

No.30/1/NCSC/2016-G.Admn.  
Government of India  
National Commission for Scheduled Castes

5<sup>th</sup> Floor, Loknayak Bhawan,  
Khan Market, New Delhi 110003.

Date: 22 January, 2020

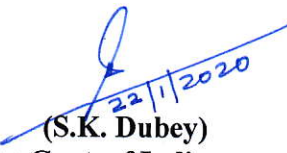
**NOTICE INVITING LIMITED TENDER FOR PRINTING OF 'ALL REPORTS/BOOKLETS' FOR THE FINANCIAL YEAR 2019-2020 (remaining period) and 2020-2021 (full financial year) (ENGLISH AND HINDI SEPARATELY)-REG.**

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The National Commission for Scheduled Castes invites limited tender from experienced offset printers from Delhi & NCR for designing, printing and supply of all Reports of the Commission (both in English and Hindi separately) and other printed booklets etc. for the year 2019-2020 (remaining period) and 2020-2021 (full financial year). Detail of printing material and other terms & conditions relating to the award of Contract are given in the Annexure-I.

2. All interested printers are, therefore, requested to submit their sealed quotations—technical (as per Annexure-II) and financial (as per Annexure-III) separately in a single sealed cover to the undersigned on or before 1500 Hrs. on **28.01.2020**. Both the bids as well as the main envelope containing the two bids must be superscribed as “Quotation for Printing Work”, “Technical Bid” or “Financial Bid” as the case may be.

3. The sealed quotations will be opened on **29.01.2020** at 1600 Hrs. in the presence of authorized representatives of bidders.

  
(S.K. Dubey)  
Under Secretary to the Govt. of India

**TERMS & CONDITIONS FOR AWARD OF CONTRACT FOR PRINTING OF ALL REPORT (ENGLISH AND HINDI SEPARATELY)**

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1. LAST DATE & TIME OF RECEIPT OF QUOTATION: 28.01.2020; 1500 HRS.
2. DATE & TIME OF OPENING OF QUOTATIONS: 29.01.2020; 1600 HRS.
3. PLACE OF SUBMITTING QUOTATIONS: Administration Section, NCSC
4. ITEMS & QUANTITY REQUIRED TO BE PRINTED: Description of the items proposed to be printed are given hereunder. Rates must be quoted separately for All Type of Reports (English & Hindi) is indicated below:-

	Black & White		Four Colour	
	110 gsm	120 gsm	110 gsm	120 gsm
Hindi				
English				

The report carries some graphs and diagrams which are required to be printed in colour.

5. Specification: -Outer and Inner page as per sample.

- ❖ Binding : Perfect Binding
- ❖ Paper Size : : A 4
- ❖ Cover page color: Multi colour offset printing

Inner pages :

(a) Text: Two colour offset printing

(b) Diagrams/charts/ Graphs: Multi colour offset printing

6. Pre-Press Job
  - Text of both the documents will be provided by the NCSC in electronic format (MS Word/PDF)
  - Pre-press job such all DTP work including Designing/ creative options should be done with the printer's own DTP to the satisfaction of the NCSC.
  - Proof-reading of the manuscript by a good professional proof-reader.

7. Samples for submission

Samples of paper (Cover and Text) as per our specifications mentioned at Para 5 above be supplied along with the quotation.

#### 8. Schedule of work

The work should be completed in all respects and material should be delivered within stipulated days from the date of placement of printing order as mentioned below:

Submission of 1st draft proof: within 07 days of award of contract

Submission of final proof: within 05 days of receipt of corrected version of draft proof

Supply of printing material: within 05 days of receipt of approval of final proof

9. Earnest Money: Prospective bidders must deposit refundable Earnest Money amounting to Rs.10,000/- (Rs. Ten Thousand only) along with Technical Bid by way of Demand Draft in favour of "DDO, National Commission for SCs".

#### 10. Quotation

- The rate quoted should be inclusive of paper, creative options, plate layout design, proof reading, positives, printing, binding etc. and supply of materials.
- Vendor should be able to execute all the required jobs together, part quotation will not be entertained.

#### 11. Agency

The bidder should have latest high quality color printing machine of their own. They should have latest DTP software and hardware & sufficient manpower to operate it.

