NOTICE INVITING TENDER

EMPLOYMENT NEWS
(PUBLICATIONS DIVISION)
MINISTRY OF INFORMATION & BROADCASTING

Employment News, a weekly tabloid size Journal published by the Publications Division in English, Hindi and Urdu languages with a combined circulation of about 5 lakh copies, invites applications from web-offset printers within 50 Kms. from Employment News office at R. K. Puram, who can compose, print and deliver such number of copies well in time every week. Printers situated beyond 15 Kms. distance from this office will have to set up their composing unit with adequate machines and staff within a distance of 15 kilometres from the office of Employment News, R.K. Puram, and New Delhi on time so that they are able to complete work in time.

Each language issue generally may carry 32 to 96 pages. The Standard Open size of the journal is 41 x 56-57.8 cms. folded to 28-28.9 x 41 cms. with a print area of 26 x 38.5 cms. Printers who have at least ten or more DTP machines and with a capacity to process and print the required number of pages within the stipulated time are eligible. However, the printer should preferably have a capacity to print a minimum of 48 pages of the above cut-off size simultaneously and have to be equipped with generators with sufficient capacity to run the machines in case of power failure, sufficient space to store a minimum of 30 metric tons of newsprint reels, and about 1.50 lakh printed copies and who are interested to undertake the work, may submit their tenders giving complete details regarding i) composing machines with number of operators and per day capacity of composing in English & Hindi, Urdu 2) details of web-offset printing machines with cut-off sizes / year of make of each with total printing capacity per day, 3) capacity to store newsprint, and 4) alternate arrangements of power etc.

Capacity, capability and otherwise suitability of the printer to undertake the job will be assessed by Publications Division after opening of the ‘Technical Bid’. Financial Bids of the suitable printers only will be opened.

Tender document can be downloaded from the website www.mib.nic.in. In this case, the tenderer will have to submit the cost of tender of Rs.1000 only in the form of Demand Draft favouring Addl. Director General (In-charge), Publications Division, New Delhi in the technical bid sealed cover.

Tender document can also be purchased from the following address on payment of Rs.1000 in cash/DD (favouring Addl. Director General (In-charge), Publications Division, New Delhi ) on all working days:

Accounts officer, Employment News,
East Block IV, Level V, R.K. Puram, New Delhi 110 066.
Phone No. : 011-26193179
Email: enewsedit@gmail.com

Last Date & Time of Receipt of Tender: 23rd October 2009, 12.30 p.m.
Date & Time of opening of Technical Bid: 23rd October 2009, 3.30 p.m.

The decision of the Competent Authority shall be final

Ghanshyam Meena
Deputy Director (Admn.)
TENDER ENQUIRY

EMPLOYMENT NEWS
(PUBLICATIONS DIVISION)
Government of India
Ministry of Information & Broadcasting
East Block IV, Level – 5, R.K. Puram,
New Delhi – 110 066.

Tender No. : EN-52011/2/2009-10/Prod.
Tender Date : 30.09.2009
Price of tender : Rs.1000/- per set
Initial Contract Validity : Two years

Time and last date of receipt of tender in this Office : 12.00 PM on 23.10.2009.
Time and Date of opening of Technical Bid in this Office : 3.30 PM on 23.10.2009.
The Tender shall remain valid up to 120 days from date of opening of technical bid.

(Time and date of opening of financial bids will be intimated to tenderers whose technical bid is found acceptable.)

Tenderers are requested to submit their offer in triplicate, in two parts, namely Technical bid and Financial bid in the following manner :-

(i) Both the Technical and Financial bids should be sealed separately along with the specified enclosures of each.
(ii) Each sealed envelope should be super-scribed with ‘Tender for ‘printing of Employment News – Tender No. EN-52011/2/2009-10/Prod’.
(iii) Both sealed envelopes should be marked as ‘TECHNICAL BID’ or ‘FINANCIAL BID’, as the case may be. The financial bid cover should contain the rate offer. The technical bid cover should contain all the items listed in item no. xii at page no. 7 of this tender (under the sub-head “Other Essential Conditions”).
(iv) The said two sealed envelopes should be kept in one bigger sealed envelope, which should also be super-scribed as “printing of Employment News – Tender No. EN-52011/1/2009-10/Prod”.
(v) This bigger sealed envelope containing the technical and financial bids should be submitted to the following address on or before the specified last date and time of receipt of tender :

