

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

**Notice Inviting Tenders under Two Bid System for**  
**Printing of Govt. of India and Panchayat Wall Calendars-2023**

The Central Bureau of Communication invites tenders for printing of Govt. of India and Panchayat Wall Calendars 2023 (seven sheets) with a total print order of 11.035 lakhs copies in English/Hindi & 11 Regional languages.

Tenders are invited under **Two Bid System** from reputed and established printing presses located in Delhi, Noida, Ghaziabad, Sahibabad, Gurugram, Faridabad and Kundli having a minimum turnover of Rs.8 crores each for last two years and with proper own infrastructure of Printing Machinery & allied Equipments (Details given below) and capable of handling such type of work within the prescribed time schedule.

1. Flat bed scanner with a resolution of 4000 DPI or above along with Computer system with planning facilities.
2. Complete Plate Making system including CTP machines/dedicated arrangement.
3. Two CPC four colour sheet fed offset printing machines of size 28"x40" or Three CPC four colour sheet fed offset printing machines of 20" x 30" .
4. Sufficient in- house wire binding facility.
5. Two paper cutting machines (including one programmatic).
6. Epson/Digital printing facility/arrangements.
7. Power back-up of 100 KVA or above.
8. The printer should not have been Blacklisted/Suspended by any Government Organization.

**Interested firms are required to submit their tender in the prescribed Proforma with a processing fee of Rs. 1,000/- (Non-Refundable) and an Earnest Money Deposit of Rs.1,00,000/- (One lakh only).**

Printers who fulfill all the requirements as laid down in the tender document should only quote for this tender. Tender documents can be downloaded from our website: [www.davp.nic.in](http://www.davp.nic.in) / [www.eprocure.gov.in](http://www.eprocure.gov.in). Technical Bid shall be opened on the due date of opening and Financial Bid of those printers who are found eligible after evaluation/physical inspection of Press shall be opened at a later date.

Tender is to be sent to the Joint Director (Printed Publicity), CBC, Room No. 163, 1<sup>st</sup> Floor, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003. This Directorate reserves the right to reject/cancel the tender at any time without assigning any reason.

**The closing date for receiving of tenders is 14/12/2022 till 1100 hrs.**

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

**Tender for Printing and supply of Govt. of India and Panchayat Wall Calendars - 2023**

Sealed tenders are invited for and on behalf of the President of India under 'Two Bid system' from reputed and established printing Presses having experience of printing regular magazine/newsletter as per details given below:-

1. Office of issue : CBC, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003
2. Last Date and Time for receipt of tenders : **Up to 11.00 PM on 14/12/2022**
3. Date & time of opening "Technical Bids" : **11.30 AM on 14/12/2022**

**1. Eligibility Criteria:**

Printing press should be located in Delhi, Noida, Ghaziabad, Sahibabad, Gurgaon, Faridabad or Kundli having a minimum turnover of Rs. 8 crores each for the last two years and equipped with following Printing Machinery & allied Equipments (Details given below) and capable of handling such work within a prescribed time schedule.

- a) One Drum/Flat bed scanner with a resolution of 4000 DPI or above along with computers system with planning facilities.
- b) Complete plate making system including CTP machines or dedicated arrangement.
- c) (i) Two CPC four colour sheet fed offset printing machines of size 28"x40" or  
(ii) Three CPC four colour sheet fed offset printing machine of size 20" x 30" .
- d) Sufficient in-house wiro binding facility.
- e) Two paper cutting machines out of which one should be programmatic.
- f) In house thermal lamination facility.
- g) Epson/Digital printing facility/arrangements for proofing.
- h) Power back-up of 100 KVA or above.
- i) Printer should not have been black listed by any Government Dept.

**2. Requirement of Calendars :**

- i) Govt. of India 7 sheet wall calendar (4-colour) - 8,40,000 copies (17.5"x 27.5")
  - ii) Panchayat 7 Sheet wall Calendar in Regional languages(4-colour) - 2,63,500 copies (17.5"x 27.5")
- Grand Total 11,03,500 copies**

**3. TENDER FORM :**

Tenders must be submitted only in the prescribed form for the 'Technical Bid' and the 'Financial Bid'. Tenders on letter-heads etc., will be summarily rejected.

**3.1) Tender Fee:** Tender Form can be downloaded free from our website : [www.davp.nic.in](http://www.davp.nic.in) or [www.eprocure.gov.in](http://www.eprocure.gov.in) and may be submitted in the prescribed proforma alongwith application processing fee of Rs. 1,000/- (Non-refundable) in the shape of a DD favoring PAO (CBC etc.) payable at New Delhi.

### **3.2) EARNEST MONEY DEPOSIT:**

Tenderers will have to submit an **Earnest Money Deposit of Rs. 1,00,000 (Rupees One lakh 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 must have maturity of 6 months. *(Tenders received without tender fee & 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.

### **3.3) PERFORMANCE SECURITY:**

The L-1 bidder or any other bidder (who accepts the lowest rate) will have to furnish a Performance security of 5% of the cost of the job (awarded quantity) before the job is awarded. If the printer (bidder) backs out from undertaking the job at their quoted/accepted rate or fails to furnish the performance security in the stipulated period, the EMD will be forfeited and the job may be assigned to other bidder.

**3.4) Submission of Tender Form :** Tenderers are required to fill-up and submit the 'Technical Bid' and 'Financial Bid'. 'Financial' Bid envelope should contain only the quoted rates in prescribed Performa i.e Annexure II & III. The 'Technical' bid envelope should contain all the other required / essential documents mentioned in this tender including FDR of EMD & processing fees. Both these envelopes must be sealed separately and should be super-scribed by words 'Technical Bid' / 'Financial Bid', as the case may be. These two sealed envelopes should then be placed inside a third big envelop, which should also be sealed properly and super-scribed with words "**Confidential Contents, quotation for Printing of Govt. of India & Panchayat Wall Calendars- 2023 under Two Bid systems, Job No. 2/42/2022-23 PPI, Opening Date: 14/12/2022**" and addressed to Sh. DKC Hrudhainath, Joint Director (PP), CBC. This big sealed envelope should be dropped into the '**Tender Box**' kept at Room No.163, CBC, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi 110003.

### **3.5) 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 will be notified about the 'Opening Date' of the 'Financial Bids' in advance.

**NOTE:** CBC will not be responsible for any delay / loss / non or late receipt of tenders sent by post / courier etc.

**3.6)** The printing of calendar will be divided among the printers on the basis of L1 as per detail given below:

- (i) Govt. calendar will be divided among 4 printers in the ratio of 35:25:20:20
- (ii) Panchayat calendar will be divided among 3 printers 40:30:30

**3.7)** The Director General, CBC, New Delhi reserves the right to accept the whole or part or reject any quotation or all the quotations without assigning any reasons thereof. His decision in the matter shall be final and binding.

### **3.8) Tender Validity:**

The tender offer shall remain valid up to **90** days from the date of opening of Technical Bid.

Yours faithfully



(DKC Hrudhainath)  
Joint Director (PP)

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

**Tender for Printing and supply of Govt. of India and Panchayat Wall Calendars 2023**

**PROFORMA FOR 'TECHNICAL BID'**

|                                                 |                               |
|-------------------------------------------------|-------------------------------|
| Tender No. & date                               | 2/42/2022-23 PP I, 01/12/2022 |
| Last Date and Time of 'Receipt of Tenders'      | 14/12/2022 at 11.00 A.M.      |
| Date and Time of 'Opening of the Technical Bid' | 14/12/2022 at 11.30 A.M.      |

|    |                                         |                        |
|----|-----------------------------------------|------------------------|
| 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.                                 |                        |
| 6. | Earnest Money                           | FDR No.& Date: Amount: |
| 7. | Processing Fees                         | DD No.& Date: Amount:  |

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

| Sl. No. | Name of the machines/equipment                                                                           | Make, size and Model of the machine/equipment |
|---------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| a.      | Flat bed scanner having resolution of 4000 dpi or above with number of terminals for planning facilities |                                               |
| b.      | Colour Inkjet/Epson /Digital Printer                                                                     |                                               |
| c.      | Plate making equipment/Plate processor & CTP machine Inhouse/dedicated arrangement                       |                                               |



|    |                                                                                |                                          |
|----|--------------------------------------------------------------------------------|------------------------------------------|
| d. | List of Four colour CPC Printing Machines                                      | <u>Four Colour CPC</u><br>1.<br>2.<br>3. |
| e. | Binding Facility i.e. Cutting, Wiro Binding etc.,                              |                                          |
| f. | Power Back-up                                                                  |                                          |
| g. | Other Equipments possessed by the press:                                       |                                          |
| h. | Details if Blacklisted or Suspended by any Govt. Department ( in last 2 years) |                                          |

6. Besides, printers must also have registration of:

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

Yes  NO

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

Yes  NO

1. **ANNUAL TURNOVER** : Please enclose a certificate of a Chartered Accountant for your claim along with copies of relevant supporting documents:

| Sl. No. | Year           | Turnover in Rs |
|---------|----------------|----------------|
| 1       | FY (2020-21)   |                |
| 2       | FY (2021-2022) |                |

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:

## CHECK LIST

### Documents to be furnished with the 'Technical Bid'

- i) Demand drafts for Processing fees of Rs. 1,000/- (non- refundable) and FDR for Earnest Money deposit of Rs.1,00,000/- pledged to President of India through PAO(CBC) from Scheduled/Nationalised Bank. (*Tenders without above Demand Drafts of processing Fee and Earnest Money Deposit will summarily be rejected.*)
- ii) List of machines and allied equipments available with the press in the prescribed proforma duly signed on each page.
- iii) Self attested undertaking that the firm has not been blacklisted by any Government Organization .
- iv) Turnover certificate certified by the Chartered Accountant for last two consecutive years in original (2020-21, 2021-22) alongwith supporting documents i.e the copy of balance sheet.
- v) Self attested copies of PAN, Pollution under Control certificate, Factory registration certificate & GST no etc.
- vi) Samples of specified Paper duly stamped and signed with full nomenclature of paper including name of the mill.
- vii) All pages of Tender Form should be signed and stamped.

### Important

*Please take adequate care while calculating rates. Revision of rates after opening of the tender will not be accepted and will attract forfeiture of EMD besides other action .*



TERMS OF TENDER

1. The Director General of Central Bureau of Communication (hereinafter referred to as “the Director General”) 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 General 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 General. The decision of the DG in this regard shall be final and binding on the printer. The printer at once at his expenses, if already delivered, will remove the supplies. The Government shall be under no liability whatsoever for rejected supplies. If the rejected supplies are not removed by the printers within fifteen days of rejection, the Director General may (a) cause those to be removed and charge the printers with all expenses incurred in such removal or (b) sell or otherwise dispose of them on behalf of the printers at their risk and cost and retain any money realized therefrom (after paying expenses of sales) toward any sum due from the printers.
2. The time specified for delivery of proofs or completion of the order shall be strictly adhered to and be deemed to be the essence of the contract. If the time schedule is not adhered to and the job is delayed during proofing, printing or dispatching for reasons other than beyond the printer’s control, the Director General shall be entitled at his option either (a) to cancel the order or (b) to recover from the printers as agreed liquidated damages and not by way of penalty an amount upto 10 per cent of the contract price for the delay. The decision of the Director General as to whether the delay was or was not beyond the printer’s control and also to the amount of liquidated damages to be recovered from the printer shall be final and binding on the printer. In the event of action being taken under (a) above the cancellation of the order will be without prejudice to the right of the Government to recover from the printer any loss incurred thereby and the printer will not be entitled to any compensation for such cancellation.
3. 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. A certificate that these precautions were taken shall be sent to the Director General after the completion of the work.
4. Artworks/photographs etc. which have been supplied by Government or which have been prepared by the printers for the Government will be returned by the printer within 15 days of the completion of order.
5. The Director General may rescind the contract by notice in writing
  - i) if the printers assign or sublet the contract without the written approval of the Directorate;
  - ii) if the printers or other agents or servants shall be guilty of fraud in respect of the contract or any other contract entered into by them with the Government.
  - iii) if the printers decline, neglect or delay to comply with any demand or requisition or in any other way fail to perform or observe any condition of this contract; and
  - iv) if the printers become insolvent or apply for relief as an insolvent debtor or commence any insolvency proceeding or make any composition with other creditors or attempt to do so or in the case of the printer being registered company, for the winding up of the company.

In the case of such decision the Security Deposit/EMD shall stand forfeited to the Government and be absolutely at the disposal of the Government without prejudice to any other remedy that the Government may have.



6. If at any time after the acceptance of the tender the Government shall for any reasons whatsoever not require the whole or part of the job to be carried out, the Director General shall give notice in writing of this fact to the printer, who shall have no claim to any payment of compensation or otherwise, however, on account of any profit or advantage which he might have derived from the execution of the job in full but which he did not derive in consequence of the foreclosing thereof.

