



Government of India
Ministry of External Affairs
Establishment Division
Jawaharlal Nehru Bhawan, 23-D Janpath,
New Delhi-110011, INDIA

**E-NOTICE INVITING TENDER FOR SUPPLY OF NEWSPAPERS/ MAGAZINES/
JOURNALS (INDIAN AND FOREIGN)**

Tender No: Q/TNM /310/3/2018		DATED: 14.11.2019	
<u>Important Dates(Tentative Dates):</u>			
Publishing Date		14.11.2019 (1500 hrs)	
Bid Document Download Start Date		14.11.2019(1500 hrs)	
Clarification Start Date		15.11.2019 (1000 hrs)	
Clarification End Date		30.11.2019 (1100 hrs)	
Bid Submission Start Date (online)		15.11.2019 (1200 hrs)	
Bid Submission End Date (online)		11.12.2019 (1100 hrs)	
Date of Technical Bid Opening (online)		12.12.2019 (1100 hrs)	

The bid shall be submitted online only at Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app> . Manual bids shall not be accepted.

(SANDEEP KUMAR)
Under Secretary (SP)
Ministry of External Affairs,
4017, 'A' Wing, Jawaharlal Nehru Bhawan,
23-D, Janpath, New Delhi - 110011 Tel
No: 011-4901 5105/ 49015119
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F. No. Q/TNM/310/03/2018
Government of India
Ministry of External Affairs
(Establishment Division)
(TNM Section)

Dated: November 14, 2019

Subject: Inviting bids for supply of Newspapers /Magazines/ journals (Indian and Foreign) to the offices of Ministry of External Affairs and certain residences of MEA officers for one year regarding.

I am directed to say that online tenders are invited from the reputed Firms/Company for supply of Newspapers /Magazines / journals (Indian/Foreign) to various offices of Ministry of External Affairs located in South Block, Jawaharlal Nehru Bhawan, ISIL building, Shastri Bhawan, Patiala House Annexe and residences of MEA officers residing in Old MEA Hostel at K. G. Marg, New MEA Hostel in Gole Market, Chanakyapuri MEA residential complex for two year.

2. Interested parties may please send their bids on-line through <http://eprocure.gov.in/eprocure> via two bid system Technical Bid & Financial Bid. The last date of submission of bid is **11.12.2019 (1100 hrs)**. For further details and obtaining of the tender documents, tender notices may be seen at the website of Ministry of External Affairs at <http://www.mea.gov.in/tenders.htm>. Bids received after stipulated date and time shall not be entertained. The Technical Bids will be opened at **1100 hrs.** on **12.12.2019** at Jawaharlal Nehru Bhawan, New Delhi. 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 short listed contractors or their authorized representatives.

3. Incomplete or conditional tenders will not be entertained. The tenders only those firms will be entertained who submit earnest money deposit (EMD) amounting to **Rs. 50, 000/- (Rupees Fifty Thousand Only)** in the form of Demand Draft in favour of **"Pay & Accounts Officer, Ministry of External Affairs"** payable at New Delhi along with the Technical Bid. The Technical Bid received without the EMD will be summarily rejected. The successful bidder/ 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 bidder (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 (only in .pdf format), self attested, failing which their bids shall be summarily/outrightly rejected and will not be considered any further:

S. No.	Document	Description
1.	EMD	EMD of Rs. 50,000/- scanned and certified copy
2.	Address Proof	Registered Office or one of the Branch Office of the Company/ Firm/ Agency should be located in New Delhi.
3.	Registration certificate	Certificate of incorporation / Registration Certificate of the bidder.
4.	Experience details	The Company / Firm / Agency should have at least 03 (three) years of experience in supplying items in this field to 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. 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).
5.	GST/CST/ No.	Attested copies of valid GST/CST/ Service Tax Number
6.	PAN Card	Copy of PAN Card to be attached.
7.	Duly filled Annexure 'A'	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
8.	Annual turnover proof	Having minimum turnover of Rs. 20 Lakh per year in supplying newspapers/magazines during each of the last three years (documentary proof in the name of the bidding company has to be attached).
9	ITR	Copies of IT return (in the name of the bidding company) of the past 3 years i.e. 2018-19, 2017-18 & 2016-17.
10.	Affidavit stating that the Company/Firm/Agency is/has not been blacklisted by Central/State Govt./ PSU	Affidavit stating that the Company/Firm/Agency is/has not been blacklisted by Central/State Govt./ PSU.

5. Financial Bid :

The Financial Bid should contain a **flat discount rate (in %age)** on the overall supply.

