File No. EN/52011/01/2026-27/Prod.

NOTICE INVITING TENDER

Government of India
PUBLICATIONS DIVISION
(EMPLOYMENT NEWS)
Ministry of Information & Broadcasting
Soochna Bhawan, C.G.O. Complex, Lodhi Road, New Delhi – 110 003

SUBJECT: Tender Document for finalizing an Annual Rate Contract for printing of our prestigious weekly newspaper **"Employment News"** in **Hindi, English** and **Urdu** languages

Publications Division, Ministry of Information & Broadcasting hereby invites responses against our tender enquiry **through GeM** (Government e-marketplace) **portal** from **web-offset printers** located within 100 KMs from this office for finalizing an Annual Rate Contract for printing of "**Employment News**" a prestigious time-bound weekly newspaper in Hindi, English and Urdu languages with a combined circulation of about 45,000 copies per week. The estimate value of the above-referred Annual Rate Contract is approximately Rs. 3,00,00,000/- (Rupees Three Crore only). The procurement will be conducted by following the **Reverse Auction (RA)** process.

The successful printer is required to install their typesetting unit **in this office at 7th Floor, Soochna Bhawan, C.G.O. Complex, Lodhi Road, New Delhi – 110003 within 10 working days of intimation of assigning the job** with adequate number (details mentioned in the tender document) of composing and related equipment like Computer terminals with required software etc., Laser printers of A-3 size, High Resolution Scanner alongwith provision for power back-up etc. for typesetting/final designing of the weekly newspaper, so that the typesetting work for all three (Hindi, English & Urdu) languages can be done simultaneously. The printer is also required to deploy professional manpower (Proof reader, typesetter, layout designer as detailed in the tender document), so that they are able to complete all required work of typesetting/designing for all three (Hindi, English & Urdu) languages within time.

Each issue of all the three languages generally contains 44 pages on average typically ranges between 24 to 64 pages. However, some issues may go up to 96 or more pages. The standard open size of the periodical will be 41 cm x 54.6 cm ; folded to 27.3 cm x 41 cm with a print area of 25 cm x 38 cm. The printer should have in-house CTP section and able to print minimum of 32 pages simultaneously in four colours of the above cut-off size and equipped with power back-ups having sufficient capacity to run the printing and all other related machines in case of power failures. The Printer should also have sufficient covered space to store about 45 metric tons of newsprint reels, and around 45,000 printed copies.

Capability and suitability of the printer will be assessed by a committee decided by this office after opening of the 'Technical Bid' and 'Physical Inspection' of printing press. The Financial Bid's of only technically qualified printers will be considered.

Last Date & Time of receipt of tender through GeM portal : 20/11/2026 at 3:00 PM

30/10/2026

(Mihir Kumar Basu)
Production Officer
#011-24369424
Room No. 669

Government of India

PUBLICATIONS DIVISION

(EMPLOYMENT NEWS)

Ministry of Information & Broadcasting

Soochna Bhawan, C.G.O. Complex, Lodhi Road, New Delhi – 110 003

(PART-I)

TENDER FOR PRINTING OF EMPLOYMENT NEWS

Tender Number and Dated	**EN-52011/01/2026-27/Prod. Dated 30/10/2026**
Last Date & Time for submission of response against our tender **through GeM portal**	**20/11/2026 at 3.00 P.M.**
Validity of the Contract	**One Year** initially and may be extended as per provision on GeM portal
Validity of the Quoted Rate	The Quoted rates will remain valid **up to 90 days** from the date of opening of 'Technical Bid'

(i) **Earnest Money Deposit:** Bidders are required to submit an Earnest Money Deposit (EMD) for an amount of **Rs. 9,00,000.00** (Rupees Nine Lakh only) alongwith their bids. The EMD may be submitted in the form of Demand Draft, Banker's Cheque in favour of Employment News, M/o I&B, Govt. of India New Delhi or Bank Guarantee from any of the Public Sector Banks or a private Sector Bank authorized to conduct government business as per Annexure-I. The hard copy of the financial document of the EMD amount should reach to Sh. Shashi Prakash Singh, Assistant Director (Prod.) at Room No. 674, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi – 110003 on or before the closing date & time of the tender. EMD is to remain valid for a period of Ninety days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned, without any interest whatsoever, to them at the earliest after expiry of the bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization and Micro and Small Enterprises (MSEs) as defined in MSEs Procurement Policy issued by Department of MSME as per Rule 170 of GFR-2017. **The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.**

Alongwith

a Bid Security Declaration duly signed by the Bidders accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security deposit before the deadline defined in the request for bids document, they will be suspended for the period of two years from being eligible to submit Bids for contracts with the entity that invited the Bids. The format Bid Security Declaration is attached as annexure-III.

(ii) **Agreement:** The successful tenderer will have to sign an Agreement for Rate-Contract within 10 days of issue of the rate acceptance letter by this office.

(iii) **Performance Guarantee:** The Bidder will be required to furnish a Performance Security deposit by way of Bank Guarantee/Demand Draft/Fixed Deposit through a Commercial bank authorized to conduct government business for a sum of **Rs. 15,00,000.00** (Rupees Fifteen Lakh only) within 30 days after signing of the agreement.

