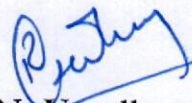




Government of India  
Ministry of Civil Aviation  
Admin & General Section  
B Block, Rajiv Gandhi Bhawan  
Aurobindo Marg, New Delhi- 110003  
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**E-NOTICE INVITING TENDER FOR SUPPLY OF  
NEWSPAPERS/ MAGAZINES/ JOURNALS (INDIAN AND  
FOREIGN)**

Tender No: D-30012/1/2021-ANG-MOCA		DATED: 20/12/2021
<b><u>Important Dates</u></b>		
Publishing Date		20/12/21(1100 hrs)
Clarification Start Date		27/12/21 (1000 hrs)
Clarification End Date		31/12/21 (1100 hrs)
Bid Submission Start Date		03/01/22 (1200 hrs)
Bid Submission End Date		14/01/22 (1730 hrs)
Date of Technical Bid Opening		19/01/22 (1100 hrs)

  
(R.N. Upadhyay)  
Under Secretary to the Govt. of India  
Ministry of Civil Aviation,  
B- Block Rajiv Gandhi Bhawan,  
Aurobindo Marg, New Delhi-10003



आर. एन. उपाध्याय / R. N. UPADHYAY  
अवर सचिव / Under Secretary  
नागर विमानन मंत्रालय / Ministry of Civil Aviation  
भारत सरकार / Govt. of India  
राजीव गांधी भवन / Rajiv Gandhi Bhawan  
नई दिल्ली-110003 / New Delhi-110003

F. No. 30012/1/2021-ANG-MOCA  
 Government of India  
 Ministry of Civil Aviation  
 Admin & General Division

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Dated 20/12/2021,

Subject: Inviting bids for supply of Newspapers /Magazines/ journals (Indian and Foreign) to the Ministry of Civil Aviation and residence of Senior Officers and Ministers for oneyear regarding.

The undersigned is directed to say that online tenders are invited from the reputed Firms/Company for supply of Newspapers /Magazines /Journals (Indian/Foreign) to Ministry of Civil Aviation located in Room no 177, B Block Rajiv Gandhi Bhawan, Aurobindo Marg, New Delhi, 110003.

2. Interested parties may please send their bids off via mail via via two bid system Technical Bid & Financial Bid. The last date of submission of bid is **14/01/2022**. For further details and obtaining of the tender documents, tender notices may be seen at the website of Ministry of Civil Aviation at <https://www.civilaviation.gov.in/>. Bids received after stipulated date and time shall not be entertained. The Technical Bids will be opened at 1100 hrs. on **19/01/2022** at Room no 177, B Block Rajiv Gandhi Bhawan, Aurobindo Marg, New Delhi, 110003. Financial bids of technically qualified, eligible bidders meeting all the requisite criteria only shall be opened on a date & place to be notified later in presence of shortlisted contractors or their authorized representatives.

3. Incomplete or conditional tenders will not be entertained. The tenders of those firms will be entertained who deposit the earnest money amounting to Rs. 25, 000/- (Rupees Twenty Five Thousand Only) in the form of Demand Draft in favor of "Pay & Accounts Officer, Ministry of Civil Aviation" 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. 5 to 6 Lakhs. The successful tenderer/ suppliers will be required to submit a performance bank guarantee (PBG) of 5% of the total value. 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 tenders of the Ministry.



4. Technical bid should include photocopies of the following documents, duly self attested failing which their bids shall be summarily/outrightly rejected and will not

beconsidered any further:

- a) Registered Office or one of the Branch Office 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 item in this field in Ministries/ Departments/ Organisations of the Government of India / State Government, PSUs, Nationalised Banks etc. with at least one year proof duly supported by documentary evidence and which should be enclosed with the technical bid.
- c) The bidder should possess valid GST. Attested copies of the same 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' with attested copies of documents indicated in compliance with the above requirements should be kept with the Technical Bids.
- f) Having minimum turnover of Rs.5.00 Lakh per year during each of the last three years (proof has to be attached).
- g) Copies of IT return.
- h) Affidavit stating that the Company/Firm/Agency is/has not been blacklisted by Central/State Govt./ PSU (Attach Copy).
- i) Give 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 (Attach Copy).

**Documents to be submitted under Technical Bid are summarized below:**

S. No.	Description
1.	EMD of Rs. 25, 000/- (Rupees Twenty Five Thousand Only) scanned and certified copy
2.	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)
3.	Experience details
4.	Attested copies of valid VAT/CST/ Service Tax Number/ GST Number
5.	Copy of PAN Card
6.	Particulars and contact details of bidder (as per Annexure 'A')
7.	Annual turnover proof
8.	Copies of IT return of last 3 years
9.	Affidavit stating that the Company/Firm/Agency is/has not

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	been blacklisted by Central/State Govt./ PSU
10.	Details of the major similar contracts handled during the last three years