If such a foreclosure is done before the printer has commenced the work he will not be entitled to any compensation whatsoever. If, however, the printer shall have commenced the work before such foreclosure the Director General shall decide what sum shall be paid to the printer as charges of compensation for the work already done and his decision in this behalf shall be final and binding on the printer.

7. If during the currency of the contract the specifications of any article or articles to be supplied were changed by the Director General of Central Bureau of Communication, the printer shall continue to supply the said article or articles in accordance with the new specifications. The Director General will determine whether any revision in rates is called for and if so decides he will fix the revised rate, but in the event of a dispute, the matter will be referred to the Secretary, Ministry of Information & Broadcasting for a final decision, which shall be binding on the parties.
8. A person signing the tender form or any document forming part of the contract on behalf of another shall be deemed to warrant that he has authority to bind such other and if on enquiry it appears that the person so signing has no authority to do so, the Director General may without prejudice to other civil and criminal remedies cancel the contract and hold the signatory liable for all costs and damages.
9. The tender shall hold good for a period of 90 days from the last date fixed for its submission.
10. The percentage of applicable GST (SGST + CGST) should be quoted separately by the printers.
11. Whenever under the contract any sum of money shall be recoverable from or payable by the printer unless the sum is paid by him on demand the Government shall be at liberty to deduct the same from any sum then due or which at any time thereafter may become due to the printer under the contract or under any other contract with the Government or from his Security Deposit/EMD. Any amount due to the printer under this contract may be adjusted against any amount then due or which may at any time thereafter become due to the Government or any other contract with the Government.
12. The Director General 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. The Director General may authorize such officers as he may wish to operate the contract on behalf of the Government and the printer will accept and carry out instructions given by such officers in connection with the contract as if these were issued by the Director General.
14. All disputes shall be settled under Delhi jurisdiction.





**Other Terms & Conditions :**

1. The time schedule is to be strictly adhered to.
2. A high quality reproduction is essential
3. This enquiry is subject to our general terms of tender.
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. No additional claim will be admitted for reproofing in the event of unsatisfactory performance.
6. Advance copies are to be supplied over and above the ordered copies.
7. Printers backing out after quoting the rates will be liable for both liquidated damages/Suspension and their EMD will be forfeited.
8. 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 an internal committee. Decision of the DG, CBC will be final in this regard.



**PROFORMA FOR 'FINANCIAL BID'**

2/42/2022-23 PPI

**Central Bureau of Communication**

Ministry of Information and Broadcasting

Soochna Bhawan, CGO Complex, Lodhi Road New Delhi-110003

**Tender for printing and supplying of various types of Wall calendars-2023****SPECIFICATION FOR PRINTINGS OF Govt. of India Wall Calendar -2023**

|    |                                                               |                                                                                                                                                                                                                                                            |
|----|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | <b>CBC Calendar 2023</b>                                      | <b>Hindi/English</b>                                                                                                                                                                                                                                       |
| 2  | <b>Size</b>                                                   | <b>17.5" x 27.5" (All Seven sheets)</b>                                                                                                                                                                                                                    |
| 3  | <b>Quantity</b>                                               | <b>8,40,000 Copies</b>                                                                                                                                                                                                                                     |
| 4  | <b>Paper</b>                                                  | <b>170 GSM high Gloss JK/Bilt or equivalent quality Indian Art Paper</b>                                                                                                                                                                                   |
| 5  | <b>Colour</b>                                                 | <b>Four Colour on both sides on all sheets (4+4) cut-flush</b>                                                                                                                                                                                             |
| 6  | <b>Type of Material</b>                                       | <b>Complete design will be provided by CBC.<br/>Improvements/corrections to be done by the Printer at his cost</b>                                                                                                                                         |
| 7  | <b>Binding and Packing</b>                                    | <b>Wiro bound on 17.5" side (24 loops on each half) with hard steel hanging rod of 13 gauge &amp; supporting strip of Duplex Board (suitable size and thickness) with semicircular die punch<br/>(25 Calendars to be packed flat in thick Kraft paper)</b> |
| 8  | <b>Proofs</b>                                                 | <b>2-3 proofs (Five copies Epson/Digital colour proofs duly wiro bound in actual size)</b>                                                                                                                                                                 |
| 9  | <b>Rates per 1000 Calendars for 1,00,000 copies</b>           | Rs. ....<br>(Rupees.....)                                                                                                                                                                                                                                  |
| 10 | <b>Rate per 1000 for additional copies of Calendar</b>        | Rs. ....<br>(Rupees.....)                                                                                                                                                                                                                                  |
| 11 | <b>Percentage of GST (SGST + CGST) applicable on Calendar</b> | .....%<br>(.....Percent)                                                                                                                                                                                                                                   |
| 12 | <b>Time Schedule</b>                                          | 1. Digital dummy Proofs within 3 days<br>2. Advance copies within 5 days after approval of proofs<br>3. First lot of 10,000 copies within 3 days of approval of advance copies followed by regular supplies of about 10,000 copies per day                 |
| 13 | <b>Delivery of Calendar</b>                                   | Advance copies are to be sent to this office for approval. Bulk copies are to be supplied to our Distribution Manager at Mass Mailing Wing, CBC, Soochna Bhawan/anywhere Delhi/ NCR after our approval of advance copies.                                  |

I/we undertake that the printing of the job will be done in strict accordance with the terms of tender and Specifications setout therein.

Signature with Stamp:

Date:

**PROFORMA FOR 'FINANCIAL BID'**

2/42/2022-23 PPI

Central Bureau of Communication

Ministry of Information and Broadcasting

Soochna Bhawan, CGO Complex, Lodhi Road New Delhi-110003

Tender for printing and supplying of Wall calendars-2023

SPECIFICATION FOR PRINTINGS Panchayat Wall Calendar -2023

|    |                                                                              |                                                                                                                                                                                                                                                |
|----|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | <b>CBC Calendar 2023</b>                                                     | <b>Panchayat (Regional Languages)</b>                                                                                                                                                                                                          |
| 2  | <b>Size</b>                                                                  | 17.5" x 27.5" (All Seven sheets)                                                                                                                                                                                                               |
| 3  | <b>Quantity</b>                                                              | (Telugu-55,000; Tamil- 29,000; Assamese- 7300; Gujarati- 30,000; Urdu- 9400; Kannada- 14,100; Malayalam- 3300; Marathi- 60,000; Oriya- 15,000; Punjabi- 27,400; Bengali- 13,000)<br><b>Total- 2,63,500 copies</b>                              |
| 4  | <b>Paper</b>                                                                 | 130 GSM high Gloss JK/Bilt or equivalent quality Indian Art Paper                                                                                                                                                                              |
| 5  | <b>Colour</b>                                                                | Four Colour on both sides on all sheets (4+4) cut-flush                                                                                                                                                                                        |
| 6  | <b>Type of Material</b>                                                      | Complete design will be provided by CBC.<br>Improvements/corrections to be done by the Printer at his cost                                                                                                                                     |
| 7  | <b>Binding and Packing</b>                                                   | Wiro bound on 17.5" side (24 loops on each half) with hard steel hanging rod of 13 gauge & supporting strip of Duplex Board (suitable size and thickness) with semicircular die punch<br>(25 Calendars to be packed flat in thick Kraft paper) |
| 8  | <b>Proofs</b>                                                                | 2-3 proofs (Five copies Epson/Digital colour proofs duly wiros bound in actual size)                                                                                                                                                           |
| 9  | <b>Rates per 1000 Calendars for 50,000 or above in two to four languages</b> | Rs. ....<br>(Rupees.....)                                                                                                                                                                                                                      |
| 10 | <b>Total Percentage of GST (SGST + CGST) applicable on Calendar</b>          | .....%<br>(.....Percent)                                                                                                                                                                                                                       |
| 11 | <b>Time Schedule</b>                                                         | 1. Digital dummy Proofs within 3 days<br>2. Advance copies within 5 days after approval of proofs<br>3. First lot of 10,000 copies within 5 days of approval of advance copies followed by regular supplies of about 8,000 copies per day      |
| 12 | <b>Delivery of Calendar</b>                                                  | Advance copies are to be sent to this office for approval. Bulk copies are to be supplied to our Distribution Manager at Mass Mailing Wing, CBC, Soochna Bhawan/anywhere Delhi/ NCR after our approval of advance copies.                      |

I/we undertake that the printing of the job will be done in strict accordance with the terms of tender and Specifications setout therein.

Signature with Stamp:

Date: