

केंद्रीय संचार ब्यूरो
सूचना और प्रसारण मंत्रालय, भारत सरकार
सूचना भवन, सीजीओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली-110003

दो बोली प्रणाली (Two Bid System) के तहत भारत सरकार के हिंदी, अंग्रेजी एवं 11 क्षेत्रीय भाषाओं में 7(सात)
शीटर वॉल कैलेंडर 2026

व

भारतीय नौ सेना, रक्षा मंत्रालय के लिए 8 (आठ) शीटर वॉल कैलेंडर 2026

के ऑफसेट प्रणाली द्वारा मुद्रण हेतु निविदाएं आमंत्रित करने संबंधी नोटिस

केंद्रीय संचार ब्यूरो उक्त दो कैलेंडरों के ऑफसेट मुद्रण हेतु दिल्ली/एनसीआर के मुद्रकों से ऑनलाइन निविदाएं GeM पोर्टल के माध्यम से आमंत्रित करता है। निविदा दस्तावेज़, निविदा की शर्तें और अन्य विवरण हमारी वेबसाइट/ GeM पोर्टल वेबसाइट : www.davp.nic.in / www.cbcindia.gov.in/ <https://bidplus.gem.gov.in/advance-search> से डाउनलोड किए जा सकते हैं।

निविदा संदर्भ संख्या : 2/37/2025-26 PPV(भारत सरकार के हिंदी, अंग्रेजी एवं 11 क्षेत्रीय भाषाओं में सात शीटर वॉल कैलेंडर 2026)

निविदा GeM आईडी : GEM/2025/B/6872410(भारत सरकार के हिंदी, अंग्रेजी एवं 11 क्षेत्रीय भाषाओं में सात शीटर वॉल कैलेंडर 2026)

निविदा संदर्भ संख्या : 3/10/2025-26 PPV (भारतीय नौ सेना, रक्षा मंत्रालय के लिए आठ शीटर वॉल कैलेंडर 2026)

निविदा GeM आईडी: GEM/2025/B/6874730 (भारतीय नौ सेना, रक्षा मंत्रालय के लिए आठ शीटर वॉल कैलेंडर 2026)

निविदाएं सभी अनुलग्नकों के साथ GeM पोर्टल के माध्यम से अपलोड की जानी हैं।

बोली- पूर्व बैठक(Pre-Bid Meeting) 21/11/2025 अपराह्न 3:00 बजे, सम्मेलन कक्ष, द्वितीय तल, केंद्रीय संचार ब्यूरो, सूचना भवन, सीजीओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली-110003 में आयोजित की जाएगी।

निविदाएं प्राप्त करने की अंतिम तिथि **01/12/2025, प्रातः 11:00 बजे** है।

**Central Bureau of Communication
Ministry of Information and Broadcasting, Government of India
Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi- 110003**

**Notice Inviting Tenders for printing of Govt. of India Seven Sheeter Wall Calendar 2026 in
Hindi, English & 11 Regional Languages**

&

8(Eight) Sheeter Wall Calendar 2026 for Indian Navy, M/o Defence

By Offset Process under Two Bid System

The Central Bureau of Communication invites online tenders through GeM Portal from the offset printers located in Delhi/NCR for the Printing of above mentioned two calendars. Tender documents, terms of tender and other details can be downloaded from our website/GeM Portal:

www.davp.nic.in / www.cbcindia.gov.in, <https://bidplus.gem.gov.in/advance-search>

Tender Reference No.: 2/37/2025-26 PPV (Govt. of India Seven Sheeter Wall Calendar 2026 in Hindi, English & 11 Regional Languages)

Tender GeM ID: GEM/2025/B/6872410 (Govt. of India Seven Sheeter Wall Calendar 2026 in Hindi, English & 11 Regional Languages)

Tender Reference No.: 3/10/2025-26 PPV [8(Eight) Sheeter Wall Calendar 2026 for Indian Navy, M/o Defence]

