
**TAMIL NADU
HINDU RELIGIOUS AND CHARITABLE
ENDOWMENTS DEPARTMENT**

TENDER DOCUMENT

**PRINTING & SUPPLY OF
THIRUKKOIL MONTHLY MAGAZINE
FOR THE YEAR 2025-2026**

**THE COMMISSIONER OF HINDU RELIGIOUS AND
CHARITABLE ENDOWMENTS,
119, UTHAMAR GANDHI SALAI,
NUNGAMBAKKAM, CHENNAI – 600 034**

TAMIL NADU
HINDU RELIGIOUS AND CHARITABLE ENDOWMENTS
DEPARTMENT
NUNGAMBAKKAM, CHENNAI – 34
TENDER FOR PRINTING & SUPPLY
THIRUKKOIL MONTHLYLY MAGAZINE
YEAR 2025-2026

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தமிழ்நாடு அரசு

இந்து சமய அறநிலையத்துறை

சென்னை-34

ஒப்பந்தப்புள்ளி அறிவிப்பு

1. இத்துறை சார்பில் வெளியிடப்படும் திருக்கோயில் திங்களிதழ் ஜனவரி - 2025 முதல் டிசம்பர் - 2026 வரை இரண்டு ஆண்டுகளுக்கு அச்சிடும் பணிக்கு ஆணையர், இந்து சமய அறநிலையத்துறை, சென்னை - 34, சார்பாக மூடி முத்திரையிட்ட ஒப்பந்தப்புள்ளிகள் வரவேற்கப்படுகின்றன.
2. ஒப்பந்தப்புள்ளி படிவங்களை சென்னை - 34, 119, உத்தமர் காந்தி சாலை, இந்து சமய அறநிலையத்துறை, ஆணையர் அலுவலகப் பதிப்பகபிரிவில் ஆணையர் (The Commissioner, HR & CE Dept., Chennai - 34) பெயரில் தேசிய மயமாக்கப்பட்ட வங்கியில் ரூ. 1,120/- (GST உட்பட)க்கான வரைவோலையைச் (DD) செலுத்திப் பெற்றுக்கொள்ளலாம். எக்காரணம் கொண்டும் இத்தொகை திருப்பித்தரப்பட மாட்டாது.
3. முழுவதும் பூர்த்தி செய்யப்பட்ட ஒப்பந்தப் படிவங்களை உரிய ஆவணங்களுடன் மூடி முத்திரையிடப்பட்டு 06-12-2024 பிற்பகல் 3.00 மணி வரை பெற்றுக்கொண்டு, பெறப்பட்ட ஒப்பந்தப்புள்ளி உறைகளை 10.12.2024 முற்பகல் 11.00 மணிக்கு டெண்டர் படிவத்தில் கண்டுள்ள நடைமுறைகளின் படி திறக்கப்படும்.
4. EMD காப்புத்தொகை, அச்சடித்தல் மற்றும் பட்டுவாடா போன்ற விவரங்கள் ஒப்பந்தப்புள்ளி படிவத்தில் தரப்பட்டுள்ளன.

ஆணையர்

GOVERNMENT OF TAMIL NADU**HINDU RELIGIOUS CHARITABLE ENDOWMENTS DEPARTMENT****NUNGAMBAKKAM, CHENNAI - 600 034****Tender Notification**

1. Sealed tenders are invited by the undersigned on behalf of the Commissioner, HR & CE Dept., Chennai - 34 for printing and supply of Thirukkoil Monthly Magazine from January 2025 to December 2026.
2. Tender documents will be available for sale at the office of the undersigned on payment of non-refundable amount of Rs. 1,120/- (Rupees Thousand hundred and Twenty Only Inclusive of GST) by means demand draft obtained from any nationalized bank in favour of The Commissioner, HR & CE Dept., Chennai - 34.
3. The sealed tenders duly filled up will be received at the office of the Commissioner, H.R. & C.E. Department upto 3.00 p.m on 06-12-2024. The valid tender covers will be opened on 10-12-2024 at 11.00 am following the procedures laid down in the Tender forms.
4. Details of E.M.D., and S.D, printing and supply etc., are given in the tender document.

Commissioner

TENDER DOCUMENT

All Formatting, Printing and supply of printed Thirukkoil monthly magazine.

Tender Period: 2 years which comprise of 24 monthly issues.

