

No.P-12026/05/2026-CBC(G)/1107
Central Bureau of Communication
Ministry of Information & Broadcasting
Government of India
Regional Office, Guwahati

Soochna Bhawan,
Doordarshan Kendra Campus,
R.G. Baruah Road, Guwahati-781024
Date:18.09.2026

To,
As per list attached

Sub: Request for participation in the bidding process for printing of booklets – reg.

Sir/Madam,

The Central Bureau of Communication (CBC), Ministry of Information & Broadcasting, Government of India, Regional Office, Guwahati, is undertaking a tender process for the printing of booklets as per the requirements communicated by CBC Headquarters.

In this regard, you are requested to participate in the bidding process by submitting your bid against the tender attached and also published on the CBC website and PIB Guwahati website.

You are advised to carefully go through the tender document, eligibility criteria, specifications and other terms and conditions before submitting your bid within the stipulated time.

Your participation in the bidding process is solicited.

Enclo. Tender Documents


Regards,
(Kripa Shankar Yadav)
Additional Director General

Copy to:

1. Shri Harshit Narang, Deputy Director, CBC, New Delhi with request to upload the tender documents on CBC website.
2. Smt. Pavni Gupta, Joint Director, PIB, Guwahati with request to upload the tender documents on PIB Guwahati website.
3. HoO, CBC, Guwahati for information and necessary action.
4. D&DO, CBC, Guwahati for information and necessary action.


(Kripa Shankar Yadav)
Additional Director General

List of the printing agencies

1. Insight Brandcom
2. Maa Manasa Printers
3. Sarma Art Cottage
4. JJ Enterprise
5. Persight Solutions
6. Pradip Advertising

No. P-12026/05/2026-CBC(G)/1106

भारत सरकार/GOVERNMENT OF INDIA

केंद्रीय संचार ब्यूरो /CENTRAL BUREAU OF COMMUNICATION

सूचना एवं प्रसारण मंत्रालय/MINISTRY OF INFORMATION & BROADCASTING

Regional Office, Guwahati

Dated: 18.09.2026

Subject: - Printing of Booklets on '25 Initiatives/Ideas/Challenges/Reforms/Marvels/Processes' in Assamese language

Quotations are invited for the production of 42000 copies in assamese language on TOP PRIORITY basis from local offset printers located in Guwahati empanelled with GeM. 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 sealed envelope **latest by 23/09/2026 (03:00 PM)** at

Central Bureau of Communication,
Ministry of Information,
Government of India,
Regional Office, Guwahati,
Soochna Bhawan,
Doordarshan Kendra Campus,
R.G.Baruah Road, Guwahati-781024
Ph. No. 0361-2664613
0361-2660037

(Kripa Shankar Yadav)

Additional Director General

For & on behalf of the President of India

विवरण/DESCRIPTION: A set of booklet, consisting 55pages (approx.) of text plus cover is to be produced from complete design in soft copy.

Booklets will print in four process colour throughout from line & tone design provided in soft copy and may bleed on all sides. Improvement in colour pictures/textual corrections/addition/deletion in inner pages will have to be done by the printer even in final proofs. Booklet is to be section sewn and cover pasted over with high-quality hot melt adhesive. Outer cover is to be matt laminated before finishing.

आकार/FINISHED SIZE: 5.5" x 8.5" (Approx.)

रंग/COLOURS: Throughout Four Process Colours

भाषा एवं संख्या/LANGUAGE & QUANTITY: (Name of Language: Assamese) 42000 copies

Note: If the number of pages increases/decreases & number of copies increases/decreases, the rates will be admissible on pro-rata basis.

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

उत्पादन की प्रक्रिया/PROCESS OF PRODUCTION: Offset

कागज/PAPER: 100 GSM Bilt Royal/equivalent quality Matt Indian Art Paper for text Pages & 220 GSM Bilt Royal/equivalent quality Matt Indian Art card for cover are to be used from the printer's stock.

Selected printer will submit sample of paper mentioned above with full nomenclature including name of the paper mill duly signed and stamped before executing the job.

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.

उत्पादन हेतु सामग्री/MATERIAL FOR PRODUCTION: Complete design will be supplied in a soft copy by Regional Office, Guwahati, CBC.

