

**F.N. Admn-D-24015/2/2019-ADMIN**  
**Government of India**  
**Ministry of Coal**  
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**Dated:- 22<sup>th</sup> February, 2021**

**Subject:-** Inviting bids for supply of Newspapers/Magazines/Journals/ Central Government Rule books in the offices of Ministry of Coal and residence of Minister of Coal-reg

I am directed to say that bids are invited from the reputed firms/company/individual for supply of Newspapers/Magazines/Journals to various offices of Ministry of Coal located in Shastri Bhawan, Rajendra Prasad Road, New Delhi- 110001.

2. Interested parties may please send their bids off-line via two-bid-system: Technical Bid & Financial Bid. The last date of submission of bid is **17.03.2021 on 2:00 PM**. The sealed bids may be dropped in the Tender Box mounted on the wall at Garage no.21, Shastri Bhawan, New Delhi. Bids received after stipulated date and time shall not be entertained. The Technical Bids will be opened at **3:00 PM on 17.03.2021** at Room No. 104 "C" Wing, Ministry of Coal, Shastri Bhawan, New Delhi-110 001. Financial Bids of technically qualified, eligible bidders fulfilling all the requisite criteria only shall be opened on a date & place to be notified later in presence of short listed contractors or their authorized representatives.

3. Incomplete or conditional tenders will not be entertained. The tender of those firms will be entertained who deposit the earnest money amounting to **Rs. 10,000/- (Rupees Ten Thousand only)** in term of Demand Draft in favour of "Pay & Account Officer, Ministry of Coal" payable at New Delhi along with the Technical Bid. The Technical Bid received without the EMD will be summarily rejected. The approximate value of annual procurement is Rs. 10 Lakhs. The successful tenderer/suppliers will be required to submit a Performance Bank Guarantee (PBG) of 10,000/- (Ten Thousand Only). Bank guarantee shall be valid up to two months beyond the date of completion of all the contractual obligations of the supplier. If successful Tenderer(s) fails to furnish the required bank guarantee within the specified period, EMD will be forfeited and the bidder will be barred from participating in future tender process of the Ministry.

4. Technical Bid should include photocopies of the following documents in support of the following, failing which their bids shall be summarily rejected and will not be considered any further:

- a. Registered office or one of the Branch offices of the Company/Firm/Agency should be located in New Delhi;
- b. The Company/Firm/Agency should have at least 03(three) years of experience of supplying of items in this field in Ministry/Departments/Organizations of the Government of India/ State Government/ PSUs/ Nationalized Banks etc documentary evidence of at least one year's experience to be enclosed with the technical bid.
- c. The bidder should possess valid GST number, attested copies of the which must be submitted with the technical bid;



- d. Copy of PAN Card;
- e. The Company/Firm/Agency should submit the Technical Bid in prescribed proforma as per Annexure "A" in compliance with the above requirements and should be attached with Technical Bids;
- f. Having minimum turnover of Rs. 5 Lakh per year during each of the last three years (proof to be attached);
- g. Copies of IT returns;
- h. Affidavit stating that the Company/Firm/Agency is/has not been blacklist by Central/State Govt./PSU (Copy to be attached);
- i. details of the major similar contracts handled by the tendering company/firm/agency on behalf of PSU and Govt. Deptt. During the last three years (Copy to be attached).

**Documents to be submitted under Technical Bids are summarized below:-**

S.N.	Description	Document Type
1.	EMD of Rs. 10,000/- (Rupees Ten Thousand Only)	Original
2.	In case of Firm/Agency/Company, Registration and incorporation particulars of bidder (Registered Office or one of the Branch office of the Company/Firm/Agency Should be located in New Delhi)	Pdf.
3.	Experience details	Pdf.
4.	Copies of valid GST	Pdf.
5.	Copy of PAN Card	Pdf.
6.	Particulars and contact details of bidder (as per Annexure-A)	Pdf.
7.	Annual Turnover proof	Pdf.
8.	Copies of IT return.	Pdf.
9.	Affidavit stating that the Company/Firm/Agency is/has not been blacklisted by Central/State Govt./PSUs	Pdf.
10	Details of the major similar contracts handled during the last three years	Pdf.

**2. Financial Bid:-**

The financial Bid should contain the rate against each publication and percentage of discount offered, as per Annexure-B and the Bidders have to submit the Financial Bid as per attached Performa, if not, the tender would be summarily rejected.

**Terms and Conditions of Contract for supplier.**

- i. Pan Card is mandatory.