Tender GeM ID: GEM/2025/B/6874730 [8(Eight) Sheeter Wall Calendar 2026 for Indian Navy, M/o Defence]

Tender along with all Annexure are to be uploaded through GeM Portal

Pre-Bid Meeting will be held on 21/11/2025, 3:00 PM at Conference Hall, 2nd Floor, Central Bureau of Communication, Soochna Bhawan, Lodhi Road, New Delhi-110003

The closing date for receiving of tenders is 01/12/2025, 11:00 AM

Through GeM Portal

No. 3/10/2025-26 PP V

भारत सरकार/GOVERNMENT OF INDIA

केन्द्रीय संचार ब्यूरो/CENTRAL BUREAU OF COMMUNICATION

सूचना एवं प्रसारण मंत्रालय/MINISTRY OF INFORMATION & BROADCASTING

सूचना भवन, सीजीओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली - 110003

SOOCHNA BHAWAN, CGO COMPLEX, LODHI ROAD, NEW DELHI- 110003

Date:10/11/2025

विषय/Subject: -Printing of Eight Sheet wall calendar 2026 for Indian Navy, M/o Defence.

Dear Sirs,

Quotations are invited for the production of 1,00,000 copies of the title in Bilingual on TOP PRIORITY basis. If you are in a position to undertake the production of the job as per specifications given below and supply the printed copies within the specified time schedule, please submit your quotation in this form only through GeM portal latest by 01/12/2025 (11:00 AM). Tenders will be opened on the same day at 11:30 AM. Before the quotations are submitted a **pre-bid meeting** will be held on **21/11/2025 (3:00 PM)** at Conference Hall, 2nd Floor, Soochna Bhawan, New Delhi-110003.



(Mihir Kumar Basu)

Production Manager (PP)

For & on behalf of the President of India

विवरण/DESCRIPTION: An Eight-sheeter vertical wall calendar comprising of six main sheets & two fly leaf is to be printed on both sides from colour design of all pages supplied in a soft copy.

All sheets prints colour picture, date pad and ground etc. in four colours and may bleed on all sides. Front and back side of flyleaf prints colour photographs, Messages, Information and list of holidays etc., bleeding on all sides.

All the copies are to be bound with best quality hard Wiro at top (**24 loops on each side, total 48 loops**) & strong hard steel rod of 12 gauge & 19" in size as hanging device running all along the calendar width duly arched at the center. A supporting strip (in size 2.5" x 19") of white thick duplex board is also to be bound along with and eight sheets having semicircular punch (die cut) at the top center to facilitate easy turning over of the sheets. Improvement/Alteration of design & textual correction etc. if any, are to be done by the printer at their cost. Two to three digital colour proofs in actual size may be required for approval.

साइज़/SIZE: 19" x 26" (Finished)

भाषा और मात्रा/LANGUAGE & QUANTITY: English/Hindi(Bilingual)-1,00,000 copies plus advance copies.

Note: The quantities mentioned above may increase/decrease upto 25% on pro rata basis.

रंग/COLOURS: Throughout four process colours

उत्पादन की प्रक्रिया/PROCESS OF PRODUCTION: Offset.

पेपर/PAPER: 170 GSM full gloss JK/Bilt Royal/equivalent quality Indian white Art paper for all eight sheets of the calendar is to be used from printer's stock.

Selected printer will submit sample of paper and complete dummy of calendar in actual size with full nomenclature including name of the paper mill duly signed and stamped before executing the job.

उत्पादन के लिए सामग्री/MATERIAL FOR PRODUCTION: Complete colour designs/text etc, will be supplied by CBC as soft copy.

Continued on Page 2...

समय अवधि/TIME SCHEDULE: An overall time of **40 days** after final approval for printing and complete delivery will be allowed. **All the copies of wall Calendar must be supplied within the specified time schedule.**

A serious view will be taken for any delay or if, at any stage, it is found that specified papers have not been used for the job. Liquidated damages will be imposed for the delay in execution, poor workmanship and using lesser grammage of paper as per the standard norms of the CBC (Annexure-II).

