

**No.2(1)/2002-NCW(G)**  
**National Commission for Women**  
**4, Deendayal 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 Calenders, visiting cards, letter-heads, greeting cards etc. For this, the Commission intends to invite tenders (in the prescribed proformae) 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 proformae for the purpose may be obtained on any working day from Section Officer(Admn), National Commission for Women, 4, Deen Dayal Upadhyaya Marg, ICCW Building, 2<sup>nd</sup> Floor, New Delhi – 110 002 on payment of Rs, 500/-(Rupees five hundred only)(Non refundable) through DD/Pay Order in favour of **National Commission for Women**. 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) may be handed over personally or sent by Registered Post to Shri Vineet Sharma, Under Secretary, National Commission for Women, 4, Deen Dayal Upadhyaya Marg, ICCW Building, 1<sup>st</sup> floor, New Delhi-110 002, **latest by 3.00 p.m. within 14 days from the date of publication of this advertisement. The Quotations will be opened on the next working day at 4.00 p.m. in the Commission.** The cover of the quotation should be superscribed with **"TENDER FOR PRINTING OF DOCUMENTS OF 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.5000/- (Rupees Five Thousand only) in favour of "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 and no applicant shall have the right to represent against it.

4. During the course of consideration of tender, no enquiry shall be entertained. Any pressure/lobbying for influencing the decision in the matter is likely to render the firm concerned ineligible for consideration.



5. The Earnest Money will be returned without any interest to all the applicant firms after finalisation of the printer by the Commission. However, the Earnest Money deposited by such firm, which is approved by the Commission, shall be returned to the firm only when such firm deposits Rs.10,000/- (Rupees Ten Thousand only) as security money in the form of Bank Guarantee in favour of National Commission for Women, Government of India, New Delhi for a period of one year during which this would remain valid unless decision with regard to continuance of the firm is taken to the contrary. In the event of failure on the part of the firm in depositing the security money within the specified period, such firm is likely to forfeit the earnest money besides rendering itself ineligible.

6. 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.

7. This Notice Inviting Tenders for printing work of National Commission for Women and the two tender forms are also available for download in the web-site <http://ncw.nic.in>. **Those firms who have already submitted quotations in response to the tender notice appeared in the above website of NCW on 12.12.2006 need not apply again.** Their quotations have been kept in safe custody and will be opened along with the quotations received in response to this advertisement. Those firms who are using the tender proformae downloaded from the web site should send a separate Demand Draft/Pay Order for Rs.500/- (**Non-refundable**) towards cost of tender form in favour of "National Commission for Women" along with the quotation. Such firms are also required to attach a separate draft/pay order towards EMD of Rs.5000/- (**Refundable**) in favour of "National Commission for Women" along with the quotation (i.e. the firms using the tender forms available in the web-site of NCW will have to send two drafts/ pay order, one for Rs.500/- and another for Rs.5000/-). Quotations received either without EMD (Rs.5000/-) and or without cost of tender form (Rs.500/-) or incomplete in any respect will be summarily rejected.