



No.4-202/2017-NCW(A)

Dated: 20.12.2018

NATIONAL COMMISSION FOR WOMEN

Limited Tender Mode

TENDER FOR PRINTING OF NCW CALENDAR & DIARY AMONGST THE DAVP & DOP EMPANELLED PRINTER, 2019

Last date and time for submission of bids: 31.12.2018_____ upto 1500 Hrs.

Date and time of opening of cover I : 31.12.2018_____ at 1530 Hrs.

Date and time of opening of Cover II : 31.12.2018 at 17.00 hrs

For any queries- please contact 9555534049 (NCW)

Bids are to be addressed to:

The Under Secretary (GA)
National Commission for Women
Plot No.- 21, Jasola Institutional Area
New Delhi-110025

NATIONAL COMMISSION FOR WOMEN

TENDER FOR PRINTING OF CALENDAR AND DIARY AMONGST THE DAVP & DOP EMPANELLED PRINTER, 2019

SECTION 3- SCOPE OF WORK

A) FOR CALENDAR - 2019

S.No	Particulars	Calendar
1	Size	20 width x 20 height (inches)
2	Paper Quality	170 GSM art paper
3	Printing	4 colour offset
4	Binding	Wiro binding
5	Quantity	1500 (one thousand only)
6	No. of leafs with back to back printing	4
7	Each page other than cover page to have two months and on material relating to one advertisement	
8	Details of RH/ Gazetted Holidays to be on the back of cover page	

B) FOR DIARIES – 2019

S.No.	Item	Details of specification
A	FORMAT	Diary will be of two dates a page, Saturday and Sunday will be clubbed. One Page planner at the start of each month. Total 100 Leaves or 200 pages excluding end paper plus 6 sheets extra for photographs/advertisements.
B	SIZE	Inside : 17.5 Cms. X 24.5 Cms. Outside : 18 Cms. X 25.5 Cms.
C	PAPER	(1) White Super Sunshine Printing Paper (Ballarpur)/ANDHRA Truprint of 70 gsm for text sheets. (2) Aster/Inner Cover Paper – White Indian Art Paper of 130 gsm for front and back plus 6 Fillers of Indian Art Paper 130 gsm sheets for Photographs/Company's Advertisement in the beginning of each month.
D	COVER	Board of 2 mm thickness of Star Mill on front and back with Company's Name and Logo and year 2019 on front with Blind Embossing and Double Stitching on front side with matching thread.
E	PACKING	Each Diary should be shrink wrapped and packed in white coated duplex carton box of 300 gsm.
F	PRINTING	Printing of text should be done in double colour (Offset Process) Six Fillers/Sheets of Indian Art Paper, 130 gsm would be printed on both sides with multi colour. Inside front and back cover will also be printed in multi colour. Diaries will be printed bilingually (in Hindi and English).
G	STITCHING	Section Sewing with Nylon Thread in Automatic Machine, good quality Head and Tail Band should be used. Silk Ribbon book mark of 7 mm to be fixed.
H	BINDING	Binding process should be carried in automatic binding units.
I	PHOTOS/Creative Design	To be collected from Under Secretary, National Commission for Women, Plot No. 21 Jasola Institutional Area, New Delhi-110025
J	Quantity	500

TECHNICAL SPECIFICATIONS

1	Tenderer shall submit the required documents in Cover-I containing Technical bid and Cover-II containing Financial bids.
2	Cover-I shall be marked as TECHNICAL BID and shall contain documents / information as stated in the terms and conditions of the tender document as well as the Annexures.
3	The financial bids shall be opened in respect of bidders who are qualified in the technical bid
4	All specifications must be duly signed, failing which the same will not be considered.
5	Tender must accompany an EMD of Rs.10,000/- (Rupees ten thousand only) in the form of Bank Draft/Bank guarantee /FDR drawn/hypothecated in favour of Pay & Accounts Officer, National Commission for Women and payable on any Commercial Bank at New Delhi.