1.Mode of purchasing tender document:

Tender documents can be obtained during the office hours on all working days **till 4.00 p.m of 05-12-2024** from the office of the commissioner, Hindu Religious & Charitable Endowments Department, 119, Uthamar Gandhi Road, Nungambakkam, Chennai – 34 on payment of a non-refundable amount of Rs.1120 + GST by demand draft drawn in favour of the commissioner of HR & CE, Chennai – 34

2.Mode of Submitting filled in tender form:

The tender should be sent in sealed cover by registered post addressed to the commissioner of HR & CE. Dept., Nungambakkam, Chennai – 34 or dropped in the tender box kept in this office. Tenders received in covers without proper seal will be rejected summarily. Tenderer should ensure sending Cover A and B in a big cover

3.Last date and time for the receipt of sealed tenders:

Sealed tenders should reach the of **The commissioner HR & CE. Dept., Nungambakkam, Chennai – 34 on or before 3.00 p.m. 06-12-2024**

4.Superscription:

The tenderers should send their offers in two separate covers viz. Cover **A**, containing technical details and cover **B** containing details of format of the Thirukkoil magazine given along with this tender document. Both the covers shall be sealed and kept in a single cover duly sealed and superscribed as Tender for printing and supply of Thirukkoil monthly magazines.

5.Opening of tenders:

Tender cover **“A”** will be opened on **10-12-2024 at 11.00 a.m.** in the presence of available tenderers by The Commissioner of Hindu Religious and charitable Endowment Dept., Nungambakkam, Chennai – 600 034 or any officer authorized by him.

The date and time of opening cover **“b”** will be intimated separately to the eligible tenderers.

6.Earnest money Deposits:

The tender shall be submitted with a demand draft for the sum calculated at **1%** of the total cost of printing & supply (**price of each issues x 25000 copies x 24 months**) of Thirukkoil magazine quoted by the tenderers as E.M.D drawn in favour of the commissioner, H.R & C.E Dept., Nungambakkam, Chennai – 34 from any nationalized bank along with the certificates / documents as prescribed in format for cover A. The D.D should be obtained after the publication of the Notification. Tenders received without E.M.D. and specified documents / certificates otherthan exempted by the Government of Tamilnadu, will be summarily rejected. The demand draft shall be kept in cover A, with the technical specifications in the format furnished with tender documents.

7.Security deposit:

The tenderer on receipt of work order should remit a security deposit equivalent to **5%** of the value of the orders placed and less the E.M.D. already paid within 7 days from the receipt of work order. The security deposit is refundable without any interest after the printing and supply period of 24 months execution satisfactorily. Any failure on the part of the successful tenderer in executing the printing & supply in time shall lead to forfeiture of security deposit.

If the tenderer withdraws his tender or fail to remit the security deposit amount within the prescribed time, the E.M.D. paid will be forfeited.

8.price:

1. Printing and supply of thirukkoil magazine will be a maximum of 25,000 copies for each issue
2. Price shall be quoted as rate for copy 3000 to 5000 copies, 5000 to 10000 copies and 10000 to 25000 copies be quoted clearly.
3. The department reserves the right to increase or reduce to print and publish the number of copies every month.
4. The price quoted shall remain firm and fixed and no escalation will be allowed after the acceptance. The rates quoted shall be valid for two years i.e. for 24 monthly issues.
5. The prices should be quoted in Indian Rupee Only indicating breaking breakup of basic cost, other taxes, insurance covering and local transit to be indicated separately.
6. Price shall be quoted both in figures and words without any correction. If there is any correction, the lowest will be taken as the rate quoted in the tender. The above particulars shall be kept in cover **B**.

9. Printing & supply of Monthly Magazines:

Printing and supply of magazines shall be made before 4th every month.

1.The technical specifications on the requirements are furnished in the page No. 11 of this tender documents.

2. Full specifications and other technical details of the magazine, paper/cover offered with full supporting documents have to be furnished with descriptive literature with all relevant details totally agreeing with the specification furnished in this tender document. **Specimen copy of paper to be used for printing shall be enclosed with tender form and kept in cover 'A'** along with E.M.D.

3. Center page spread should be in the form of spread sheet in every copies of the monthly magazine.

4. For designing Thirukkoil Magazine DTP charges (per page Rs. 350) should be paid by the tenderer every month without fail.

5.The printed Magazines shall be bundled and despatched at the cost of tenderers to the addresses specified by the commissioner, HR & CE Dept., Chennai, directly under information to the commissioner on or before 4th of every month. The delivery charges shall be enclosed with the bills without fail.

6. The press should be located in Tamilnadu within 50km radius from the office of the commissioner, HR & CE Dept., Chennai-34.

7. The tender should hold the ISO / company registration certificate and should not have been blacklisted or debarred previously for deficiency in connection with the orders entrusted.

10. schedule of payments:

(i) payment shall be made on monthly basis.

(ii) Income Tax and other taxes will be deducted at source wherever applicable as per the rates in force

11. Forfeiture of Earnest Money Deposit:

If the tenderer fails to abide by the condition of the tender or abstains after the acceptance of the tender will forfeit the E.M.D. and shall be liable for damages therein.

12. Assigning of tender in whole or in part:

The successful tenderer shall not assign or make over the contract or the benefit or the burden thereof to any other persons or body corporate. The tenderer shall not sublet to any persons corporate for the execution of the contract or any part thereof.

