



**URDU ACADEMY , DELHI**  
(Govt. of Delhi)



**TENDER NOTICE FOR PRINTING OF**  
**MAGAZINES**

Urdu Academy, Delhi invites e-tender on two bid system ie., technical bid and financial bid from reputed & experienced printers for printing of monthly magazines Aiwan-e-Urdu & Bachchon Ka Mahanama Umang. NIT has been uploaded. Tender form alongwith terms & conditions can be download upto 9th December, 2019 upto 6.00 p.m. either from e-procurement website <http://govtprocurement.delhi.gov.in> or Urdu Academy, Delhi website [www.urduacademydelhi.com](http://www.urduacademydelhi.com). Technical tender and declaration form with EMD (DD) Rs.10,000/- will be submitted physically in the office of Academy and scan copy of DD will be uploaded on e-procurement website.

Technical tender will be opened on 10th December 2019 at 4.00 pm in the office before the tenderers who choose to attend.

Tender ID: 2019\_URDAC\_183783\_1

Interested printers may note that the Academy's printing work of magazines specifically relates to Urdu language, therefore those printers having experience of urdu printing and have some Urdu knowing staff may be preferred.

**Secretary Urdu Academy , Delhi**  
C.P.O.Building, Kashmere Gate, Delhi-110006  
Ph. 23863858, 23865436



**उर्दू अकादमी, दिल्ली**  
(दिल्ली सरकार)



### **उर्दू मासिक पत्रिकाओं की छपाई**

उर्दू अकादमी, दिल्ली को अपनी उर्दू मासिक पत्रिकाओं “एवाने उर्दू” एवं “उमंग” की छपाई के लिए अनुभवी प्रिंटर्स से ई- टेण्डर ऑनलाइन तकनीकी और फाईनेन्शियल आमंत्रित हैं। एन आई. टी अपलोड कर दिया गया है। टेंडर की शर्तें टेंडर फार्म के साथ दिनांक 9 दिसम्बर 2019 शाम 6.00 बजे तक e-procurement की वेबसाइट <http://govtprocurement.delhi.gov.in> या उर्दू अकादमी, दिल्ली की वेबसाइट [www.urduacademydelhi.com](http://www.urduacademydelhi.com) से भी डाउनलोड की जा सकती हैं। तकनीकी टेंडर और डिक्लेरेशन फार्म D.D. (डिमांड ड्राफ्ट) के साथ अकादमी में भी जमा कराना होगा।

तकनीकी टेंडर 10 दिसम्बर 2019 शाम 4 बजे मौजूद टेंडरर्स के सामने खोले जाएंगे।

टेंडर आई.डी.नम्बर: 2019\_URDAC\_183783\_1

सभी टेंडरर्स को एन.आई.सी. के एप्लीकेशन सर्विस प्रोवाइडर से पंजीकरण अनिवार्य है।

नोट: उन प्रिंटर/ फर्मों को प्राथमिकता दी जाएगी जिन्हें उर्दू पत्रिकाओं की छपाई का प्रयाप्त अनुभव होगा और जिनकी प्रेस में उर्दू जानने वाले कर्मचारी भी होंगे।

**सचिव उर्दू अकादमी, दिल्ली,**

सी.पी.ओ. बिल्डिंग, कश्मीरी गेट, दिल्ली –110006.

दूरभाष नं0 23865436, 23863858



اردو اکادمی دہلی  
(دہلی سرکار)



## ماہانہ اردو رسائل کی چھپائی

اردو اکادمی، دہلی کو اپنے ماہانہ اردو رسائل ”ایوان اردو“ اور ”امنگ“ کی چھپائی کے لیے تجربہ کار پرنٹرز سے ای۔ ٹینڈر (آن لائن ٹینڈر) ٹیکنیکل و فائنانشیل مطلوب ہیں۔ این۔ آئی۔ ٹی۔ اپ لوڈ کر دیا گیا ہے۔ ٹینڈر کی شرائط و ضوابط ٹینڈر فارم کے ساتھ مورخہ ۹ دسمبر ۲۰۱۹ء شام چھ بجے تک ای پروکیورمینٹ کی ویب سائٹ: <http://govtprocurement.delhi.gov.in> یا اردو اکادمی، دہلی کی ویب سائٹ: [www.urduacademydelhi.com](http://www.urduacademydelhi.com) سے ڈاؤن لوڈ کی جاسکتی ہیں۔ ٹیکنیکل ٹینڈر اور ڈکٹریٹیشن فارم معہ زر بیعانہ (ڈیمانڈ ڈرافٹ) اسٹین کاپی ای پروکیورمینٹ کی ویب سائٹ پر اپ لوڈ کرنے کے ساتھ ساتھ اس کی اصل اکادمی میں بھی جمع کرانی ہوگی۔

- ٹیکنیکل ٹینڈر ۱۰ دسمبر ۲۰۱۹ء کو شام چار بجے موجود ٹینڈرز کے سامنے کھولے جائیں گے۔

- ٹینڈر آئی ڈی نمبر: 2019\_URDAC\_183783\_1 کے اپیلی کیشن سروس پرووائڈرز سے رجسٹریشن لازمی ہے۔

نوٹ: ان فرموں/پریس کو ترجیح دی جائے گی جنہیں اردو کتب و رسائل کی چھپائی کا خاطر خواہ تجربہ ہوگا اور جن کی پریس میں اردو جاننے والے ملازمین بھی ہوں گے۔

سکریریٹری، اردو اکادمی، دہلی

سی۔ پی۔ او۔ بلڈنگ، کشمیری گیٹ، دہلی۔ فون: 23865436/23863858

**URDU ACADEMY, DELHI**  
Govt. of NCT of Delhi

**Terms & Conditions**

1. The period of validity of rates shall be **Two years** but this period can be extended upto **one year** from the date of issue of work order/ contract agreement. Academy also reserves the right to terminate the contract at any time without assigning any reason.
2. The supply of printing magazines will be made at the office of the Urdu Academy or at any other place(s) in the jurisdiction of Union Territory of Delhi under written orders of Competent Authority or other subordinate officers of Urdu Academy. No cartage, transport charges, etc. will be paid extra for the same.
3. The Academy shall not be responsible for any loss or damage to any item(s) due to natural calamities ie. fire, flood, stampede, earthquake, tornado, etc.
4. The work/contract/supply order is to be completed within the stipulated period failing which the work shall be got completed at the risk and cost of the contractor as under:-
  - a) The risk and cost includes additional cost for the articles goods etc. and also the cartage/transport charges.
  - b) The extra expenditure incurred by the Urdu Academy shall be deductible from the security deposit of the tenderer and in case the security amount falls short, the balance shall be recovered from the Contractor.
  - c) The Secretary, Urdu Academy may also impose further penalty to the extent of security deposit of the tenderer for any delay/defective work etc.
5. A Security Deposit/Bank Guarantee amounting to Rs. 50000/- will have to be deposited by the successful tender firm whose tender is accepted. The Earnest Money already deposited alongwith the tender shall be adjusted towards Security deposit. Interest on any account shall not be chargeable by the contractor on the security amount deposited with the Academy.
6. The tenderer should possess GST & PAN No. and copies thereof shall be submitted alongwith the tender form GST shall be paid extra where applicable as per rules.
7. The tender should be accompanied with samples/specimens, wherever necessary.
8. The materials shall be of the best quality and shall be strictly in accordance with the samples / specimens/specifications. In the event of goods/stores being considered by the Secretary/ Asstt. Secretary inferior to that described in the specification/ specimen, the contractor shall remove the same at his own charge and cost. The decision of the Secretary, Urdu Academy in this regard will be final, and binding upon the tenderer.
9. The tenderer will have to execute the job at the shortest notice.
10. The Secretary, Urdu Academy reserves the right for the termination of the contract at any time before the expiry of the validity period of the contract without assigning any reason thereof.
11. Tender received after the due date and time and without requisite deposit and documents shall not be accepted. The tender which do not comply with the above terms and conditions shall be liable to rejected summarily.
12. The tenderer, if a partnership firm, should supply a copy of the partnership deed, alongwith the authority letter in favour of the authorized signatory partner.
13. It will be at the discretion of the Secretary, Urdu Academy to make inquiries either himself or through any of the officers from any agency or any expert in order to judge the standard, suitability and the capacity of the tenderer and his decision to enter into a contract or not to enter into contract with the tenderer shall be final.
14. The security will be refunded in six months after the termination of the contract.
15. In case of any dispute, the jurisdiction will be the Court of Law in the Union Territory of Delhi, and the case shall be referred to Sole Arbitrator at Delhi/New Delhi if mutually agreed upon for the same.
16. The bills for the work done will be submitted to the Academy after completion of the work and the GST Registration No. and PAN No. (whichever is applicable) should be mentioned on the bill.
17. The bills not submitted within three months after completion of the work will only be entertained on giving of full justification for late submission, which will be considered by the Secretary, Urdu Academy on merits.

18. The Secretary shall have the power to make any alteration, addition or substitution to the original specifications, design, etc. during the course of supply of the goods, and the contractor shall supply the goods accordingly under the same contract and at the same rate as specified in the tender for the main work. And if the altered /additional or substituted material includes any class of material, for which no rate is specified in the contract, the Contractor shall inform the Secretary, Urdu Academy, Delhi in writing his rates for such class of material, which rates shall be decided by the Secretary, Urdu Academy, Delhi on prevailing competitive market rates.
19. In case of breach and/or violation of any of the terms and conditions of the contract by the contractor, the Secretary, Urdu Academy shall be empowered to forfeit the security deposit of the contractor or penalize/compensate keeping in view the circumstances of the case.
20. The department will deduct income tax and other taxes at source as applicable from the contractor as per the rules existing at that time.
21. No additional terms and conditions shall be imposed by the tenderer while submitting the tender document and if done so by any tenderer, then these will not at all be acceptable.
22. The technical bid & declaration form will be submitted physically in sealed cover (separately) in the office of Urdu Academy Delhi along with the EMD (DD) before closing date & time of tender..
23. The tender will be awarded to the single bidder who is lowest -1 on overall basis i.e. each item's rates will be multiplied by respective quantity for that item in the price bid and the product so worked out for each item will be added to find the grand total. This Grand total for each bid will be the basis for making comparative statement and deciding the Lowest-1 award of contract

SECRETARY  
URDU ACADEMY, DELHI

SIGNATURE \_\_\_\_\_  
(With Rubber Stamp)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

**DECLARATION**

I/We have read the terms and conditions attached to the tender document and undertake to abide by them. If, I/We fail to commence execution/supply or the job specified, I/We agree that the Secretary, Urdu Academy, Delhi or his successor(s) or assignee(s) in office shall without prejudice to any other right or remedy be at liberty to forfeit my /our earnest money, which may have been retained towards security deposit to execute all the work referred to in the tender documents.

I/We will do the job on the rates quoted by me/us. In case of failure to do so, the Earnest Money deposited alongwith the Tender Form will be forfeited and the Secretary, Urdu Academy will have the right to impose the penalty as he may deem fit.

The Secretary, Urdu Academy, Delhi will also have the right to black list my/our firm.

SIGNATURE \_\_\_\_\_

(with rubber stamp)

NAME OF PRESS/AGENCY \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact No. \_\_\_\_\_

**TECHNICAL BID**

1. Name & Address of the Press/Agency \_\_\_\_\_
2. Press Declaration \_\_\_\_\_
3. Whether proprietorship or partnership (with proof) \_\_\_\_\_
4. No. of working employees in the Press/Agency \_\_\_\_\_
5. No. of Urdu knowing employees in the Press/Agency \_\_\_\_\_
6. Experience of printing Urdu Magazines \_\_\_\_\_
7. GST Registration No. \_\_\_\_\_
8. Service Tax Registration No. \_\_\_\_\_
9. PAN No. \_\_\_\_\_
10. Earnest money amounting Rs. 10,000/- Deposited herewith with the academy by DD No. \_\_\_\_\_  
Dated \_\_\_\_\_ drawn on (Name of Bank) \_\_\_\_\_ Cash will not be accepted.

11. The tender will be awarded to the single bidder who is lowest -1 on overall basis i.e. each item's rates will be multiplied by respective quantity for that item in the price bid and the product so worked out for each item will be added to find the grand total. This Grand total for each bid will be the basis for making comparative statement and deciding the Lowest-1 award of contract.

Note:- Copies of all the above mentioned documents and any other document attached with the tender document must be self attested by the authorized signatory

SIGNATURE \_\_\_\_\_

(with rubber stamp)

NAME \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact No. \_\_\_\_\_

**URDU ACADEMY : DELHI**  
**(Govt. of NCT of Delhi)**

**RATES FOR PRINTING OF MAGAZINE IN URDU LANGUAGE**

I/We hereby tender my/our rates for the printing of magazines to the Secretary , Urdu Academy, Delhi as described and specified in the under mentioned table according to the specimen within the time specified and rates quoted therein are subject to the terms & conditions of the contract.

Earnest money amounting Rs.10000/- deposited herewith with the Academy by DD No. \_\_\_\_\_

Dated \_\_\_\_\_ drawn on \_\_\_\_\_

(Name of the Bank )attached (cash will not be accepted)

**Financial Bid**

		Rates		
		Estimated quantity	1 <sup>st</sup> 1000	Subs. 500
1.	Complete Printing of Magazine including Central Stitching Cover, Pasting Lamination etc. without paper & composing ("AIWAN-E URDU") of APPROX. 1500 COPIES per month, size 20 x 30/8 (72 pages) with front & back Title (P1 & P4) in Four Colours and Inside Title (P2 & P3 ) in One Colour			
2.	Complete Printing of Magazine including Central Stiching Cover Pasting Lamination etc.) without paper and composing ("AIWAN-E URDU") of APPROX. 1500 COPIES per month, size 20 x 30/8 (72 pages) with front & back Title (P1 & P4) in Four Colours and Inside Title (P2 & P3 ) in four Colour			
3.	Additional Form of Text			
4.	Complete Printing of Magazine including Central Stitching Cover Pasting Lamination etc. without paper & composing ("UMANG ") of APPROX. 5000 COPIES per month, size 20 x 30/8 (48 pages) with front & back Title (P1 & P4) in Four Colours and Inside Title (P2 & P3 ) in One Colour			
5.	Complete Printing of Magazine including Central Stitching Cover Pasting Lamination etc. without paper and composing ("UMANG") of APPROX. 5000 COPIES per month, size 20 x 30/8 (48 pages) with front & back Title (P1 & P4) in Four Colours and Inside Title (P2 & P3 ) in four Colour			
6.	Additional Form of Text			
7.	Additional page of photographs per colour			

**NOTES:-**

- Title Design will be given by the Academy in 1½ of 20x30/8 Size, but all the procedures for processing & printing will be made by the printer.
- The rates should be inclusive of cost of packing in wrappers of VPP Packets of appropriate size (s) and cartage f.o.r. Academy Office/Post Office.
- In case of printing of upto1000 copies, the payment will be made for minimum 1000 copies.
- No payment will be made for less than hundred's slab/copies.
- Rates for 100 copies shall be quoted in such a way that these shall not exceed the cost of subsequent 1000 copies in case of printing of less then 1000 copies. The rates of subsequent 1000 shall only be applicable if the work or job is in multiple of 1000.
- In case of any confusion, the same should be got clarified from the Academy before filling up the tender.
- There will be no extra charges in case of increase upto 7 pages in the Magazines.
- The tender will be awarded to the single bidder who is lowest -1 on overall basis i.e. each item's rates will be multiplied by respective quantity for that item in the price bid and the product so worked out for each item will be added to find the grand total. This Grand total for each bid will be the basis for making comparative statement and deciding the Lowest-1 award of contract.

SIGNATURE \_\_\_\_\_

(with rubber stamp)

NAME \_\_\_\_\_

Address \_\_\_\_\_

Contact No. \_\_\_\_\_