

TENDER NOTICE FOR PRINTING OF BOOKLETS OF
NATIONAL COMMISSION FOR WOMEN(NCW)

NATIONAL COMMISSION FOR WOMEN
PLOT NO.21, IASOLA INSTITUTIONAL AREA
IASOLA
NEW DELHI-110025

INSTRUCTION TO BIDDERS

TENDER FOR “PRINTING BOOKLETS OF NATIONAL COMMISSION FOR WOMEN”

1	Work	Printing of Booklet titled “Guidelines in case of Violence against Women especially Rape/Sexual Assault”(Scope of Work at Annexure I
2	Tender Enquiry No.	No.1/6(1)/2009-NCW(A)
3	Eligibility Criteria	<ul style="list-style-type: none">- The bidder must have his own Printing Press in Delhi/NCR- The bidder must have valid VAT Registration/TIN- The bidder must have PAN No.- The bidder must have valid Service Tax Regn.- The bidder must have experience of similar multi-Colour printing work in Central/State Govt./ Autonomous Govt. Organizations/PSUs- The bidder 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.
3	EMD	The bidder shall deposit an Earnest Money of Rs.5,000/- by way of Demand Draft/Pay Order drawn in favour of “Pay & Accounts Officer, National Commission for Women” payable at New Delhi.
4	Submission of Bid	The bid complete in all respects has to be sent by Speed Post/By Hand to the Under Secretary(Admn), National Commission for Women, Plot No.21, Jasola Institutional Area, Jasola, New Delhi-110025 so as to reach before the stipulated time and date. NCW shall not be responsible for any postal delays. Annexure II contains Bid Format to be submitted by the bidder and Price Bid is to be given in Annexure III
5	Last Date for submission of Bids	Date: 10/06/2016 Time : 1500 hours
6	Opening of Bids	Date: 10/06/2016 Time: 1600 hours
7	Commencement of Operation	The work shall commence immediately on issue of work order and shall be completed stipulated in delivery schedule

I. TERMS AND CONDITIONS OF CONTRACT

1. Artwork and Design

- (a) The Artwork to be prepared by the successful agency under guidance of this office.
- (b) The Successful Agency should submit at least 3 designs and layouts (both for cover/inside). Provision of pictures/animation, wherever used will be integral to the design. Of the designs submitted by the agencies, a suitable design will be selected by Competent Authority of NCW and ownership of selected design rests with the National Commission for Women.
- (c) National Commission for Women shall be free to use the design in electronic, print or any other medium. All Rights of reproduction, editing, publicity and future use shall rests with National Commission for Women unless otherwise stated explicitly and agreed at the time of acceptance of design.

2. Preparation and submission of tender document:

- (a) The bidder has to submit the tender document duly signed on all pages by an authorized person and his / her full name and status be indicated below the signature along with official stamp of the firm. Submission of wrong / forged information / document will be liable to legal action, forfeiture of EMD and rejection of tender submitted by the firm.
- (b) The bidder shall enclose the following along with Bid. Any tender documents without these shall be invalid and rejected.
 - a. Work Order of Printing of Similar Work, i.e. multi-colour Annual Reports/Books/etc. from at least two Central/State Govt./autonomous govt. organizations/PSUs
 - b. Copy of registration certificates, Viz. VAT Registration, TIN number, PAN Card and Service Tax Registration
 - c. Sample papers, with the description of the paper viz brand, make, GSM etc.,
 - d. Documentary evidence of own printing press – Press Declaration / License / etc.
 - e. Undertaking on Letter Head that the bidder has not been blacklisted by any govt. Department and must not have any criminal case registered against the firm or its owners/partners anywhere in India.

- (c) Tender received without required EMD or lesser amount will be summarily rejected. However, firms registered with NSIC and have a valid registration certificate are exempted from payment of EMD.
- (d) The tenders of the agency not in possession of valid statutory license / registrations are liable for rejections.
- (e) The tender submitted by the firm / agency shall remain valid for 90 days from the date of opening for the purpose of acceptance and award of work. Validity beyond 90 days from the date of opening shall be by mutual consent.
- (f) No bidder will be allowed to withdraw / alter / modify after submission of tenders within the bid validity period otherwise the EMD submitted by the bidder would stand forfeited.
- (g) EMD will be liable to be forfeited if the bidder selected for the work fail to accept, execute and complete the work on the date stipulated in the work order.

3. Work Order and Security Deposit:

- (a) A work order shall be issued to successful bidder. The bidder shall deposit an amount equal to 10% of the value of contract (after adjusting the EMD) as Security Deposit in the form of Demand Draft in favour of Pay & Accounts Officer, National Commission for Women from any of the Nationalized/Scheduled Banks payable at New Delhi, which would be released on expiry/termination of the contract after adjustment of dues, if any.
- (b) The Security money so deposited will be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contract, if any, sustained by the Commission on account of failure or negligence on the part of successful bidder.