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- ii. The supply Orders will be placed as and when required, the successful supplier will have to meet all the requirements of the Department immediately on the receipt of the supply order either telephonically or on written request.
- iii. It may be noted the quantity of Hindi/English/requested Regional language Newspapers and magazines may be increased/decreased as per out requirement.
- iv. Supplier should provide digital access of newspapers and magazines as per required.
- v. Print Price or combo price as applicable and appearing on Newspaper should be used for payment.
- vi. Two copies of each bill duly pre-receipted, signed on revenue stamp and certified by the offices/officers to whom newspapers/magazines are supplied must be submitted month wise at the earliest.
- vii. The delivery of the Newspapers will have to be made to the various offices of Ministry of coal located in Shastri Bhwan and residence of Minister of Coal before 9:00 AM.
- viii. The Contract shall remain in force for a period of one year from the date of implementation and can be extended for another year on the same terms and conditions, or with some addition/deletion/modification, subject to satisfactory service.
- ix. The contract shall automatically expire after one year from commencement of the contract unless extended further by the mutual consent of contracting company (hereinafter referred to as the company) and this Ministry.
- x. The company shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company without the prior written consent of this Ministry.
- xi. The tenderer will be bound by the details furnished by it to this Ministry, while submitting the tender or at any subsequent stage. In case, any of such documents furnished by it is found to be false at any stage, it would be deemed to be a breach of the terms of contract making it liable for legal action besides termination of contract.
- xii. Financial Bids for only those tenderers who are declared qualified technically shall be evaluated.
- xiii. The Ministry of Coal reserves its right to terminate the contract at any time without assigning any reasons. The Contractor will not be entitled to claim any compensation against such termination.
- xiv. The EMD in respect of the company which does not qualify the Technical Bid (First Stage)/ Financial Bid (second Competitive Stage) shall be returned to it without any interest.
- xv. The performance Security deposit of the company will be liable to be forfeited by this Ministry if the firm fails to supply the items on at the quoted rates and time, or in case of breach of any terms and condition stipulated in the contract.
- xvi. The Ministry of Coal reserves the right to withdraw/relax any of the terms and conditions mention above so as to overcome the problem encountered by the contracting parties.



- xvii. If you are interested to supply Newspapers/Magazines and Indian journals to offices and residence of Minister of Coal as per terms and conditions cited above, you are requested to quote your % discount that may be offered at printed rates.
- xviii. If the tender to two or more companies offers identical discount offer, the company with higher credential service/experience would be given priority.
- xix. In case of not adhering with the terms and conditions, 10% of the value of the Newspapers or the bills may be deducted as penalty.

**Governing Laws and Disputes:-**

This shall be construed and governed by the Laws of India and the parties hereby submit to the exclusive jurisdiction to the Delhi Courts of Laws.

Yours Faithfully



(Alka Shekhar)  
Under Secretary to the Govt. of India  
Tel.No. 23385724

**Application- Technical Bid should include of the following documents**

Name of the Vendor/Supplier (In Block Letters)	
Address for Correspondence	
Name of the Contact Person	
Phone/Mobile o.	
E-mail Id	
PAN (enclose copy)	
IT return (enclose copy)	
Proof of Experience Certificate (enclose copy)	
Bank Account Detail	Name of Bank: Branch: A/C No.: Type of Account: IFSC Code:

**Declaration by the Vendor/Supplier**

I hereby declare that I.....,  
S/o D/o..... am interested to supply  
newspapers and magazines to various offices of Ministry of Coal located in Shastri Bhawan  
and residence of MoS (I/C) Coal. I have read all terms & conditions of Ministry of Coal and  
will abide by all the conditions.

Date:-

Phone:-

Signature with Seal

*Rahul*

## Application Financial Bid

S.N.	Name of the Newspaper/Magazine/Journal	Rate per Newspaper/Magazine	Discount on Per Newspaper/Magazine	Remarks, if any
1.	Hindustan			
2.	Times of India			
3.	Economic Times			
4.	The Hindu			
5.	Financial Express			
6.	Asian Age			
7.	Nav Bharat Times			
8.	Hindustan Times			
9.	Telegraph			
10.	DNA			
11.	Maharashtra Times			
12.	Lokmat Samachar			
13.	Samana			
14.	Business Lines			
15.	Deccan Harled			
16.	Herald Tribune			
17.	India Express			
18.	Business Standard			
19.	Business Line			
20.	Wall Street Journal			
21.	Rashtriya Sahara			
22.	Dainik Jagran			
23.	Dainik Bhaskar			
24.	Anand Bazar			
25.	Anand Bazar Patrika			
26.	Mint			
27.	Business Line			
28.	Mail Today			
29.	The Poineer			
30.	Statesman			
31.	Tribune			
32.	Punjab Kesari			
33.	Jansatta			
34.	India Today			
35.	Out Look			
36.	The Week			
37.	Front Line			
38.	Forbs India			
39.	Economist			
40.	Economic Pol. Weekly			
41.	Reader			
42.	H.B.R.			



43.	Business Week			
44.	Prevention			
45.	Employment News			
46.	Current Affairs			
47.	Pratiyogita Darpan Hindi			
48.	Pratiyogita Darpan, English			
49.	Grih Shobha			
50.	Reader Digest			
51.	National Geography			
52.	Grih Laxmi			
53.	Vanita			
54.	Mathematics Today			
55.	Verdhman			
56.	Femina			
57.	Dash			
58.	Anand Lok			
59.	Sananda			
60.	PC Quest			
61.	Chronicle			
62.	India Today, Hindi			
63.	Women's Era			
64.	Out Look Traveller			
65.	Swammy News			
66.	Yojna, Hindi			
67.	Yojna English			
68.	Kurukshetra Hindi			
69.	Kurukshetra English			
70.	Rajasthan Patrika			
71.	Amar Ujala			
72.	Matrabhumi			
73.	Sandesh			
74.	Mid Day			
75.	Mint			
76.	Deccan Chronicle			
77.	Data quest			
78.	Competition Success Review			
79.	The Time Magazine Asia			
80.	Sarita			
81.	Tahalka			
82.	HBR			

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