(iv) **Pre-Integrity Pact Clause:** An "Integrity Pact" would be signed between the Publications Division (Employment News) & successful bidder, as per Annexure –II.

(PART-II)

TENDER SPECIFICATIONS

1. **DESCRIPTION OF WORK**:

Employment News/Rozgar Samachar, a weekly newspaper generally contains 44 pages on average (typically ranges between 24 to 64 pages, however some issues may have 96 or more pages) each in **English, Hindi** and **Urdu** languages are required to be printed regularly through an Annual Rate Contract in a time bound manner. **The number of pages and print order of the newspaper may vary in each weekly issues**. The Bidder can see the specimen of the newspaper on any working day within working hours in this office at Room No. 674. The term '**printed**' includes cost of specified newsprint paper, designing, typesetting, first proof reading, processing, printing on specified newsprint paper, folding, bundling and delivery to local agents etc. alongwith the cost of professionals (Proof reader, typesetter, layout designer) to be deployed in this office. In case any issue is printed in more than one part, the printer will have to supply the copies in single unit after proper insertion. Printer will have to provide the **final true copy of each issue** in a Hard-disk (to be provided by this office) in PDF/web page format or any other mode as desired by this office, separately for all three (Hindi, English & Urdu) languages **twice per issue** i.e. Raw PDF immediately after the approval of final pages and Watermarked (EN Logo) PDF before 2 days from actual Release Date for up-loading the e-version of Employment News/Rozgar Samachar on the website.

2. **PAGE SIZE AND PRINT AREA:**

A) **Open Size** of the newspaper will be **41 cm x 54.6 cm** (Approx)
B) **Folded Size** of the newspaper will be **27.3 cm x 41 cm** (Approx)
C) **Print Area** of the newspaper will be **25 cm x 38 cm** (Approx.)

3. **PRINTING INK/ COLOUR**:

All the pages will be printed in **four process colours**. Standard best quality high-speed cold-set printing ink will have to be used to avoid set-offs, rubbing etc. Uniformity and consistency of colour will have to be ensured so that ink marks do not come on fingers, when the periodical is held for reading/handling and this consistency has to be ensured in all copies.

4. **PROCESS OF PRINTING: Web-offset.**

5. **QUANTITY:**

The current weekly print orders for all three languages are as mentioned below.

English : 41,000 copies (Approximately)
Hindi : 3,900 copies (Approximately)
Urdu : 100 copies (Approximately)
Total : 45,000 copies (Approximately)

However, the quantity may vary from issue to issue.

6. **PRINTING SCHEDULE:**

Input materials may be supplied by the concerned Editor(s) in 4 to 6 batches. The flow of text manuscripts including photographs, drawings etc. may commence about 10-12 days before the scheduled release date. The printer is required to compose text and supply the proofs immediately on receipt of input materials, so as to complete the final pages within given time schedule. **Printing should start immediately upon approval of final pages** and **supply of printed copies should be done @ 40,000 copies per day irrespective of the number of pages.**

7. **DATA SECURITY:**

The printer is required to ensure utmost secrecy of the contents of the Employment News. The printer will ensure that contents are safe in their hands and no pilferage of original files is done from their end. The printer is required to ensure the security of data (contents of Employment News) and the firm will be responsible for any leakage of data due to their own negligence or any of their staff found to be involved in the leakage.

The printer will create FTP (File Transfer Protocol) point in the office premises of Employment News at their own cost, for transferring files from this office to the press for printing and uploading, instead of sending over the public domain. If any breach is detected on the printer's part, the firm will be liable for appropriate disciplinary action, for which the decision of the Head of Office, Publications Division will be final.

8. **TERMS OF DELIVERY:**

The printed copies will have to be securely packed in good quality transparent thick polythene bags (as per govt. guideline), generally in bundles of 50 to 100 copies depending on the number of pages. A minimum of 40,000 copies as per requirement will have to be handed over each day. The dispatch cost (including all local charges/Octroi/Toll/ Green tax etc.) to be included in the quoted rate. No separate claim for transportation cost will not be entertained.

(a) **Outstation copies:** Out of total 45,000 copies, **the printer is required to supply 34,800 copies** (may vary issue to issue) as per weekly instructions given by this office through e-mail communication **to the Delhi based authorized dispatch contractor/GPO Kashmiri Gate located in Delhi at their own cost**.

(b) **Local Dispatch:** The printer **is required to supply about 10,200 copies** (may vary issue to issue) as per weekly instructions given by this office through e-mail communication in all three languages **to local Agents/office up to four (4) destinations located in Delhi at their own cost**.

9. **VALIDITY OF CONTRACT:**

The **Annual Rate Contract will remain valid initially for a period of 1 (one) year** from the date of awarding the contract. However, it may be extended further on mutual agreement as per the provisions of GeM (Government e-marketplace) portal on same rates, terms and conditions.

