

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

**Subject:- Printing of NCW Publications.**

Sealed quotations in two bids are invited from the reputed firms for printing of National Commission for Women publications. The quotations should be submitted in sealed envelop duly subscribing Technical Bid for printing of NCW publications and Financial Bid for printing of NCW Publications and send to Sh. Yogesh Mehta, Law Officer, National Commission for Women, 4, Deen Dayal Upadhyaya Marg, I.C.C.W Building, 1<sup>st</sup> Floor, New Delhi- 110002, on or before **1<sup>st</sup> June 2009** by 11.00A.M. and will opened on the same day at 3.30 P.M before the intended printers. The technical bid should contain technical expertise in respect of printing jobs, designing conceptualization quality of printing with modern and hi-tech methodology etc. Last five years experience of printing job with State Government/Central Government and whose turnover is not less than 50,00,000/- per annum. The technical bid will be opened first and only successful short-listed firm will be considered further for opening its financial bid. The specification and terms and conditions of the job are enclosed herewith. Member Secretary, NCW reserved the right to accept or reject any or all quotations without assigning any reason.

Tender Details / Document may be downloaded from the Commission's website: <http://ncw.nic.in>

Under secretary

Encl:- As above.

No. 2/1(01)/2008-NCW(G)

May' 2009.

To

**SUB: Printing of NCW Publications.**

Sir,

. The Commission has to print reports, books, publications, monthly news letters, Annual reports, Desk/Wall Calendars, visiting cards, Letter heads etc. For this purpose we have to invite tenders. To call the tenders we may call reputed printers who are having Printing Press in New Delhi/Delhi only, for printing of the above documents **for a period of three years**. Such firms are expected to be fully equipped with necessary infrastructure to accomplish, at short notice, the job within the specific period of time. We also request that:-

- (i) The quotations may be in sealed cover duly subscribing *Technical Bid* for Printing of NCW Publications and *Financial Bid* for printing of NCW Publication and also complete profile 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 Sh. Yogesh Mehta, Law Officer, National Commission for Women, 4, Deen Dayal Upadhyaya Marg, I.C.C.W Building, 1<sup>st</sup> Floor, New Delhi- 110002, on or before 01.06..2009 by 11.00 A.M. and will be opened on the same day at 3.30 P.M before the intended printers.
- (ii) Note: The cover of the quotation should be superscribed with "TENDER FOR PRINTING WORK IN NCW". The firm should produce the documents of the papers showing "Printing Expertise" with hi-tech and modern conceptualization. Under the Technical Bid, it will also be required from the printer, the document of evidence with regard of their work experience of their printing job with State Government/Central Government for last five years. Enclosed are two work order received by State Government/Central Government which should not be less than Rs.10,00,000/- and overall annual turnover of Rs 50,00,000/-
- (iii) The tenders should be accompanied by Earnest Money in a form of a Bank Draft/Pay Order (Cheque or Cash not acceptable) for Rs. 25,000/- (Rupees twenty five thousand only) in favour of "P&AO, National Commission for Women". without which the tender will be summarily rejected

- (iv) The technical bid will be opened first and only successful short-listed firm will be considered further for opening its financial bid.
- (a) **Technical Bid:-** This bid shall contain the following documents:
  - (i) A detailed profile of the firm.
  - (ii) The list of Central Government ministries/Departments/other Government offices/UN bodies/international agencies/corporate clients for whom the printing work has been executed within last five years by the firm.
  - (iii) The firm should be registered with the Trade and Taxes Department and a copy of registration, copy of last two year IT return, copy of PAN Card and copy of Press Declaration should be placed in the Technical Bid. **The firm have to furnish a undertaking that the firm has never been black listed in the past by any Government Department/Agency.**
  - (iv) A copy of the registration of the firm for paying the service tax i.e. Certificate indicating TIN No. PAN Number of the firm.
  - (v) The firm should attach sample of the paper duly signed with the technical bid. The cost of the above mentioned job is to be given exclusive of all taxes, which shall be shown separately. The name of the work should be clearly mentioned on the envelope containing Technical/Financial Bid. High quality of work will have to be ensured by the firm. It is clarified that the firm has to ensure that quality of the work is strictly maintained as per specifications
  - (vi) Samples of paper should be enclosed with the quotation duly labeled and signed/stamped by authorized signatory of the firm. No quotation will be considered if it is without the samples required.
  - (vii) The above documents must be kept in sealed cover super scribed as “Technical Bid”
  - (viii) The technical bids only shall be opened for evaluation. Based on the technical evaluation, the financial bids of those found suitable, as per requirements of the Commission, shall be opened.