4. Right of National Commission for Women:

- (a) The National Commission for Women reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties.
- (b) The National Commission for Women reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever and its decision shall be final and binding on the bidder.
- (c) The National Commission for Women reserves the right to terminate the contact at any time without assigning any reasons by giving fifteen days notice to the contracting agency/firm/company.
- (d) National Commission for Women reserves the right to suitably increase / reduce

the scope of work put to this tender. In case of any ambiguity in the interpretation of any of the clauses in the tender document or the contract document, interpretation of the clauses by the National Commission for Women shall be final and bindings on all parties.

5. Breach of Terms and Conditions:

(a) The work order can be terminated by the National Commission for Women if it is felt that the work carried by the contractor is not satisfactory. The contractor shall not be entitled for any compensation on account of such force closure / termination of contract.

(b) In case of breach of any terms and conditions as mentioned above, National Commission for Women shall have the right to cancel the work order without assigning any reason thereof and nothing will be payable by National Commission for Women. In that event the security deposit shall also stands forfeited.

6. Settlement OF Disputes & Arbitration

In the event of any dispute or difference whatsoever arising under this contract or in connection therewith including any dispute relating to existing meaning and interpretation of this contract, the same shall be settled amicably in the first instance. All unresolved disputes/differences shall be referred to the sole arbitration of mutually agreed person appointed by the Chairperson, National Commission for Women.

7. Jurisdiction of Court:

This contract is governed by the laws of the Republic of India and shall be subject to the exclusive jurisdiction of the Courts in Delhi.

Sd/-
Under Secretary
National Commission for Women

National Commission for Women

SCOPE OF WORK:
SPECIFICATION SHEET

- (i) **Job:** Designing and printing of Booklets as per Details given below:
Guidelines in cases of Violence against Women especially Rape / Sexual Assault
- (ii) **Printing:**
- Process : Quality Web Offset
Cover : Four Colours
Inside Pages : Four Colours
Finished Book Size : 27.5 cms. x 22 cms.(Type Area : 24 cms. x 17.5 cms.)
- (iii) **Design:** 'Creative' design approved by the competent authority amongst the designs submitted by the Printer.
- (iv) **Paper:**
Cover: Imported Art Card of 210 GSM with lamination
Text : Imported Art Paper of 120 GSM
- (v) **Quantity: 500 copies**
- (v) **Binding:** Centre Stitch
- (vi) **Lamination:** Cover Import Art Card of 210 GSM with lamination
- (vii) **No. of Pages:** 42 approx. (inside) +cover (Front & back) **(No. of Pages may increase or Decrease)**
- (viii) **Work Schedule:**
- (a) Design, typesetting and submission of proof material: within 10 days of issuance of work order.
- (b) Printing, binding and delivery of Booklet within 15 days of final approval of proof material.
- (ix) **Other Points:**
- (a) The successful bidder would be provided hard/soft copy of text material. The bidder has to make arrangement to collect the same from the office of National Commission for Women at Jasola.

- (b) The successful bidder is required to provide proof and upon approval of the same by NCW final printing shall be carried. The successful bidder shall make arrangements to deliver and collect all material such as manuscripts, proofs, CDs, Print Order, print material, photographs, etc. at his own cost and expenses from the office of NCW immediately as and when intimated.
- (c) A very high quality printing is required. The work done in slipshod manner will not be accepted.
- (d) Soft copy of final report (in PDF format) is to be provided without any extra cost along with printed report.

Sd/-
Under Secretary
National Commission for Women

Annexure - II

**National Commission for Women, Plot No.21, Jasola Institutional Area, Jasola, New
Delhi-110025**

BID FORMAT

Having read and accepted all terms and conditions in the tender document and scope of work, we submit the details for Printing of Annual Report as follows:

1	Name of the Firm	
2	Address & Telephone No. and E-mail address	
3	Status of the Firm and details of owner/proprietor	
4	Registration Details/-self attested photocopies to be attached: i) PAN No. ii)VAT Registration/TIN No. c) Service Tax Registration No.	
5	List of Govt. Organizations where the firm has carried out similar job (Enclose copy of Work Order from at least two government organizations)	
6	Attach Sample Paper to be used with Description of brand, make,GSM, etc.	
7	An undertaking on the Letter Head to the effect that the bidder has not been blacklisted by any Govt. Organizations and that there is no criminal case pending against the firm/owner/partners anywhere in India	

Certified that the above furnished information is true and correct.

Place:

Signature of the Tenderer with Seal

Date:

Annexure – III

**National Commission for Women, Plot No.21, Jasola Institutional Area,
Jasola, New Delhi-110025**

PRICE BID

Name of the work: **Printing of 500 copies of Booklet titled “Guidelines
in cases of Violence against Women especially Rape/Sexual Assault**

S.No.	Description of Work	Rate Per Copy in Rupees	Total Amount in Rupees (both in words and figures)
1	Printing of Booklet mentioned above – approximately : 42 Pages		
2	+/- per page in case the pages increase/decrease from the estimated 42 pages		

Rates must be all inclusive (inclusive of all taxes and other charges)

Please Note that the bids shall be evaluated on the basis of Price quoted for Booklet as at Sl.No.1 above.

Signature of the
Tenderer with Seal

Date:
