

NOTICE INVITING TENDER

EMPLOYMENT NEWS

(PUBLICATIONS DIVISION)

Ministry of Information & Broadcasting, Govt. of India
East Block IV, Level-5, R.K. Puram, New Delhi-110066

Subject : Invitation to bid for unloading, stacking, loading and transportation of newsprint reels for printing of weekly journal 'Employment News / Rozgar Samachar'.

On behalf of the President of India, the General Manager, Employment News invites sealed tenders in the prescribed bid-form, from reputed and established transport agencies based in Delhi / NCR. The transport contractor will be required to unload about 250 to 450 metric tons of newsprint reels per month from incoming trucks, in our godown at our storage point at CWC, Kirti Nagar, New Delhi. The transport contractor will also be required to load in trucks, transport and unload about 250 to 450 metric tons of newsprint reels per month from the said godown to our contracted printing press (presently at M/s Amar Ujala Publications Ltd., Sector- 59, Noida) or anywhere within 60 KM in NCR region from our godown.

1. **Office of Issue** : Employment News, East Block IV, Level-5, R.K. Puram, New Delhi – 110 066.
2. **Cost of Tender** : Rs.1,000/- only
3. **Last Date & Time of Sale of Tenders** : 21.05.2015 at 12.00 Noon
4. **Last Date & Time for receipt of tenders** : 21.05.2015 at 03.00 P.M.
5. **Date & Time for opening of Technical Bids** : 21.05.2015 at 03.30 P.M.

Eligibility Conditions:

- 1 **The tenderer must have a minimum of two (2) trucks in Company / owner's name or on long lease for Employment News work on a daily basis round the clock.** Each truck must have :
 - (a) Minimum loading capacity of 9 metric tones.
 - (b) **Delhi/UP/Haryana** Registration Number.
 - (c) National Permit for all trucks.

NOTE : 1. Tenderers will have to submit self attested copies of ownership / registration certificates (RCs) and National Permits issued by the Transport Authority for each truck.

2. **The firm should have Common Carrier Registration with the Govt.**
- 2 **The tenderer must have sufficient skilled manpower for loading, unloading and stacking of newsprint reels without damage.**
- 3 **Tenderers who do not own the required trucks but can get the work done through hired trucks on long leased basis will also be permitted to quote for our job.** In this case, the tenderer will be required to submit a 'Lease Agreement' with the owner of the truck to the effect that the trucks have been given on rent / long lease basis for a period of 12 months on dedicated basis for transportation of newsprint reels of "Employment News / Rozgar Samachar". In case of extensions, if any, a fresh 'Lease Agreement' will have to be submitted.
- 4 Tenderer must have an experience for a minimum period of one year.
- 5 **The tenderer must not be found guilty / under investigation process for evasion of any tax liability.**
- 6 **The firm should have minimum turnover of Rs. 30 lakhs during last year. A copy of the ITR/CA certificate is to be submitted in support.**

INSTRUCTIONS FOR PURCHASE OF TENDER DOCUMENT :

1. Interested parties may download the complete Tender Document, terms & Conditions and Form of Quotations from any of the websites www.publicationsdivision.nic.in, www.employmentnews.gov.in or www.eprocure.gov.in. In this case, the tenderer shall have to submit a Demand Draft for Rs.1000/- (rupees one thousand only) payable in favour of the General Manager, Employment News, New Delhi.
2. Tenders can also be purchased on any working day from the **ACCOUNT OFFICER** of this office by depositing the cost of tender of Rs.1000/- (one thousand only) for one set of complete tender document.

INSTRUCTIONS FOR TENDERERS:

- 1 Interested parties, who can undertake the above specified work regularly on day-to-day basis, and who fulfill the eligibility conditions, may send their quotations, under a 'Two-Bid system' as specified in the tender, as mentioned in point No. 2 of 'Technical Bid' (attached), alongwith Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees fifty thousand only) in the form of Demand Draft favouring General Manager, Employment News, New Delhi, so as to reach the **PRODUCTION OFFICER** room no. 456 of this office (Phone No. : 26177529) **on or before 21.05.2015 (3.00 PM)**'. The words "Quotation for local transportation of newsprint reels – last date : 21.05.2015" should be clearly written on top of the sealed envelope.
- 2 Tenders must be submitted on the prescribed form for both the Technical as well as the Financial bids. Tenders on any other paper/format will be summarily rejected.