### **Financial Bid**

- (i) This bid shall indicate the price offer being made by the firm. The proforma of rates (Annexure) for printing etc. must be enclosed duly filled up. (Incomplete proforma liable to be rejected).
- (ii) Rates once quoted should be final and should be quoted in Indian Rupees only. The rates shall be valid one year.
- (iii) Payment will be made within a reasonable time period preferably fifteen days to one month from the date of delivery of the items, only after satisfactory supply of stores.
- (iv) The financial bid should be in a separate sealed cover and super scribed as “Financial Bid”.
- (v) Rate mentioned in the quotation should be inclusive of all charges, incidental charges, miscellaneous charges taxes etc.

- (vi) It may be noted that no escalation at the contracted rate shall be admissible on any reason whatsoever during the currency of Annual Contract.
- (vii) Both the separate sealed cover containing the Technical bid and Financial bid should be thereafter kept in another bigger sealed cover super scribed as “TENDER FOR PRINTING WORK IN NCW”.

### **Terms & 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. 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 with out 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, 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 jot 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 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. The commission reserves the right to accept any or reject any/all quotation without assigning any reason.
12. The successful tenderer 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.

13. 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
14. Termination of the Contract:
  - a) NCW shall be at liberty at its entire discretion to terminate this contract forthwith upon or at any time a 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.
  - f) 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.
  - g) 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.

Yours faithfully,

**(Yogesh Mehta)**  
**Law Officer**  
**Ph. 23213485**

## Tender for Printing Work of National Commission for Women

Name of the Firm

Address and telephone No. of the firm

Total estimated Printing Work  
Of the firm

Rates of the following items may be given in detail

S.No.	Items	Rate (In Rupees)
1.	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).	
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 Art Card 270 GSM (for cover page of 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 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” 5”/Post card/Passport size Photographs.	
9.	Graphics in multi colour, designing processing in four Colour	
10.	Cover designing 1 & 4	
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 500 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)	

PlaceDateSignature of the Authorised  
Person of the firm with seal.

## Tender for Printing Work of National Commission for Women

Name of the Firm

Address and telephone No. of the firm

Total estimated Printing Work  
Of the firm

Rates of the following items may be given in detail

S.No.	Specification	Rate (In Rupees)
1.	Present requirement of Newsletter is 2500 copies in English and 1000 copies 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.	<p>Rate per single copy should be all inclusive like cost of paper, comp designing, page planning processing, plate making scanning of photographs multi colour printing, binding etc.</p> <p><b><u>If 130 GSM Indian Art paper is used</u></b></p> <p>For printing 3500 copies For printing 5000 copies</p> <p><b><u>If 135 GSM Imported Art paper is used</u></b></p> <p>For printing 3500 copies For printing 5000 copies</p> <p><b><u>If 170 GSM Imported art paper is used</u></b></p> <p>For printing 3500 copies For printing 5000 copies</p>	

PlaceDateSignature of the Authorised  
Person of the firm with seal.

**Tender for Printing Work of National Commission for Women**

**Name of the Firm**

**Address and telephone No. of the firm**

**Total estimated Printing Work  
Of the firm**

**Rates of the following items may be given in detail**

S.No.	Specification	Rate (In Rupees)
1.	Visiting Cards (in hand made paper) either single side or both side Printed per 1000.  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)	
2.	Letter Heads (Royal Executive Bond 85 GSM paper ) per 1000  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)	
3.	Greeting cards 4' x 11' on 400 GSM imported ivory cards with interleaf and with Ribbon and white envelopes per 1000  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)	
4.	(A) Invitation Cards of the size 8" x5" 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 © 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)	
5.	For Printing of Logo on Visiting Cards  Printing charges for printing of Letter Heads  Printing charges for greeting cards	
6.	Wall calendars around 2000 nos.	



	<p>(i) Size : 17 ½ x 22 ½</p> <p><b>(ii) Quality of paper</b> Best quality 135 GSM Imported Art paper.</p> <p>(iii) <b>Size of photos</b> 11”x17” (12 photos will be provide by NCW.</p> <p>(iv) <b>No of leaves</b> 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 photo of 12 months in small size with NCW logo and list of holidays (RH/Gazetted)</p> <p>(v) <b>Binding</b> Spiral with Hanger</p> <p>(vi) <b>Colour:</b> All pages in multi colour (including colour photos)</p> <p>(vii) <b>Sales tax &amp; other taxes if any</b>          (It should also be mentioned whether rates quoted above are Inclusive or exclusive of taxes)</p>	
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**Place  
Date**

**Of**

**Signature of the Authorized Person**