10. **TECHNICAL REQUIREMENTS TO BE FULFILLED BY THE PARTICIPATING PRINTERS:**

a) The **composing/ type-setting unit** of the printer for all the three (Hindi, English & Urdu) languages along with required staffs is required **to be set-up within this office**. Adequate space/ furniture/ electricity/ broadband internet facility will be provided by this office free of charges. Printer will be fully responsible for providing final pages/ proofs for approval of the editor.

b) It will be the responsibility of the printer to do the first reading and necessary corrections thereof for all the pages before submitting the same to the concerned Editor. Total **Four (4)** language proficient **proof readers** i.e. **2 each for Hindi & English** languages for first proof reading is required to be deployed (Full-time) by the printer in this office in order to complete the work within the specified time schedule irrespective of number of pages.

c) The press should have One (1) web offset printing machine of cut off size 546 mm which is capable to print a minimum of 32 pages simultaneously in four colour and must be in **a good working condition with the capacity to print average 25,000 copies per hour.**

d) The press must have sufficient storage space to keep the newsprint reels and at least 45 thousand printed copies in a safe and secured manner with protection from fire and rain etc.

e) The press should be situated within 100 Kms of the office of Employment News, Soochna Bhawan, C.G.O Complex, Lodhi Road, New Delhi – 110003.

f) The Press should have a minimum experience of 2 years for similar jobs.

g) The tenderers are liable for inspection of their presses by a committee as well as verification of the documents submitted by them with their respective originals before opening of financial bids.

h) The Printer is required to dedicate **total eight (8) DTP terminals** having internal LAN connection and required original software's/ anti-virus etc., **Three (3) Laser Printers** of **A-3 sizes** of which **Two (2)** should be colour printer, **One (1) High Resolution Scanner** along with experienced, proficient and Dedicated (Full-time) operators/ staff for typesetting and page-designing for all three (Hindi, English & Urdu) languages, in office of Employment News at 7th Floor, Soochna Bhawan, C.G.O Complex, Lodhi Road, New Delhi – 110003. The required paper in A-4 and A-3 size for proofing etc. will be provided by this office. The details of man-power required to be deputed by the printer in this office are as mentioned below.

- **Typesetter/DTP Operator** for **Hindi** language : **Three** (3)
- **Typesetter/DTP Operator** for **English** language : **Three** (3)
- **Typesetter/DTP Operator** for **Urdu** language : **One** (1)
- **Layout Designer** for **Hindi, English & Urdu** languages : **One** (1)

i) The printer shall have to make arrangements to collect/ deliver the final materials for printing from the office of Employment News, **7th Floor, Soochna Bhawan, C.G.O Complex, Lodhi Road, New Delhi – 110003** at the printer's cost.

j) The printer will have to make **adequate alternate power backup arrangements in the press as well as for their typesetting unit in the office of Employment News** at **7th Floor, Soochna Bhawan, C.G.O Complex, Lodhi Road, New Delhi – 110003** to avoid any delay in type-setting/page making etc. in case of power-cuts.

11. ESSENTIAL CONDITIONS:

a) The tenderer must submit an **Earnest Money Deposit (EMD) of Rs. 9,00,000.00** (Rupees Nine Lakh only) in the form of a Demand Draft/ Bank Guarantee of a Scheduled bank favoring Employment News, M/o I&B, Govt. of India, New Delhi alongwith **Bid Security Declaration** as per annexure III. The hard copy of the financial document of the EMD amount should reach to Sh. Shashi Prakash Singh, Assistant Director (Prod.) at Room No. 674, Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi – 110003 on or before the closing date & time of the tender.

b) The successful tenderer will have to submit a **Performance Guarantee/Security Deposit of Rs 15,00,000.00** (Rupees Fifteen Lakh only) in the form of FDR/Bank Guarantee favoring Employment News, M/o I&B, Govt. of India, New Delhi, as per the proforma prescribed in the GFR (General Financial Rules). The Performance Guarantee/Security Deposit should be valid for a minimum period of 15 months and renewed for any extension of the contract.

c) The Printer will have to submit a CA certificate certifying the minimum Average Annual Turnover of **Rs 12 Crore** (as per terms and conditions of the GeM portal i.e. 400% of Bid estimated value) for the last three (3) Financial Years.

12. SPECIFICATIONS OF NEWSPRINT PAPER, TESTING METHOD AND OTHER CONDITIONS:

a) Specifications of Newsprint Paper:

Newsprint paper should confirm the following parameters as per BIS standard.

Sl. No.	Characteristic	Requirements
1	Grammage (GSM)	45 GSM (±4 %)
2	Brightness, percent. (ISO) (%), Min	56.0 (special requirement)
3	Smoothness (Bendtsen) ml/min. Max. Top Side Wire Side	 250 300

Newsprint paper with the above specified parameters is to be used of any mill as given below or the Mill may produce premium quality paper with a minimum capacity of producing 25000 MTs per annum of newsprint paper as per the Excise Clearance Certificate:

1. Hindustan Newsprint Ltd., Kottayam, Kerala
2. Mysore Paper Mills Ltd., Bhadrabati, Karnataka
3. Shree Rama Newsprint Ltd., Surat, Gujarat
4. Khanna Paper Mills Ltd., Amritsar, Punjab
5. Emami Paper Mills, Balasore, Orissa
6. Chadha Paper Mills, UP

b) Testing of Newsprint paper samples for conformity of the specified Parameters:

i) A team of officers/officials of the approved committee of EN/ RS will visit the press and randomly collect the newsprint samples in the presence of the authorized representative of the printer. All the members including printer's representative will put his/her signatures on each sample along with stamp of the press.