ANNEXURE-I

TENDER FOR PRINTING OF CALENDAR AND DIARY AMONGST THE DAVP & DOP EMPANELLED PRINTER, 2019

1. Eligibility Criteria:

- a) The Applicant must have a valid GST Registration (Self-attested copy Registration to be attached).
- b) The Applicant must have a valid PAN No. (self-attested copy of PAN Card to be attached).
- c) The Applicant must have experience of similar work in Government Organizations (Ministries/Departments of Government of India/Autonomous Bodies/Public Sector Undertakings).
- d) The Applicant 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.
- e) The Applicant must have own Printing Press with modern technology, which must be in located in Delhi/New Delhi. Applicant not having own Printing Press will not be considered. The printing press must be registered as per existing norms from Government Department or should have a License/Registration to run the press issued by concerned local Govt. body or Declaration before the Police Commissioner/Magistrate for running/having a press. Self-attested copy of Registration of the Press as per existing norms from Government Department to be attached.

General Terms and Conditions:

1. The Printer entrusted with the Printing Job shall make arrangements to collect all material such as manuscripts, proofs, CDs, Print Order, printing material, photographs, etc. at his own cost and expenses from the office of the NCW immediately when intimated even on odd hours and holidays. The material after duly edited should be printed and delivered in the office of the NCW. NCW Office is located at plot No.21, Jasola Institutional Area, New Delhi – 110025
2. Printer should be fully equipped with all facilities to handle the printing jobs in a given time frame. Printer should have in-house creative designing facilities. Printer must be capable of executing urgent jobs round the clock in case of exigency. The Printer entrusted with the job for printing shall execute the work in most professional manner maintaining high standards of Printing. The delay in the delivery of the printed material in accordance with the time schedule specified by NCW or bad quality of printing etc, shall render the printer liable to any or all of the following:
 - (a) Cancellation of the order totally or partially.
 - (b) Forfeiture of Security Deposit.
 - (c) Imposition of Penalty
 - (d) Termination of the Contract Agreement.The discretion of the NCW in this regard shall be final and binding.
3. The NCW reserves the right to enhance/reduce/restrict/cancel the work order in the following situations by revising the work order:
 - (a) Inordinate delay committed by printer in collecting or delivery of

manuscript/proof/printed material, etc from the NCW.

- (b) Unsatisfactory progress of the job at the printer's end noticed during monitoring by the NCW.
 - (c) Sub-standard quality of printing, binding, paper etc. noticed at any stage.
 - (d) Increase or Reduction in Requirement.
4. Printer can be removed/blacklisted for following reasons:
 - (i) Refusal of job.
 - (ii) Inordinate delay in executing the job
 - (iii) False/forged submission of documents
 - (iv) Poor quality/unsatisfactory execution of printing.
 - (v) Short supply of printed material.
 - (vi) Any other administrative/technical reasons.
 5. Once the job is assigned to the printer, it cannot be refused by the printer. A penalty can be imposed on the printer if he fails to deliver the job in time beside other suitable action which will be ascertained at that particular situation. The job should be completed within the delivery schedule
 6. The printer shall submit a complete bill/invoice along with the Delivery Challans, and a copy of purchase order issued to him. Payment will be made only after job is delivered completely in all respects. No part payment or advance payment will be made. No interest will be payable on the delayed payments.
 7. The rates quoted by the Printer must be inclusive of all proofs, charges, levies, etc. except GST. GST shall be paid extra as applicable from time to time. No other charges shall be paid. It may be noted that NCW can ask for any number of proofs for approval and will not pay separately for any such proofs asked before final printing. The NCW will be deducting TDS at the rates applicable from time to time
 8. It will also be the discretion of the NCW 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 NCW shall be the final and binding on the contracted firm.
 9. Applications received unsealed, without EMD and after the due date will not be entertained under any circumstances.
 10. The EMD of unsuccessful bidder will be refunded without any interest after finalization of the tender.
 11. The documents attached with the quotations are sacrosanct for considering any application as a complete application. It is, therefore, important that all documents duly completed and signed, are attached failing which the application is liable to be treated as incomplete and ignored.
 12. The NCW reserves the right to accept/reject any or all the applications in whole or in part without assigning any reason whatsoever and is not bound to accept the lowest bidder.
 13. The NCW reserves the right to reject the material supplied in case it is of inferior quality and is not of requisite standard.
 14. The successful applicant shall be asked to submit a Security Deposit of Rs.25,000/- (Rupees twenty five thousand only) by way of Demand Draft/Pay Order/FDR from a scheduled bank in favour of "Pay & Accounts Officer, National Commission for Women" payable at New Delhi. The Security Deposit will be refunded after the execution of the order. This Security Deposit may be forfeited if printer is found guilty of breaching the Contract.
 15. The EMD deposited by the successful applicant shall be refunded after receipt of Security Deposit.
 16. The date of declaration of qualified Printers will be declared at the discretion of NCW which would be intimated by Speed Post/Registered Post or E-Mail.

17. Termination of the Contract :

- a) NCW shall be at liberty at its entire discretion to terminate this contract forthwith 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.
- 20 Decision of the NCW 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 NCW, NCW shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located in Delhi.

ANNEXURE II

INFORMATION/DOCUMENTS TO BE FURNISHED ALONGWITH APPLICATION

S. No	Particulars	To be filled by the bidder
1(A)	a) Name of the firm/agency b)Address c)Name of Proprietor/Partner(s) d)Telephone No. e)Mobile No.	
1(B)	f)E-Mail Address g)Name(s) of Business Partner(s) Name and Address of the Press Telephone No. Name and address and Mobile No. of contact person	
2	PAN Number(self-attested copy of Pan Card to be attached)	
3	GST Registration No. (self-attested copy of Registration to be attached)	
4	The year since when the printing press is in existence (must be in existence at least for the last three years)	
5	Whether the Press is Registered as per existing norms from Government Department? Self-attested copy of Registration of the Press/attested copy of License/ Declaration for running/having a press to be attached)	
6	Turnover in the last three assessments years (self-attested copy of Balance Sheet & Profit & Loss Account for the Financial Years of three years and Income Tax Returns, duly acknowledged by Income Tax Department for the Assessment Years for the last three years to be attached)	
7	Whether terms and conditions of the Application are acceptable? (Annexure I duly signed and stamped to be attached as a token of acceptance.	
8	List of the Government Organizations in which the Printer is on the approved panel for printing work:((Documentary Evidence to be attached)	1. 2. 3.

9	List the Govt. Organizations(Ministries/Departments of Government of India/Public Sector Undertakings) where the bidders have experience of similar work during the period for the last three years. Self -attested copy of performance certificate to be attached.	1. 2. 3.
10	Details of EMD: Draft No. Date Name of the Bank/Branch	
11	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)	

(Signature of the authorized person)
Name
Designation
Seal

Annexure-III**Financial bid for calendar-2019**

S.No	Particulars	Calendar	Rates quoted
1	Size	20 width x 20 height (inches)	
2	Paper Quality	170 GSM art paper	
3	Printing	4 colour offset	
4	Binding	Wiro binding	
5	Quantity	1500 (one thousand only)	
6	No. of leafs with back to back printing	4	
7	Each page other than cover page to have two months and on material relating to one advertisement		
8	Details of RH/ Gazetted Holidays to be on the back of cover page		
9.	Soft copy of the Photographs/Design will be given by National Commission for Women		

(Signature and stamp of the Bidder/Tenderer)

Annexure-IV

Financial bid for Diaries-2019

We, M/s _____, quote below our rates for manufacturing, printing, stitching, binding, packing and supply of 500 numbers of Diaries for the year 2019 as per the specifications and terms and conditions given in the Tender Document as under :-

Description	Rate per Piece/Unit
Cost of Diary per piece/unit as per specifications of material and workman-ship mentioned in the Tender Document including all cost/charges of material, labour, transportation and cost of door delivery upto destination, cost of insurance charges upto destination, loading/unloading expenses, freight, GST, any other taxes, duties and levies to be borne by the Bidder/Tenderer as per terms and conditions given in the Tender Document.	Rs. _____ per piece/unit.
	(In figures)
	Rs. _____
	_____ only). (In Words)

(Signature and stamp of the Bidder/Tenderer)