Deputy Director(Administration)
Employment News
East Block –IV, Level – 5,
R.K. Puram,
New Delhi – 110 066.
(PHONE No. 011 - 26163055)
DESCRIPTION OF WORK: Printing of Employment News/Rozgar Samachar, a weekly tabloid size journal comprising normally of 32 to 96 pages each in English, Hindi and Urdu languages. (Specimen of the journals can be seen on any working day in this office)

Tenders are invited for printing (inclusive of typesetting, designing, processing, page making etc.). Newsprint will be supplied by this office.

SPECIFICATIONS:

PAGE SIZE AND PRINT AREA :

The Standard open size of the journal will be 41 cm X 56 - 57.8 cms. (depending on cut-off size of the printing machine) (Approx) folded to 28 – 28.9 cm X 41 cm (Approx) The print area will be 26 cm X 38.5 cms.

PRINTING COLOUR :

1. Outer two pages will be printed in 2 colours (Black with one special colour).
2. Remaining pages will be printed in single colour.
3. In special issues some pages may be printed in 2 to 4 colours.

Standard good quality quick set ink will have to be used to avoid set offs, rubbing etc. Uniformity and consistency of Colour will have to be ensured.

PROCESS OF PRINTING : Web- offset

QUANTITY :

The total print order for all three languages may vary between 4 lakh copies to 5.50 lakh copies with following approximate break up.

1. English : 4 Lakh Copies
2. Hindi : 1 Lakh Copies
3. Urdu : 500 to 1000 Copies
(Total : 5 lakh copies (Approximately))

Printing Schedule :

Materials will be supplied in 3 to 4 batches. Flow of text manuscripts including photographs, drawings etc. shall commence about 15 days in advance from the date of publication. The printer shall be required to compose text immediately and supply the proofs within about 12 hours of the receipts of materials. So as to complete the final artwork pages within given time scheduled.

Printing should start immediately upon receipt of final artwork pages and printing should be done @ 1.50 lakh copies per day. The commencement and final completion and delivery schedule of English copies will be from Saturday to Monday, Hindi and Urdu language copies from Wednesday to Friday. The detailed schedule of supply and receipt of materials, proofs, copies etc. shall be drawn at the time of finalizing of Contract Agreement (subject to change as per requirement from time to time)
Terms of Delivery:

The copies will be lifted from the press by publisher’s authorized representative. The printed copies should be securely packed generally in bundles of 50 to 100 copies as per the instructions. About 1.50 lakh copies will have to be delivered each day.

Details of Specifications for composing, processing, printing, materials for production, printing schedule, newsprint entitlement and supply, packing, etc. available at annexure ‘A’ attached. Tenderers are requested to submit their offer in duplicate, in two parts, namely) i) Technical bid with documents and (ii) Price bid. Both the Technical and price bids should be sealed separately and should be submitted simultaneously in one main cover. Only the technical bid will be opened on the date mentioned above and the price bids of technically acceptable offers will be opened only after technical evaluation of all the offers is completed.

Technical requirements for printing of Employment News / Rozgar Samachar:

1. The composing/type-setting unit of the printer shall be in close proximity to this office.
2. The press should be able to print minimum of 48 pages simultaneously and must be in a position to deliver nearly 1.50 lakh copies in a day in order to complete the supply of printed copies in specified time.
3. The press should be situated within 50 kms from the office of Employment News, R.K.Puram.
4. Press should have executed similar jobs for a minimum of 3 years. Supporting documents should be enclosed.
5. Press should possess a minimum of 10 English / Hindi languages DTP terminals.
6. The printer shall have to make arrangements to collect/deliver the materials from/to the office of Employment News, R.K. Puram, New Delhi at least thrice a day at the printer’s expense.

NOTE: The printer will have to make adequate alternate power arrangements to avoid any delay in case of power-cuts, failing which, deductions for delays shall be made as per the liquidated damages clause. Alternative power sources shall also be provided by the printer for running the composing machines.