ii) These samples will be sent to any govt./ govt. approved lab situated anywhere in India for testing in conformity of the specified parameters noted above. The result would be considered for imposing the penalty. The test report will be final and binding to all concerned. No request of re-testing of samples will be considered.

iii) In case of failure of paper sample as per test report, the penalty will be worked out as per provision of contract and the same will be recovered from the printer's bill/bills. This exercise will be repeated for every lot of newsprint lot declared by the printer throughout the contract period including extensions if any.

iv) The committee of EN will collect the samples (Lot wise) any time during the months and the test report of such samples will be applicable for the paper consumed in the issues printed in the entire duration of the similar lot pre-declared by the printer.

v) At the time of submission of bill, printer should give an undertaking that newsprint paper used for printing that issue of Employment News is same as sample provided during the inspection.

vi) The non-printed paper samples collected lot wise (declared by the printer) will be used for conformity towards the parameters like Brightness and Smoothness while the printed copies will be used for conformity towards Grammage (GSM) for each issue.

vii) The actual cost of testing charges will be borne by Publications Division.

c) **Other conditions:**

i) The Printer must procure the specified newsprint paper for at least one month stock (About 45 MT for 4 issues considering average number of pages as 44 pages per issue with a print order of 45,000 copies).

ii) In order to maintain the uniformity of paper quality, the printer should preferably use newsprint paper of one mill/quality in all issues/edition.

13. LIQUIDATED DAMAGES (PENALTY):

a) **Printing**: Deductions for avoidable delays in respect of composing, printing or delivery of printed copies shall be made from the printer's bill without any reference to them. The delays even for Saturdays/Sundays except National/Gazetted Holidays, will be treated as delays for purpose of penalties/ liquidated damages, as explained below:

i) **For delays upto 2 days : 10 percent cost of bill amount of delayed copies.**
ii) **For delay upto 3 days : 15 percent cost of bill amount of delayed copies.**
iii) **For delays upto 4 days : 25 percent cost of bill amount of delayed copies.**
iv) **For delay of more than 4 days : 50 percent cost of bill amount of delayed copies.**

v) In addition, defective/sub-standard production e.g. uneven or faded copies, use of poor-quality inks, missing prints, defective folding and bundling causing tears or spoilage, etc. shall also attract liquidated damages as decided by the Competent Authority of this office, whose decision shall be final and binding.

vi) In case of regular delays in printing beyond the time-schedule, the publisher will be at liberty to get the newspaper printed at any other press at their rates and recover the difference of amount so paid to the other printer, from their pending bills or security deposit or both.

b) **Newsprint Paper:**

i) **Test Report:** Newsprint paper samples will be sent for testing in any govt./ govt. approved paper testing lab situated anywhere in India for testing of conformity of the specified parameters of newsprint paper. No request of re-testing of the sample will be considered. The test report of newsprint paper samples can be shown to the printer's representative on his visit to this office. However, a copy of the test report can be provided only on receipt of written request from the printer.

ii) **Penalty:** In the event of failure of samples in Test Report, deductions will be made according to the average value of each failed parameter as mentioned below. The test report will be final and binding to impose the penalty.

Sl. No.	Characteristic	Requirements
1	Grammage (GSM)	**In case of lesser GSM after the permissible limits** as per BIS standards i.e., 3% (Three Percent) for each lesser GSM or part thereof will be deducted from the printer's bill.
2	Brightness	In case of lower brightness, a penalty @ 1 % percent (One Percent) of bill amount **for every 3 values or part thereof** on the lower side than the specified value will be deducted from the printer's bill.
3	Smoothness	In case of higher value of smoothness, a penalty @ 1% (One percent) of bill amount **for every 6% value or part thereof** on the average of both values than the specified value will be deducted from the printer's bill.

Penalty on account of failure of samples in Test Reports will be worked out on total bill amount of all issues printed in respective month on the basis of the failed parameters and above provisions which will be recovered from the printer's forthcoming bills without referring to the Printer.

14. TERMINATION OF CONTRACT:

In case of poor performance or perpetual delays, the Employment News will have the right to terminate the contract in part or in full at any time during the tenancy of the contract and/or debar the tenderer from the future contract of Employment News and Publications Division, without assigning any reason thereof. In addition to the above, for any administrative reason Publications Division reserves the right to terminate the contract by providing 30 days' notice to the printer, without assigning any reason thereof.

JOB SPECIFICATIONS

DESCRIPTION:

Job specifications for composing, processing & printing of EMPLOYMENT NEWS/ROZGAR SAMACHAR with newsprint paper from printer stock.

