

This tender is restricted to the Digital Printers empanelled with GeM located in Bhubaneswar only

No. 13(16)/26- 71

भारत सरकार/GOVERNMENT OF INDIA
केंद्रीय संचार ब्यूरो /CENTRAL BUREAU OF COMMUNICATION
Regional Office, Bhubaneswar

Dated: 29/04/2026

Subject: - Digital Printing of single booklet on Vikas Yatra in Hindi language

Bids are invited for the production of 100 copies in Hindi language on TOP PRIORITY basis from local Digital printers located in Bhubaneswar and empanelled with GeM. If you are in a position to undertake the production of the job as per specifications given below and supply the printed copies within the specified time schedule, please submit your bid in this form only through GeM portal **latest by 11/05/2026 (3:00 PM)**. Tenders will be opened on the same day at 3:30 PM. Please note that bids received after the due date and time will not be considered.

S/d-
(P.K. Choudhury)
Head of Office
CBC, RO, Bhubaneswar

विवरण/DESCRIPTION: A prestigious booklet consisting 200 pages (approx.) of text plus cover is to be produced from complete design in soft copy.

Booklet will print in four process colour throughout from line & tone design provided in soft copy and may bleed on all sides. Improvement in colour pictures/textual corrections/addition/deletion in inner pages will have to be done by the printer even in final proofs. Booklet is to be section sewn and cover pasted over with high quality hot melt adhesive. Outer cover is to be matt laminated before finishing.

आकार/FINISHED SIZE:

6" x 8.5"

रंग/COLOURS: Throughout Four Process Colours

भाषा एवं संख्या /LANGUAGE & QUANTITY: Hindi- 100 copies plus one advance copy

Note: If the number of pages increases/decreases & number of copies increases/decreases, the rates will be allowed on pro-rata basis.

उत्पादन की प्रक्रिया /PROCESS OF PRODUCTION: By Digital Printing Process

कागज /PAPER: 100 GSM Bilt Royal/equivalent quality Matt Indian Art Paper for text Pages & 220 GSM Bilt Royal/equivalent quality Matt Indian Art card for cover are to be used from the printer's stock.

Selected printer will submit sample of paper mentioned above with full nomenclature including name of the paper mill duly signed and stamped before executing the job.

A serious view will be taken for any delay or if, at any stage, it is found that specified papers have not been used for the job. Liquidated damages will be imposed for the delay in execution, poor workmanship and using lesser grammage of paper as per the standard norms of the CBC.

उत्पादन हेतु सामग्री/ MATERIAL FOR PRODUCTION: Complete design will be supplied in a soft copy by CBC.

समय अवधि /TIME SCHEDULE: An overall time period of 1 day after approval of proof will be allowed for printing & complete supply of the copies.

Note:- If the number of copies/pages increases/decreases an overall time period will be allowed on pro-rata basis.

पैकिंग और वितरण / PACKING & DELIVERY: Final printing is to be undertaken on the basis of approved proofs. One advance copy of booklet is to be sent to Regional Office, Bhubaneswar for approval. After approval of the advance copy, the ordered quantity is to be delivered to Regional Office, Bhubaneswar. Booklets shall be supplied in lots of 50 copies each, duly packed in thick kraft paper. Each packet shall be labelled indicating the quantity, language, and name of the job.

EARNEST MONEY DEPOSIT: The bidder must submit an Earnest Money Deposit of **Rs. 2000/-** (Rupees Two Thousand only) in the form of Fixed Deposit Receipt/Bank Guarantee issued by any Scheduled/Nationalized Bank drawn in favour of **Drawing and Disbursing Officer, CBC, Regional Office, Bhubaneswar payable at SBI, Main Branch, Bhubaneswar**. The FDR/BG must have maturity of 6 months. The image of issued EMD by the bank should be uploaded with tender document and original is to be submitted to this office in a sealed envelope mentioning Name and no. of the tender along with a covering note of the firm with complete details of the FDR. *(Tenders received without earnest money deposit will be summarily rejected).*

PERFORMANCE SECURITY: The EMD of the L-1 bidder shall be retained towards performance security, before the job is awarded. If the printer (bidder) backs out from undertaking the job at their quoted rates, the EMD will be forfeited and the job may be assigned to other bidder. Earnest money of successful bidder shall be returned only after successful completion of the contract and EMD of others shall be returned after finalization of the tender.

Eligibility Criteria: Printing press should be located **within 50 kms of Regional Office, Bhubaneswar** and equipped with the following Printing & allied Equipment (Details given below) and capable of handling such work within a prescribed time schedule.

1. DTP with One terminal (core i5 or above) along with colour ink jet/colour laser printer with the latest updated version of licensed software viz. Corel Draw, Photoshop, InDesign, PageMaker and other publishing software's.
2. One A3 Size four colours Digital Printing Machine
3. One (1) Automatic Folding Machine/Dedicated Arrangement.
4. One (1) Perfect binding machines single clamp/ Dedicated Arrangement.
5. One (1) Section Sewing machine/Dedicated Arrangement.
6. One (1) Programmatic paper cutting machines.
7. Adequate Power back-up.
8. The printer should not be under suspension by any Government Organization.
9. Copy of License to Run the Factory (if applicable).
10. Copy of Pollution certificate (if applicable).

Note: All the relevant documents related to eligibility criteria mentioned above (sl. No. 1-10) in the tender document must be signed & stamped by the Vendor and uploaded in PDF format, failing which the bids will not be considered.

अन्य टिप्पणिया/OTHER REMARKS:

1. The time schedule must be strictly adhered to.
2. This enquiry is subject to our usual terms of tender.
3. A High quality reproduction is essential.
4. Printers backing out after quoting rates will be liable for liquidated damages (Annexure I)
5. In case of delay in execution, poor workmanship or use of inferior quality paper, penalty/liquidated damages will be imposed as per the norms (Annexure I).
6. All disputes will be settled under Odisha Jurisdiction.

(Please read the instructions of tender thoroughly before submitting bids)

Please quote only if you are in a position to undertake the production of the job and supply printed copies within the specified time schedule. Your bids must be submitted online through GeM latest by 3.00 P.M. on 11/05/2026.

Your rates should be quoted on the following lines including the cost of paper, all other incidental charges etc. and the applicable GST.

1. Consolidated rate for total **100 copies of the booklet consisting 200 pages of text plus cover**
'As per Description' (including applicable GST)

Note: If the number of pages increases/decreases & number of copies increases/decreases, the rates will be allowed on pro-rata basis.

भवदीय/Yours faithfully

S/d-
(P.K. Choudhury)
Head of Office
CBC, RO, Bhubaneswar

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Subject: Liquidated Damages Committee - Norms.

Printers are taken on CBC rate contract who fulfill minimum requirement of printing machines and other equipment, after the approval of Screening as well as Panel Advisory Committee. The tenders are called by CBC under two bid systems. Various printed publicity materials are to be produced by CBC on the basis of the lowest quotations. Printers have to complete the job within the stipulated time as per the specifications laid down in the tender enquiry. Liquidated damages in case of delay, sub-standard workmanship or extra claim due to various changes incurred during the execution are to be decided by the L.D. Committee.

The following norms are to be observed in various cases towards liquidated damages: -

(1) Delay on the part of the printer up to 25% against specified timings are normally ignored provided publicity value is not affected.

For delay caused by printer in time bound jobs such as calendars, diaries etc. and jobs for particular occasions, the liquidated damages are made on the basis of the merit of the case.

A minimum cut towards delay will be Rs. 200/- and the cut less than Rs. 100/- will be ignored.

(2) For delay up to 50% of the specified time limit, the deduction will be @ 1% of total value of the job. For subsequent delay cut will be @1% for every 50% delay in case of printer paper.

The cut for the delayed execution of job is limited to 10% of the total value of the job on printer's paper. Beyond 500% delay may invite written warning/suspension/rejection on the merits of the case in addition to the cut as applicable.

(3) Timings for each language are accounted from the date of the supply of the complete material for that language and the printer's are expected to take up each language as and when the material is received or proofs approved.

(4) In case, changes/alterations are made by the dept. Additional time on the merit of the case is to be allowed.

(5) After submission of the proofs if the approval is held up for long time by the Dept. for no fault of the printer, extra time for such cases from 1 to 3 days are allowed on the merits of the case, for rescheduling of the job.

(6) When a printer is requested to do a job much earlier than the specified period, the delay occurring due to change of priority in case of other job may be given due consideration.

(7) Where complete material is handed over to out-station printer or his representative in Delhi normal transit period is allowed even though the printer or his representative may stay in Delhi.

- (8) Where a printer carries out the changes/improvements at his cost, the cost may be compensated towards deduction for delay, if any, on the merits of the case.
- (9) Minor variations in the actual colours used are accepted provided the total number of impressions is not affected.
- (10) Where the printer is asked to do the job much earlier than the specified timings, emergency charges for improvement of timings may be allowed as per the merit of the case.
- (11) In case of variation in weight of paper 2.5% variation in paper and 5% variation in card/board is condoned. Beyond permissible limits recovery will be made as under:
- (a) If the printer obtains prior permission for using paper of lesser weight/grammage, the deduction shall be made on the actual difference in weight at the prevailing market rate. In case where printer fails to inform in advance, cuts are made at double of the market rate.
- (12) Cuts for non-conspicuous variation in printing quality and binding deficiency of the job will be @ 3% & 2% respectively. The cut will be imposed on the percentage of defective copies and not on the entire lot. The percentage of cut will increase for conspicuous defects on the merits of the case and will be decided by the L.D. Committee and can normally be up to 10%. Nature of defect is more important for deciding whether a job may be rejected.
- (13) 5% copies over or under of the specified quantity may be accepted subject to useful utilization of the copies. However deduction in payment of the bill will be made accordingly.
- (14) Cuts for backing out after quoting the rates by the printer during financial year will be made as under;

S.No	Reason	Penalty	
		First Time	Second Time
1	Backing out before the job is awarded	Rs. 15,000/- with suspension from tenders for a period of one month	Rs. 30,000/- with suspension from tenders for a period of six months
2	Backing out after the job is awarded	5% of the total cost of the job or minimum Rs. 25,000/- whichever is higher with suspension from tenders for a period of one month	10% of the total cost of the job or minimum Rs. 50,000/- whichever is higher with suspension from tenders for a period of six month