समय अवधि/TIME SCHEDULE: 50% of the printed order quantity should be supplied *within 3 days* after receiving the printable copy and complete supply must be supplied *within 5 days* from the day receiving of the printable copy.

पैकिंग और वितरण / PACKING & DELIVERY: Printed copies are to be delivered to Regional Office, Guwahati, CBC. 50 booklets are to be supplied duly packed in thick kraft paper. Each packet is to be labeled mentioning quantity, language and name of the job.

EARNEST MONEY DEPOSIT: Tenderers who are not registered with MSME/NSIC are required to submit an Earnest Money Deposit of **Rs. 30,000/-** (Rupees Thirty Thousand only) in the form of Fixed Deposit Receipt/Bank Guarantee issued by any Scheduled/Nationalized Bank drawn in favour of PAO, DDK, Guwahati payable at Guwahati. The FDR/BG must have maturity of 6 months. The image of issued EMD by the bank should be uploaded with tender document and original is to be submitted to this office in a sealed envelope mentioning Name and no. of the tender along with a covering note of the firm with complete details of the FDR.

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.

Note:- MSME/NSIC registered firms are exempted from submitting EMD.

PERFORMANCE SECURITY: L1 & other allotted Bidders are to deposit a performance security @ 5% of the value of the job in form of Bank FDR/Bank Guarantee. A letter to the bidders will be issued regarding the allotment of work and also mentioning the amount of Performance Security to be deposited by the CBC, Guwahati.

Eligibility Criteria: Printing press should be located **within 50 kms of Regional office/CBC, Guwahati** having a minimum average turnover of Rs. One Crore for the last two financial years and equipped with the following Printing Machinery & allied Equipment (Details given below) and capable of handling such work within a prescribed time schedule.

1. DTP with two (2) terminals (core i5 or above) along with colour ink jet/colour laser printer with the latest updated version of licensed software viz. Corel Draw, Photoshop, InDesign, PageMaker and other publishing software's.
2. Complete Plate Making system including CTP machine.
3. One (1) CPC Four colour sheet fed Offset printing machine of in size 25"x 36" or above and One (1) CPC Four colour sheet fed offset printing machine of size 19" x 26" or above.
4. One (1) Automatic Folding Machine.
5. One (1) Section Sewing Machine.
6. One (1) Perfect binding machines single clamp.
7. One (1) Programmatic paper cutting machines.
8. Adequate Power back-up.
9. The printer should not be under suspension by any Government Organization.
10. Copy of License to Run the Factory.
11. Copy of Pollution certificate (if applicable).
12. Original copy of the turnover certificate duly signed & stamped by CA for last two financial years.

अन्यटिप्पणियां/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.
5. Printers backing out after quoting the rates will be liable for liquidated damages (Annexure I)
6. In case of delay in execution, poor workmanship or use of inferior quality paper, penalty/liquidated damages will be imposed as per the norms (Annexure I).
7. All disputes will be settled under Guwahati Jurisdiction.

(Please read the instructions of tender thoroughly before submitting quotations)



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Regional Office, Guwahati

Subject:- Liquidated Damages Committee - Norms.

Printers are taken on CBC rate contract who fulfill minimum requirement of printing machines and other equipments, after the approval of Screening as well as Panel Advisory Committee. The tenders are called by CBC under two bid systems. Various printed publicity materials are to be produced by CBC on the basis of the lowest quotations. Printers have to complete the job within the stipulated time as per the specifications laid down in the tender enquiry. 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 L.D. Committee.

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 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 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 complete material is handed over to out-station printer or his representative in normal transit period is allowed even though the printer or his representative may stay in

(8) 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.

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

(10) 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.

(11) 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.

(12) 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%. Nature of defect is more important for deciding whether a job may be rejected.

(13) 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.

(14) Cuts for backing out after quoting the rates by the printer during financial year will be made as under

S.No	Reason	Penalty	
		First Time	Second Time
1	Backing out before the job is awarded	Rs. 15,000/- with suspension from tenders for a period of one month	Rs. 30,000/- with suspension from tenders for a period of six months
2	Backing out after the job is awarded	5% of the total cost of the job or minimum Rs. 25,000/- whichever is higher with suspension from tenders for a period of one month	10% of the total cost of the job or minimum Rs. 50,000/- whichever is higher with suspension from tenders for a period of six month