(Production Officer)



**EMPLOYMENT NEWS
(PUBLICATIONS DIVISION)**

Ministry of Information & Broadcasting, Govt. of India
East Block IV, Level-5, R.K. Puram, New Delhi-110066

TECHNICAL BID

Subject: Invitation to bid for loading, unloading, stacking and transportation of newsprint reels for 'Employment News / Rozgar Samachar'.

TENDER NUMBER AND DATE	EN-52011/6/2014-15/Prod. Dated 27.04.2015
LAST DATE AND TIME OF ISSUE OF TENDER FORMS	21.05.2015 at 12.00 PM
LAST DATE AND TIME FOR RECEIPT OF TENDERS	21.05.2015 at 3.00 PM
DATE AND TIME OF OPENING OF TECHNICAL BID	21.05.2015 at 3.30 PM

1. PARTICULARS OF THE TENDERING FIRM : (To be placed inside the Technical Bid sealed envelope)

Name and address of tendering firm	
Number of trucks under ownership with registration number and loading capacity of each truck	
Number of trucks under leaseship with registration number and loading capacity of each truck	
Web site address (if any)	
Phone Numbers	
Fax Numbers	
e-mail address	
Contact Person's Name	
Contact Person's Mobile Number	

TYPE OF ORGANISATION:

Tick appropriate Box and enclose document to support (Registration Documents)

Proprietorship	Partnership	Small Scale Industry
Pvt. Ltd. Company	Public Ltd. Company	Any other

ANNUAL TURNOVER: Please enclose a certificate of Chartered Accountant or ITR in support of your claim.

Sl. No.	Financial year	Turnover (in Rupees)
1	FY 2014-2015	

Signature with name
(Owner/Designation of signing
authority with stamp)



NAME AND ADDRESS OF THE BANKER:

Bank Name	
Branch Name and address	
Type of Account and account Number	

REGISTRATION PARTICULARS: Please give details of registration wherever available / applicable, if any, with self-attested copy of original registration.

Sl. No.	Particulars	Registration Number	Copy attached? Yes / No
1	IT Permanent Account No. (PAN)		
2	Service Tax / Registration		
3	Registered as Common Carriers with Govt.		

EXPERIENCE: (Please attach a copy of the contract / order of the work undertaken by the firm).

Technical Inspection:

An inspection team may visit the tendering firm to check the Original documents of the tendering firm and the trucks as mentioned in the tender along with the Registration Certificates (RCs) and truck ownership / lease ship documents, before opening of the 'Financial Bids'.

2. SUBMISSION OF TENDERS:

Interested parties may send their rate-offers in the prescribed 'Form of Quotations', complete in all respects, by registered post or by hand in the following manner:

- (i) Rate offer should be placed inside a sealed envelope super-scribed as "FINANCIAL BID for Tender for unloading, stacking, loading and transportation of newsprint – Tender No.EN-52011/6/2014-15/Prod. – Last Date: 21.05.2015.
- (ii) All other documents as specified in the tender document (check-list), should be placed inside another sealed envelope super-scribed as "TECHNICAL BID for Tender for unloading, stacking, loading and local transportation of newsprint – Tender No.EN-52011/6/2014-15/Prod. – Last Date – **21.05.2015**
- (iii) Both sealed envelopes (items (i) and (ii) above) should be placed inside a bigger sealed envelope super-scribed as "Tender for unloading, stacking, loading and local transportation of newsprint – Tender No. EN-52011/6/2014-15/Prod. – Last Date – **21.05.2015**".
- (iv) This bigger sealed envelope containing the sealed Technical and Financial bids may be submitted so that it reaches Production Officer (Phone No. 011 - 26163055), Employment News, East Block -IV, Level - 5, R.K. Puram, New Delhi - 110066 **on or before 21.05.2015 at 3.00 PM.**
- (v) The Technical Bids will be opened on the same day i.e. **at 3.30 PM on 21.05.2015**. The tenderers may send their representative at the time of opening of the tenders.
- (vi) The date of opening of the 'Financial Bids' shall be notified to the tenderers who are found eligible as per terms of contract and after inspection of the firm/trucks/required documents.

INSTRUCTIONS FOR TENDERERS:

- i) Tenderers are advised to ensure that the quotation reaches this office well before closing date and time of the tender. This organization shall not be responsible for delayed receipt of tender through post. Tenders received after specified time and date will not be considered under any circumstances.
- ii) Fill all items. Please mention "NA" for items / clause not applicable.
- iii) Attach latest documents for all items.
- iv) **The documents asked within this tender should only be submitted.**

Signature with name
(Owner/Designation of signing
authority with stamp)



Check List of Documents to be enclosed in Technical Bid envelope in the following sequence:

SL No.	Document Details	No. of Pages
1	DD for Rs.1,000/- OR tender purchase receipt in original as cost of tender (as the case may be).	
2	Draft of EMD for Rs.50,000/- only as specified in NIT (page 1)	
3	Number and full details of trucks owned by contractor (copy of RCs as specified in tender)	
4	Number and full details of trucks leased by contractor (copy of RCs and 'Agreement of Lease' as specified in tender)	
5	Central Service Tax No. / VAT Registration No. / TIN No.	
6	Permanent Account No. (PAN) Card copy	
7	Income Tax Return Certificate OR a Chartered Accountant's certificate for the last financial year 2014-15 in support of turnover claim	
8	Tenderer must attach an Affidavit attested by authorized Notary signatory to the effect that the firm has never been Black-listed by any PSU, Central / State Govt.	
9	An undertaking that cost of any accidental loss / injury to any staff / worker shall be borne by the contractor.	
10	An undertaking that 'all dues of employees of the contractor' shall be borne by the contractor.	
11	Copy of contract / work-order in support of undertaking similar kind of work	
12	An AFFIDAVIT, duly attested by a Notary Public, to the effect that the firm has not been "under investigation process for evasion of any Tax liability" .	
13	Self attested copy of Common Carrier Registration with the Govt.	



**EMPLOYMENT NEWS
(PUBLICATIONS DIVISION)**

Ministry of Information & Broadcasting, Govt. of India
East Block IV, Level-5, R.K. Puram, New Delhi-110066

FINANCIAL BID

Subject: Invitation to bid for loading, unloading, stacking and transportation of newsprint reels for 'Employment News / Rozgar Samachar'.

TENDER NUMBER AND DATE

EN-52011/6/2014-15/Prod., dated 27.04.2015

Name and address of Transporter	
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Sealed quotations are invited from established Delhi / NCR based transport contractors who fulfill the eligibility conditions and who are willing to undertake our job as specified in the tender for an annual rate-contract for "unloading, stacking, loading and transportation of newsprint reels" from godown to printing press (presently at M/s Amar Ujala Publications Ltd., Sector- 59, Noida) or anywhere within 60 KM in NCR region from our godown.

1. JOB DESCRIPTION :

- a) **Receipt of newsprint reels:** Employment News receives truck loads per month (about 250 to 450 metric tons) of said newsprint reels from newsprint producing mills within the country, generally to our designated storage point at Central Warehousing Corporation, Kirti Nagar, New Delhi. In special cases, the trucks may be required to be unloaded at any other godown / printing press in Delhi / NCR. The contractor will be notified for the same well in advance. The contractor will be required to unload these trucks immediately upon arrival and stack them properly in 2 to 3 heights without damage.
- b) **Supply of newsprint reels to printing press :** Employment News provides 250 to 450 Metric Tons newsprint reels per month from the Central Warehousing Corporation, at Kirti Nagar, New Delhi to the printing press or within 60 KM from our godown for printing of 'Employment News / Rozgar Samachar' on daily basis, as per requirement. For this, the contractor will be responsible to load the newsprint reels in trucks from the said CWC godown and cover the trucks with tarpaulin for protection against rain etc. and deliver to our contracted printing press, where the reels will be unloaded.
- c) **Maintenance of daily record :** The contractor will be required to maintain a record of :
 - (i) **Unloading of Reels at CWC :** Receipt of newsprint reels from newsprint mills to our CWC at Kirti Nagar, New Delhi in a register as and when received, with details of reels and trucks.
 - (ii) **Transportation of reels from CWC to Press :** Individual 'Delivery challans' of each truck with reel numbers and weight of each reel, for day-to-day transportation of reels to the printing press and submit the receipted and stamped challans to this office.
- d) The contractor will be required to depute one authorized representative at our CWC on all days to look after day-to-day receipts / supply of newsprint reels.
- e) The tenderer must have educated manpower and equipment to check, verify and maintain records of actual quantity of newsprint in good condition, on receipt of newsprint paper reels from the Mill.

2. ESSENTIAL CONDITIONS:

- i) The tenderer must have a minimum of two (2) trucks in Company / owner's or on long lease for Employment News work on a daily basis round the clock. Each truck must have:
 - a) Minimum loading capacity of 9 metric tones.
 - b) **Delhi / UP/Haryana** Registration Number.
 - c) National Permit for all trucks.

NOTE : All tenderes will have to submit attested copies of ownership / registration certificates (RCs) and National Permits issued by the Transport Authority for each truck.

- ii) The firm should be registered with govt. as Common Carriers.
- iii) The tenderer must have sufficient skilled manpower and required equipments for loading, unloading and stacking of newsprint reels without damage.
- iv) Tenderers who do not own the required trucks but can get the work done through hired trucks on long leased basis will also be permitted to quote for our job. In this case, the tenderer will be required to submit a 'Lease Agreement' with the owner of the truck to the effect that the trucks have been given on rent / long lease basis for a period of 12 months on dedicated basis for transportation of newsprint reels of "Employment News / Rozgar Samachar". In case of extensions, if any, a fresh 'Lease Agreement' will have to be submitted.

- v) Tenderer will have to attach Original Receipt of purchase of tender document (in case tender document is purchased from the office of Employment News) OR Demand Draft from a Scheduled Bank for Rs.1000/- (Rupees one thousand only) favouring General Manager, Employment News, New Delhi and payable at Delhi / New Delhi (in case where the form has been downloaded from the website).
- vi) Self Attested Photo-copies of Income - Tax Return or CA certificate for the last financial year 2014-15 may be enclosed in the Technical Bid.
- vii) An Earnest Money Deposit of Rs.50,000/- as specified in the Notice Inviting Tender (Page 1).

NOTE : The EMD of successful Tenderer will be returned on receipt of Security Deposit. The EMD shall be forfeited if tender is found to have been modified in a manner not acceptable to this Organization OR if successful tenderer fails to furnish the Security Deposit within the stipulated time OR if false documents are submitted with the quotation.

vii) Tenderer must have an experience for a minimum period of one year.

viii) **The tenderer must not be found guilty / under investigation process for evasion of any tax liability**

3. **PERFORMANCE SECURITY DEPOSIT:** The successful tenderer will have to submit a Security Deposit of Rs.3,00,000/- (Rupees three lakh only) in the form of Fixed Deposit Receipt/Bank Guarantee favoring General Manager, Employment News, New Delhi, within stipulated given time of intimation of award of contract. The Security Deposit will be returned after expiry of contract period and all Government dues/contractual obligations are cleared by the contractor.
4. **RESPONSIBILITY TO ANY LOSS:** The successful tenderer will have to submit an undertaking at the time of award of contract that any loss accruing to the Government property, during the contract period (and extensions, if any), will be borne by the contractor at his own cost. The assessment of damage made by this Division will be final.
5. **PERIOD OF CONTRACT:** The contract will remain valid for a period of two years from the date of award of contract, which may be extended for one more year on existing terms and conditions, upon satisfactory performance and mutual consent. In case of extension of contract, this office shall allow an increase of 5 (five) percent on quoted rates of "Other Charges at Point 2(ii) in the Tender Form" i.e. except diesel / fuel charges. No other revision of rates (except fuel component / charges) shall be permissible at any stage during the currency of the contract under any circumstances.
6. **INCREASE / DECREASE OF RATES IN CASE OF GOVERNMENT ANNOUNCEMENTS:**
No increase of rates will be permissible during the period of contract except in case there is a change in the rate of diesel / fuel announced by the Government. Proportionate increase / decrease will be effected on the 'fuel component' only, as per the 'diesel / fuel' rates quoted by the tenderer at point 2(i) in the "Form of Quotation" on quarterly basis only. There will be no increase / decrease in rates of 'All Other Charges' component as per point 2(ii) of the quoted rates.
7. **RESPONSIBILITY OF THE CONTRACTOR:** It will be the responsibility of the contractor to:
 - i) Take delivery of the newsprint received in trucks from the supplier / newsprint mill at our designated CWC godown and get the same stacked properly in 2-3 heights without damages to the reels.
 - ii) Maintain complete record of actual quantity received in good / damaged condition, on a daily basis.
 - iii) The contractor will have to get a 'Challan Book' printed as per specimen provided by this office for day-to-day supplies of newsprint to the press, at his own cost.
 - iv) Loading newsprint reels in trucks in CWC godown and transporting and unloading them on daily basis as required, to our contracted printing press (Presently with M/s Amar Ujala Publications Ltd., Sec.- 59, Noida or any where in NCR within 60 KM from our godown) against specified challans.
 - v) Get the receipted and stamped challans of delivery of newsprint with actual weight and number of reels etc. in good condition from the printing press or godown as the case may be and deliver them to this office regularly.
 - vi) Safe transportation of newsprint reels from CWC godown to printing press, free from any damages whatsoever from rain, theft, fire, pilferage or any other reason.
 - vi) Submit monthly wise bill in time alongwith documentary proof, complete in all respects, in support of bill.
8. **AGREEMENT:**
 - i) The successful bidder shall have to enter into an 'Agreement' within 30 days from the date of receipt of the communication of award of tender / contract.
 - ii) The successful tenderer will be designated as contractor after he deposited the Security Deposit and will be held responsible for any damage to newsprint reels due to rough handling in loading / unloading / stacking and in transit etc.

9. PENALTY FOR BREACH OF ANY PROVISIONS OF CONTRACT:

- a) In case of repeated default in services/performance, Employment News may forfeit the Security Deposit or levy an appropriate penalty as under :
- i) 5% of last monthly bill in case of 1st default.
 - ii) 10% of last monthly bill in case of 2nd default.
 - iii) 20% of last monthly bill in case of 3rd default.
 - iv) The contract can be cancelled and Security Deposit forfeited in case of 4th default.
- b) If during the entire period of contract (including the extended period) the contractor fails to comply any or all of the provisions of the contract or have procured the tender by furnishing false information / documents or does not possess the requisite vehicles or man-power or materials, the transporter shall be liable to forfeiture of the security deposit or the amount so deemed by the Additional Director General, Publications Division.

10. CANCELLATION OF THE CONTRACT: The Additional Director General, Publications Division 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 contractor in advance without assigning any reason and by seven days' notice, if, in his / her opinion, the contractor does not carry out the work efficiently OR commits any breach of contract terms OR does not observe above terms OR becomes insolvent. The decision of the Additional Director General, Publications Division shall be final and binding.

11. ARBITRATIONS AND CIVIL JURISDICTION FOR TRANSPORTATION CONTRACT:

- i) All disputes and differences or any questions arising out of any clause of the agreement whatsoever, shall be referred to International Centre for Alternative Dispute Resolution, New Delhi and its decision shall be final and binding on both parties.
- ii) All court cases arising out of the disputes relating to the tender or any or all of the contract shall be filed in the Court of appropriate jurisdiction in Delhi / New Delhi only.

12. DEFAULT: In case the successful bidder is not in a position to execute the work as specified in the tender due to reasons beyond control, supplier will have to inform this office URGENTLY well in time. In such a case, this office will get the work done from another firm, for which, the contractor will have to bear the risk and cost.

13. FORCE MAJEURE: Standard Force Majeure clause may be applicable.

14. TENDER VALIDITY: The tender offer shall remain valid for acceptance up to 90 days from the date of opening of Technical Bid.

15. PAYMENT: Bills should be submitted on completion of work of every month. Payment may take about 60 working days for the date of submission in normal circumstances.