ESSENTIAL CONDITIONS:

1. The tenderer must enclose an Earnest Money deposit of Rs.1,00,000/- (Rupees one lakh only) in the form of a Demand Draft of a nationalized bank favoring Additional Director General (Incharge), Publications Division, New Delhi in the Technical Bid sealed cover.
2. An All Risk Insurance Policy covering the risks against fire, theft, burglary, riots and local disturbances for a sum of rupees 35 lakhs (Rupees Thirty five lakh only), valid for the entire period of contract will have to be submitted by the printer to cover the cost of newsprint to be supplied and should be duly pledged to the President of India through the Additional Director General (Incharge), Publications Division, New Delhi. The cost of insurance will have to be borne by the printer.
3. The successful tenderer will have to submit a Security Deposit of Rs.35 lakhs (rupees thirty five lakhs only) in the form of Bank Guarantee favouring Additional Director
General (i/c), Publications Division, New Delhi, as per prescribed proforma. The Bank Guarantee should be valid for a period of 27 months. In case of extension of contract beyond 2 years, the Bank Guarantee and the Insurance Policy will have to be extended accordingly.

4. Liquidated Damages (deductions): Avoidable delays at the printer’s end in composing, submission of proofs etc, printing or delivery of printed copies as per schedule shall attract the following liquidated damages. Deductions shall be made from the printer’s bill without any reference to them. The delays even for Saturdays / Sundays and Public holidays will be treated as delays for purpose of penalties / liquidated damages.

(a) For delays between 1 to 2 days: Ten (10) per cent of the relevant printing bill of the delayed issue.
(b) For delay of 3 days: Fifteen (15) percent of the relevant printing bill of the delayed issue.
(c) For delays 4 days: Twenty (25) percent of the relevant printing bill of the delayed issue.
(d) For delay of more than 4 days: Entire cost of delayed copies will be recovered at the printed sale price of copies.

Besides, defective/sub-standard production e.g. uneven or faded copies, use of poor quality inks, missing prints, etc. shall also attract liquidated damages as deemed fit as per individual case / rejection of copies.

NOTE:

1. Delays occurring on account of late supply of printing paper, manuscripts, final paste-up etc. by this office shall be considered for condonement.
2. In case of poor performance or regular delays, the publisher will have the right to terminate the contract in part or in full at anytime during the tenancy of the contract.
3. All tenders can be cancelled without assigning any reason.
4. Before the last payment of the contract is made, the printer will have to submit an undertaking for 'No dues with Employment News'.

ANNEXURE - A

SPECIFICATIONS FOR COMPOSING, PROCESSING & PRINTING OF EMPLOYMENT NEWS/ROZGAR SAMACHAR

DESCRIPTION:

A weekly tabloid size journal comprising normally of 32 to 96 pages each in English, Hindi & Urdu is to be printed from typed, cyclostyled or handwritten manuscripts / art pulls, line and halftone designs, logo designs, photographs, CD, etc. supplied by this office. Each page shall generally consist of 3 to 6 columns of text matter. The text shall be set up in 8 to 12 points type sizes with headings in bigger type sizes by the printer by laser composing process in English, Hindi and Urdu, as per given instructions. Text manuscripts in English,
Hindi & Urdu for composing, final paste-up pages of English, Hindi & Urdu, line/tone designs /
color or B/W photographs etc. will be supplied.

The printer shall have to make arrangements to collect the manuscripts, deliver and
collect proofs / corrected proofs, etc. from this office at least three times in a day and supply
corrected art pulls for preparation/paste-up for final artwork pages in time, as per schedule.
As such, it is required that the composing / type-setting unit of the printer shall be in close
proximity to this office. The pasting of art pulls of text pages, designs/pictures for all the
pages of English and Hindi editions will be done by Employment News office and complete
paste-up pages will be supplied to the printer. The preparation of final art work pages of Urdu
edition will be done by the printer as per the layout and number of pages of English / Hindi
editions, which will have to be got approved from the office of Employment News before
printing. The printer shall have to reduce/enlarge the pages in part or in full, do planning with
photographs / pictures whenever necessary, as per given instructions. A specimen of the
journal can be seen on any working day in this office. The number of pages and print order
may vary from issue to issue but the supplies will have to be completed within specified time.