#### 12. Penalty

In case of default in maintaining time schedule, the NCSC will impose a penalty of amount equivalent to 5% of the total tender cost per day subject a maximum of 10 days. Delay beyond the scheduled time in excess of 10 days will be deemed to have the Printing Order cancelled. NCSC will in no way be held responsible for the loss, whatsoever, attributed due to the delay in printing of Brochure.

Note: The vendor must ensure safe custody and maintain confidentiality in the printing material supplied by the NCSC.

#### 13. Other Terms & Conditions

i. Two bids viz., Technical and Financial should be submitted in a sealed cover which may be super scribed as "Quotation for Printing Works". The technical bid (Annexure II) will provide the detail about the Firm, its capacity, printing machines, manpower, clientage, sample of paper to be used etc. whereas the Financial Bid (Annexure III) will contain the rates of the respective documents. Tender Processing Committee will open the Financial Bids of only those bidders who stands qualified on the basis of details provided in Technical Bid.

- ii. The bidder should have the following qualifications for bidding:
- a) Shall have been in existence for not less than five years.
  - b) Shall be having sufficient experience and expertise in the relevant field
  - c) Should have PAN/TAN number, Sales tax registration, VAT registration.
  - d) Shall have experience in dealing with Government Departments.



- iii. The price quoted should be exclusive of all taxes.
- iv. The tender validity shall be for financial year 2019-2020 (remaining period) and 2020-2021 (full financial year). The rates quoted by the bidders will remain valid upto March, 2021.
- v. The rates quoted by the selected firm, and approved by the Commission shall remain valid throughout the period of contract and requests to increase the rates for any item(s), during the currency of the contract, shall not be considered.
- vi. The contract will remain operative for a period upto March, 2021 of the same and the vendor/printer may be asked to print additional copies in multiple of 50 copies at a time. Charges for the additional number of copies will be determined as per the quoted rates.
- vii. This Commission, however, reserves the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed will be required to be rectified and compliance reported. If the tenderer fails to rectify the deficiencies or fails to comply with other directions/instructions of the Commission his contract is liable to be terminated. The Commission further reserves the right to terminate the contract at any point of time without giving any prior notice.
- viii. Supply order, after due compliance of all formalities, will be placed on the selected supplier(s) to effect the supply.
- ix. The selected Firm(s) will be required to supply one sample each of the material being printed for the approval of competent authority. No final printing should be resorted to unless otherwise specifically asked for by the NCSC. The selected Firm shall ensure the delivery of the items in the office of the Commission. No separate charges shall be paid for delivery of goods.
- x. Supply should normally be made during the office hours on any working day. The Commission will have the authority to place order for supply of items beyond office hours and on holidays, for which, no additional payment will be made.
- xi. Order for items will be placed on requirement basis. No advance payment will be made by the Commission. Payment will be released only after it is ensured that the items are in order and the quality of items supplied is to the entire satisfaction of the Commission.
- xii. The Commission will have the authority to cancel any order, if the required items are not supplied on time or do not meet the specifications of the Commission.
- xiii. In the event of different bidders quoting lowest rate for different work, the job will be awarded to the lowest bidders for the respective items of work.
- xiv. The Commission reserves the right to reject any /all offer(s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.

## PROFORMA FOR TECHNICAL BID

1. Name of the Firm & Owner :  
(With Tel./Mob. Nos.)
2. Office Address with :  
Tel./Fax/Mob. Nos.
3. Press Address with :  
Tel./Fax/Mob. Nos.
4. Contact Person(s) Name :  
Tel./Fax/Mob. Nos.
5. Annual Turnover :  
2016-17  
2017-18  
2018-19
6. Make/ Model of Printing :  
Machines available
7. PAN No./TAN No./VAT/  
Regn.No./ Service tax No. :
8. Past experience with Govt.  
Departments – Name and  
Period to whom service  
Provided (Attach at least  
3 Certificates) :
9. Total staff strength of :  
service provider
10. Whether sample paper :  
of each item attached
11. Whether Terms & Conditions  
issued by CCI are acceptable  
to the Firm
12. Self certification by the firm that the  
has not been blacklisted any Govt. Deppt.
13. Other details, if any

(Signature of Owner/Authorized Representative)

PROFORMA FOR FINANCIAL BID

Description	Qty.	Rate / copy
All Report (English)		
All Report (Hindi)		
Rates for Extra Pages		
Single Colour		
Two Colour		
Multi-colour		

(Signature of Authorised Representative/Owner)

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