

**NATIONAL COMMISSION FOR WOMEN
4, DEEN DAYAL UPADHYAYA MARG
NEW DELHI – 110002**

No.2/1(1)/2008-NCW (A)

Dated: 14.10.2014

TENDER NOTICE

**Sub.: Printing of NCW Publications Annual Job Work costing Rs.20,00,000/-
(Rupees Twenty Lakhs) approx.**

1. NCW intends to invite tenders/sealed quotations for award of rate contract for printing work in NCW for one year from the date of awarding the contract as per terms and conditions given in Annexure-I.

2. Interested bidders from Delhi, who have experience of Printing/Perfect Binding of Reports/Documents of the Ministries/Departments of Government of India/Multilateral agencies etc. and are empanelled with Directorate of Printing (DOP), are eligible to apply. For other queries, printers may visit the Commission on any working day between 10.00 a.m. to 12.30 p.m. and 3.00 p.m. to 4.30 p.m. respectively.

3. The tenders should be submitted in two sealed covers as follows:-

- A) The first sealed cover superscribed as "Technical Bid" should contain following items:-
- i) The proforma at Annexure-II, duly filled in, along with relevant documents/information
 - ii) Acceptance of terms and conditions at Annexure-I
 - iii) Earnest Money Deposit (EMD)
- B) The second sealed envelope superscribed as "Financial Bid" should contain only rates of printing as per specifications given in Annexure III, IV & V.
- C) Both the sealed covers should be placed in the main sealed envelop superscribed "Tender for Printing work in NCW". The firm should produce the documents of papers showing "Printing Expertise" with hi-tech and modern conceptualization. Tender should be addressed to the Under Secretary, National Commission for Women, 4, Deen Dayal Upadhyay Marg, New Delhi- 110002 and should reach latest by **3.00 p.m. on 14.11.2014.**
- D) The tenders should be accompanied by Earnest Money in a form of a Bank Draft/Pay order for Rs.50,000/- (Rupees Fifty thousand only in favour of "Pay & Accounts Officer, National Commission for Women" without which the tender will be summarily rejected.

4. The tender may be sent by speed post to National Commission for Women, New Delhi by the stipulated date and time.
5. Tender Details/Document may be downloaded from Commission's Website www.ncw.nic.in.
6. The Technical bids shall be opened at **3.30 p.m. on 14.11.2014** in the Office of Deputy Secretary of National Commission for Women, New Delhi in the presence of such bidders or their authorized representatives who may wish to be present.
7. The bidders who are found technically fit and whose Technical bids are accepted will be informed telephonically about the date of the opening financial bid.
8. Bids received after the closing date and time shall not be considered.
9. NCW reserves the right to amend any of the terms and conditions contained in the Tender Documents or reject any or all applications (offers) without giving any notice or assigning any reason thereof. The decision of the competent authority in this regard will be final and binding.

Sd/-
(S.K. Gupta)
Under Secretary

**TERMS & CONDITIONS FOR YEARLY TENDER FOR THE COST OF
PRINTING OF RS. 20,00,000/- approx.**

1. Arrangements will have to be made by the successful bidder for the collection of material etc. from the Commission. The material after duly edited should be printed and delivered in this office. Final Proof including cover page designs will be seen at the NCW office before final printing is undertaken. It will be the responsibility of the firm to supply the printed copies in this office.
2. In case of delays or bad quality of printing etc., it will be the discretion of NCW to accept the copies with penalty as may be considered appropriate or reject the supplies without assigning any reason whatsoever or cancel the contract without any liability. The discretion of the Commission in this regard shall be final and binding.
3. 100% payment will be made within 30 days from the delivery of the articles and submission of bill, subject to fulfilling all other terms and conditions.
4. The copies ordered, complete in all shape shall have to be supplied within a week after approval of final proof. However the entire process of printing and supply has to be completed within 10 days of handing of initial material.
5. The bidders should quote base price and VAT separately. The VAT shall be quoted in accordance with the Delhi VAT manual. The base price should be inclusive of cartages etc. The Commission will be deducting TDS u/s 194c of the IT Act 1961.
6. It will also be the discretion of the Commission to entrust the aforesaid entire printing job to one firm or stagger it and award it to different firms. Decision taken in this regard by the Commission shall be the final and binding on the contracted firm.
7. Quotations received unsealed, without EMD and after the due date will not entertained under any circumstances.
8. The EMD @ 2.5% of the cost of Printing of the successful firm will be kept as security in the Commission. This will be refunded after the expiry of the contract without interest.
9. The documents attached with the quotation are sacrosanct for considering any offer as a complete offer. It is, therefore, important that all documents duly completed and signed, failing which the quotation is liable to be treated as incomplete and ignored.
10. The bidders should furnish a copy of valid TIN No. along with the quotation.
11. Last Three Year Balance Sheet with gross turnover of Rs. 75 Lac and above accompanied by assessment orders assessed by the Income Tax Authorities.
12. At least Three Govt. Organizations work orders having value of Rs. 20 lacs each for last three years.
13. Press Declaration for Printing of Newsletters.
14. The commission reserves the right to accept any or reject any/all quotation without assigning any reason.