The final paste up artwork pages may be supplied in parts or in batches. The printer
shall be required to undertake processing/printing immediately upon receipt of the final
artwork pages, photographs, etc. from this office as per given print order for each language
and complete the supplies as per schedule.

Materials will be supplied in 3 to 4 batches. Flow of text manuscripts including
photographs, drawings, etc. shall commence about 15 days in advance from the date of
publication. The printer shall be required to compose text immediately and supply the
proofs/corrected proofs within about 12 hours of the receipt of materials, so as to complete
the final artwork pages within given time schedule. Printing should start immediately upon
receipt of the final artwork pages and supplies of the printed copies should commence from
the next day with regular supply of about 1.50 lakh copies per day. The commencement and
final completion and delivery schedule of English copies will usually be from Saturday to
Monday, Hindi and Urdu from Wednesday to Friday. The detailed schedule of supply and
receipt of materials, proofs, copies, etc. shall be drawn at the time of contract which may
charge as per requirements from time to time.

**NEWSPRINT ENTITLEMENT AND SUPPLY**

(i) Newsprint reels of 81.3 cms. (32 inches) approx. width of average 50±4% GSM as
received from various indigenous/foreign sources, shall be supplied to the printer in the condition
in which they are received.
(ii) The ‘newsprint consumption entitlement’ for each issue shall be computed by working out the area requirement on the basis of actual page size of the journal, the number of pages and the print order, and thereafter by conversion of area requirement into weight on the basis of 50 GSM paper weight, which, however, may change if paper of any other weight is supplied.

(iii) A wastage allowance of 3 (three) percent of the Net weight of newsprint admissible for copies supplied in each issue as computed in terms of clause (ii) above shall be allowed to the printer. The core, mallet, reel-ends and print-waste etc. will be the property of the printer. However, the printer will have to include the value of the said materials while submitting the quotations.

(iv) Newsprint reels shall be supplied to the printer on the basis of gross weight including weight of mallet, core and reel ends etc. as received from the suppliers.

(v) The printer shall have the option to have the newsprint supplied to him weighed in original packing at his own expense on a weighing machine available in the press premises or outside, in the presence of one or more of the authorized representatives of this office to satisfy himself about the correctness of the weight of newsprint supplied to him.

**COLOUR:**

In special issues, some pages may be printed in 4 colors using color photos etc. Rates for additional color may, therefore, be given separately including processing of color pictures.

**OTHER ESSENTIAL CONDITIONS**

(i) The number of copies and the number of pages may vary from issue to issue in each language.

(ii) The printer shall have to make arrangements to collect/deliver the materials from/to the office of Employment News, R.K. Puram, New Delhi at least thrice a day at the printer’s expense.

(iii) The publisher reserves the right to cancel/drop publishing any of the editions with/without specifying any reasons thereof.

(iv) In case of delay in printing beyond the limit of schedule, the publisher will be at liberty to get the journal printed at any other press at their rates and recover the amount so paid from the printer to which the contract is assigned, or impose liquidated damages.

(v) If the printer is undertaking any other job, newsprint reels belonging to Employment News will have to be stacked separately. The newsprint will have to be kept in the secured place so as to avoid any kind of damage to the reels.

(vi) The printer will have to provide, free of all charges, appropriate and adequate office space at the press premises to accommodate about 5 to 6 persons who may be deployed, as and when required, to supervise the production and delivery of copies, etc.
(vii) The contract will remain valid for a period of 2 (two) years from the date of award of the contract. However, it may be extended further on mutual agreement on same rates, terms and conditions for one or more years subject to satisfactory performance of the printer.

(viii) The successful printer shall have to enter into an 'Agreement' for the contract which will normally be valid for the entire period of the contract including the extended period, if any. In case the final account remains unsettled at the expiry of the contract, the relevant provisions thereof will remain valid till the final accounts between this office and the printer are settled.

(ix) Even in case of unavoidable circumstances like strike, riots or other such situations over which the printer may have no control, printer will be responsible to deliver the printed copies in time.

(x) The rates quoted should be typed/written legibly in figures and in words. Any cuttings/over-writings should be countersigned by the competent signatory.

(xi) The printer will have to make adequate alternate power arrangements to avoid any delay in case of power-cuts, failing which, deductions for delays shall be made as per the liquidated damages clause. Alternative power sources shall also be provided by the printer for running the composing machines.