16. OTHER REMARKS:

- a. It should be noted that the rates quoted other than those given in the enclosed proforma will not be considered valid. Quoted rates shall be legible without corrections/overwriting.
- b. Rates quoted by the tenderer should all inclusive. No tax including service Tax, Entry Tax / Toll Tax / Permit Tax / or any other tax, shall be payable extra.
- c. Tenderer must attach an Affidavit attested by authorized Notary signatory to the effect that the firm has never been Black-listed by any PSU, Central / State Govt.
- d. An undertaking on the firm's letter-head that cost of any accidental loss / injury to any staff / worker shall be borne by the contractor.
- e. An undertaking on the firm's letter-head that 'all dues of employees of the contractor' shall be borne by the contractor.
- f. The Government reserves the right to terminate the contract with one month's notice if performance is not found satisfactory in any manner.
- g. Payments will be made against bills of the contractor after receipt of receipted challans from the press and checking of all receipts / supplies.
- h. Any damage to the newsprint reels caused during unloading/stacking/loading etc will be recovered from the contractor's respective or subsequent bill.
- i. Quotations received after the Last date / Time OR without the specified Earnest Money Deposit OR without the specified cost of tender are liable to be rejected.
- j. The Government reserves the right to accept / reject any or all tenders without specifying reasons thereof.
- k. The decision of the Competent Authority shall be final.

17. DECLARATION : We have carefully read and agree with all the terms and conditions of the tender. We have signed on each page of this technical bid in token of acceptance of terms detailed in the tender.

Signature with name
(Owner/Designation of signing
authority with stamp)



FORM OF QUOTATION

We have understood all the terms & conditions of this tender and hereby quote our rates as under for the work of "Unloading & stacking of Newsprint reels at CWC Godown, further loading of newsprint reels in trucks & transportation from CWC, Kirti Nagar and unloading at the printing press" (presently at M/s Amar Ujala Publications Ltd., C- 21&22, Sector-59, Noida, U.P.) or anywhere in NCR within 60 KM for printing of Employment News / Rozgar Samachar for a period of two years (extendable by one more year on mutual consent).

Sl. No	Description of work	Rates per Metric Ton inclusive of all taxes (In figures and words)
1.	Rate per Metric Ton for unloading and stacking newsprint reels in CWC godown, Kirti Nagar in 2 to 3 levels.	Rs. _____ (Rupees _____).
2.	Rate for loading newsprint reels into trucks at CWC godown, Kirti Nagar, New Delhi, transportation and unloading in premises of printer M/s Amar Ujala Publications Ltd., at Sector - 59, NOIDA, U.P., inclusive of service Tax, Entry / Toll tax & Octroi Charges etc. (Rate should be quoted for 'fuel charges' and 'all other charges' separately as per proforma) inclusive of all Taxes.	(i) <u>Rate per Metric Ton of 'Diesel / Fuel' Charges</u> from CWC to Press Rs. _____ (Rupees _____). (ii) <u>Rate per Metric Ton for "All Other Charges"</u> including loading, unloading and transportation Rs. _____ (Rupees _____).
3.	Rate for loading newsprint reels into trucks at CWC godown, Kirti Nagar, New Delhi, transportation and unloading in press premises anywhere in NCR within 60 KM (Rate should be quoted for 'fuel charges' and 'all other charges' separately as per proforma inclusive of all taxes)	(i) Rate per Metric Ton of ' Diesel / Fuel ' Charges from CWC to Press Rs. _____ (Rupees _____). (ii) Rate per Metric Ton for ' All Other Charges ' including loading, unloading and transportation Rs. _____ (Rupees _____).

NOTE:

- i) **The lowest bid will be calculated on the basis of combined lowest rates for Sl. No. 1 & 2 at above.**
- ii) Rates quoted by the tenderer should all inclusive. No tax including Entry Tax / Toll Tax / Permit Tax / or any other tax, shall be payable extra.
- iii) Quoted rates should be legible without corrections / overwriting. Any rates, other than those in above proforma, shall not be considered valid.

Signature with name
(Owner/Designation of signing
authority with stamp)

Date _____