A weekly newspaper "**Employment News**" generally contains 44 pages on average (typically ranges between 24 to 64 pages, however some issues may have 96 or more pages) each in **English, Hindi** and **Urdu** languages is to be printed from typed or handwritten manuscripts/art pulls, line and halftone designs, logo designs, photographs, CD, etc. supplied by this office. Text Manuscript will be supplied in 4 to 6 batches. The flow of text manuscripts including photographs, drawings, etc. shall commence about 10-12 days before the scheduled release date. Each page shall generally consist of 4 to 6 columns of text matter. The text shall be typeset in 8 to 12 points type sizes with headings in bigger type sizes by the printer in English, Hindi and Urdu, as per given instructions.

Text manuscripts in English, Hindi & Urdu for composing along with line/ tone designs/ color or B/W photographs etc. will be supplied. The printer shall have to make arrangements to typeset the manuscripts, supply proofs and supply corrected proofs in time, as per schedule. The final page-designing with heading etc. in reverse and against screen ground in all editions will be done by the printer, which will have to be got approved from the office of Employment News before printing.

The printer shall have to do planning of pages with photographs, pictures and colour schemes etc., whenever necessary, as per given instructions. Printer will be fully responsible for providing final pages/ proofs for approval of the editor.

Printing should start immediately upon approval of the final pages and supplies of the printed copies should commence from the next day with regular supply of a minimum of 45,000 copies per day, irrespective of the number of pages. The detailed schedule of supply and receipt of materials, proofs, copies, etc. shall be drawn at the time of finalizing the contract which may also change as per requirements from time to time.

The printer shall be required to undertake printing on specified newsprint paper from printer's stock immediately upon receipt of the approval of final pages, etc. from this office as per given print order for each language and complete the supplies as per schedule.

NOTE:

1. Printing will be done by plates made through **CTP only**.
2. Best quality High-Speed Cold-set printing ink will have to be used by the printer. It should be ensured that the ink is not transferred to the readers' hands while handling/reading.
3. Printing should be even in all the pages throughout the newspaper.
4. Even margin/space will have to be maintained in all the pages of all copies. Printer will have to ensure that the text matter does not bleed from any side.
5. The number of pages and print order may vary from issue to issue. However, the **supplies will have to be completed within the specified time schedule.**
6. In case any issue is printed in more than one part, the printer will have to supply the copies in single unit after proper insertion at printer cost.
7. The printer will have to pack all three languages in packet of 50 to 100 copies; each packet duly packed in a good quality transparent thick polythene bag (as per govt. guideline). The cost of packing/material should be included in the quoted rate. No separate payment will be made for these packing/materials.
8. Printer will be required to dispatch copies to Post Office/Local Agents/Office at upto four (4) destinations in Delhi through their own transport as per instruction. The cost of transportation should be included in the quoted rate. No separate payment will be made against these transportation cost.

9. Delays, if any, during the initial 04 (four) issues may be condoned by the competent authority on the basis of justifiable reasons to allow the various processes to settle and get the entire set-up streamlined.
10. Delays occurring on account of late supply of final approval of pages/input materials by this office shall be considered for condonement.
11. The Publisher reserves the right to cancel any or all tenders without assigning any reason.
12. The printer will have to submit an undertaking for 'No dues with Employment News' after completion of the contract/payment of bills, before the Security Deposit is released.

OTHER REMARKS:

a) The printer should comply with the rules and regulations insisted by the Press Registrar General of India (PRGI) for the purpose of Registration of the periodical.
b) The content is and will be the sole property of the Employment News. The Printer shall have no claim over the same.
c) Printer will have to provide the **final true copy of each issue** in a Hard-disk (to be provided by this office) in PDF/web page format or any other mode as desired by this office, separately for all three (Hindi, English & Urdu) languages **twice per issue** i.e. Raw PDF immediately after the approval of final pages and Watermarked (EN Logo) PDF before 2 days from actual Release Date for up-loading the e-version of Employment News/Rozgar Samachar on the website.
d) The number of copies and the number of pages may vary from issue to issue.
e) The printer will have to make arrangements to collect/deliver the materials from/to the office of Employment News, at C.G.O Complex, 7th Floor, Soochna Bhawan, Lodhi Road, New Delhi 110003, whenever required, at their cost.
f) The publisher reserves the right to cancel/drop publishing any of the editions with/without specifying any reasons thereof.
g) If the printer is undertaking any other job, newsprint reels meant for Employment News will have to be stacked separately.
h) The successful Printer shall have to enter into an 'Agreement' for the contract which will normally be valid for the entire period of the contract including the extended period, if any. In case the final account remains unsettled at the expiry of the contract, the relevant provisions thereof will remain valid till the final accounts between this office and the printer are settled.
i) All "Force Majeure" will apply. However, in case of unavoidable circumstances in the press like a strike, machine break-downs or other such situations over which the printer may have no control, printer will be responsible to get our newspaper printed/delivered in time as per schedule from other sources.
j) The Competent Authority of Publications Division will be the final authority to decide all matters.
k) All the terms and conditions of the tender specifications will have to be honored.
l) All disputes shall be settled within the Delhi Jurisdiction.
m) The Tender shall remain valid up to 90 days from the date of opening of 'Technical bid'.

Check-List of Documents to be submitted inside sealed technical bid:

i) Earnest Money Deposit of Rs. 9 (Nine) Lakh in shape of FDR/Bankers Cheque/Bank Guarantee favoring Employment News, Govt. of India, New Delhi). Alongwith Bid Security Declaration as per annexure III.
ii) Self-attested copies of the following
    a) PAN Card
    b) GST Certificate
    c) Press Declaration Certificate
    d) Press ownership documents indicating details of proprietor/Partner
    e) CA certificate for Annual Turnover of the press for last three (3) financial years.
iii) Self-declaration of the following (on firm's letterhead)
    a) that the press has enough storage space for newsprint reels and printed copies.
    b) that the press has executed similar jobs during last two (2) years.
    c) that their firm has never been blacklisted by any Government Organization.
    d) that their press is situated within 100 KM (please mention the exact distance) from the office of Employment News (Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi 110003)
iv) Duly filled, Stamped & Signed 'Technical Bid Proforma' filling all the relevant details sought for.

(PART – III)
(STANDARD CONDITIONS)

1. **Arbitration:** All disputes or differences arising out of or in connection with the contract shall be settled by bilateral discussions. Any dispute, disagreement or question arising out of or relating to the Contract or relating to services or performance, which cannot be settled amicably, may be resolved through arbitration.

a. **Arbitration:** All disputes and differences or any questions arising out of any clause of the agreement whatsoever may be resolved under the provisions of the Arbitration and Conciliation Act 1996.

b. **Court Cases:** Any dispute between the Publisher and the Printer that may not have been 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 a competent civil court having jurisdiction to decide the dispute at Delhi / New Delhi only.

2. **Penalty for use of Undue influence:** The Printer undertakes that it has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the Publisher or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favor or disfavor to any person in relation to the present Contract or any other Contract with the Government of India.

Any breach of the aforesaid undertaking by the Printer or anyone employed by it or acting on its behalf (whether with or without the knowledge of the Printer), or the commission of any offences by the Printer or anyone employed by it or acting on its behalf, as defined in Chapter IX of the Bharatiya Nyaya Sanhita, 2023 (BNS), or the Prevention of Corruption Act, 1988, or any other Act enacted for the prevention of corruption, shall entitle the Publisher to cancel the contract and all or any other contracts with the Printer and recover from the Printer the amount of any loss arising from such cancellation. A decision of the Publisher or its nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the Printer. Giving or offering of any gift, bribe or inducement, or any attempt at any such act on behalf of the Printer towards any officer/employee of the Publisher or to any other person in a position to influence any officer/employee of the Publisher for showing any favor in relation to this or any other contract, shall render the Printer to such liability/penalty as the Publisher may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the Publisher.

3. Notices:

Any notice required or permitted by the contract shall be written in the English language and may be delivered personally, or sent by e-mail, FAX or registered pre-paid mail/airmail, addressed to the last known address or e-mail address of the party to whom it is sent. Notices to the Publisher shall be sent by e-mail to **employmentnewsproduction@gmail.com**, and notices to the Printer to the e-mail address notified by it in writing to the Publisher.

4. Transfer and Sub-letting:

The Printer shall have no right to give, bargain, sell, assign or sublet or otherwise dispose of the contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.

5. Amendments:

No provision of the present tender/contract shall be changed or modified in any way (including this provision), either in whole or in part, except by an instrument in writing made after the date of this Contract and signed on behalf of both the parties and which expressly states to amend the present Contract.

6. Undertaking regarding Solvency:

The Printer undertakes and declares that it is not bankrupt or insolvent, that no proceedings for insolvency, bankruptcy or liquidation (including under the Insolvency and Bankruptcy Code, 2016) are pending or threatened against it, and that no receiver, liquidator or resolution professional has been appointed over its assets or business. The Printer shall immediately inform the Publisher in writing if any such circumstance arises during the contract period, and the Publisher may then terminate the contract without any liability.

(Part IV)
SPECIAL CONDITIONS

1. **Agreement:** The successful tenderer will have to sign an Agreement for Annual Rate-Contract within 10 days of issue of the rate acceptance letter by this office.

2. **Pre-Integrity Pact Clause:** An "Integrity Pact" would be signed between the Publisher & successful Printer, as per Annexure –II.

3. **Performance Guarantee**: The Bidder will be required to furnish a Performance Security by way of Bank Guarantee/ Payee Demand Draft/ Fixed Deposit through a Commercial bank authorized to conduct government business for a sum of Rs. 15,00,000.00 (Rupees Fifteen Lakh) only after signing of the agreement. The Performance Security Deposit should be valid for a minimum period of 15 months and renewed for any extension of the contract.

4. **Payment Terms**: It will be mandatory for Bidders to indicate their bank account numbers and other relevant e-payment details so that e-payments could be made through instead of payment through cheques. The **billing for this job will be done on monthly basis** (combining all the issues printed during that month) through GeM portal and the payment will be made as per the following terms, on the production of the requisite documents:
    a. Pre-receipt bill in triplicate.
    b. Signed and stamped challans of copies supplied to the authorized person/agency.
    c. Intimation regarding completion of printing language wise of a particular issue.
    d. Undertaking that newsprint paper used for printing that issue of EN/RS is same as sample collected during inspection of newsprint by EN/RS team.
    e. Bank mandate form for electronic payment viz. Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code (duly counter signed by the bank).
    f. Any other document/certificate that may be provided for in the Job Order/Contract.

5. **Force Majeure Clause:**
    a. Neither party shall bear responsibility for the complete or partial non-performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.
    b. In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances, and their consequences.
    c. The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case, not later than 3 (Three) days from the moment of their beginning.
    d. Certificate of a Chamber of Commerce (Commerce and Industry) shall be a sufficient proof of commencement and cessation of the above circumstances.
    e. If the impossibility of complete or partial performance of an obligation lasts for more than one month's either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 15 days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.

30/10/2026

(Mihir Kumar Basu)
Production Officer

Government of India

PUBLICATIONS DIVISION

(EMPLOYMENT NEWS)

Ministry of Information & Broadcasting

Soochna Bhawan, C.G.O. Complex, Lodhi Road, New Delhi – 110 003

TENDER FOR PRINTING OF EMPLOYMENT NEWS

(PART-V)

PROFORMA FOR 'TECHNICAL BID'

Tender No. & Dated	No. EN-52011/01/2026-27/Prod. Dated 30/10/2026
Last Date and Time of submission of Tender on GeM portal	3.00 P.M. on 20/11/2026

1. DETAILS OF TENDERER:

Name and address of the Firm	
Web site address (if any)	
Phone numbers of the Firm	
E mail id of the Firm	
Contact Person's Name & Designation	
Contact Person's Phone Number	
Contact Person's Mobile Number	
Contact Person's e-mail Id	
Distance (in Kilometer) of the printing press from the office of Employment News i.e. Soochana Bhawan, CGO Complex, Lodhi Road, New Delhi-110003	

2. TYPE OF ORGANISATION:

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

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

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

Sl. No.	Financial Year(s)	Turnover (in Rupees)
1	FY 2023-24	
2	FY 2024-25	
3.	FY 2025-26	

4. **DETAILS OF THE BANKER**:

Name of the Bank	
Branch Name & Address	
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	Registration Number	Copy attached ? Yes / No
1	Permanent Account Number (PAN)		
2	GST Registration Certificate		
3.	Press Declaration Certificate		
4.	Other registration Documents (if any)		

6. **REFERENCE LIST**: Tenderer may enclose a list of public/private sector firms for whom such type of job done recently. Copies of work order may be enclosed. (may attach a separate list if required)

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

7. **Details of Printing Machine & other Allied Equipment:** (may attach a separate list if required)

Sl. No	Name of Printing Machine & Allied Equipment	Make	Year	Size/cut- off	No. / No. of Unit	Remarks (if any)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

8. **OTHER ESSENTIAL DOCUMENTS / ATTACHMENTS**:

Sl. No.	PARTICULARS	ATTACHED ? YES/NO
1.	Earnest Money Deposit (DD/Bankers Cheque/Bank Guarantee)	
2.	Certificate from a registered Chartered Accountant certifying Annual Turnover of the press of last 3 Financial Year	
3.	Press ownership documents indicating details of proprietor/Partner	
4.	Self-declaration of the following (on firm's letterhead) a) that the firm has enough storage space for newsprint reels and printed copies. b) that the firm has executed similar jobs during last two (2) years. c) that the firm has never been blacklisted by any Government Organization. d) that their firm is situated within 100 KM (please mention the exact distance) from the office of Employment News (Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi 110003)	a) b) c) d)

9. **NO. OF ENCLOSURES:**

(Signature with stamp)

Name (in block letters) ----------

Designation----------

Telephone no.----------

(**Note:** Signatory should enclose a copy of self-attested photo ID proof issued by any govt. body)

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 with stamp)

*Kindly note that all enclosed documents should be self-attested

TENDER FOR PRINTING OF EMPLOYMENT NEWS

(PART-VI)
PROFORMA FOR 'FINANCIAL BID'

Rates should be quoted on the following lines including the cost of composing/typesetting/first proof reading of English, Hindi and Urdu text, final page-designing on computers, processing, printing, insertion of two part in single unit, bundling and packing of local dispatch including newsprint paper cost and all other incidental charges etc. The rates should be quoted on the basis of the combined print order of all three languages.

The printer has to deliver local Agent's copies, Cost of transportation upto four (4) destinations in Delhi within radius 100 KM from O/o Employment News, Soochna Bhawan, Lodhi Road. No separate claim for the transportation will be entertained by the office. The printer situated outside of Delhi are liable to supply the copy to the authorized dispatch agent in Delhi without any additional claim of transportation charges.

Combined Rates for Typesetting /first proof reading and Printing of English, Hindi & Urdu Editions of Employment News **including the cost of the Newsprint paper inclusive of applicable tax (GST) should be quoted in the GeM portal only.**

1. **Total Cost** for composing/typesetting/first proof reading, designing, processing, printing, insertion, bundling, packing, local dispatch including newsprint paper cost and all other incidental charges etc. of **10,29,60,000 pages** (**44 pages each for combined print order of 45000 copies in 52 weekly issues**) of Employment News in three languages (Hindi, English & Urdu) to be printed in Four Process Colours on 45 GSM Newsprint paper from printer's stock maintaining all the terms and conditions of the tender (**including GST)** **Rs. .....)**

NOTE:

1) No 'C' form or any other certificate will be issued by this office against any purchase of newsprint paper.
2) The Bid will be **Reverse Auction (RA)** enabled.

