

NOTICE INVITING TENDER

EMPLOYMENT NEWS

(Publications Division)

Ministry of Information and Broadcasting, Government of India
East Block-IV, R.K. Puram, New Delhi - 110 066.

TENDER FOR SUPPLY OF NEWSPRINT PAPER

Sealed tenders are invited on prescribed form under "Two Bid system" from PSU / Private newsprint producing mills for monthly purchase of Newsprint on one years' Rate Contract basis, for printing of our weekly journal 'Employment News / Rozgar Samachar'.

1. Office of Issue : Employment News, Level-5, East Block-IV, R.K.Puram, New Delhi- 110066.
2. Cost of Tender : Rs.2,500/-
3. Last date and time of sale of tenders : 12.30 P.M. on 18.03.2014
4. Last Date and Time for receipt of tenders : 3.00 P.M. on 18.03.2014
5. Date and Time for opening "Technical Bids" : 3.30 P.M. on 18.03.2014
6. Specifications for Newsprint : Newsprint should conform to BIS-IS-11688-1999 reaffirmed December, 2005 as amended up-to-date.

SL. No.	Characteristic	Requirements
1	Reel Width	81.5 Cms. (\pm 3 mm)
2	Grammage	46 GSM (\pm 4 %)
3	Brightness, percent. (ISO) (%), <i>Min</i>	56.0 (special requirement)
4	Opacity, percent, (%) <i>Min.</i>	90.0
5	Smoothness (Bendtsen) ml/min. <i>Max.</i> Top Side Wire Side	250 300
6	Porosity, ml/ min, <i>Max</i>	700 (special requirement)
7	Tensile Index, N.m/g <i>Min.</i> MD CD	35 18 (special requirement)
8	Tear Index, mN. M2/g, <i>Min</i> CD	4.5
9	Packing and Marking	Conforming to BIS-IS-11688-1999 reaffirmed December, 2005 (as amended up to date)

7. **ELIGIBILITY CRITERIA :**

- i) The Mill must have produced a minimum of **75,000 Metric Tons** Newsprint Paper per annum during Financial Years 2011-12 and 2012-13.
 - ii) All Newsprint paper producing Mills must submit copy of **Excise Clearance Certificate** for the financial years 2011-12 & 2012-13 for '**Newsprint Paper Production**' issued by the Custom & Excise Department on their Letter-Head. The Mill will have to show the said original Excise Clearance Certificates for both the years for verification as and when demanded by this office. This office may get these certificates verified from the Excise Department. Govt. / PSU Mills may submit the 'Newsprint Production Certificate' under signature and seal of Competent Authority.
 - iii) '**Industrial License**' for '**Production of Newsprint Paper**'.
 - iv) The Mill must have had an **Annual Turnover of minimum of Rs.100 crores** for the Financial Years 2011-12 and 2012-13. Mill should submit copy of Income Tax Returns OR Audited Balance Sheets.
8. **NEWSPRINT REQUIREMENT** : About **350 Metric Tons per month** approx.
(can be increased OR decreased as per each month's requirement).

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9. **DESTINATION FOR SUPPLY OF NEWSPRINT** : Any destination within Delhi / NCR. Destination will be specified in each month's supply order (Currently at Central Warehousing Corporation, Kirti Nagar, New Delhi-110 015).
10. **DELIVERY SCHEDULE** : Within 10 to 20 working days of date of receipt of supply order, depending upon the location / distance from Delhi as per details given below :

Distance from Mill to Delhi (in Kms.)	Maximum Number of working days
Upto 500 Kms.	10 days
From 501 to 1000 Kms.	15 days
1001 Kms and above	20 days

11. Tenders must be submitted **on the prescribed form only** for the 'Technical' and 'Financial' Bids. Tenders on letter-head / any other paper will be summarily rejected.
12. **QUOTED RATES** : Rates should be "**All Inclusive**" on FOR destination on firm and fixed basis for entire rate-contract period. Tenderers may note that **this office will not issue "Form-C" against any purchases. Tenderers may also note that a complete break-up of their quoted rates will have to be submitted as per the 'Form of Quotations'.**
13. Tenderers are required to fill-up and submit the 'Technical' and 'Financial' bids in 2 separate sealed envelopes. '**Financial bid**' envelope should contain only the quoted rates. The '**Technical bid**' envelope should contain all the other required / essential documents mentioned in this tender. 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 'Tender for SUPPLY OF NEWSPRINT PAPER- Tender No. EN-52011/5/2013-14/Prod. Tender opening at 3.30 P.M. on 18.03.2014'. The Financial Bids shall be opened at a later date after evaluation. Mills whose documents are found to be complete in all respects, will be notified of the 'opening date' of the 'Financial Bids' in advance. This big sealed envelope should be delivered by post / in person to the following address on or before the last date / time of receipt of tender :

Accounts Officer, Employment News, East Block-IV, Level-5, R.K. Puram, New Delhi -110 066. (Phone - 011 26193179).


NOTE : (a) Employment News will not be responsible for any delay / loss / non or late receipt of tenders sent by post / courier etc.

(b) Tenders will be opened in room No.543 as per scheduled date and time.

14. **EARNEST MONEY DEPOSIT** : Tenderers will have to submit an **Earnest Money Deposit of Rs. 50 Lakh (Rupees fifty lakh only)** in the form of Demand Draft / Bank Guarantee / Banker's Cheque from Scheduled / Nationalised Bank favouring Pay and Accounts officer, DAVP etc., Ministry of I&B, New Delhi. The Demand Draft / Bank Guarantee / Banker's Cheque must be valid for 3 months.

NOTE : The following tenderers are exempted from submitting EMDs :

- (i) Public Sector Undertakings (PSUs).
- (ii) Mills registered with DGS&D / NSIC as 'paper manufacturer / supplier of newsprint paper for the financial year 2013-14'. Such Mills will have to enclose attested copies of their valid DGS&D / NSIC registration documents in support of their claim.
15. Employment News reserves the right to accept or reject any / all the tenders without assigning any reason thereof.
16. Office of Employment News reserves the right to terminate the rate-contract with one month's notice in the event of supplies / services are found un-satisfactory.
17. The successful tenderer will have to sign an 'Agreement' for rate-contract within 15 days of issue of the rate acceptance letter by this office. The 'Performance Guarantee' (Security Deposit), will have to be submitted immediately after signing of the Agreement.
18. Tenders can be purchased from the Accounts Officer of this office (Phone - 011 26193179) on payment of Tender Fee of Rs.2,500/- only either in cash or by Demand Draft favouring Pay & Accounts Officer, DAVP etc., Ministry of I&B, New Delhi.
19. Tender Form can also be downloaded from the websites www.employmentnews.gov.in OR www.mib.nic.in OR www.publicationsdivision.nic.in. In this case, the tenderer will have to attach a DD of Rs.2,500/- only (cost of tender) favouring Pay & Accounts Officer, DAVP etc., Ministry of I&B, New Delhi.


Accounts Officer
(Employment News)

EMPLOYMENT NEWS
(Publications Division)
Ministry of Information and Broadcasting
East Block - IV, Level - 5, R.K. Puram, New Delhi - 110 066.

TENDER FOR SUPPLY OF NEWSPRINT PAPER

'TECHNICAL BID' PROFORMA

Tender No. & date	EN-52011/5/2013-14/Prod. dated 10.02.2014
Last date & Time of Sale of Tenders.	18.03.2014 at 12.30 P.M.
Last Date and Time of 'Receipt of Tenders'	18.03.2014 at 3.00 P.M.
Date and Time of 'Opening of the Technical Bid'	18.03.2014 at 3.30 P.M.

1. DETAILS OF VENDOR :

Name of the Vendor	Address and other details of the Vendor
Web site address (if any)	
Phone Numbers	
Fax Numbers	
Email	
Contact Person's Name	
Contact Person's Mobile Number	
Contact Person's Fax Number	
Contact Person's email ID	

2. 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

3. ANNUAL TURNOVER : Please enclose a copy of Income Tax Return OR Audited Accounts in support of your claim :

Sl. No.	Financial Year	Turnover (in Rupees)
1	2011-2012	
2	2012-2013	

[Handwritten Signature]

4. NAME AND ADDRESS OF THE BANKER :

Bank Name	
Branch Name	
Account Number	
Account Type	
Bank Phone Number (s)	

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

Sl. No	Particulars	Copy attached? Yes / No	Remarks
1	IT Permanent Account No. (PAN)		
2	Central/State Sales Tax/Vat/TIN Registration		
3	Excise Duty Registration		
4	Registration with DGS&D or NSIC		
5	Industrial License for Production of Newsprint		
6	Excise Clearance Certificate for last two financial years		

6. NEWSPRINT PRODUCTION FIGURES FOR LAST TWO YEARS : Tenderer must enclose attested copies of Excise Department.

Sl. No.	Year	News Print Production (in Metric Tons)	Whether Excise Certificate attached?
1	FY-2011-2012		
2	FY-2012-2013		

7. REFERENCE LIST : Tenderer may enclose a list of public / private sector firms to whom newsprint was supplied recently. Copies of order may be enclosed.

