

## Frequently Asked Questions (FAQ)?

Q1: What does the Indian Trade Journal contain (ITJ)?

A: The Indian Trade Journal, an weekly Magazine published by the DGCI&S since 1906 contains tenders of all Government of India Organizations, State Governments, PSUs and private parties. It also contains trade information & news capsules relating to India's foreign trade.

Q2: Who can publish a Tender in ITJ?

A: Any Central Government Organization, State Government Department and PSUs of both Central and State Governments can publish tenders in this Journal.

Q3: What is the price of ITJ?

A: The price of ITJ is Rs. 120/- per issue and Rs. 5990/- for annual subscription.(Hard copy)

Q4: What is the frequency of publication of ITJ?

A: It is published every week on Wednesday.

Q5: What is the procedure for publishing of tender in ITJ?

A: For getting tender(s) published in ITJ, one has to follow the below mentioned procedure:

- i. Tender notices should be sent in duplicate directly to the Director General, DGCI&S, 565, Anandapur, Plot No. 22, Sector-I, Kolkata – 700 107 preferably by FAX No.: 033-2443 4051, 033-2443 4053 or by SPEED POST, or ORDINARY/REGD. POST or by E-mail: [itj.dgcis@nic.in](mailto:itj.dgcis@nic.in).

For the web version of ITJ the document owner can submit his tender by registering himself. The procedure for registration is detailed in a subsequent para.

- ii. It is required to send the tender notices either directly to this office or through Govt. of India Book Depot, 8, Kiran Sankar Roy Road, Kolkata-700 001. In no case it should be sent through both the channels to avoid double insertion in the Indian Trade Journal for which issuing authorities would be liable for payment for both the insertions. Tenders will not be accepted by this office if it is sent through any private advertising agency.

- iii. The notices along with Hindi versions, if required, should be sent along with English version.
- iv. The tenderers are required to give reasonable time from the date of issue of the tender in the Indian Trade Journal to enable the bidders to submit their quotations.
- v. *The Indian Trade Journal accepts no responsibility for complaints, if any, arising from non-adherence of the aforesaid requirements. The payment of bills and correspondences, if any, for tender notices published in the Indian Trade Journal should be made directly to the Controller of Publications, Department of Publications, Civil Lines, Delhi-110 054. Payments should be made through Crossed Demand Draft or Cheque drawn in favour of the "Controller of Publications, Delhi".*
- vi. The issuing authorities are requested to make payment immediately on presentation of bills to avoid accumulation of bills and audit objections.

Q6: Why is it necessary to publish tenders in ITJ?

A: As per the GFR of Govt. of India (Para 29 of Annexure to Chapter-8) the ITJ should be regarded as the Standard Medium of Public of advertisement in India.

Q7: How one can obtain ITJ?

A: Indian trade Journal(ITJ) can be obtained directly from DGCI&S by sending a demand draft of an amount equal to the cost of the publication in favour of "Director General, DGCI&S" payable at Kolkata plus an additional amount of Rs. 50/- (for delivery within India) or Rs. 100/- (for delivery outside India) towards the postal charges. Moreover, ITJ can be obtained from any one of the following agencies directly by paying the cost of it.

- a. Directorate General of Commercial Intelligence & Statistics, 565, Anandapur, Plot No. 22, Sector-I, Kolkata – 700 107,
- b. Office of the Controller of Publications, Ministry of Urban Development, Govt. of India, Civil Lines, Delhi-110 054 (Tel:011- 2381 2527, PBX No. 011-2396 7846, 2306 7823, 2396 3302, Fax No.: 011 2396 7846),
- c. Officer-in-Charge, Govt. of India Book Depot, 8, Kiran Sankar Roy Road, Kolkata-700 001, Tel: 033-2248 3813),
- d. Govt. of India Book Depot, New Marine Lines, CGO Complex, Mumbai-400 020,
- e. Govt. of India Kitab Mahal, Emporium Bldg., Baba Kharak Singh Marg, New Delhi, Tel:011- 2336 3708,
- f. Publication Branch, Udyog Bhavan, New Delhi-100 011, Tel: 011- 2301 2082.

Q7: What is the cost of publication of tender in ITJ?