13. Penalty for non fulfilment of tender:

1. In the event of belated supply of magazines, a penalty of Rs. 4000/-for 25,000 copies for each day of delay will be levied. In case of part supply, penalty will be levied proportionately for belated supply.

2. In any variation in the quality of paper and printing specified is found at any time penalty will be levied, calculating the difference of amount, in the cost of the paper or Rs75,00/- whichever is higher.

14. Right of acceptance and rejection of tenders:

The commissioner, HR&CE Department, Nungambakkam, Chennai – 34 reserves the right to accept or reject any tender without assigning any reasons thereof either in part or in full as per the provisions of the Tamilnadu Tender Transparency Act 1998 and as per the Tamilnadu Tender Transparency Rules,2000.

15. Agreement:

In the event of accepting the tender, the supplier has to execute an agreement prescribed by the commissioner of HR & CE Department, Chennai -34 in a non judicial stamp paper for Rs. 100 before effecting the supply in the prescribed format.

16. Jurisdiction:

All legal disputes that may arise shall be within the jurisdiction of Chennai.

17. General:

The tender while sending the tender should furnish the declaration (format enclosed) duly signed in along with a copy of conditions duly signed in cover A.

DECLARATION

This form should be returned duly signed along with the tender even if tenders are furnished in separate forms.

1. I/we have gone through the tender schedule and agree to abide by all the conditions and terms mentioned therein.
2. I/We hereby quote to supply in time the items specified in the enclosed schedule in the manner set forth in the terms of agreement attached at the rate given in the schedule.
3. The tender furnished in the schedule are subject to the condition set forth in the tender form received by me/us.
4. I/We hereby enclose of my / our failure to undertake the printing and supply of magazine accepted by the commissioner, HR and CE. Department, Chennai – 34.
5. I/We have affixed our/my signature on all pages of the original tender document submitted herewith in proof that we abide by the conditions.
- 6.

Station :

Signature of the Tenderer

Date :

with official seal

FORMAT FOR CVOER – A

1. If you are a owner / proprietor :
 - (a) Name of the press :
 - (b) Address :
 - (c) Annual Turnover for the last 3 financial years
(Whether certificate enclosed) :
 - (d) Press Declaration Certificate :
 - (e) GST R 3B Clearance certificate upto 2022
october 2023 Enclosed :
2. Details of printing to be done with
Technical details :
 - (a) Whether specification of the paper
Offered are in accordance with the
Specifications mentioned in the
Tender document :
 - (b) Specifications of the paper etc., :
 - (c) Whether pamphlets, technical
Literature and other information
Enclosed :
 - (d) Have you enclosed the list of customers/
Govt. Offices whom you have supplied :
 - (e) Whether ISO / Company registration
Certificate enclosed :
 - (f) Particulars of D.D with date, name of
The bank branch (Amount need
Not be furnished) :

Station :

Signature of Tenderer

Date :

with official seal

COVER – B
RATE SCHEDULE

(See para 8 of the Tender document)

Sl.No.	Description	Price offered per issue	Total price
1.	All formatting, printing & supply of Thirukkoil Monthly Magazine	Rs. _____	3000 to 5000 Copies
2.		Rs. _____	5000 to 10000 Copies
3.		Rs. _____	10000 to 25000 Copies
4.	+GST	:	
5.	Insurance	:	
6.	Freight	:	
7.	Other Charges (specify)	:	

Station :

Signature of the Tenderer

Date :

with official seal

COVER – A**Technical and Commercial Information**

1. Name of the firm :
2. Full address :
3. Telephone No :
4. Fax No. :
5. E. Mail address :
6. Field of activity :
7. Experience and Track
Record – (with minimum 2 years of experience in
Printing and publishing of 25,000 copies of monthly
Fortnightly weekly periodicals) –
Specimen should be attached :
8. Whether the printing & supply made to any Govt.,
Institution (details may be furnished) :
9. List of Machines now used in the printing press
And technical Advancements used :
10. Any Special reason / Justification to be considered
In favour of the firm. :
11. Whether latest valid Income Tax
Clearance certificate enclosed :
12. Whether latest valid GST clearance
Certificate enclosed herewith :
13. Validity period of the offer :
14. Delivery period :

- 15. Whether agreeable for payment and other
Terms mentioned in the tender schedule :
- 16. Whether specimen paper to be used for
Printing enclosed :
- 17. Whether ISO / Company registration certificates
Enclosed :
- 18. Whether E.M.D. has been enclosed :

Station :

Date :

Signature of the Tenderer

with office seal

TECHNICAL SPECIFICATIONS

1) புத்தக அளவு	A4 size 18.5 cm X 27.3 cm
2) மொத்த பக்கங்கள்	76 page
3) அட்டை (4 பக்கம்)	4 pages 100 GSM White Art Paper Multi Colour printing
4) உள்பக்கங்கள்	72 pages
	65 GSM LWC paper