

No.2/1(1)/2008-NCW(G)  
National Commission for Women  
4, Deen Dayal Upadhyay Marg, New Delhi-2.

**Invitation of Tenders for printing work of National Commission for Women.**

The National Commission for Women, an autonomous body under the Ministry of Women & Child Development, Govt of India, New Delhi prints reports, books, publications, monthly news-letters, Annual Reports, Desk/Wall Calendars, visiting cards, letter-heads etc. For this, the Commission intends to invite tenders (in the prescribed proforma) from reputed printers who are having Printing Press in New Delhi/Delhi only, for printing of the above documents for a period of one year (extendable at the discretion of the Competent Authority). Such firms are expected to be fully equipped with necessary infrastructure to accomplish, at short notice, the job within the specific period of time. The position regarding sales tax and other taxes, if any, should be clearly mentioned.

2. The quotations in a sealed cover and complete in all respects (including the names and contact numbers of the Govt./Semi Govt. agencies where they are doing printing work) are to be sent by Registered Post to Shri Abdus Salam, Under Secretary, National Commission for Women, 4, Deen Dayal Upadhyaya Marg, ICCW Building, 1<sup>st</sup> floor, New Delhi-110 002, on or before 31<sup>st</sup> December, 2008. The cover of the quotation should be Superscribed with "TENDER FOR PRINTING WORK IN NCW". The tenders should be accompanied by Earnest Money in a form of a Bank Draft/Pay Order (Cheques or Cash not acceptable) for Rs.10,000/- (Rupees Ten thousand only) in favour of "P&AO National Commission for Women".

3. Quotations received without earnest money or with cheque/cash or after the last date of receipt of Tender or incomplete in any other respect will be summarily rejected without assigning any reason thereof .

4. The Earnest Money will be returned without any interest to all unsuccessful agencies.

5. The submission of quotation does not confer any right on the firm for final selection as printer of the Commission. The Commission reserves the right to reject or accept any quotation without assigning any reason thereof.

6. This Notice Inviting Tenders for printing work of National Commission for Women can also be downloaded from our web-site <http://ncw.nic.in>.

\*\*\*\*\*

  
5/12/08  
V.K. ASTHANA  
Section Officer  
National Commission For Women  
4, Deen Dayal Upadhyaya Marg,  
New Delhi-110002

Tender for printing work of National Commission for Women

1. Name of the Firm
2. Address, telephone number, of the Firm
3. Total estimated printing work of the Firm (in Rs.)
4. Rates of the following items may be given in detail :

S.No.	Item	Rate Rs. P.
(i)	Cost of imported Art Paper 110 GSM per leaf, per thousand books (A-4 size) (sample to be attached and signature & seal of firm to be affixed).	
(ii)	Cost of supershine paper 95 GSM per leaf, per thousand books (A-4 size) (sample to be attached and signature & seal of firm to be affixed)	
(iii)	Cost of Imported Art Card 270 GSM (for cover per book) (sample to be attached and signature & seal of firm to be affixed)	
(iv)	Cost of Composing English/Hindi running per page with proof correction	
(v)	Cost of composing English/Hindi table per page with proof correction	
(vi)	Cost of logo setting, page planning, page designing/ screening etc. per page	
(vii)	Cost of processing/plate making per format of four pages of part thereof per colour with PS plates	
(viii)	Cost of four colour photographs of 7" 5"/Post card passport size photograph	
(ix)	Graphics in multi colour, designing processing in four colour	
(x)	Cover designing I & IV	
(xi)	Printing per format of four pages or part thereof per colour, per 5000 impressions	
(xii)	Printing per format of four pages or part thereof per colour per 1000 impressions	
(xiii)	Cover printing, 4+1 colour, 1/4 cover of 500 copies	
(xiv)	Binding sec. cover pasting upto 96+4 page	
(xv)	Centre stitch binding	
(xvi)	Outer cover lamination	
(xvii)	Sales tax & other taxes if any, should be clearly mentioned. (It should also be mentioned whether rates quoted above are inclusive or exclusive of taxes, otherwise quotation is liable to be rejected).	