पैकींग और वितरण/PACKING & DELIVERY: 10 calendars are to be flat packed in a thick Kraft paper. Such 2 packets (20 calendars) are to be further packed in a suitable size and thick corrugated box. Each box should be labelled as per standing instructions mentioning the name & numbers of calendars in each box in BOLD capital. All corrugated boxes are to be wrapped with non-woven bag & strip bound at three places. 100 advance copies of the calendars are to be submitted to this office (CBC) for approval. After the approval of advance copies, the ordered quantity are to be delivered to the O/o Indian Navy Office (Publicity), DMPR, Room No. 32, A wing, Sena Bhawan, New Delhi-110 or designated locations/stores of Indian Navy, or anywhere in Delhi/NCR.

अन्य अभियुक्तियां/OTHER REMARKS:

1. The time schedule must be strictly adhered to.
2. This enquiry is subject to our usual terms of tender.
3. A High quality reproduction is essential.
4. No additional claim will be admitted for reproofing in the event of unsatisfactory proofs.
5. Printers backing out after quoting the rates will be liable for liquidated damages/suspension from panel or both.
6. In case of delay in supply at the printer's end, poor workmanship in printing & fabrication or use of inferior quality other than the specified paper/material, liquidated damages/penalty will be recovered from the printer's bill as per our guidelines of CBC (**Annexure -II**) in this regard.
7. All disputes will be settled under Delhi jurisdiction.
8. **All the pages of the tender document along with Annexures must be signed & stamped by the Vendor and uploaded in PDF format, failing which the bids will not be considered.**

(Please read the complete instructions in the upload tender thoroughly before submitting quotations)

Please quote only if you are in a position to undertake the production of the job and supply printed copies within the specified time schedule. Your quotations must be submitted latest by 11:00 A.M. on 01/12/2025.

Your rates should be quoted on the following lines including the cost of paper, all other incidental charges etc. and the applicable GST.

1. Consolidated rate for **1,00,000 copies** of the Eight sheet wall calendar 2026 for Indian Navy
'As per Description' (including applicable GST)

भवदीय/Yours faithfully

(मिहिर कुमार बासु)/(Mihir Kumar Basu)
उत्पादन प्रबन्धक(मु.प्र.) /Production Manager (PP)
भारत के राष्ट्रपति के लिए तथा उनकी ओर से/
For & on behalf of the President of India

File No. 3/10/2025-26 PP V
Central Bureau of Communication
Ministry of Information and Broadcasting
Soochna Bhawan, CGO Complex, Lodhi Road New Delhi-110003

Tender for Printing and supply of Eight Sheet Wall Calendars 2026 for Indian Navy, Ministry of Defence

1. Eligibility Criteria:

Printing press should be located in Delhi/NCR having a minimum turnover of Rs. 3 crores each for the last three financial years (2022-23, 2023-24, 2024-25) and equipped with following Printing Machinery & allied Equipment's (Details given below) and capable of handling such work within a prescribed time schedule.

- a) One Flat bed scanner or above along with computers System with planning facilities.
- b) Epson/Digital printing facility/arrangements for proofing.
- c) Complete plate making system including CTP machines.
- d) Two CPC four colour sheet fed offset printing machines of size 20" x 30" or above
- e) Sufficient in-house wire binding facility.
- f) Two programmatic paper cutting machines.
- g) Power back-up of 100 KVA or above.
- h) The firm should not be under suspension by any Government Organization.