Terms and Conditions of Contract for Supplier

- a. 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 receipt of the supply order either telephonically or written.
- b. 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.
- c. Supplier should provide digital access of newspapers and magazines as per our requirement in future.
- d. MRP or combo price as applicable and appearing on newspapers/magazines should be used for billing and flat discount given on that.
- e. Pre - receipted (signed on revenue stamp) bills certified by the offices/ officers to whom newspapers/ magazines are supplied must be submitted for settlement in triplicate to TNM Section within 30 days of the subsequent months. Separate bills should be raised for supply at offices and residences.
- f. The delivery of the Newspapers will have to be made to the various offices of Ministry of External Affairs located in South Block, Jawaharlal Nehru Bhawan, ISIL building, Old JNU Campus, Shastri Bhawan, Patiala House Annexe, Akbar Bhawan, Pravasi Bhartiya Kendra (PBK) and residences of Ministers and Secretaries before 8:00 AM everyday.
- g. The contract shall be in force for an initial period of **one year** that could be further extended at same rate, terms and condition with mutual consent subject to satisfactory performance of the contractor during initial period of contact.
- h. 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.
- i. The tenderer will be bound by their details furnished to this Ministry, while submitting the tender or at any subsequent stage. In case, any document 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.
- j. Financial Bids for only those tenderers who are declared qualified technically shall be evaluated.
- k. The Ministry of External Affairs 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.
- l. The bidder will have to deposit an EMD (Earnest Money Deposit), of **Rs. 50,000/-**

(Rs. Fifty thousand only) in the form of Demand Draft/Pay Order at the time of bidding.

- m. 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.
- n. **PBG** (Performance Bank Guarantee) @ **5%** of the contract value in the form of **FDR** (Fixed Deposit Receipt) / bank guarantee hypothecated to "Pay & Accounts Officer, Ministry of External Affairs, 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 outright.**
- o. The Performance Bank Guarantee of the Company will be liable to be forfeited by this Ministry if the firm fails to supply the items at the quoted discount and time, or in case of breach of any terms and conditions stipulated in the contract.
- p. The Ministry of External Affairs 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.
- q. If two or more companies offer identical discount, the decision will be taken by the ministry based on the credentials of the company like experience, turnover, recommendation by other GOI organizations, etc. and will be final which is not liable to be challenged in the court of law..
- r. If at any stage after the tender, the Ministry gets the reduced rates for any newspaper/magazine than the prices quoted by the selected vendor; ministry has the right to purchase/procure those newspapers/magazines from the vendor with lower quoted rates.
- s. 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.
- t. 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 him for the purpose. The contract terms are interpretable under applicable Indian Laws.
- u. In case services are found to be unsatisfactory or the vendor doesn't adhere to the terms and conditions, 10% value of the concerned bills may be deducted as penalty.

5.1 Evaluation Criteria :

- a. Bid evaluation committee in the first stage will evaluate the technical bids on the basis of various criteria stipulated in the bid document and thereafter evaluate the price bids of the bidders who are successful in the technical evaluation.
- b. After determining whether the price bids are complete in all respects and without errors shall determine the lowest price bid for award of contract.
- c. The bid shall be evaluated on the basis of discount offered in terms of percentage by the bidders below the printed rates.
- d. In case of tie (identical bids), all the participating bidders shall be informed by mail/ message to enable bidders submit revised bids so as to break the tie.

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 force majeure event such as war or hostility, acts of the public enemy, civil commotion, sabotage, fires, explosions, epidemics, quarantine restrictions, strikes, lockouts, natural disasters or act of God (hereinafter referred to as events), 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, if the performance in whole or part of any obligation under this contract is prevented or delayed by reasons of any such event for a period exceeding 60 days, Ministry may, at its option, terminate the contract.

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 Foreign Secretary, MEA or any person nominated by him/her. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996

No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

The decision of the sole arbitrator shall be final and binding on the parties.

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 Courts of Law in New Delhi.

9. The prospective bidders are free to seek any clarifications regarding requirements from TNM Section, Establishment Division, MEA (Tel.No. 49015119) with prior appointments on any working day before tender opening date.

Yours faithfully

(Sandeep Kumar)
Under Secretary to the Govt. of India
Tel. No. 49015105

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	
Bank Account Detail	Name of the Bank: Branch: A/C No. Type of A/C: IFSC Code:

Declaration by the Vendor/ Supplier

I S/o
D/o hereby declare that am interested to supply newspapers and magazines to various offices of Ministry of External Affairs located in South Block, Jawaharlal Nehru Bhawan, ISIL building, Shastri Bhawan, Patiala House Annexe and residences of MEA officers residing in Old MEA Hostel at K. G. Marg, New MEA Hostel in Gole Market, Chanakyapuri MEA residential complex. I have read all terms & condition as laid down by Establishment Division of Ministry of External Affairs and will abide by all the conditions.

Date:

Place:

Phone:

Signature with Seal

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.

Date:

Place:

Signature of authorized person

Full Name:

Seal:

Instructions to the bidders

Instructions for Online Bid Submission:

Bidders are required to submit soft copies of their bids electronically on the **CPP Portal**, using valid **Digital Signature Certificates (DSC)**. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1 Bidders are required to enroll on the e-Procurement module of the CPP Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrolment**” on the CPP Portal which is free of charge.
- 2 As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- 3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4 Upon enrolment, the bidders will be required to register their valid **Digital Signature Certificate (DSC)** (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6 Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

#SEARCHING FOR TENDER DOCUMENTS

- 1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3 The bidder should make a note of the unique Tender ID assigned to each tender,

in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3 Bidder should prepare, in advance, the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF/XLS/RAR/DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

- 1 Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3 Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4 Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a **standard BoQ format** with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are

required to download the **BoQ** file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. *If the BoQ file is found to be modified by the bidder, the bid will be rejected.*

- 6 The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys.
- 8 Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9 Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

- 1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232. Foreign bidder can get help at +91-7878007972, +91-7878007973.