5. 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 (indicative list of newspapers and magazines/journal-Indian and Foreign may be obtained from the General Section, Room 177, B-Block, Rajiv Gandhi Bhawan, Aurobindo Marg, New Delhi-110003. Tel No . - 24695095). The format in which the information has to furnish is as under:

Sl. No.	Name of the Newspaper/ Magazine/ Journal ( Indian & Foreign)	Rate per Newspaper / Magazine	Discount on per Newspaper / Magazine	Remarks, if any

**Terms and Conditions of Contract for Supplier**

- i) PAN card is mandatory.
- 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 requests/emails.
- iii) It may be noted that the quantity of Hindi/ English/ requested Foreign language or Regional language Newspapers and magazines may be increased /decreased as per our requirement.
- iv) Supplier should provide digital access of newspapers and magazines as per our requirement in future.
- v) Print Price or combo price as applicable and appearing on Newspaper should be used for payment.
- vi) Three 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 designed rooms of the officers, B-Block, Rajiv Gandhi Bhawan, Aurobindo Marg, New Delhi-110003 & to the residence of Sr. Officer & Minister's if required.

*Prady*

viii) The contract shall remain in force for a period of one year i.e. from to or from the date of implementation and likely to be extended for another two years 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 the 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 Civil Aviation 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 selected firm will have to deposit an Earnest Money Deposit (EMD), refundable without interest, of Rs. 25,000/- (Rs. twenty five thousand only) in the form of Demand Draft/Pay Order and Performance Security money @ 5% of the contract value in the form of FDR/ bank guarantee hypothecated to "Pay & Accounts Officer, Ministry of Civil Aviation New Delhi" which should be valid up to two months beyond the date of completion of the contractual obligations of the supplier, **failing which the tender shall be rejected outrightly / summarily.**

xv) 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.

xvi) 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 conditions stipulated in



the contract.

xvii) The Ministry of Civil Aviation reserves the right to withdraw/relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.

xviii) The bidders intended to participate in the bidding are free to quote/offer percentage of discount.

xix) If the tender of two or more companies offers identical discount offer, the company with higher credential service/experience would be given priority.

xx) If the bidders have any objection with regard to terms and conditions of the tender, the same may be pointed out within 10 days of the issue of tender documents.

xxi) All matters/ disputes pertaining to the tender and rest of the contract shall be settled by the Head of Department or an officer nominated by competent authority of this Ministry for the purpose.

xxii) 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.

#### 6. Force Majeure:

If, at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war of hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as events) provided notice of happenings of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall due to such event be entitled to terminate this contract nor shall either party have any claim for damages against other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such an event come to an end or cease to exist, and the decision of the Purchaser as to whether the deliveries have been so resumed or not shall be final and conclusive. Further that if the performance in whole or part any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, party may, at its option, terminate the contract.

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#### 7. Settlement of Disputes and Arbitration:

All disputes, differences and questions arising out of or in any way touching or concerning this agreement or subject matter thereof or the representative rights, duties or liability of the parties shall be referred to the sole

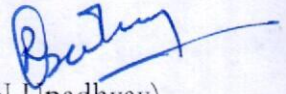
arbitration of the Joint Secretary(Admin), Civil Aviation or any person nominated by him/her.

8. **Governing Laws and Disputes:**

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

9. The prospective bidders are free to seek any clarifications regarding requirements from General Section, ANG Division, MOCA (Tel. No. 24695095) with prior appointments on any working day before tender opening.

Yours faithfully



(R N Upadhyay)

Under Secretary to the Govt. of India

Tel. No. 24640217

आर. एन. उपाध्याय / R. N. UPADHYAY  
अवर सचिव / Under Secretary  
नागर विमानन मंत्रालय / Ministry of Civil Aviation  
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नई दिल्ली-110003 / New Delhi-110003

Annexure - "A"

**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 No.	
E-mail Id	
Trade License No. and GST No (enclose copy) if any	
PAN (enclose copy)	
IT return (enclose copy)	
Proof of Experience Certificate(enclose copy)	
Bank Account Detail	Name of the Bank: Branch: A/C No.: Type of A/C: IFSC:





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 Civil Aviation located  
in B Block, Rajiv Gandhi Bhavan, Aurobindo Marg, New Delhi-03. I have read all terms  
& condition as laid down by Establishment Division of Ministry of Civil Aviation and will  
abide by all the conditions.

Date:

Phone:

Signature with Seal

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Annexure - " B"

APPLICATION FINANCIAL BID

Sl. No.	Name of the Newspaper/ Magazine/ Journal (Indian)	Rate per Newspaper / Magazine	Discount on per Newspaper/ Magazine	Remarks, if any

Sl. No.	Name of the Newspaper/ Magazine/ Journal (Foreign)	Rate per Newspaper/ Magazine	Discount per Newspaper/ Magazine	Remarks, if any



**DECLARATION**

I, \_\_\_\_\_ Son/Daughter/Wife of Shri \_\_\_\_\_ Proprietor/Director, authorized signatory of the Company, mentioned above, is competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide to them;

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

(Signature of authorized person)

Name: \_\_\_\_\_

Seal: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