2.) EARNEST MONEY DEPOSIT:

Non MSME/NSIC registered tenderers will have to submit an Earnest Money Deposit of Rs. 50,000 (Rupees Fifty Thousand only) along with the technical Bid/tender in the form of Fixed Deposit Receipt pledged to President of India through PAO(CBC) from Scheduled/Nationalized Bank. The FDR should have maturity of at least 6 months. The image of the issued EMD by the bank should also be uploaded with tender document and original is to be submitted to this office in Room No. 163, 1st floor Soochna Bhawan, CGO Complex, Lodhi Road New Delhi-110003 in a sealed envelope mentioning Name and no. of the tender alongwith a covering note of the firm with complete details of the FDR. *(Tenders received without earnest money deposit will be summarily rejected).*

Earnest money of successful bidder shall be returned only after successful completion of the contract and EMD of others shall be returned after finalization of the tender.

3) PERFORMANCE SECURITY:

The L-1 bidder will have to furnish a Performance security of 5% of the cost of the job before the job is awarded in the form of an FDR/Bank Guarantee, in favour of PAO(CBC), New Delhi with a validity of 6 months.

4) Opening of BIDS :

Technical Bid of the tender will be opened on the prescribed opening date/time. The Financial Bids of only eligible printers found suitable after evaluation/Inspection shall be opened at a later date. Printers whose documents are found to be complete in all respects, and found eligible/suitable after physical inspection.

5) Physical Verification:

The premises of vendors who qualify in the technical bid will be physically inspected at the address for plant and machinery by Central Bureau of Communication.

CHECK LIST**Documents to be uploaded with the 'Technical Bid'**

- i) FDR for Earnest Money deposit of Rs. **50,000/-** pledged to President of India through PAO (CBC) from Scheduled/Nationalised Bank. The FDR should have maturity of at least 6 months. The image of the issued EMD by the bank should also be uploaded with tender document and original is to be submitted to this office in Room No. 163, Ist floor Soochna Bhawan, CGO Complex, Lodhi Road New Delhi-110003 in a sealed envelope mentioning Name and no. of the tender alongwith a covering note of the firm with complete details of the FDR.
(Tenders received without earnest money deposit will be summarily rejected).
- ii) Upload list of machineries and allied equipment's available with the press alongwith duly filled & stamped Annexure III.
- iii) **All the pages of the tender document along with Annexures must be signed & stamped by the Vendor and uploaded in PDF format, failing which the bids will not be considered.**
- iv) Self-attested undertaking that the firm is not under suspension by any Government Organization.
- v) Turnover Certificate duly signed & stamped issued by the Chartered Accountant for last three consecutive financial years in original (FY 2022-23, 2023-24, 2024-25).
- vi) Self-attested copies of PAN, Pollution under Control certificate, Factory Registration Certificate & GST no. etc.
- vii) Vendors quoting for this job should have experience in printing of high quality Multi Sheet wall calendars **and should submit at least one print order for similar type of job recently printed for any Govt. Organization.**

Government of India
Ministry of Information & Broadcasting
New Delhi

Subject:-Liquidated Damages Norms for Printers

The following approved norms are applicable for printer executing printing job of CBC

The following norms are to be observed in various cases towards liquidated damages: -

- (1) Delay on the part of the printer up to 25% against specified timings are normally ignored provided publicity value is not affected.

For delay caused by printer in time bound jobs such as calendars, diaries etc. and jobs for particular occasions, the liquidated damages are made on the basis of the merit of the case.

A minimum cut towards delay will be Rs. 200/- and the cut less than Rs. 100/- will be ignored.

- (2) For delay up to 50% of the specified time limit, the deduction will be @ 1% of total value of the job. For subsequent delay cut will be @1% for every 50% delay.

The cut for the delayed execution of job is limited to 10% of the total value of the job on printer's paper. Beyond 500% delay may invite written warning/suspension/rejection on the merits of the case in addition to the cut as applicable.