A: The advertisement rates in the ITJ with effect from 4<sup>th</sup> June,2014 are as follows:

**I – Ordinary Positions:**

<b>Unit of Advertisement Space</b>	<b>Rate per Unit</b>
Single Column Centimeter [i.e. 1 cm depth × single column of 8.4 cm width (approx. – For the first 11 Column Centimeters of tender notice/advertisement of any length]	Rs.327/-(Subject to a minimum of Rs. 1635, i.e. the amount equivalent to the charge for 5 Column Centimeter of advertisement space)
Single Column Centimeters – For the next 11 Column Centimeters (From the 12 <sup>th</sup> to the 22 <sup>nd</sup> Column Centimeters) of tender notice/advertisement of any length	Rs. 319
Single Column Centimeters – For the next 22 Column Centimeters (From the 23 <sup>rd</sup> to the 44 <sup>th</sup> Column Centimeters) of tender notice/advertisement of any length.	Rs. 311
Single Column Centimeter – From the 45 <sup>th</sup> Column Centimeter onwards.	Rs. 295

**II - SPECIAL POSITIONS (ON REQUEST FROM ADVERTISEMNT ISSUING AUTHORITY)**

Advertisement on –	50% extra over the total amount as per the scheduled rates given above in terms of Column Centimeters.	
(A) Outside Back Cover Page:	50% extra over the total amount as per the scheduled rates given above in terms of Column Centimeters.	
(B) Inside Back Cover Page and Page Facing the contents.	30% extra over the total amount as per the scheduled rates given above in terms of Column Centimeters.	
(C) Line Advertisements (2.5 cm × 15.4 cm)	52 Weeks	Single
(i) At the foot of Text Page (ii) At the foot of first Tender Notice Page	Rs. 47,080  10% <i>extra</i> over the total amount as per the scheduled rates given above in terms of Column Centimeters.	Rs. 1480  10% <i>extra</i> over the total amount as per the scheduled rates given above in terms of Column Centimeters.

**III – DISCOUNTS AVAILABLE**

<b>Discounts Available to Whom and When</b>	<b>Rates of discount (Flat Rates)</b>
A. State Government/State Governments Undertakings	15%
B. For same insertion in more than one issues	

within a span of 12 consecutive months:	
(1) Insertion in 12 or more issues but less than 26	20%
(2) Insertion in 26 or more issues but less than 52	30%
(3) Insertion in 52 issues	40%

Note: (1) The above discounts are available on scheduled rates given in Table-I and II above.

(2) The State Govts. can avail discounts as per B above, if applicable, over and above the 15% discount available to them.

Q8: Whom to make payment for publishing tenders in ITJ?

A: For tender notices published in the Indian Trade Journal payment to be made directly to the Controller of Publications, Department of Publications, Civil Lines, Delhi-110 054 by crossed demand draft or cheque drawn in favour of the “Controller of Publications, Delhi”.

Q9: Is ITJ available in web version also?

A: Yes

Q10: Who can subscribe web-version of ITJ?

A: Any organization (Govt. /Govt. undertaking or private)/ person can subscribe the web version of ITJ.

Q11: What is the subscription fee of web version of ITJ?

A: At present the ITJ website is free.

Q12: Who are the Document owners?

A: The Tenderer who are giving/ publishing regular tender in the ITJ are called the document owner.

Q13: What is the procedure for the Document owner to view, download and print his tender published in ITJ?

A: The tenderer/ document owner can visit the website and get him registered using **New User Registration Form** available in the Home page of the web-site(bottom right hand side) and has to fill up the Form as document owner and create his own User Id & password and submit online. The document owner is then required to take a print out of

the filled in Form and send the same to Directorate General of Commercial Intelligence & Statistics, 565, Anandapur, Plot No. 22, Sector-I, Kolkata – 700 107, West Bengal. After verification this office will validate his User Id and inform the tenderer /document owner through his e-mail, which will enable him to view, download and take print out of Tender Notices published by him in the ITJ. **The document owner can avail the service free of cost for the period of one year from the date of publication of his last tender.**

Q14: Is online submission of tender possible? If yes what is the procedure for online submission of tenders?

A: Yes, Possible, however to avail this facility tenderer/ document owner must be having a valid user id.

To create user id tenderer/document owner are requested to visit the Indian Trade Journal website <http://itj.gov.in> and register themselves in the **New User Registration** as document owner /tenderer and create their own user id & pass word by filling up the given Form and then submit the same online.

Further, they are requested to take a print out of the page they have submitted and write to this office in their official letter head enclosing the printout to get validate their user id. After necessary checking this office will validate their user id, which will enable them to upload/ view /download/print their tender in the ITJ for a period of one year. **There is no charge to avail off this facility for the document owner/ tenderer.**