

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 and supply of Government of India Engagement Diary -2023**

Central Bureau of Communication invites tenders for printing and supply of Government of India Engagement Diary for 2023 with print order of 1,00,000 copies in English/Hindi (Bilingual).

Tenders are invited under '**Two Bid System**' from reputed and established printing presses/diary makers located in Delhi, Noida, Greater Noida, Manesar, Ghaziabad, Sahibabad, Gurgaon, Faridabad, and Kundli having a minimum turnover of Rs.50 lakh (Fifty Lakh) each for last two years with proper own infrastructure, Printing Machinery & allied Equipments (Details contained in the tender Document) and capable of handling such type of work within the prescribed time schedule.

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.50,000/- (Fifty thousand).

Printers/ Diary makers 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 / www.eprocure.gov.in. Technical Bid shall be opened on the due date of opening and Financial Bid of those printers/ Diary makers 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, 1st Floor, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003. This Director General, CBC 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 11 hrs.



File No. 2/26/2022-2023 PP II

Dated: 01/12/2022

TENDER DOCUMENT**Central Bureau of Communication**

Ministry of Information and Broadcasting

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

Tender for Printing and supply of Government of India Engagement Diary - 2023

Sealed tenders are invited for and on behalf of the President of India under 'Two Bid system' from reputed and established printing Presses/Diary makers for printing and supplying Government of India Diary-2023 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 : **14/12/2022 up to 11.00 A.M.**
3. Date & time of opening "Technical Bids" : **14/12/2022 at 11.30 A.M.**

1. Eligibility Criteria :

Firm having printing & Fabrication unit located in Delhi, Noida, Greater Noida, Manesar, Ghaziabad, Sahibabad, Gurgaon, Faridabad, Kundli & having a minimum turnover of **Rs.50 lakh each for the last two years** and having following machinery & allied equipments (Details given below) and capable of handling such work within the prescribed time schedule.

1. Two single colour or above sheet fed Offset printing machines in size 25"x36" or 20"x30"
2. One four colour sheet fed Offset printing machines in size 19"x25"
(Either in house or dedicated arrangement).
3. Pre-Press (Designing, Page making & CTP etc.)
(CTP machine either in house or dedicated arrangement).
4. Two automatic folding machines.
5. Two section sewing machines.
6. One Gold embossing/leaf printing machines.
7. Hard case making machine.
8. Fabrication- One corner cutting, Index cutting & perforating machine.
9. One programmatic cutting machine.
10. Adequate Power back-up.
11. Minimum turnover of Rs.50 lakh each for last three years.
1. Printer/Diary maker should have not been blacklisted/suspended by any Government Dept. in the last 2 years.

2. Language & Quantity of Diary : English/Hindi - 1,00,000 copies (6.5"x 8.25" finished)**3. TENDER FORM :**

Tenders must be submitted only in the prescribed form for the 'Technical Bid' and the 'Financial Bid'.

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

[Handwritten Signature]
11/12/22

3.2) **EARNEST MONEY DEPOSIT:**

Tenderers will have to submit an **Earnest Money Deposit of Rs. 50,000 (Rupees Fifty Thousand) (Refundable)** alongwith the **Technical Bid/tender** in the form of FDR from any Scheduled /Nationalised Bank in favor of PAO (CBC). The FDR must have validity of 6 months. *(Tenders received without tender fee & earnest money deposit will summarily be rejected.)*

Earnest money deposit 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. The successful bidder will have to deposit a **Performance Security of 5% of the total value of the job assigned** in the form of **DD/Bank Guarantee** from any Scheduled / Nationalised Bank in favor of PAO (CBC). **The DD/Bank Guarantee must have validity of 6 months.**

3.3) Submission of Tender Form : Tenderers are required to fill-up and submit the 'Technical Bid' and 'Financial Bid' in the prescribed Performa only. '**Financial**' Bid envelope should contain only the quoted rates in prescribed Proforma i.e Annexure II (page no.10). The 'Technical' Bid envelope should contain all the other required / essential documents mentioned in this tender including FDR of EMD & processing fees & paper samples. 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 and supply of Government of India Engagement Diary-2023 under Two Bid systems, Job No. 2/26/2022-23 PP-II, 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 in CBC, Room No.163, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi 110003.

3.4) **Opening of BIDS** :

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

3.5) The printing of Diary may be divided among three printers/ Diary makers on the basis of L1 rates in 40:30:30 ratio. The Director General, CBC reserves the right to assign the job to as many printers/Diary makers without assigning any reason thereof.

3.6) The Director General, CBC, New Delhi also 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.

3.7) **Tender Validity** :

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

Yours faithfully



(DKC Hrudhianath)
Joint Director (PP)

File No. 2/26/2022-23 PP II
Central Bureau of Communication
 Ministry of Information and Broadcasting
 Sookna Bhawan, CGO Complex, Lodhi Road New Delhi-110003
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Tender for Printing and supply of Government of India Engagement Diary - 2023

PROFORMA FOR 'TECHNICAL BID'

Tender No. & date	2/26/2022-23 PP II, Date- 01/12/2022
Last Date and Time of 'Receipt of Tenders'	14/12/2022 up to 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/Diary Makers	
2.	Name of Proprietor / Partners/Directors	
3.	Address of Office with Phone numbers	
4.	Address of Factory With phone numbers (full detail in case of work is at more than one places)	
5.	PAN No. & GST No.	
6.	Earnest Money (Rs. 50,000/-)	FDR No.& Date: Amount: Name of Bank-
7.	Processing Fees (Rs. 1,000/-)	DD No.& Date: Amount: Name of Bank-

Name of the printing machine & other equipment's possessed with details of their type and size. (In case machines are installed at more than one premise, give full details as Unit-I/Unit-II etc. Copy of agreement for dedicated arrangement for equipment should be enclosed.

Sl. No.	Name of the machines/equipment	Make, size and Model of the machine/equipment
a.	<u>Pre Press facility</u> : No. of DTP terminals alongwith available software for planning facility.	
b.	Colour Inkjet/Epson /Digital Printer	
c.	CTP machine In-House /dedicated arrangement (Give full details) Submit a copy of contract in case of dedicated arrangement.	

d.	List of Four colour & Single colour Printing Machines with make, size etc.	1. 2. 3.
e.	Binding Facility i.e. Cutting, Folding, Sewing , Gold Leaf printing, case making etc (Give full details)	
f.	Power Back-up	
g.	Other Equipments possessed by the press:	
h.	If Blacklisted/suspended by any Govt. Department (in last 2 years)	

Besides, printers/Diary makers 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

ANNUAL TURNOVER : Please enclose a certificate of a Chartered Accountant for your claim alongwith a copies of relevant supporting documents:

Sl. No.	Year	Turnover in Rs
1	FY (2020-21)	
2	FY (2021-22)	

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 with 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) One **Demand Draft** for Processing fees of **Rs. 1,000/-** (non- refundable) in the form of a DD favoring **PAO (CBC etc.)**, payable at New Delhi and One **FDR** for Earnest Money Deposit of **Rs.50,000/-** (Refundable) from any Scheduled /Nationalised Bank in favor of PAO (CBC). The DD and FDR must have validity of 6 months. *(Tenders without above Demand Drafts of processing Fee and Earnest Money 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/suspended by any Government Organization in last 2 (Two) years.
- iv) Certified copy of turnover by Chartered Accountant for last two consecutive years in original (2020-21 & 2021-22) alongwith supporting documents (copy of balance sheet.)
- v) Self attested copies of PAN, Pollution under Control certificate, Factory registration certificate, GST etc.
- vi) Samples of specified Paper & other materials 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.
- viii) Document to be furnished with 'Financial Bid" i.e. ANNEXURE-II (page 10) duly filled/signed & stamped.

Important

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

Dr. S. K. S.

TERMS OF TENDER

1. The Director General of Central Bureau of Communications (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/Diary makers (here after referred as "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 Bureau;
 - 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 CBC, 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 printer.
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 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 three months from the last date fixed for its submission.
10. 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.
11. 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.
12. 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.
13. All disputes shall be settled under Delhi jurisdiction.



File No. 2/26/2022-23 PP II
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Tender for Printing and Supplying of Government of India Engagement Diary-2023
PROFORMA FOR 'FINANCIAL BID'

SPECIFICATION

विवरण/DESCRIPTION : A Prestigious hard bound Diary of 200 pages (08 prelim pages & 192 dated pages) plus 12 colour separator leaves (24 pages) and 8 pages of end paper with Hard case is to be produced from CRC for text pages, colour photos and material of cover which will be provided as soft copy, by CBC.

The text pages, which will carry running/tabular text matter, dotted lines, dates, etc. are to be printed in single colour. All the 12 colour separators leaves are to be printed separately on art paper in four colour on both sides. Photographs may require improvement through the system, as per instructions. Colour separator leaves will be inserted after each month or a 16-page section and sewn in with the text pages. End papers may also be required to be printed and are to be pasted on the inner side of the hard case at both ends of the diary. Good-quality, appropriate crepe paper back lining; matching striped head and tail bands to be pasted on the spine, and 0.5 cm silken tape in width and 30 cm length to serve as a bookmark. The fabrication is to be done in such a way that the diary opens flat.

The hard case is to be fabricated in such a way that the cover protrudes slightly. The diary case should be made of 1.8 mm or thicker Kamal or Star Bookbinding Board and high-quality PVC-coated, textured Rexine paper in Maroon or Special Color (as per sample). The Government crest and some text will be gold foil-stamped on the outer cover. **It must be ensured that the leaf printing is done with a proper foil stamping machine and copper die so that the matter, design, or image adheres permanently to the cover.** The case is to be fabricated in three pieces and PVC-coated rexine paper should be big enough and properly pasted with the board. Two pieces of the board are to be slightly bigger than the text pages to serve as top and bottom covers and the third piece is to be the size of the spine. All the diaries should be pressed on the joint-forming machine for proper finishing and grooving at the spine. **Rexine paper must be approved before final printing.**

पेज साईज/PAGE SIZE: 6.25" x 8" **CASE SIZE:** 6.5" x 8.25" (Approx.)

रंग/COLOURS:- Text Pages – Single Colour on both sides.

12 Colour Separators/Both side End paper -Four colour's on both sides.
 Outer Cover Hard case – Gold Foil Stamping.

भाषा और संख्या/LANGUAGE & QUANTITY: English/ Hindi(Bilingual) – 1,00,000 copies.

उत्पादन की प्रक्रिया/PROCESS OF PRODUCTION: Offset & Gold Foil stamping

पेपर /सामग्री PAPER / MATERIAL: Following paper and other materials are to be used from the printer's stock.

1. 70 GSM Sunshine Super Printing Paper/ Dazzle Diary paper/Century/TA Maplitho super white paper for text pages.
2. 120 GSM Sunshine Super Printing Paper/ Dazzle Diary paper/Century/TA Maplitho super white paper for text pages for 8 end pages.
3. 100 GSM JK/Bilt Royal/ equivalent quality Indian Art paper for separator pages.
4. 1.8 mm Star/Kamal Book Binding Board for Hard Case Cover.
5. Good quality PVC coated textured rexine paper in maroon/special colour for cover

Please submit sample of items mentioned above with full nomenclature including name of the paper mill duly signed and stamped.



उत्पादन हेतु सामग्री/MATERIAL FOR PRODUCTION: Complete art work for cover, CRC for text pages, photographs of 12 separator/end pages etc in soft copy will be supplied by CBC.

समय अवधि/TIME SCHEDULE:

1. Gold leaf proofs of outer cover, Colour proofs of 12 Separators, one form of text pages and complete ferro proof of complete diary – 3 days.
2. Submission of advance copies within 3 days of approval of proofs.
3. After 4 days of approval of advance copies, 4,000 copies of diaries on each day basis are to be supplied.

पैकींग और वितरण/PACKING & DELIVERY: 5 diaries are to wrapped with thick Kraft Paper. Each packet is to be labeled by mentioning name of the diary and numbers of copies. 100 advance copies are to be submitted to this office for approval. All the ordered quantity are to be supplied to our Mass Mailing Wing, Soochna Bhavan, C.G.O Complex, Lodhi Road, New Delhi-110 003/ designated locations at anywhere in Delhi/NCR Area, after the approval of advance copies.

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 usual 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. 100 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 DG, CBC.
9. All disputes will be settled under Delhi jurisdiction.

Handwritten signature

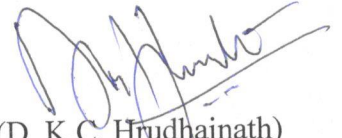
The rates are to be quoted on the following lines: -

(Percentage of GST as applicable should be quoted separately)

- 1) Rate per **1,000 for 30,000 copies** of diaries on printer's paper/material Rs.....
(Rupees.....)
- 2) Rate per **1000 for additional copies** of diaries on printer's paper/material Rs.....
(Rupees.....)
- 3) Rate per **1000 for every 4 additional pages** of text on printer's paper Rs.....
(Rupees.....)
- 4) Total percentage of GST applicable (CGST + SGST)%
(Percentage in words.....)

(Notes: Rates quoted for additional copies/pages will also be applicable for reduced copies/pages)

भवदीय/Yours faithfully



डी.के.सी. हृदयनाथ / (D. K. C. Hrudhainath)
संयुक्त निदेशक (पीपी)/Joint Director (PP)
For & on behalf of the President of India

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 date:
Full Name in Capital:
Stamp of the Firm :