Sl. No	Name of Client(s)	Details of order(s) with value
1		
2		
3		
4		
5		
6		
7		
8		



8. OTHER ESSENTIAL DOCUMENTS / ATTACHMENTS :

SL No.	PARTICULARS	ATTACHED : YES/NO
1	25 sheets of Newsprint paper samples in size of 25 x 35 cms. conforming to tender specification, duly signed with official seal of the Mill at one corner of the sample must be enclosed. Mill must also ensure that the sample sheets are free from any wrinkles / not folded and are packed in a water-proof cover.	
2	The Mill must submit a Newsprint Test Report from any Paper Testing Laboratory along with 5 sample sheets duly <u>countersigned and sealed in an envelope by the Testing Laboratory</u> . The Test Report should be of any outside Testing Laboratory and not of the tendering mill . The Government reserves the right to get the samples tested from any Govt. Paper Testing Laboratory before opening of Financial bid.	
3	Tender purchase receipt in original.	
4	In case tender form has been downloaded from the website, a Demand Draft for Rs.2500/- should be enclosed.	
5	EMD Demand Draft for firms not registered with DGS&D / NSIC	

9. ANY OTHER INFORMATION :

(Signature of CEO / Proprietor / Authorised Signatory)

DECLARATION:

The information furnished above is true and authentic. We have carefully read all the terms and conditions of the tender and agree with these conditions. We have signed on each page of this technical bid in token of acceptance of terms detailed in the tender.

(Signature of CEO / Proprietor / Authorised Signatory)



OTHER INSTRUCTIONS :

- i) Fill all items. Please mention "NA" for items / clause not applicable.
- ii) Attach latest documents for all items.
- iii) The documents asked within this tender **may only be submitted**.

List of Documents to be enclosed in 'Technical Bid' envelope (Check List) :

SL No.	Document Details	No. of Pages
1	Original tender purchase receipt OR Demand Draft for Rs.2,500/- (as the case may be) as cost of tender.	
2	EMD of Rs.50 lakh in the form of Demand Draft / Bank Guarantee / Banker's Cheque OR copy of Registration with DGS & D / NSIC	
3	Copy of Excise Clearance Certificate issued by the Custom & Excise Department on their letter head for Financial Years 2011-12 and 2012-13.	
4	The Mill must submit a Newsprint Test Report from any Paper Testing Laboratory alongwith 5 sample sheets duly countersigned and sealed <u>in an envelope by the Testing Laboratory</u> . The Test Report should be of any outside Testing Laboratory and not of the tendering mill.	
5	25 sheets of Newsprint paper samples in size of 25 x 35 cms. conforming to tender specification, duly signed with official seal of the Mill at one corner of the sample.	
6	Central / State Sales Tax No. / Vat Registration No. / TIN No.	
7	Excise Duty Registration No.	
8	Industrial License for 'Production of Newsprint'	
9	IT / Permanent Account No. (PAN) Card copy	
10	Copies of Income Tax Returns OR copy of Audited Balance Sheets for last 2 years in support of turnover claim	
11	Certificate of incorporation	
12	Copy of order / testimonials recognized public / private sector companies for supply of newsprint	

 6

EMPLOYMENT NEWS
PUBLICATIONS DIVISION
 Ministry of Information and Broadcasting
 (Government of India)
 East Block - IV, Level - 5, R. K. Puram, New Delhi - 110 066.

TENDER FOR SUPPLY OF NEWSPRINT
"FINANCIAL BID" PROFORMA

1. Tender No. EN-52011/5/2013-14/Prod. dated 10.02.2014
2. Name and address and other details of the manufacturer / Mill

Name and address of the Newsprint Mill	
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3. **Specifications for Newsprint** : (as per BIS-IS-11688-1999 reaffirmed December, 2005 as amended up to date).

Sl. No.	Characteristic	Requirements
1	Reel Width	81.5 Cms. (± 3 mm)
2	Grammage	46 GSM ($\pm 4\%$)
3	Brightness, percent. (ISO) (%), <i>Min</i>	56.0 (special requirement)
4	Opacity, percent, (%) <i>Min.</i>	90.0
5	Smoothness (Bendtsen) ml/min. <i>Max.</i> Top Side Wire Side	250 300
6	Porosity, ml/ min, <i>Max</i>	700 (special requirement)
7	Tensile Index, N.m/g <i>Min.</i> MD CD	35 18 (special requirement)
8	Tear Index, mN. M2/g, <i>Min</i> CD	4.5
9	Packing and Marking	Conforming to BIS-IS-11688-1999 reaffirmed December, 2005 (as amended up to date)

4. **Quantity** : About 350 Metric Tons per month (approx.)
(can be increased / decreased as per each month's requirement)
5. **Destination** : Any godown / Printing Press within Delhi / National Capital Region (NCR)
(presently at Central Warehousing Corporation, Kirti Nagar, New Delhi 110 015).
6. **Delivery Schedule** : **Within 10 to 20 working days** of date of receipt of monthly supply order as under:

Distance (Kms.)	Maximum Number of Working Days
Up to 500 Kms.	10 days
from 501 to 1000 Kms.	15 days
1001 and above Kms.	20 days

7


7. **Quoted Rates** : Rates should be quoted on "All Inclusive" basis viz inclusive of all taxes i.e. CST / ST/ Education Cess / applicable levies / toll tax / road tax, handling charges / transport charges / Insurance charges etc. FOR destination Godown / Printing Press in Delhi / NCR. **This office will not issue Form 'C' for any newsprint supplies against our orders during the contract period. Tenderers will also be required to submit a break-up of their quoted rates in the 'Form of Quotations' (page 10 of this tender document).** Rates quoted should be on 'firm and fixed' basis till the completion of all obligations under contract.
8. **Validity of Rate Contract** : **ONE YEAR (1 year)**
9. **Payment** : "Payment will be made against each month's consolidated bill after completion of supply of ordered newsprint quantity at the designated warehouse / godown and receipt of newsprint samples test reports from the labs. This may take upto approximately 90 days from the date of receipt of the bill. However, in extreme cases, where the 'test reports' are not received within 90 days, an interim payment to the extent of 60% of the bill amount will be processed for payment. The remaining amount will be released on the basis of the result of all the test reports received".
10. **Technical Inspection** :
- An inspection team may visit the Mill to check quality of newsprint if found necessary before tender is finalized.
 - As soon as a 'purchase order' is placed, supplier will have to intimate its 'production schedule' to this office. A team of officials of Employment News may visit the Mill for checking of quality and collecting samples randomly, if found necessary.
 - This office will conduct a joint meeting with the newsprint supplier mill as well as the printer on a quarterly basis to ensure quality / further improvement and good co-ordination among all concerned.
11. **Test Report and Penalty** : Supplies of each lot will be tested for its conformity to tender specifications. Samples may be sent to any 3 (three) Central / State Government / NABL approved laboratories for testing. Cost of such test will be deducted from supplier's bill. In the event of failure of samples in Test Report, deductions will be made according to average value of each parameter, as mentioned below:

S. No	Characteristic	Requirements
1	Width	Any loss to Government owing to increase in reel width over and above the permissible limits will be deducted from the Mill's bill on penal rates (double of procurement rates)
2	Grammage (GSM)	Any loss to Government owing to increase in GSM over and above the permissible limits will be deducted from the Mill's bill on penal rates (double of procurement rates)
3	Brightness	In case of lower brightness, a penalty @ 1 percent of cost of entire lot for every 2 values or part thereof on the lower side than the specified value, will be deducted from the bill.
4	Opacity	In case of lower opacity, a penalty @ 2 percent of cost of entire lot for every 5% values or part thereof on the lower side than the specified value, will be deducted from the bill.
5	Smoothness	In case of higher smoothness, a penalty @ 1 percent of cost of entire lot for every 5% values or part thereof on the higher side than the specified value, will be deducted from the bill.
6	Porosity	In case of higher porosity, a penalty @ 1 percent of cost of entire lot for every 10% values or part thereof on the higher side than the specified value, will be deducted from the bill.
7	Tensile Index	In case of lower Tensile Index, a penalty @ 2 percent of cost of entire lot for every 5 values or part thereof on the lower side than the specified value, will be deducted from the bill.
8	Tear Index	In case of lower tear index, for every single value on the lower side than the specified value, 2 percent of cost of the entire lot will be deducted from the bill.

Request for re-testing of the samples will not be entertained.

