

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

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

Dated: 29/01/2015

TENDER NOTICE

Sub.: Printing of NCW Publications -Annual Job Work – Estimated Value of work 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/autonomous bodies under Government/Public Sector Undertakings 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:-

The proforma at Annexure-II, duly filled in, along with relevant documents/information

i) 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 envelopsuperscribed “Tender for Printing work in NCW”

D)

.Tender should be addressed to the Under Secretary, **National Commission for Women, 4, DeenDayalUpadhayay Marg, New Delhi- 110002** and should reach latest by **3.00 p.m. on 17.2.15**.

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.

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4. The tender may be sent by speed post or by hand 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 17.02.2015** 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/-

(Narendra Kumar)
Deputy Secretary

TERMS & CONDITIONS FOR TENDER FOR PRINTING OF NCW PUBLICATIONS
-ANNUAL JOB WORK-ESTIMATED VALUE OF WORK RS. 20,00,000/- APPROX

1. Eligibility Criteria:

- a) The bidder must be empanelled with Directorate of Printing.
(self-attested copy of Certificate from Directorate of Printing to be attached).
- b) The bidder must have a valid Vat Registration/TIN No.
(self-attested copy of Pan Card to be attached).
- c) The bidder must have a valid Pan No.(self-attested copy of PAN Card to be attached)
- d) The bidder must have Press Registration where work is to be carried out.(self attested copy of Press Declaration to be attached).
- e) The bidder must have a turnover of not less than rupees fifty lakhs in each of the Financial Year 2011-12, 2012-13 and 2013-14. (self-attestedcopies of audited Balance Sheet &Profit & Loss Account and Income Tax Returns for the Assessment Years 2012-13, 2013-14 and 2014-15 to be attached).
- f) The bidder must have experience of similar work, i.e. four colour offset printing work, in Government Organizations(Ministries/Departments of Government of India/Autonomous Bodies/Public Sector Undertakings). Please attach Performance Certificate from any three Govt. Organizations in respect of printing work carried out during the period 1.1.12 to 31.12.14.
- g) The firm must not have been blacklisted by any Govt. Department and must not have any criminal case registered against the firm or its owner/partners anywhere in India. An Undertaking on Letter Head in this regard is to be attached.

Terms and conditions

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. NCW Office is presently located at 4, DeenDayalUpadhyaya Marg, New Delhi -11002. The Office is likely to shift shortly to new premises coming up in Jasola. 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. Payment will be made within 30 days from the delivery of the articles in good condition 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 rates quoted by the bidder must be inclusive of all charges, levies, etc. except VAT/Service Tax. VAT/Service Tax shall be paid extra as applicable from time to time. No other charges shall be paid.. 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 award it phase wise 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 be entertained under any circumstances.
8. The EMD of unsuccessful bidder will be refunded without any interest after finalization of the tender.
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, are attached failing which the quotation is liable to be treated as incomplete and ignored.
10. The commission reserves the right to accept any or reject any/all quotation without assigning any reason.

11. The successful bidder will have to deposit an amount of Rs.1,00,000/- (Rupees One Lakh Only)towards Performance Security Deposit by way of Demand Draft/Pay Order from a commercial bank in favour of “Pay & Accounts Officer, National Commission for Women, New Delhi”. The Security Deposit shall be refunded 60 days after expiry of the contract.
12. The EMD deposited by the 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.
13. 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.
14. Payment will be made within a reasonable time period preferably 15 days to one month from the date of delivery of the items and submission of bill only after satisfactory supply of printing material in the office of NCW.
15. Rates mentioned in tender should be inclusive of all charges, incidental charges, miscellaneous charges, taxes etc.
16. It may be noted that no escalation of the contracted rate shall be admissible on any reason whatsoever during the period of Annual contract.
17. **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.

18. Evaluation of Financial Bids:

- a) If any quoting bidder's rates are lowest in all the items then that bidder will become L-1. In case no bidder is lowest in all the items then the Lowest Quoting Bidder (LQ1) will be determined on the basis of the lowest quote of the technically qualified system. The criteria for LQ1, LQ2, LQ3, etc. would be determined on the basis of the number of items quoted lowest by each bidder.
- b) LQ1 will have to match the lowest technically qualified rates of all the items of each quoted configuration to those quoted by any of the responsive bidders. Thus LQ1 will become **L1**.
- c) If LQ1 does not agree, **LQ 2** will be asked to so match the lowest rates, if LQ2 does not agree, then LQ3 will be asked to so match the lowest rates and so on.

19. Agreement shall be signed with the successful bidder as per specimen enclosed.

20 Decision of the Commission in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the Printer.

21 In case of any dispute between the Printer and Commission, Commission shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located in Delhi.

ANNEXURE II

TENDER FOR PRINTING OF NCW PUBLICATIONS

PROFORMA(TECHNICAL BID)

S.No.	Particulars	To be filled by the bidder
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(s) of Business Partner(s)	
2	PAN Number(self-attested copy of Pan Card to be attached)	
3	VAT Registration No./Tin No. (self-attested copy of Registration to be attached)	
4	Whether have Press Declaration? (self-attested copy to be attached)	
5	Turnover in the Financial Year: 2011-12 2012-13 2013-14 (self-attested copy of audited Balance Sheet & Profit & Loss Account for the Financial Years 2011-12, 2012-13 & 2013-14 and Income Tax Returns, duly acknowledged by Income Tax Department for the Assessment Years 2012-13, 2013-14 & 2014-15 to be attached)	
6	Whether empanelled with Directorate of Printing? (self-attested copy of Certificate from Directorate to be attached)	
8	Whether terms and conditions of the Tender is acceptable or not (Annexure I duly signed and stamped to be attached as a token of acceptance.	

9	<p>List the Govt. Organizations (Ministries/Departments of Government of India/Public Sector Undertakings) where the bidders have experience of four colour offset printing work:</p> <ol style="list-style-type: none"> 1. 2. 3 <p>Self -attested copy of performance certificate from those organizations to be attached as proof. The Performance Certificate must certify the annual value of work done, period during which the work was carried out and the satisfactory performance of the bidder.</p>	
10	<p>Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or any criminal case is registered against the firm or its owner/partners anywhere in India?(If no, an undertaking to this effect on letter head is to be attached)</p>	

Note: Firm should attach sample of the paper duly labeled, signed/stamped by authorized signatory with the technical bid". 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

TENDER FOR PRINTING OF NCW PUBLICATIONS

ANNEXURE-III

FINANCIAL BID

S.No.	Specifications	Rate in Rupees(excluding VAT/Service Tax)
1	Cost of Imported 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 Imported Art Paper 110 GSM per leaf per thousand book(A-4 Size) (Sample to be attached and signature and seal of the firm to be affixed)	
3	Cost of Supershine paper 95 GSM per leaf, per thousand book (A-4 size) (Sample to be attached and signature and seal of the firm to be affixed)	
4	Cost of imported Art Card 270 GSM(for cover page Books) (Sample to be attached and signature and seal of the firm to be affixed)	
5	Cost of imported Art Card 300 GSM(for cover page Books) (Sample to be attached and signature and seal of the firm to be affixed)	
6	Cost of Composing/translation English/Hindi running per page 300 words with proof correction.	
7	Cost of composing English/Hindi table per page with proof correction.	
8	Cost of logo setting/page planning/page designing/screening etc. per page	
9	Cost of processing/plate making per format of four pages or part thereof per colour with PS plates	
10	Cost of four colour photographs of 7"x5"/Post Card/Passport Size Photographs	
11	Graphics in multi-colour, designing processing in four colours	
12	Cover designing in 1 & 4 colour	
13	Printing per format of four pages or part thereof per colour per 5000 impressions	
14	Printing per format of four pages or part thereof per colour, per 1000 impressions	

15	Cover Printing 4+1 colour, ¼ cover of 1000 copies	
16	Binding Section cover pasting upto 96+4 pages	
17	Centre stitch Binding	
18	Outer cover lamination	

Vat/Service Tax, as applicable from time to time shall be paid extra.

(Signature of the authorized person)

Name

Designation:

Seal:

ANNEXURE IV

TENDER FOR PRINTING OF NCW PUBLICATIONS**FINANCIAL BID**

S.No.	Specifications	Rate in Rupees(excluding VAT/Service Tax)
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: A4 A5 A8	
6	Letter Heads(Royal Executive Bond 85 GSM paper)per 1000 with embossed logo: A4 A5 A8	
7	Letter Heads(Royal Executive Bond 85 GSM paper)per 500 without embossed logo: A4 A5 A8	
8	Letter Heads(Royal Executive Bond 85 GSM paper)per 1000 without embossed logo: A4 A5 A8	
9	Letter Heads(DO 100 GSM Paper) per 500 with embossed logo: A4 A5 A8	
10	Letter Heads(DO 100 GSM Paper) per 1000 with embossed logo: A4 A5 A8	
11	Letter Heads(DO 100 GSM Paper) per 500 without embossed logo: A4 A5 A8	

12	Letter Heads(DO 100 GSM Paper) per 1000 without embossed logo: A4 A5 A8	
14	Envelops per 500 with embossed Logo-100 GSM 11" x5" (Window) 11" x 5" (Ordinary) 10" x 4.5"(Window) 10 x 4.5(Ordinary)	
15	Envelops per 1000 with embossed Logo-100 GSM 11" x5" (Window) 11" x 5" (Ordinary) 10 "x 4.5"(Window) 10" x 4.5"(Ordinary)	
16	Envelops per 500 without embossed Logo-100 GSM 11" x5" (Window) 11" x 5" (Ordinary) 10 "x 4.5"(Window) 10" x 4.5"(Ordinary)	
17	Envelops per 1000 without embossed Logo-100 GSM 11" x5" (Window) 11" x 5" (Ordinary) 10" x 4.5"(Window) 10" x 4.5"(Ordinary)	
19	Laminated Envelopes (Special Make) per 1000 -120 GSM Size 8" x 10" Size 10" x 12" Size 12" x 16" Size 16" x 20"	
20	File Covers with inner and outer printed per piece a) For 1000 b) For 5000 c) For 10,000	
21	Meeting Slip Pads (30 pages) on plain paper with cover printed(A-8 size) having paper of : a) 80 GSM b) 100 GSM	
22	Meeting Slip Pads spiral (30 pages) binding with cover and each top of the paper printing having paper of a) 80 GSM b) 100 GSM	
23	Executive Diaries (80 GSM)- For 200 a) Spiral Bind b) Hard Bind	

24	<p>Wall calendars around 2000 Nos:</p> <ul style="list-style-type: none"> a) Size 17.5" x 22.5" b) Quality of Paper: Best quality 135 GSM Imported Art paper . c) Size of Photos 11" x 17" (12 photos to be provided by NCW. d) 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). e) Binding Spiral with Hanger f) Colour: All pages in multi colour (including colour photos) 	
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Vat/Service Tax, as applicable from time to time shall be paid extra

Signature of the authorized person)
Name
Designation
Seal:

ANNEXURE V

TENDER FOR PRINTING OF NCW PUBLICATIONS

FINANCIAL BID

S.No.	Specifications	Rate in Rupees(excluding VAT/Service Tax)
:	Printing of Newsletter	
1	Present Requirement of Newsletter is 3000 copies in English and 1200 copies in Hindi. The requirement may increase or decrease.	
2	Size of Newsletter as per Sample enclosed	
3	Paper to be Used: Best quality 130 GSM Indian Art Paper or Imported Art Paper of 135 GSM or 170 GSM	
4	Rate should be all inclusive (except VAT/ServiceTax) like cost of paper, composing, designing, page planning , processing, plate making, scanning of photographs, multi colour printing, binding etc. If 130 GSM Indian Art Paper is used: For printing 3000 copies in English For Printing 1200 copies in Hindi If 135 GSM Imported Art Paper is used For printing 3000 copies in English For Printing 1200 copies in Hindi If 170 GSM Imported Art Paper is used For printing 3000 copies in English For Printing 1200 copies in Hindi	

Vat/Service Tax, as applicable from time to time shall be paid extra

(Signature of the authorized person)

Name

Designation:

Seal:

DRAFT AGREEMENT

This Agreement is made on _____ day of _____ Two Thousand twelve between National Commission for Women, New Delhi, as one part, hereinafter called “Commission” and M/s _____ hereinafter called the “Printer” for carrying out Printing Work of NCW.

WHEREAS, the Commission is desirous to engage the Printer for carrying out its Printing Work on the following terms and conditions:

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. NCW Office is presently located at 4, DeenDayalUpadhyaya Marg, New Delhi -11002. The Office is likely to shift to new premises coming up in Jasola shortly. 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 successful bidder will have to deposit an amount of Rs.1,00,000/- (Rupees One Lakh Only) towards Performance Security Deposit by way of Demand Draft/Pay Order from a commercial bank in favour of “Pay & Accounts Officer, National Commission for Women, New Delhi”. The Security Deposit shall be refunded 60 days after expiry of the contract.
6. The EMD deposited by successful agency will be adjusted towards Security deposit as demanded above.
7. Rates quoted shall be firm and shall remain valid during the currency of the Contract.
8. Payment will be made within a reasonable time period preferably 15 days to one month from the date of delivery of the items and submission of bills, only after satisfactory supply of printing material in the office of NCW.

9. It may be noted that no escalation of the contracted rate shall be admissible on any reason whatsoever during the currency of the contract.

10. 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.

11. Decision of the Commission in regard to interpretation of the Terms and Conditions and the Agreement shall be final and binding on the Printer.

12. In case of any dispute between the Printer and Commission, Commission shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located in Delhi.

This Agreement will take effect from _____ day of _____ Two Thousand Fifteen and shall be valid for a period of one year.

In witness whereof both the parties have set and subscribed their respective hands with their Seal in Delhi in the presence of the witness:

NATIONAL COMMISSION FOR WOMEN

Witness : 1
2

Witness 1
2