- (3) Timings for each language are accounted from the date of the supply of the complete material for that language and the printer's are expected to take up each language as and when the material is received or proofs approved.
- (4) In case, changes/alterations are made by the deptt. Additional time on the merit of the case is to be allowed.
- (5) After submission of the proofs if the approval is held up for long time by the Deptt. for no fault of the printer, extra time for such cases from 1 to 3 days are allowed on the merits of the case, for rescheduling of the job.
- (6) When a printer is requested to do a job much earlier than the specified period, the delay occurring due to change of priority in case of other job may be given due consideration.
- (7) Where a printer carries out the changes/improvements at his cost, the cost may be compensated towards deduction for delay, if any, on the merits of the case.
- (8) Minor variations in the actual colours used are accepted provided the total number of impressions is not affected.
- (9) In case of variation in weight of paper 2.5% variation in paper and 5% variation in card/board is condoned. Beyond permissible limits recovery will be made as under:
- (a) If the printer takes permission in advance about using paper of less Weight /grammage then the cut will be made on actual difference in weight at market rate.
- (b) In case where printer fails to inform in advance, cuts are made at double of the market rate.
- (10) Cuts for non-conspicuous variation in printing quality and binding deficiency of the job will be @ 3% & 2% respectively. The cut will be imposed on the percentage of defective copies and not on the entire lot. The percentage of cut will increase for conspicuous defects on the merits of the case and will be decided by the L.D. Committee and can normally be up to 10%. The nature of the defect is more important for deciding whether a job may be rejected.
- (11) 5% copies over or under of the specified quantity may be accepted subject to useful utilisation of the copies. However deduction in payment of the bill will be made accordingly.

Director General
Central Bureau of Communication

No. 3/10/2025-26 PPV
Central Bureau of Communication
 Ministry of Information and Broadcasting
 Soochna Bhawan, CGO Complex, Lodhi Road New Delhi-110003

Printing of Eight Sheet Wall Calendar 2026 for Indian Navy, M/o Defence

PROFORMA FOR 'TECHNICAL BID' (to be uploaded online)

Tender No. & Date	3/10/2025-26 PP V
Last Date and Time of 'Receipt of Tenders' online through GeM Portal	01/12/2025 at 11:00 AM
Date and Time of 'Opening of the Technical Bid' through GeM Portal	01/12/2025 at 11:30 AM

1.	Name of the Press	
2.	Name of Proprietor / Partners/Directors	
3.	Address of Office with Phone numbers	
4.	Address of Factory With phone numbers	
5.	PAN No./GST	
6.	Earnest Money	FDR No.& Date: Amount:

Name of computer/printing machines & other equipments installed with details of their type and size. (In case machines are installed at more than one premises, please clearly mention unit wise.

Sl. No.	Name of the machines/equipment	Make, size and Model of the machine/equipment
a.	Flat bed scanner along with number of terminals for planning facilities	
b.	Colour Inkjet/Epson /Digital Printer	
c.	Plate making equipment/Plate processor & CTP machine	

d.	List of Four colour CPC Printing Machines	<u>Four Colour CPC</u> 1. 2.'
e.	Binding Facility i.e. Cutting, Wiro Binding etc.,	
f.	Power Back-up	
g.	Other Equipments possessed by the press:	
h.	Details if under suspension by any Govt. Department. A self declaration certificate should be uploaded.	

7. Besides, printers must also have registration of:

(i) Licenses to run the factory issued by Competent authority (upload copy of License)

Yes

☐

NO

☐

(ii) Pollution under Control certificate (upload Copy of the certificates)

Yes

☐

NO

☐

iii) **ANNUAL TURNOVER** : Please upload a duly signed & stamped certificate issued by a Chartered Accountant.

Sl. No.	Year	Turnover in Rs.
1	FY (2022-23)	
2	FY (2023-24)	
3	FY (2024-25)	

Signature with Stamp:
Date:

DECLARATION:

The information furnished above is true and authentic. I/We have carefully read all the terms and conditions of the tender and agree to these conditions. I/We have signed on each page of this technical bid in token of acceptance of terms detailed in the tender.

Signature with Stamp
Date: