

**EMPLOYMENT NEWS/ROZGAR SAMACHAR
PUBLICATIONS DIVISION
MINISTRY OF INFORMATION & BROADCASTING
GOVERNMENT OF INDIA
EAST BLOCK-IV, LEVEL-5, R.K. PURAM, NEW DELHI-110066.**

File. No. 47011/46/15-16/EN/CIR/Part-I

Dated: 03/11/2015

TENDER DOCUMENT

**FOR TRANSPORTATION, PACKING, FORWARDING, DESPATCH, DELIVERY OF COPIES
OF WEEKLY EMPLOYMENT NEWS AND ROZGAR SAMACHAR**

- i) Dates for issue of the Tender : 04th Nov. 2015
- ii.) Cost of Tender Document : Rs. 1000/-
- iii.) Last date of Purchase of Tender Document : 27th Nov. 2015
- iv) Last Date of Receipt of Tender : 30th Nov. 2015 (upto 3.00 pm)
- v) Date and Time of opening of Technical Bid : 30th Nov. 2015 (at 3.30 pm)
- vi) Financial Bid of eligible Technically Qualified Bidder: Will be informed at later date.

CONTENTS OF TENDER DOCUMENT

<u>S.No</u>	<u>DESCRIPTION OF CONTENTS</u>
1.	Tender Notice
2.	A. Scope of work and general instructions to tenderer
3.	B. Terms and Conditions
4.	C. Penalty Clause
5.	D. Payment terms
6.	E. Requirement of Agreement
7.	F. Technical qualification criteria
8.	G. Pro forma for Technical bid and Declaration
9.	H. Financial bid requirements
10.	I. Pro forma for Financial Bid
11.	J. Undertaking and Acceptance

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Employment News/Rozgar Samachar
Publications Division
Ministry of Information & Broadcasting
Government of India
East Block-IV, Level-V, R.K.Puram,
New Delhi-110066

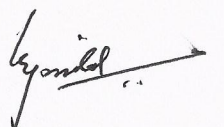
No. 47011/46/15-16/EN/CIR/Part-I

Dated: 03/11/2015

TENDER NOTICE

Tender for transportation, packing, forwarding and despatch, delivery of the copies of weekly Employment News/Rozgar Samachar

1. Sealed tenders are invited by the Additional Director General, Publications Division from experienced, reputed and financially sound registered transport/courier agencies for transportation, packing, forwarding, dispatch and delivery of the copies of weekly Employment News in English /Rozgar Samachar in Hindi & Urdu based in Delhi/New Delhi/NCR region having at least three years' experience of similar nature work of packing, forwarding & dispatch. The applicants must be capable for lifting the entire stock from the printing press (at present located in NCR) around 1 or 1.5 lakh copies per day on the day of printing, transporting it to his godown, repacking with polythene bags labelling and again transporting it for dispatch all over India through courier preferably by railway/post/registered post/airlines/road/transport/by hand/local supply or any other mode as indicated by General Manager-cum-Chief Editor, Employment News and deliver the copies to all destinations within prescribed time schedule as per instructions issued by the office of Employment News from time to time. The weekly comprises normally of 32-64 pages and occasionally may be 80-96 pages and above. The average number of pages for the year 2014-15 was 56. The total number of printed copies of a particular issue of the EN/RS is approximately 3.2 lakh copies currently. The transporter/courier agency will be fully responsible to supply/deliver the copies to all the destinations on their own expenses by any required mode by paying registered post/ courier charges etc.
2. This is a two bid quotation system i.e. (i) Technical Bid in Annexure I & (ii) Financial Bid in Annexure II. Interested parties are requested to submit their quotations (Technical as well as Financial) along with an Earnest Money Deposit (EMD) and required documentary proofs etc. under two separate sealed covers super scribing (I) "*Technical Quotation/Bid For Dispatch Contract of Employment News/Rozgar Samachar*" and (II) "*Financial Quotation/Bid for Dispatch Contract of Employment News/Rozgar Samachar*" respectively. Both the sealed envelopes should be kept in a third bigger sealed envelope super scribing " Tender for transportation, packing, forwarding, despatch, delivery of copies of weekly Employment News and Rozgar Samachar".



**EMPLOYMENT NEWS/ROZGAR SAMACHAR
PUBLICATIONS DIVISION
MINISTRY OF INFORMATION & BROADCASTING
GOVERNMENT OF INDIA
EAST BLOCK-IV, LEVEL-5, R.K. PURAM, NEW DELHI-110066.**

File. No. 47011/46/15-16/EN/CIR/Part-I

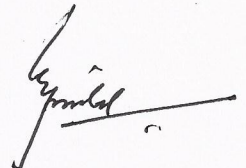
Dated: 03/11/2015

**TENDER DOCUMENT FOR LIFTING, TRANSPORTATION, PACKING, FORWARDING,
DESPATCH, DELIVERY OF COPIES OF WEEKLY EMPLOYMENT NEWS(EN) AND
ROZGAR SAMACHAR(RS)**

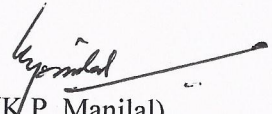
A. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

General Information

1. On behalf of President of India sealed quotations are invited for the Office of Employment News, located at East Block-4, Level-5, R.K. Puram New Delhi-110066, an office of Publications Division from established, experienced and financially sound reputed transport/courier agencies in Delhi/New Delhi/NCR having minimum three years experience of similar nature of work of packing, forwarding, dispatch and delivery. The transporter/courier agency shall have to lift printed copies of our weekly (1) Employment News (in English) (2) Rozgar Samachar (in Hindi) and (3) Rozgar Samachar (in Urdu) from the premises of printing Press in and around Delhi/New Delhi/ NCR to their godown on daily basis for transportation and distribution to our distributors, subscribers etc throughout India. The Printing Press may be in Delhi/New Delhi/ NCR region at present located at Noida. The weekly comprises normally of 32-64 pages and occasionally may be 80-96 pages and above. The average number of pages for the year 2014-15 was 56. The total number of printed copies of a particular issue of the EN/RS is approximately 3.2 lakh copies (current print order). The transporter/courier agency shall be required to lift approximately 1 lakh to 1.5 lakhs copies per day for dispatch, distribution and delivery as per the direction of General Manager-cum-Chief Editor or his/her representative.
2. The Contract shall be valid for one year from the date of awarding the contract, which can be extended for one more year on same rates and terms & conditions of tender as may be decided by the competent authority after the review of performance.

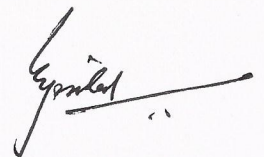


3. **Technical bids of the transporter/courier agency must necessarily be accompanied by Earnest Money Deposit (EMD), refundable (without interest) in the form of Demand Draft of Rs. 5 lakh (Rupees Five Lakhs only) of a Scheduled Bank drawn in favour of General Manager-cum-Chief Editor, Employment News, Publications Division, Ministry of Information & Broadcasting, New Delhi-110066, failing which the tender shall be rejected summarily.**
4. Interested agencies may submit the tender document complete in all respects along with EMD in the tender box kept at the reception of Office of Employment News, East Block-4, Level-5, R.K. Puram, New Delhi-110066, latest by **30th Nov. 2015** upto 3.00 PM. **No tender would be accepted after the stipulated date and time under any circumstances what so ever.**
5. The Tender document can be purchased on a non-refundable amount of Rs.1000/- (Rupees one thousand only) by Cash or through a Demand Draft payable in favour of General Manager-cum-Chief Editor, Employment News, Publications Division, New Delhi between 10.00 AM to 4.00 PM on all working days i.e. Monday to Friday from the Accounts Officer, Employment News, East Block-4, Level-5, R.K. Puram New Delhi-110066. **The tender document can also be downloaded from the following websites i.e. www.employmentnews.gov.in/ & portal of e-procurement www.eprocure.gov.in .** In case the tender document has been downloaded from our web-sites, the downloaded tender document must accompany a non-refundable demand draft of a Scheduled Bank for Rs. 1000/- (Rupees one thousand only) as cost of tender in favour of General Manager-cum-Chief Editor, Employment News, Publications Division, New Delhi, Ministry of I&B, New Delhi.
6. **The Technical Bid/Tender will be opened on 30th Nov. 2015 at 3.30 PM.** The tenderer or his authorised representative may be present, if they so desire, at the time of opening of the technical bid. The Technical Evaluation Committee will assess the capacity, capability and otherwise the suitability of the agencies to undertake the job. The Financial Bid of only those parties, who fulfil all the essential criteria and produce the documents required for Technical Bid, shall be opened. The Financial Bid/Quotation will be opened under prior intimation of date, time and venue to the qualified/eligible tenderer/bidder.
7. Additional Director General, Publications Division reserves the right to cancel the tender at any time or amend/ withdraw any of the terms contained in tender document or to reject any tender without assigning any reason thereof.


(K.P. Manilal)
Accounts Officer
Employment News

3. The tender shall be accepted under **two bid system** i.e. (i) Technical Bid & (ii) Financial Bid. Parties willing and capable to undertake the above job on regular basis as per enclosed specification, may submit the quotations in two separate sealed covers super-scribing “**Technical Quotation/Bid For Dispatch Contract of Employment News/Rozgar Samachar**” and “**Financial Quotation/Bid for Dispatch Contract of Employment News/Rozgar Samachar**” respectively. Both the sealed envelopes should be kept in a third bigger sealed envelope superscribing “**Tender for transportation, packing, forwarding, dispatch, delivery of copies of weekly Employment News and Rozgar Samachar**”.
4. **Technical bids of the transporter/courier agency must necessarily be accompanied by Earnest Money Deposit (EMD), refundable (without interest) in form of Demand Draft of Rs. 5 lakhs (Rupees five lakhs only) of a Scheduled Bank drawn in favour of General Manager-cum-Chief Editor, Employment News, Publications Division, Ministry of Information & Broadcasting, New Delhi-110066, failing which the tender shall be rejected summarily.**
5. The Tender document can be purchased on payment of cost of tender Rs.1000/- (Rupees One thousand only) by Cash or through a Demand Draft payable in favour of General Manager-cum-Chief Editor Employment News, Publications Division, New Delhi between 10.00 AM to 4.00 PM on all working days i.e. Monday to Friday from the Accounts Officer, Employment News, East Block-4, Level-5, R.K. Puram New Delhi **from 09/11/2015 to 27/11/2015** or may be downloaded from our websites www.employmentnews.gov.in, www.publicationsdivision.nic.in and www.eprocure.gov.in .
6. In case the tender document has been downloaded from web-site the downloaded tender document must accompany a non-refundable demand draft of a Scheduled Bank for Rs. 1000/- (Rupees one thousand only) in favour of General Manager-cum-Chief Editor, Employment News, Publications Division, Ministry of I&B, New Delhi towards the cost of tender.

- i) **Dates for issue of the Tender** : **04/11/2015**
- ii) **Cost of Tender document** : **Rs. 1000/-**
- iii) **Date of Purchase of tender document** : **09/11/2015 to 27/11/2015**
- iv) **Last date of receipt of tender** : **30/11/2015** (at 3.00 pm)
- v) **Date and time of opening of technical bid** : **30/11/2015** (at 3.30 pm)
- vi) **Date & time of opening of financial bid of eligible technically qualified bidder: (to be announced at a later date).**

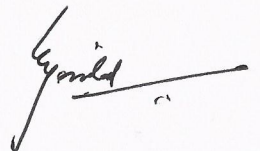


7. Tenderer or his authorized representative may be present at the opening of technical bid. Conditional bids shall not be considered and will be out-rightly rejected.
8. All entries in tender form should be legible and filled clearly. No overwriting or cutting is permitted in the Financial Bid Form.
9. The Earnest Money of successful tenderer will be returned on receipt of Performance Security Deposit of Rs 20/- lakhs (Rupees Twenty Lakhs only) and signing of agreement. The Earnest Money of the remaining tenderer shall be returned on finalization of the tender process. However, the Earnest Money deposited by the tenderer shall be forfeited by this Office in the following circumstances:-
 - (1) In case of a tenderer whose tender has been accepted in financial bid fails to furnish Performance Security Deposit within Fifteen days from the date of intimation of award of contract to him; or
 - (2) If false document is submitted with the quotation.

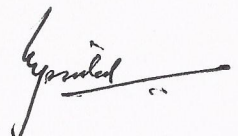
Scope of work-

The tenderer shall have to perform the following duties as per instructions of the General Manager-cum-Chief Editor, Employment News or any other officer so authorized by him/her.

- (i) Obtaining of a copy of the Print Order and dispatch instructions for mailing and distribution of EN/RS to Dealers/Individual Subscribers etc. from the office of Employment News, located at East Block-IV, Level-V, R.K. Puram, New Delhi / 7th Floor, Sookhana Bhawan, Lodhi Road, New Delhi on weekly basis.
- (ii) Count and receive the printed copies of the EN/RS from the printing press on daily basis against the delivery challan and taken to its godown.
- (iii) About 7000 copies of EN/RS of Subscribers are to be wrapped/ packed individually and dispatched through postal mode on specified dates allotted by postal department.
- (iv) To prepare printed copies of distributors/subscribers/consignees's addresses/stickers as per direction of the General Manager-cum-Chief Editor or a person so authorized by him/her.
- (v) To make individual set of the EN/RS (in case these are printed in more than one section of 32 page-wise (by combining all sections in a single copy), packing, bundling, pasting of addresses of the distributors/wrapping individual subscribers copy and pasting address stickers thereon or any other job as directed by the General Manager-cum-Chief Editor, Employment News or any other officer so authorized by him/her.



- (vi) Transporting and dispatching of the EN/RS to various destinations i.e. to distributors/individual subscribers or any other destination as directed by the General Manager-cum-Chief Editor or a person so authorized by him/her through rail/road/airways/postal services/courier/local transport or any other means of transport.
- (vii) To obtain dispatch document from transport authorities/railways/roadways/airways/postal/courier agencies etc. and send it to the respective distributors under intimation to the office of Employment News. In case of supplies through Air, the dispatch transporter/courier agency will submit a report on monthly basis that the concerned agents are receiving supply through Air mode satisfactorily. The copies of Employment News will have to be sent within the strict time schedule in exclusive packets and not to be clubbed with any other material. The bills of Airways will be the mandatory base for making payments.
- (viii) To ensure a proper and accountable courier/ postal delivery system in respect of individual/institutional subscribers.
- (ix) In case of non receipt of supplies including subscribers, the transporter/courier agency will process the case with concerned authorities on behalf of EN/RS and give a report on monthly basis.
- (x) In case, there is likelihood of delay on genuine grounds for sending EN/RS to individual subscriber/agents, the transporter/courier agency will immediately bring it to the notice of individual subscriber/agent & also to General Manager-cum-Chief Editor.
- (xi) The copies of EN/RS have to be duly packed first in good quality 80 GSM craft paper and then wrapped in polythene bags of minimum 60-microns and despatched as instructed by General Manager-cum-Chief Editor or any other officer authorized for this purpose. The transporter/courier agency shall also be required to submit samples of packing materials and get it approved by showing the quality of the same to General Manager-cum-Chief Editor, Employment News (gauge/ micron, weight of polythene, craft paper, etc). The transporter/courier agency is required to maintain adequate stock of the wrapping paper and related packaging, pasting items with it at all times. It will also maintain the Receipt & Dispatch Register on daily basis at its end for tracking the records of EN/RS for inspection of the relevant Parcel Way Bills (PWB), Way Bills (WB) etc.
- (xii) The transporter/courier agency shall also be responsible for preparation of distributors/ subscribers/ consignee addresses, printing of labels, sorting out of addresses, pasting of address on packets, address **stickers** on wrappers for individual subscriber's packet as per mailing list. **The mailing list will be supplied by Employment News in soft copy.** The **wrappers**, for packing (for single copies) shall be printed on good quality paper and prepared by the transporter/courier agency on its own expenses with the address of office of EN as per sample copy provided by General Manager-cum-Chief Editor.



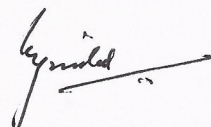
(xiii) **Delivery Schedule:** - The time schedule for lifting, packing, bundling, re-bundling, dispatching & delivery of printed copies of EN/RS to destinations (from the time the copies of EN/RS are ready for lifting from the printing press and delivery to final destinations i.e. distributors, individual subscribers or any other destination as directed by the General Manager-cum-Chief Editor or a person so authorized by him/her) shall be as follows:-

Mode of despatch	Time with in which despatch to be ensured from time of receipt of copies from the printer as per despatch instructions
By train	24 hours
By Air	24 hours
By registered post/courier	24 hours
By ordinary post/courier	On the date allotted by postal authority as stated in despatch instructions
Mode of delivery	Dispatch to be ensured as per despatch instructions for local delivery.
By road	On the date of issue i.e. Saturday morning

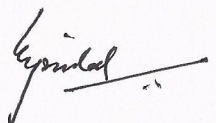
In case of any deviation/delay, the penalty will be imposed on Tenderer as per provision of the Tender.

B. TERMS AND CONDITIONS

- 1) The transporter/courier agency shall not sub-contract/ assign/transfer or otherwise part with the benefits of the agreement or any part thereof without previous consent in writing of the Additional Director General, Publications Division, directly or indirectly.
- 2) The transporter/courier agency under no circumstances shall insert any handbill, leaflet, pamphlet or any other unauthorized material etc. in Employment News copies or packets. In such circumstances, the General Manager-cum-Chief Editor, Employment News, Publications Division, as the case may be reserves the right to terminate the contract or impose any other penalty in the shape of fine/legal action as may be deemed fit.
- 3) In case the transporter/courier agency fails to attend to the work in terms of this Contract at any time, it is called upon to do so, necessitating any work or part of the work being executed; the decision of General Manager-cum-Chief Editor, Employment News, Publications Division shall be final & binding.



- 4) The transporter/courier agency shall indemnify the Govt. from and against any loss, damage, cost charge, expenses, etc. for no fault of the EN and shall ensure that Government's interest is protected and safeguarded at any cost. It will be the responsibility of the transporter/courier agency to obtain police permission etc. for driving in no entry zones.
- 5) The transporter/courier agency shall not avoid or delay or slow down or postpone or refuse any order for lifting the consignment for any reason whatsoever. Any avoidance or delay or slow down or postponement/refusal, will be considered violation of the contract, which may lead to imposition of financial penalty.
- 6) Employment News offers facility of **FSLA (Freight System Ledger Account)** on concessional rates & on credit basis for dispatch of Employment News through Rail mode. The transporter/courier agency will act on behalf of Employment News as its authorized forwarding agent and will utilize this facility. The other incidental charges & handling charges will have to be borne by the transporter/courier agency. The transporter/courier agency will have to ensure and deliver the paper as per the distribution schedule strictly to desired destinations/ distributors through superfast/ fast moving trains so that copies of EN/RS reach them in a time bound manner.
- 7) In case of copies dispatched through **post**, the transporter/courier agency will utilize the credit facility of Postal Department on behalf of Employment News. The transporter/courier agency will directly pay postal charges to Post Office & claim the reimbursement. Besides this the transporter/courier agency will be paid packaging, handling wrapper, address stickers and other charges as specified in the tender. Expenditure incurred beyond scheduled date of posting of copies through Department of Post will have to be borne by the transporter/courier agency.
- 8) The transporter/courier agency shall at once inform Employment News in the event of any of his license, being cancelled or it is deregistered or blacklisted or any action taken against it, by any authority whatsoever.
- 9) The transporter/courier agency shall strictly abide by all the terms and conditions of the contract. Any departure, whatsoever, must require prior approval of the General Manager-cum-Chief Editor, Employment News, Publications Division, as the case may be.
- 10) All disputes and differences or any questions arising out of any clause of the agreement, whatsoever, shall be referred to the International Centre for Alternative Dispute Resolution, New Delhi and its decision shall be final and binding on both parties.
- 11) For proof of dispatch the following documents shall be considered valid:-
 - (a) Dispatch through Rail: Railway Receipt or any other Receipt prescribed by the Railways.
 - (b) Dispatch through Airways: Receipt issued by concerned Airline.
 - (c) Dispatch through Postal Service: Receipt issued by the Post Office.
 - (d) Dispatch through road/transport/courier: Receipt issued by the respective transporter/courier agency.



- 12) **For breach of any of the provisions of the Contract:** If during the entire period of the contract the transporter/courier agency fails to comply any or all of the essential provisions of the contract or have procured the tender by furnishing false information/documents it shall be liable to forfeiture of the Performance Security so deposited or the amount so determined by the General Manager-cum-Chief Editor, Employment News, Publications Division, New Delhi. Additional Director General, Publications Division reserves the right to terminate the contract by giving six weeks notice if, in the opinion of him/her the transporter/courier agency does not carry out the work efficiently or commits any breach or does not observe the above terms or becomes insolvent.
- 13) **Cancellation of the Contract**
Employment News, Publications Division, New Delhi reserves the right to terminate the contract at any time during the currency of the contract by giving one month's written notice to the transporter/courier agency in advance without assigning any reason. The decision of the Additional Director General, Publications Division, New Delhi in all these matters shall be final and binding.
- 14). Distributors/Agents of Employment News/Rozgar Samachar, Publications Division, their family members & associates or partners as well as those of the proprietors, associates of the firms blacklisted by the Employment News/Rozgar Samachar & Publications Division are debarred from applying. The dispatchers who have worked earlier on such assignments with the office of Employment News and have been found guilty of evasion of tax or have evaded tax and /or against whom investigation has been launched by Central/State Government Tax Department are also debarred from applying and it also includes their associates partners or sister firms etc.

C. PENALTY CLAUSE

(a) For delay in transportation and delivery of EN/RS: If the transporter/courier agency fails to lift the printed copies of EN/RS from the press and ultimately delays in transporting and delivering the same to the distributors it shall be liable for penalty by way of deductions of amount payable to it for its services from the bill of the particular issue of the EN/RS so delayed. The percentage of deduction shall be proportionate to the number of copies of the EN/RS so delayed and to the following extent:-

Delay in delivery/ despatch time as stated at page ---	Penalty to be recovered as percentage of unit price of copy x No. of copies delayed
Delay upto 24 hours	Ten percent
Delay beyond 24 hours upto 36 hours	Twenty percent
Delay beyond 36 hours upto 48 hours	Fifty percent
Delay beyond 48 hours	Seventy five percent

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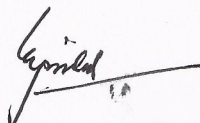
However, if there is consecutive delay in three issues in lifting, dispatch and delivery of the printed issue of the Journals, General Manager-cum-Chief Editor, Employment News, Publications Division, New Delhi reserves the right to terminate the contract without assigning any reason thereof.

(b) In case of claim for short receipt of copies of Employment News/Rozgar Samachar by the distributors duly accompanied by short delivery certificate issued by Postal/Rail/Air authorities the same will be recovered from the bills of the transporter/courier agency.

(c) Employment News will monitor the performance of the transporter/courier agency with reference to the time schedule for lifting & dispatch of EN/RS on a regular basis. In case copies are delivered in damaged condition due to bad packaging, lifting, transport and address labels coming off etc the cost of such and undelivered copies will be deducted from the bills/payment of the Dispatchers. The decision of Additional Director General, Publications Division for imposition of penalty etc. will be final & binding.

D. PAYMENT TERMS

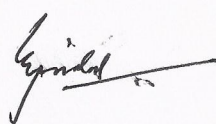
- (a) Employment News offers facility of **FSLA (Freight System Ledger Account) on concessional rates & on credit basis for dispatch of Employment News through Rail mode.** Transporter/courier agency will utilize the facility and will act on behalf of Employment News as its authorized forwarding agent and will utilize this facility. However, other incidental charges & handling charges will have to be borne by the transporter/courier agency. Office of EN will reimburse the FSLA charges directly to the transporter/courier agency and only packing and handling, wrapper and sticker charges etc. would be paid to the transporter/courier agency.
- (b) In case of copies dispatched through **post**, transporter/courier agency will utilize the credit facility of Postal Department on behalf of Employment News. Office of Employment News will directly pay postal charges to Post Office. The transporter/courier agency will be paid only packaging, handling and other charges as specified in the tender. Expenditure incurred beyond scheduled date of posting of copies by ordinary post through Department of Post will have to be borne by transporter/courier agency.
- (c) For the packets sent through Registered Post/Air Mode, charges towards such work will be reimbursed to the transporter/courier agency subject to the production of bills along with the relevant receipts. The initial payment will have to be borne by the tenderer and would be reimbursed as per actuals.
- (d) The transporter/courier agency should periodically present bills along with the relevant proof of dispatch there to directly to Employment News for payment. All the bills sent to the office of Employment News or any other officer authorized for this purpose will be verified and ensured by the section.



- (e) Delay in submission of bills will lead to delay in payment for which Office of Employment News shall not be responsible.
- (f) Rates will be applicable on the basis of per thousand copies. When the number of copies is less than 1000, payment will be on pro-rata basis. The payment will be made for exact number of copies without rounding them off.
- (g) Any demurrage, due to delay in receiving the copies of Employment News, shall be deducted from any bill of the transporter/courier agency.
- (h) The payment to the transporter/courier agency will be subject to deduction of TDS as applicable under the rules. It will be the responsibility of the transporter/courier agency to deposit the mandatory taxes (income tax, service tax etc.) to the concerned departments.
- (i) Employment News reserves the right to recover from the transporter/courier agency excess payment made/recoverable/any loss to the Department caused by the negligence of the transporter/courier agency which may come to the notice during audit or any other time.
- (j) The transporter/courier agency shall not be allowed any escalation/ change in the cost beyond the terms of the contract during the period of the contract for any reason whatsoever. All efforts will be made to clear the payment within 60 to 90 days, however, due to administrative reasons there may be a delay towards the payment for which the transporter/courier agency will not stop the work at any stage.
- (k) The transporter/courier agency shall submit bills for payment along with proof in respect of work performed by him along with necessary proof/ documents to the General Manager-cum-Chief Editor in Employment News for payment. The bill must be submitted on time in the following month i.e. the bills of April must be submitted in May & those of May in June and so on.

E. REQUIREMENT OF AGREEMENT

- (i) **Performance Security:-** The successful tenderer shall have to submit a security deposit to the tune of Rs.20/- lakh (Rupees Twenty Lakh only) in the form of either a Fixed Deposit Receipt or Bank Guarantee of a Scheduled Bank duly pledged in favour of the Additional Director General, Publications Division, New Delhi within fifteen days of intimation of awarding of the contract. The security deposit will be refunded to him after completion of the contract and all contractual obligations of the tender.
- (ii) **Insurance:** - The transporter/courier agency shall have to furnish all risks insurance policy of Rs.15 lakhs (Rupees fifteen lakh only) covering risk against fire, theft, riots, burglary, local disturbances, etc. for entire period of contract (including extended period of contract, if any) to cover the cost of printed copies of the EN/RS from the point of lifting it from the premises of the printing press till final dispatch and delivery to all destinations.



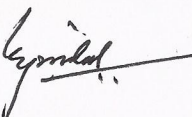
- (iii) **Written Contract:-**The successful tenderer shall have to enter into a written contract on behalf of Additional Director General, Publications Division, New Delhi for observance of the terms and conditions of the said contract which will be valid for the entire period of the contract.

F. TECHNICAL QUALIFICATION CRITERIA:

The tenderer must fulfil following technical specifications in order to be eligible for opening of the Financial Bid.

- (I) The office of the tenderer should be located in Delhi/ New Delhi/NCR.
- (II) In case of partnership firms, a copy of the partnership agreement/ or deed is required.
- (III) A godown including working space of not less than 1000 Sq. ft (One Thousand Sq. ft.) in size in the name of the transporter/courier agency on freehold or lease or on rent or license basis is required on the closing date of this Tender and should be valid till the currency of contract.
- (IV) The tenderer should have at least 03 (three) mini trucks having permit to move in NCR/Delhi/ New Delhi with the capacity of 3 to 5 tons each. Please enclose a copy of the valid permit & Registration Certificate for each vehicle. The truck should be in the name of Proprietor or Partner (in the case of firms) or in the name of company/ its Directors (in case of a Company) or on long lease of at least a year from the date of submission of technical bid so that work of Employment News should not suffer. The transporter/courier agency should be able to employ as many vehicles as may be required for the job.
- (V) Tenderers should have at least 3 years relevant experience of work of similar nature in packing, forwarding & dispatch work. The proof of experience may be substantiated by furnishing appropriate & relevant details with attested copies of supporting documents like work orders/ Invoices etc.
- (VI) The tenderer must be of sound financial health and should have a minimum turnover of Rs. 1 crores per annum, supported by Income Tax Return of last two financial years i.e. 2013-14 and 2014-15 duly certified by Chartered Accountant.
- (VII) The tenderer must not be black listed by any Central/State Government/Offices. Self affidavit should be submitted by the transporter/courier agency.
- (VIII) The tenderer should have its own Bank Account. Certified copy of the account maintained for 2014-15 may be attached along with copy of PAN.
- (IX) The applicant transporter/courier agency should be registered with the Service Tax Department. Certified copy of the registration shall be attached.
- (X) The tenderer must not be found guilty for evasion of any tax liability. An affidavit to this effect duly attested by the Notary Public may be submitted.

Note: Tenders without attested photocopies of the above documents will be summarily rejected.



G. Pro forma of the Quotation for Technical Bid

Tender No 47011/46/15-16/EN/CIR/Part-I

Tender for sorting, packing, transporting & dispatch of Employment News.

1	Name of the firm/Tendering transporter/courier agency			
2	Full postal address (along with PIN code and Telephone numbers) e-mail			
3	Status of Firm	Proprietary Firm/Partnership/Pvt. Ltd. Company/Public Ltd. Company/Others (Please enclose the copies of supporting relevant document/certificates)		
4	Permanent Residential Address along with Telephone numbers(s) of the Tenderer:	Voter ID/Adhaar Card/Passport may be attached.		
5	Does the tenderer have his/her own godown or on lease or on rent.	(enclose documentary proof)		
	(a) Address of the Godown	Complete Postal address with Pin code.		
	(b) Area			
6	Details of Vehicles as per para 3 of the tender as per the following format:-			
Sl. No.	Make & Model	Transportation Permit	Capacity	Vehicle's Registration. No.
(i)				
(ii)				
(iii)				
7	Details of Bank Accounts with the Address of the Firm/Transporter/courier agency.			

8	Annual Turnover	(Attach copies of the Balance Sheet certified by the C.A for the years 2013-14 and 2014-15)		
9	Details of experience in the related field:- (enclose work order/contract order/letter from the department where working or worked)			
S.No	Details	From	To	
(i)				
(ii)				
(iii)				
(iv)				
10	Income Tax PAN No./TIN of the Tenderer	Attach self attested copy		
11	Service tax registration number	Attach self attested copy		
12	Whether the tenderer has clearly and fully understood all the terms and conditions of the Tender Document and is prepared and agreeable to all the terms and conditions.			
13	Whether the tenderer has been black listed by Central/State Govt. /PSUs.	An Affidavit from the notary public may be enclosed.		
14	Earnest Money	Details of DD		
15	Tender Purchase Receipt /DD			
16	Declaration	As attached below		

Note: - Attach all documents as per the serial no. mentioned in Pro forma of the Quotation for Technical Bid.

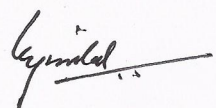
Signature of Tenderer

Date:

Name

Place

Seal



Declaration

I _____ (Name of the tenderer), of
(Full office address of the tenderer) _____

do hereby certify that the contents of the above information are true to best of my knowledge. I am well aware of the fact that furnishing false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

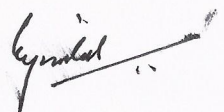
2. I also certify that I have gone through the Terms and Conditions and I have quoted the rates accordingly.

Name

Signature

Seal

Place



H. Financial Bid

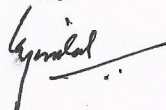
- (i) **Rates to be quoted:-**The rates should be mentioned in figures in the prescribed format. **Financial Bid submitted in any other format will not be accepted.** The tenderer or his authorized representative may be present at the time of the opening of the financial bid.
- (ii) The formula to decide the lowest bidder (L1) has been clearly mentioned as following.
- (a) It would be calculated on the basis of cost to the EN for number of copies and destination taking the year 2014-15 as the basis for calculation.
 - (b) The rates offered by the tenderers would be superimposed on the figures prevailing for the year 2014-15. An illustrative case is given at the end of tender for better understanding of the process.
 - (c) The rate should be quoted for per 1000 copies of the EN/RS.
 - (d) The Financial Bid should contain all charges beginning from lifting of the printed copies of EN/RS from the printing press till final transportation/delivery to the distributors & all incidental charges of loading & handling of bundles of Employment News for booking the copies to Railway Stations/Post Offices for individual subscribers including making of wrappers, the addresses of individual subscribers are to be printed on stickers and such stickers shall be pasted on the wrappers having inscription of 'Employment News/ Rozgar Samachar' accordingly.
 - (e) The payment for transportation of EN copies by registered post and air will be reimbursed as per actuals. However, the rate for transportation by road will have to be quoted in addition to loading, unloading, handling charges etc. as specified above (Each step of the work can be specified separately also).
 - (f) **The rates quoted must be inclusive of all duties & taxes including Service Taxes/levies, payable to Central/State Governments, Local Bodies, etc.**
 - (g) The liability of payment of all taxes including Service Taxes will be the sole responsibility of Tenderer.
 - (h) The office of Employment News, Publications Division, Ministry of Information & Broadcasting, Government of India **will not be party to any proceedings /or case including Court Cases/Departmental Action initiated by Income Tax Department/Service Tax/Trade Tax Department or any other Department of Government of India/State Governments.**

- (i) Under no circumstances charges claimed other than those on the basis of rates quoted in the tender shall be allowed to be included in the bill for payment.
- (j) Financial bid should be duly filled in all respect without correction, cutting or overwriting in the prescribed Pro forma.

I. Pro forma for financial bid

(Rates should be quoted clearly without over-writing, cutting etc. both in letter and in numbers).

Job to be undertaken	Consolidated Rate of dispatch as per the above mentioned detail for 1000 copies of EN (56 pages)
<p>1. By <u>road</u> (which includes all the works of loading from the printing press, unloading at the godown, insertion of multi sections in one unit, counting, bundling, packaging, handling, labeling, sticker pasting and delivery etc. as specified in the tender document including the cost of transportation by road which is 50 kms around Delhi/NCR/New Delhi for 1000 copies.</p>	
<p><u>2. By rail/post/Air</u> The works of loading, unloading, packaging, handling, labeling, dispatch, cost of wrapper and address stickers for individual subscriber & transporting to concerned transporter/courier agency etc. as specified in the dispatch instructions.</p> <p><u>Note:</u> Payment of Rail & Ordinary Postal charges will be made by EN directly to Rail/Postal Authorities. Charges for the copies sent by Air & Registered Post will be initially paid by the transporter/courier agency and then reimbursed by EN on actual basis. So cost on this account is actually being borne by the office of EN and not by the transporter/courier agency. Therefore, it is not to be included while quoting rates.</p>	



Note:

1. EN will pay the railways the actual amount charged under FSLA or other arrangement directly to Railway Authority.
2. The EN will pay ordinary postal charges as per actual to the postal authority based on the credit facility as per actuals. For Registered Post, the cost will be borne by the tenderer which would be reimbursed on production of bills.
3. The EN will reimburse for delivery by Air as per actual bills.
4. **The average page number of EN/RS in the last FY was 56 pages and the rates are to be quoted keeping this in mind though in some issues the no. of pages may be less and in some issues it would be more.**
5. The calculation for billing of additional/reduced pages will be done by increasing / decreasing the accepted rate proportionately of the rate quoted for 56 pages. **This is only for billing purposes later and not for calculating the L1 bidder.**
6. The L1 will be decided based on the lease cost to the Government as illustrated below.

Mode of Despatch for 2014-15

Sl. No.	Mode of Dispatch	Total no. of copies printed & despatched (total 52 weekly issues in a year)
1	Rail	1,29,54,719
2	Registered Post	1,03,437
3	AIR	2,77,060
4	Ordinary post	2,84,421
5.	Subtotal (1+2+3+4)	1,36,19,637
6.	Road	42,02,664
7.	Grand Total (5+6)	1,78,22,301

Page wise No of issues printed in 2014-15

No. of pages	No. of issues
32 pages	05
40 pages	08
48 pages	18
56 pages	07
64 pages	07
72 pages	02
80 pages	04
88 pages	01

ILLUSTRATION:

Rates quoted by each tenderer will be multiplied by the quantity and the cost to EN which will be compared with other tenderers to arrive at L1.

	Consolidated Rate of dispatch for 1000 copies of EN	Total quantity for 2014- 15 (in thousand)
<u>1. By Road transport</u> By <i>road</i> (which includes all the works of loading, unloading, packaging, handling, labeling, delivery etc. as specified in the tender document including the cost of transportation by road which is 50 kms around Delhi/NCR/New Delhi for 1000 copies (In case of transporter the firm should have Common Carrier Registration with the Government).	A	C (4202)
<u>2. By rail/post/Air</u> The works of loading, unloading, packaging, handling, labeling, dispatch, cost of wrapper and address stickers for individual subscriber & transporting to concerned transporter/courier agency etc. as specified in the dispatch instruction. <u>Note:</u> Payment of Rail & Ordinary Postal charges will be made by EN directly to Rail/Postal Authorities. Charges for the copies sent by Air & Registered Post will be initially paid by the transporter/courier agency and then reimbursed by EN on actual basis. So cost on this account is actually being borne by the office of EN and not be the transporter/courier agency. Therefore, it is not to be included while quoting rates	B	D (sub total i.e. 13619)

Basis of Calculation for deciding L1 as per annual cost to Government

Rate (A) x Quantity (C) + Rate (B) x Quantity (D).

Please note that the shown quantity of different modes of dispatch is only for understanding process of calculation. The actual payment to the selected L1 bidder will be based on the actual work done during the period of contract.

J. UNDERTAKING AND ACCEPTANCE

Ref. Advertisement published in _____
(Newspaper) on _____
Sub. Submission of rate quotation for lifting, packing, forwarding and dispatch of copies of
EMPLOYMENT NEWS/ROZGAR SAMACHAR.

1. I/We have read and fully understood the terms and conditions provided in tender form with the schedule of tender and do hereby convey our acceptance in full.
2. The rates quoted by me/us will be valid for the period of one year from the date of assigning the contract including the extended period if any
3. I/We hereby offer to undertake the entire job as specified in the tender document to the satisfaction of the EN.
4. I/we are fully responsible to furnish the details of dispatch daily.
5. I/We fully agree to compensate the Government of any loss/damage that may occur to the Government due to non-fulfilment of any obligation as per terms and conditions of the contract.
6. Any dispute arising out of this contract, I/We fully agree to abide and bound by the decision of the Additional Director General, Publications Division or through the arbitration process as specified above.
7. I/We agree to tender a Security Deposit of Rs.20, 00,000/- (Rupees Twenty Lakhs only) by way of FDR or Bank Guarantee of any Scheduled Bank duly pledged in favour of the Additional Director General, Publications Division, New Delhi valid for the period of 60 days beyond the date of completion of all contractual obligations which will stand forfeited in the event of non- fulfilment of the contract.

8. I/We are enclosing a bank draft of Rs. 5,00,000/- (Rupees Five lakhs only) as earnest money.

Date _____

Place _____

Signature of tenderer _____

Address of the tenderer _____

Seal of the organization _____

Place _____

Signature of Tenderer

Date _____

Signature of the witnesses with Names, Address and Telephone No's

1.

2.

3.

22
