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Note- This tender is restricted to the Offset Printers in Trivandrum City only

Job No. 3/ 5/3/2025-26 - 840

**GOVERNMENT OF INDIA**  
**MINISTRY OF INFORMATION & BROADCASTING**  
**CENTRAL BUREAU OF COMMUNICATION**  
**REGIONAL OFFICE (KERALA-LAKSHADWEEP REGION)**  
**VANDANAM, BASEMENT FLOOR, URR-7A, UPPALAM ROAD,**  
**STATUE, TRIVANDRUM -695001**

Date: 08/01/2026

**Subject: - Printing of Single Sheet Govt. of India Wall Calendar 2026 in Malayalam language**

Dear Sir,

One Lakh copies of single sheet wall Calendar 2026 of Govt. of India in Malayalam language are required to be produced on top priority basis as per the following specifications:-

**DESCRIPTION**

Single sheet wall calendar to be printed in **four process colours carrying date pad of 12 months, text & logo** etc. against a white/colour background.

The Calendar will be double tin rimmed with good quality thick matching colour tin strip at top and bottom. A standard hanging device/tape of about 1.5" (approx.) long is to be fixed at top center as hanging device. Front side of the calendar will be gloss thermal laminated.

**SIZE**

19" x 29" (approx. finished size)

**COLOURS**

Four process colours on one side

**PAPER**

170 GSM full gloss Bilt Royal / JK equivalent quality white Indian Art paper is to be used from printer's stock.

**QUANTITY**

One Lakh Nos (1,00,000)

**LANGUAGE**

Malayalam

A serious view will be taken for any delay or if, at any stage, it is found that specified papers had 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.

**PACKING & DELIVERY:** After the approval on ferro proof, 10 advance copies of calendar are to be sent to this office. All the remaining copies are to be supplied to **The Director, Central Bureau of Communication, Regional Office, Government of India, Ministry of Information & Broadcasting, Vandanam, Basement Floor, URR-7A, Uppalam Road, Statue, Trivandrum -695001** after approval of advance copies. Packets of 200 copies calendar are to be properly packed with good quality thick kraft paper duly labeled depicting the name of job, language and quantity.

**TIME SCHEDULE:** An overall time period of **7 days** will be allowed for printing & complete delivery after approval of final proof.

The following words should be super scribed on the top of the outer envelope:  
"Confidential contents Quotation for printing of single sheet Govt. of India wall calendar 2026 in Malayalam". Job No. 3/ 5/3/2025-26/


**Opening Date & Time :16.01.2026 (4.30 pm)**

Please quote only if you are in a position to undertake the production of the job and supply the printed copies within the specified time schedule. Your quotation must be submitted in a sealed envelope and **reach this office latest by 16/01/2026 (3.00 PM)** and addressed by name to **The Director, Central Bureau of Communication Regional Office, Government of India, Ministry of Information & Broadcasting, Vandanam, Basement Floor, URR-7A, Uppalam Road, Statue, Trivandrum - 695001**. The sealed tender is to be dropped in the Tender Box kept at Central Bureau of Communication Regional Office, Vandanam, Basement Floor, URR-7A, Uppalam Road, Statue, Trivandrum -695001



**Enclosed**

**Bid form : Annexure-I  
Annexure-II & Annexure-III**

  
Director 8/1/26  
Central Bureau of Communication  
Kerala-Lakshadweep Region  
Director

Central Bureau of Communication  
Ministry of Information & Broadcasting  
Government of India  
Regional Office - Kerala & Lakshadweep

**PROFORMA FOR TENDER**

Tender No. & Date	<b>Job No. 3/5/3/2025-26-840 08.01.2026</b>
Last Date and Time of 'Receipt of Tenders'	<b>16.01.2026, 3.00 pm</b>
Date and Time of 'Opening of the Bid'	<b>16.01.2026, 4.30 pm</b>

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 No.	

6. Name of printing machine possessed with details of their type and size. (In case machines are installed at more than one premise, give details as Unit-I/Unit-II etc.

Sl. No.	Name of the machines/equipment	Make, size and Model of the machine/equipment
a.	DTP with two (2) terminals (core i5 or above) along with A-3 size, colour ink jet/colour laser printer of 600 dpi or above with the latest updated version of licensed software viz.	

	Corel Draw, Photoshop, InDesign, PageMaker and other publishing software's.	
b.	One (1) High end Flatbed scanner along with Computer system with planning facilities.	
c.	Complete typesetting/layout/Designing facilities/dedicated arrangement in Malayalam Language. The complete design of the job will be provided in Malayalam in open/ PDF format along with the softcopy of the required regional language.	
d.	Complete Plate Making system including CTP machines with automatic processor/dedicated arrangement.	
e.	List of Four colour CPC Printing Machines	<u>Four Colour CPC</u> 1. 2. 3.
f.	Binding Facility i.e. Folding Machine, Perfect Binding machine, Stitching machine, Programmatic cutting machine, Tin rimming facilities etc.	
g.	Power Back-up	
h.	Other Equipments possessed by the press	
i.	Details if Blacklisted/ Suspended by any Govt. Department ( in last 3 years)	

**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:

**Documents to be furnished with the 'Bid'**

- i) List of machines and allied equipments available with the press in the prescribed proforma duly signed on each page.
- ii) Self attested undertaking that the firm has not been blacklisted/suspended by any Government Organization.
- iii) Xerox copy of the PAN card
- iv) Xerox copy of the GST registration certificate
- v) **All pages of Tender Form should be signed and stamped.**

**PROFORMA FOR FINANCIAL QUOTATION**

**The rates are to be quoted on the following lines: -(Percentage of GST as applicable should be quoted separately)**

**FOR CALENDAR**

1. Rate per 1,00,000 ( One lakh) copies of Calendar                      Rs.....  
(Rupees.....)
2. Rate per 1000 for additional copies of calendar                      Rs.....  
(Rupees.....)
3. Total percentage of GST applicable (CGST+SGST)                      ..... %  
(Percentage in words. ....)

**Note-Rates quoted for additional copies will also be applicable for reduced**

Please note that tenders received after the due date will not be considered.

**Liquidated Damage Norms**

Printers have to complete the job within the stipulated time as per the specifications laid down. Liquidated damages in case of delay, sub-standard workmanship or extra claim due to various changes incurred during the execution are to be decided by the CBC RO Trivandrum.

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.

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 in case of printer paper.

The cut for the delayed execution of job is limited to 10% of the total value of the job on /rejection on the merits of the case in addition to the cut as applicable.

(3) In case, changes/alterations are made by CBC RO Trivandrum additional time on the merit of the case is to be allowed.

(4) 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.

(5) Minor variations in the actual colours used are accepted provided the total number of impressions is not affected.

(6) Where the printer is asked to do the job much earlier than the specified timings, emergency charges for improvement of timings may be allowed as per the merit of the case.

(7) 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 /damage 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.

(8) 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.

(9) 5% copies over or under of the specified quantity may be accepted subject to useful utilization of the copies. However deduction in payment of the bill will be made accordingly

## Annexure-III

### Terms & Conditions

1. The Director, Central Bureau of Communication (hereinafter referred to as “the Director”) shall be the sole judge of satisfactory execution of the job. If execution of the job is not in accordance with the artwork or specifications, the proofs or bulk supply are liable to be rejected without any compensation to the printers. The Director shall, however, be at liberty to accept the same subject to a cut in rates or the printer on being called upon to do so rectifies the error(s), or defect(s) at his own cost and to the satisfaction and within the time fixed by the Director. The decision of the Director in this regard shall be final and binding on the printer.
2. The time schedule is to be strictly adhered to.
3. A high quality reproduction is essential.
4. Rates should be quoted both in words and in figures, preferably typed. Any overwriting in rates etc. may render the tender as invalid.
5. The percentage of applicable GST (SGST + CGST) should be quoted separately by the printers.
6. Please quote your rates strictly on the basis of the specifications including cost of paper & other materials and all taxes.
7. No additional claim will be admitted for reproofing in the event of unsatisfactory performance.
8. Advance copies are to be supplied over and above the ordered copies.
9. Printers backing out after quoting the rates will be liable for strict action/blacklisting from CBC etc.
10. 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 decided by CBC RO Trivandrum. Decision of The Director CBC will be final in this regard.
11. The printer shall take every care to see that the work or any portion thereof does not fall into unauthorized hands. All proofs and trial and spare copies



must be destroyed by burning in the presence of a responsible representative of the printer.

12. The Director reserve the right to accept or reject any tender without assigning any reasons and is not bound to accept the lowest or any tender.

13. All disputes shall be settled under Trivandrum jurisdiction.

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