(xii) The tenderer shall have to submit the following along with the technical bid:

(a) Earnest Money Deposit of one lakh rupees as specified.
(b) Attested copy of PAN / TIN number.
(c) Attested copy of press ownership documents indicating name(s) of proprietor(s) etc. and address.
(d) Attested copy of list of printing machinery (with cut-off size in cms.) and other related equipments.
(e) Attested copy of list of Government / other clients.
(f) Attested copy of license under Factory’s Act.
(g) Certificate that press has not employed child labour in their premises.
(h) Details for storage space of newsprint reels and printed copies.
(i) Details of DTP terminals (with details of printers) with location where installed.
(j) Names with addresses of sister concerns, if any.
(k) Press Declaration
(l) Attested documents indicating press has executed similar jobs since at least 3 years.
(m) Attested copies of the annual IT returns of the last 3 years.
(n) Attested copy of the annual turnover for the last three years.
(o) 'Solvency Certificate' of a nationalized bank.

(p) Demand Draft/ Cash Receipt of Rs.1000 for purchase of tender in original.

(xiii) The tenderers are liable for inspection of their presses as well as verification of the documents submitted by them with their respective originals before opening of financial bids.

(xiv) Press must have sufficient storage space to keep our newsprint reels and the printed copies in a safe and secured manner with protection from fire, rain etc.


(xvi) All disputes shall be settled within the Delhi Jurisdiction.

(xvii) Additional Director General (i/c) will be the final authority to decide all matters.

(xviii) All the terms and conditions of the tender specifications will have to be honoured. Incomplete/vague/conditional tender will not be accepted. Post tender revision of rates, terms and conditions shall not be entertained at all and such tenders will be rejected without assigning any reasons and earnest money deposit may be forfeited.

(GHANSHYAM MEENA)
Deputy Director (Administration)
FORM OF QUOTATIONS

Rates should be quoted on the following lines including the cost of composing of English, Hindi and Urdu text, cost of processing, printing, packing, delivery and all other incidentals, if any, of all the three languages. **The quoted rates should be inclusive of all taxes & duties.** The rates should be quoted on the basis of combined print order of all three languages. This form should be kept in a separate cover superscribed as ‘FINANCIAL BID’.

<table>
<thead>
<tr>
<th>For English, Hindi &amp; Urdu Combined print order</th>
<th>Upto 4 (four) lakh copies for all 3 language</th>
<th>Beyond 4(four) lakh copies for all 3 languages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Rate per 1000 copies of 64 pages each:</td>
<td>Rs.___________ (Rupees)</td>
<td>Rs.___________ (Rupees)</td>
</tr>
<tr>
<td>2. Rates per 1000 copies for every additional / reduced 8 pages</td>
<td>Rs.___________ (Rupees)</td>
<td>Rs.___________ (Rupees)</td>
</tr>
<tr>
<td>3. Rates per 1000 copies for every additional / reduced 16 pages</td>
<td>Rs.___________ (Rupees)</td>
<td>Rs.___________ (Rupees)</td>
</tr>
<tr>
<td>4. Rates per 1000 copies for every additional / reduced 24 pages</td>
<td>Rs.___________ (Rupees)</td>
<td>Rs.___________ (Rupees)</td>
</tr>
<tr>
<td>5. Rates per 1000 copies for every additional / reduced 32 pages</td>
<td>Rs.___________ (Rupees)</td>
<td>Rs.___________ (Rupees)</td>
</tr>
<tr>
<td>6. Rate per 1000 copies for printing every additional colour on one form of four pages only:</td>
<td>Rs___________ (Rupees)</td>
<td>Rs.___________ (Rupees)</td>
</tr>
</tbody>
</table>
NOTE:
1. Where number of copies is part of 1000 copies, rates admissible will be pro-rata of quoted rates.
2. **No revision of rates will be permissible during the tenancy of the contract, or its extension,** if any.

I/We undertake that the printing of the job will be done in accordance with the specifications, rates, terms and conditions of the tender as set out above.

Signature__________________
Signed as_____________________________
Name of the Press_____________________________
Seal________________
Dated : ___________