12. **Damaged Reels** : Damaged reels shall not be accepted and will be notified to the supplier Mill as soon as the same is noticed. The supplier Mill will have to lift back the said damaged reels from the storage godown at its own cost.
- NOTE** : If damaged reels / defective reels / reels not conforming to this tender are detected at the printer's premises after removing the packing, Newsprint supplier mill will have to settle such losses with the printer OR the Mill will have to lift the reels at their own cost.
- Full cost of such returnable reels will be deducted from the supplier Mill's bill / standing Security.**
13. **Default** : In case successful bidder is not in a position to supply newsprint against a particular supply order due to reasons beyond control, supplier will have to inform this office URGENTLY in time. In case of such default the supplier will have to bear the risk and cost of the purchase from the open market. Employment News will have a right to purchase required Newsprint from open market and the difference in price, if any, will be recovered from the supplier.
14. "Employment News reserves the right to keep a standby supplier at L-1 rates to meet the eventuality of non-supply / delayed supply by the contractor Mill in case the supply of newsprint is stopped / delayed by the contractor mill due to any reason. All other terms and conditions of the contract will also apply to him 'mutatis mutandis'".
15. **ARBITRATION** : All disputes and differences or any questions arising out of any clause of the Agreement whatsoever, may be referred to the International Centre for Alternative Dispute Resolution, Plot No. 6, Vasant Kunj Institutional Area, Phase II, New Delhi and its decision shall be final and binding on both the parties.
16. **COURT CASES** : Any dispute between the Publisher and the Mill that may not have settled or finalized by the arbitrator or any party to the present Agreement not being satisfied with the award of the arbitrator may take up the case to the competent civil court having jurisdiction to decide the dispute at Delhi / New Delhi only.
17. **Penalties for delay in supply** : If the contractor fails to supply Newsprint within specified days of placement of monthly supply order, '**Liquidated Damages**' will be levied on the delayed part of newsprint supply at the following rates :
- i) For delay upto 07 days : 2%
 - ii) For delay from 8 - 14 days : 4%
 - iii) For delay of more than 15 days : 10%
 - iv) For repeated inordinate delayed supplies, Default Clause 13 may be enforced.
18. **Termination of Contract**: Office of Employment News reserves the right to terminate the rate-contract with one month's notice in the event of supplies / services found un-satisfactory.
19. **Force Majure** : Standard Force Majeure clause may be applicable.
20. **Performance Guarantee** : The successful tenderer will be required to submit Performance guarantee by way of Security Deposit for an amount of Rs.1.50 Crore (Rupees One Crore Fifty Lakh only). Security Deposit may be submitted in the form of FDR or Bank Guarantee favoring Additional Director General, Publications Division, Ministry of I & B, Government of India. The Bank guarantee should be valid up to 18 months, which will be returned after the completion of all contractual obligations of the contract.
In the event of any default by the contractor at any stage, the Performance / Bank Guarantee submitted by the firm shall be liable to be forfeited in part or in full as per the decision of Additional Director General (In Charge), Publications Division.
21. **Tender Validity** : The tender offer shall remain valid for acceptance up to **90** days from the date of opening of Technical Bid.


9

FORM OF QUOTATIONS

We hereby quote our rates on "All Inclusive" basis as per requirements of clause 7 of 'Financial Bid Proforma' FOR destination Godown / Printing Press in Delhi / NCR (inclusive of all taxes i.e. CST / VAT / ST / Education Cess/ applicable levies /toll tax / road tax, handling charges / transport charges / Insurance charges etc.). We also understand that the Office of Employment News will not issue Form 'C' for any newsprint supplies against any purchase orders.

1.	Rates Per Metric Ton (all inclusive on firm and fixed basis for entire period of contract)	Rs. _____ per Metric Ton (In Figures). (In Words Rupees _____ _____ per Metric Ton).	
2.	Break-up of rates quoted at item 1 above	i.	Basic rate per MT
		ii.	Handling / Labour charges per MT
		iii.	Transportation charges per MT
		iv.	Transit Insurance per MT
		v.	VAT/CST Charges, if applicable (please specify)
		vi.	Education Cess, if applicable
		vii.	Toll / Road Tax, if applicable
		viii.	Any other (please specify)
Total Per Metric Ton (Rs.)			
(This should tally with the rates quoted at item 1 above)			

(Signature of CEO / Proprietor / Authorised Signatory)

We have fully understood and accept all terms & conditions of the above tender for supply of newsprint as per tender specification and quote our rates. We have signed on each page of Technical Bid / Financial Bid as token of acceptance of terms and conditions detailed on each page.

(Signature of CEO / Proprietor / Authorised Signatory)

Name :

Date :

Place :

Seal :