I/We undertake that the printing of the job will be done in accordance with the specifications, terms, and conditions of the tender as set out above.

Signature with Stamp_____
Designation_____
Name of the Press_____
Dated:_____

Annexure-I

EMD Bank Guarantee format

Whereas.....(hereinafter called the "Bidder") has submitted their offer dated.....for the services and supply of .....
(hereinafter called the "Bid") against the customer's request for proposal No.....
KNOW ALL MEN by these presents that WE..... of .....having our registered office at ..... Are bound unto.....(hereinafter called the "Customer") in the sum of .....for which payment will and truly to be made to the said Customer, the bank binds itself, its successors and assigns by these presents.
Sealed with the Common Seal of the said Bank this.....day of .....20..
The conditions of obligation are:

(i) If the Bidder withdraws or amends, impairs or derogates from the Bid in any respect within the period of validity of this tender.
(ii) If the Bidder having been notified of the acceptance of his tender by the Buyer during the period of its validity.

a) If the Bidder fails to furnish the Performance Security for the due performance of the contract.
b) Fails or refuses to accept/execute the contract.

WE undertake to pay the Customer up to the above amount upon receipt of its first written demand, without the customer having to substantiate its demand, provided that in its demand the customer will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.
This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.....
(Signature of the authorized officer of the Bank)
Name and designation of the officer
Seal, name & address of the Bank and address of the Branch)

Annexure-II

Pre-Integrity Pact

An "Integrity Pact" would be signed between the Publisher & successful Printer. This is a binding agreement between the Publisher and Printer for specific contracts in which the Publisher promises that it will not accept bribes during the procurement process and bidder promise that they will not offer bribes. Under this Pact, the Bidders for specific services or contracts agree with the Publisher to carry out the procurement and services in a specified manner. Elements of the Pact are as follows:

a. A pact (contract) between the Publisher (Publications Division, Employment News) and successful Printer for this specific activity (the successful Bidder);

b. An undertaking by the Publications Division (Employment News) that its officials will not demand or accept any bribes, gifts etc., with appropriate disciplinary or criminal sanctions in case of violation;

c. A statement by successful Bidder that it has not paid, and will not pay, any bribes;

d. An undertaking by successful Bidder to disclose all payments made in connection with the contract in question to anybody (including agents and other middlemen as well as family members, etc. of officials); the disclosure would be made either at the time of signing of contract or upon demand of the Publications Division (Employment News), especially when a suspicion of a violation by that successful bidder/Printer emerges.

e. The explicit acceptance by successful Bidder that the no-bribery commitment and the disclosure obligation as well as the attendant sanctions remain in force for the winning Bidder until the contract has been fully executed.

f. Undertaking on behalf of a successful Bidding company/Printer will be made "in the name for and on behalf of the Printer's Chief Executive Officer".

g. The following set of sanctions shall be enforced for any violation by a Bidder of its commitments or undertaking:
   (i) Denial or loss of contracts;
   (ii) Forfeiture of the bid security and performance bond;
   (iii) Liability for damages to the Employment News and the competing Bidders; and
   (iv) Debarment of the violator by the Employment News for an appropriate period of time.

h. Bidders are also advised to have a company code of conduct (clearly rejecting the use of bribes and other unethical behaviors and compliance program for the implementation of the code of conduct throughout the company.

Annexure-III

(FORMAT OF BID SECURITY DECLARATION TO BE SUBMITTED ON LETTER HEAD OF THE FIRM / AGENCY DULY STAMPED & SIGNED)

To
The Production Officer
Employment News, Publications Division,
Ministry of Information & Broadcasting,
Govt. of India,
Soochna Bhawan, New Delhi

BID SECURITY DECLARATION

Tender no. EN/52011/01/2026-27 of Employment News, Publications Division, Min. of Information and Broadcasting, Govt. of India.

I/We, the undersigned, declare that:

1. I/We understand that, according to existing rules / regulations, bids must be supported by a Bid Security, which is being submitted in the form of this Bid Security Declaration.
2. I/We accept that :

   I/we may be blacklisted / disqualified / debarred from bidding for any contract in any Central Government Ministry / Department for a period of two (2) years

   If I/we have committed any of the following actions

   (i) Withdrawn my / our Bid during the period of bid validity required in the Bidding Documents;

   Or

   (ii) Fail or refuse to accept the award or enter into contract in accordance with the Bidding Documents after having been notified as successful bidder.
3. I/We understand that this Bid Security Declaration shall cease to be valid on the following circumstances:
   (a) Upon expiration of the bid validity period;
   (b) I am / we are declared ineligible or disqualified up on receipt of your notice to such effect, and
   (i) I/we have furnished the performance security after declaration as successful bidder

AUTHORIZED REPRESENTATIVE OF THE FIRM
(Signature /Stamp)