15. The successful bidder will have to deposit a Performance Security Deposit, which shall be 5% of the value of the contract by way of Fixed Deposit Receipt (FDR) from a commercial bank and hypothecated in favour of "Pay & Accounts Officer, National Commission for Women, New Delhi" valid for 60 days beyond the expiry of period of one year contract and further renewable, if required.
16. The EMD deposited by successful agency will be adjusted towards Security deposit as demanded above. If the successful bidder fails to furnish the difference amount between Security Deposit and EMD within 15 (fifteen) days after the issue of Letter of Award of Work, his bid security (EMD) shall be forfeited unless time extension has been granted by the Commission.
17. The financial bid shall indicate the price offer being made by the firm in the proforma of rates (Annexure III, IV & V). Rates once quoted shall be final and should be quoted in Indian Rupees only. The rates shall be valid for one year.
18. Payment will be made within a reasonable time period preferably 15 days to one month from the date of delivery of the items, only after satisfactory supply of printing material in the office of NCW.
19. Rates mentioned in tender should be inclusive of all charges, incidental charges, miscellaneous charges, taxes etc.
20. It may be noted that no escalation of the contracted rate shall be admissible on any reason whatsoever during the period of Annual contract.
21. **Termination of the Contract :**
 - (a) NCW shall be at liberty at its entire discretion to terminate this contract forthwith upon at any time without assigning reason or breach or default of any of the terms and conditions contained herein.
 - (b) Insolvency or dissolution of the partnership firm Liquidation, whether voluntary or otherwise or passing of an effective resolution for winding up, if it is a company or co-operative society.
 - (c) If any partner of its firm or any member of its co-operative society shall be convicted of any criminal offence.
 - (d) If Agency/firm shall either by himself or by his servants commit committed any act which, in the opinion of the NCW, whose decision in that behalf shall be final is prejudicial to the interest or good name of the NCW.
 - (e) If the period of this contract lapses and the service is continued, it shall be deemed to be an agreement to continue the service on month to month basis. In such event, either party must give one month's notice for termination of the service if they choose to discontinue.

PROFORMA (Technical Bid)

S. No	Particulars	To be filled by the Tenderer
1.	a) Name of the firm/agency b) Address c) Name of Proprietor d) Telephone No. e) Mobile No. f) E-mail Address g) Name of business partner, if any	
2	PAN Number (copies to be enclosed)	
3.	CST/VAT Registration No. (copy to be enclosed)	
4.	Service Tax Registration No. (copies to be enclosed)	
5.	List of Govt. Ministries/Departments/PSUs showing experience in the field (Copies of at least three contracts/work orders not less than Rs.20,000/- & overall annual turnover of Rs.75,00,000/- should be attached)	
6.	Whether copies of Income Tax return along with statement of accounts for last 2 years attached	
7.	Details of EMD i) Amount ii) Draft No. iii) Date iv) Issuing Bank	
8.	Whether terms and conditions of the Tender is acceptable or not	
9.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India (if no, an undertaking to this effect is to be attached in this regard	

Note: Firm should attach sample of the paper duly labeled, signed/stamped by authorized signatory with the technical bid”. The cost of mentioned job is to be given exclusive of all taxes, which shall be shown separately. It is clarified that firm has to ensure that quality of work is strictly maintained as per specifications. No tender will be considered without the samples required.

(Signature of the authorized person)

Name :

Designation:

Seal :

ANNEXURE-III

S.No.	Specification	(Financial Bid)	Rate (In Rupees)
1.	Cost of Imported Megno Star Art Paper 130 GSM per leaf, per thousand book (A-4 size) (Sample to be attached and signature and seal of the firm to be affixed).		
2.	Cost of Supershine paper 95 GSM per leaf, per thousand books (A-4 size) (Sample to be attached and signature and seal of the firm to be affixed).		
3.	Cost of Imported Megno Star Art Card 300 GSM (for cover page Books) (Sample to be attached and signature and seal of the firm to be affixed).		
4.	Cost of composing/translation English/Hindi running per page 300 words with proof correction.		
5.	Cost of composing English/Hindi table per page with proof correction.		
6.	Cost of logo setting page planning page designing/screening etc. per page		
7.	Cost of processing/plate making per format of four pages of part thereof per colour with PS plates.		
8.	Cost of four colour photographs of 7"x5"/Post card/Passport size Photographs.		
9.	Graphics in multi colour, designing processing in four Colour		
10.	Cover designing 1 & 4 colour		
11.	Printing per format of four pages or part thereof per colour, per 5000 impressions		
12.	Printing per format of four pages or part thereof per colour, per 1000 impressions		
13.	Cover Printing 4+1 colour, ¼ cover of 1000 copies		
14.	Binding section cover pasting upto 96+4 pages		
15.	Centre stitch binding		
16.	Outer cover lamination		
17.	Sales tax and 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)		

(Signature of the authorized person)

Name :

Designation:

Seal :

ANNEXURE-IV

(Financial Bid)

S.No.	Specification	Rate (In Rupees)
1.	Visiting Cards per 200 with embossed logo	
2.	Visiting Cards per 500 with embossed logo	
3.	Visiting Cards per 200 without embossed logo	
4.	Visiting Cards per 500 without embossed logo	
5.	Letter Heads (Royal Executive Bond 85 GSM paper) per 500 with embossed logo	
6.	Letter Heads (Royal Executive Bond 85 GSM paper) per 1000 with embossed logo	
7.	Letter Heads (Royal Executive Bond 85 GSM paper) per 500 without embossed logo	
8.	Letter Heads (Royal Executive Bond 85 GSM paper) per 1000 without embossed logo	
9.	Letter Heads (DO 100 GSM paper) per 500 with embossed logo	
10.	Letter Heads (DO 100 GSM paper) per 1000 with embossed logo	
11.	Letter Heads (DO 100 GSM paper) per 500 without embossed logo	
12.	Letter Heads (DO 100 GSM paper) per 1000 without embossed logo	
13.	(A) Invitation Cards of the size 8” x5” on Hand made paper with white envelopes printed (i) Single colour one side printed per 100 (ii) Two colour one side printed per 100 (iii) Single colour both side printed per 100 (iv) Two colour both side printed per 100 (B) Car parking Label – single colour printed per 100 (C) Identity card single colour printed with plastic jacket and Clip Holder. Sales tax and other taxes if any should be clearly mentioned. (It should also be mentioned whether rates quoted above are inclusive or exclusive of taxes) per100 or as per requirement	
14.	Envelops per 500 with embossed logo	
15.	Envelops per 1000 with embossed logo	
16.	Envelops per 500 without embossed logo	
17.	Envelops per 1000 without embossed logo	
18.	File cover with inner and outer printed per piece for 1000, 5000 and 10,000 (Three side printing)	
19.	Meeting Slip pads (30 pages) on plain paper with cover printed (A-8 size) having paper of 80/100 GSM	
20.	Meeting Slip pads spiral (30 pages) binding with cover and each top of the paper printing having paper of 80/100 GSM	

(Signature of the authorized person)

Name :

Designation:

Seal :

ANNEXURE-V

(Financial Bid)

S.No.	Specification	Rate (In Rupees)
1.	Present requirement of Newsletter is 3500 copies in English and 2000 copies in Hindi. (The requirement may be increased)	
2.	Size of Newsletter as per the sample enclosed	

(Signature of the authorized person)

Name :

Designation:

Seal :