Place:  
Date:

Signature of the Authorized Person  
of the firm with seal.

Contd...2/-

*Handwritten signature*  
5/12/08

V.K. ASTHANA  
Section Officer  
National Commission For Women  
4, Deen Dayal Upadhyaya Marg,  
New Delhi-110002

Rates of the following items may be given in detail :

S.No.	Item	Rate Rs.	P.
1.	Visiting Cards (in Hand made Paper) either single side or both side printed per 1000  Sales tax & other taxes if any, should be clearly mentioned. (It should also be mentioned whether rates quoted above are inclusive or exclusive of taxes)		
2.	Letter Heads (Royal Executive Bond 85 GSM paper) per 1000  Sales tax & other taxes if any, should be clearly mentioned. (It should also be mentioned whether rates quoted above are inclusive or exclusive of taxes)		
3.	Greeting cards 4" x 11" on 400 gsm Imported Ivory Card with interleaf and with Ribbon & white envelopes per 1000  Sales tax & other taxes if any, should be clearly mentioned. (It should also be mentioned whether rates quoted above are inclusive or exclusive of taxes)		
4.	(A) Invitation Cards of the size 8" x 5" in Hand made paper with white envelopes printed  (i) Single colour one side printed (ii) Two colour one side printed (iii) Single colour both side printed (iv) Two colour both side printed  (B) Car parking Label – single colour printed (C) Identity card single colour printed with plastic jacket & clip holder  Sales tax & other taxes if any, should be clearly mentioned. (It should also be mentioned whether rates quoted above are inclusive or exclusive of taxes)		
5.	Wall calendars around 2000 nos.  (i) Size: 17 ½" x 22 ½" (ii) Quality of Paper: Best quality 135 GSM Imported Art Paper (iii) Size of photos: 11" x 17" (12 photos will be provided by NCW) (iv) No. of leaves : Seven – Out of which six leaves for back to back printing of 12 months calendar with colour photos and one leaf for back to back printing of 12 colour photos of 12 months in small size with NCW logo and list of Holidays (RH/Gazetted) (v) Binding : Spiral with Hanger (vi) Colour : All pages in multi colour (including colour photos) (vii) Sales tax & other taxes if any, (It should also be mentioned whether rates quoted above are inclusive or exclusive of taxes)		

Place:  
Date:Signature of the Authorized Person  
of the firm with seal.

  
**V.K. ASTHANA**  
 Section Officer  
 National Commission For Women  
 4, Deen Dayal Road, Connaught Place, New Delhi-110002

PROFORMA-III

Tender for printing work of National Commission for Women

1. Name of the firm;
2. Address, telephone No. :  
if any, of the firm
3. Rates of the following items may be given in details:

S.No	Specification	Rates
1.	Present requirement of Newsletter is : 2500 in English and 1000 in Hindi. The requirement may be increased	
2.	Size of Newsletter	As per the sample enclosed
3.	Best quality 130 GSM Indian Art Paper or imported art paper of 135 GSM or 170 GSM	
4.	Rate per single copy should be all inclusive like cost of paper, composing, designing, page planning, processing, plate making, scanning of photographs, multi colour printing, binding etc. <b><u>If 130 GSM Indian Art paper is used:</u></b> for printing 3500 copies for printing 5000 copies <b><u>If 135 GSM Imported Art paper is used:</u></b> for printing 3500 copies for printing 5000 copies <b><u>If 170 GSM Imported art paper is used</u></b> for printing 3500 copies for printing 5000 copies	

*Atte*  
*5/12/08*

V.K. ASTHANA  
Section Officer  
National Commission For Women  
4,Deen Dayal Upadhyaya Marg,  
New Delhi-110002

Place:  
Date:

Signature of the authorized person  
of the firm with seal