/C), 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 her/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 (I/C), Publications Division in all these matters shall be final and binding.



13. ARBITRATIONS AND CIVIL COURT JURISDICTION FOR TRANSPORTATION CONTRACT :

- 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.
- 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.
- 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, the Court proceedings may not be entered into unless arbitrator so desires.
- All court cases arising out of the disputes relating to the tender or any or the entire contract shall be filed in the Court of appropriate jurisdiction in Delhi / New Delhi only.

LAST DATE FOR SUBMISSION OF TENDER 25/11/2010 (3.00 P.M.)

14. Interested Transporters who are in a position to undertake this job may please quote their rates in the prescribed form (enclosed) and send the quotations complete in all respects in a sealed cover super-scribing "Quotations for Transportation of Newsprint for Employment News, Last Date:25/11/2010 (3.00 P.M.) " addressed to the Deputy Director (Administration), Employment News, East Block IV, Level 5, R.K. Puram, New Delhi-110 066, by registered post or by hand at the above address so as to reach this office on or before 3.00 P.M. on 25/11/2010 . This organization shall not be responsible for delayed receipt of tender through Dak and under no circumstances tender received after specified time and date shall be entertained for consideration.

The tenders (Technical Bids) will be opened on 26/11/2010 at 3.30 PM. The authorized representative of tenderer may be present if they so desire at the time of opening of the tenders.

NOTE:

- a) This office will not be responsible for the loss of tender form or delay in postal transit.
- b) Tenderer is advised in his own interest to ensure that his tender reaches this office well before closing date and time of the tender as the tender received after the closing date and time will not be considered.



FORM OF QUOTATION

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

S.No.	Description of work	Rates per Metric Ton (In figures and words)
1.	Rate per Metric Ton for unloading and stacking in godown (CWC) / press / any other place in Delhi.	Rs. _____ (Rupees _____). _____.
2.	Rate per Metric ton for loading from CWC godown, transportation and unloading newsprint reels at printing press, M/s Statesman House, Barakhamba Road, New Delhi.	Rs. _____ (In words rupees _____). _____.
3.	Rate per Metric ton for loading from CWC godown transportation and unloading newsprint reels at printing press, anywhere in Delhi.	Rs. _____ (In words rupees _____). _____.
4.	Rate per Metric ton for loading from CWC godown, transportation and unloading newsprint reels at printing press, anywhere in NCR region. (Greater Noida/Faridabad/Bahadurgarh/Narala/Gurgawa/Sahibabad.	Rs. _____ (In words rupees _____). _____.

- NOTE:** (i) Service Tax and all other applicable taxes 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 item no 1 & 2.

(Name and Designation of signing authority with stamp)

Date _____

PARTICULARS OF THE TENDERING FIRM

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 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.	
d) Whether the tenderer has at least 5 years experience of handling newsprint reels with weighing approx. 500 Kgs. each Attested copy of experience certificate from Govt. / Semi-Govt Organization / reputed newspapers is attached.	
e) Whether the tenderer has facility of forklift for loading and unloading newsprint reels. Please give details.	

1. Complete office address of the bidder with phone/mobile numbers:

(Name and Designation of Signing Authority with stamp) Signature

Date _____

