



NATIONAL COMMISSION FOR WOMEN

Open Tender Mode

TENDER FOR DESIGNING AND PRINTING OF NCW CALENDAR, 2018

Last date and time for submission of bids: 12.01.2018 upto 1500 Hrs.

Date and time of opening of cover I : 12.01.2018 at 1530 Hrs.

Date and time of opening cover II : 12.01.2018 at 1700 Hrs.

Sub: Tender for printing and supply of Calendars for the year 2018.

1. Tenders under two cover systems are invited from the reputed printers for designing, printing and supplying of Calendars for the Year 2018 to the National Commission for Women.
2. Tenderers are requested to submit their bid through two cover system - Technical Bid and Price Bid on or before the time and date mentioned in the table.
3. Addendum, modification, change of last date, if any, etc., will be uploaded on the web-site only. Tenderers are requested to verify the website before submitting the tenders
4. The tender documents received after closure of the time and date are liable to be rejected. Tenders submitted by e-mail/fax will not be accepted under any circumstances.
5. The Commission will, based on the design, quality and other technical parameters shortlist the venders.

6	Method of Evaluation of financial bid for technically qualified Tenderer.	The lowest offer (L1) from among of the qualified tenderer will be considered for award of work. In case, more than one bid is L1, then reverse auction will be conducted amongst the bidders who have quoted the same L1 price and such bidders will be required to reduce the price on lump sum basis. The L1 bidder, after
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		reduction, will be considered for award of the work.
7	Modality of tender	The successful tenderer to whom the work order is awarded is required to undertake the work of printing and supply of calendars to the NCW for 2018 as per the quality, quantity and timeframe mentioned in the tender document.
8	Supply schedule, Destination of Supply.	The entire printing and dispatch will have to be completed by 18.01.2018 after approval of the proof. All Calendars shall be supplied at the National Commission for Women at Plot NO.21, Jasola Institutional Area, New Delhi – 110 025.
9	Payment	The payment shall be made within 10 days from the date of receipt of the final bill after satisfactory completion of work as per work order and terms and conditions. No advance payment shall be made before full and final delivery of the calendars.
10	Last date and time for submission of bids	12.01.2018 upto 15.00 Hrs. at Reception, National Commission for Women, Jasola
11	Date and time of opening of Cover I Date and time of opening of Cover II	12.01.2018 at 15.30 Hrs. 12.01.2018 at 1700 Hrs.
12	Place of opening	NCW Office, Jasola
13	Addendum etc.	Addendum, modification, change of last date, if any, etc., will be uploaded on the

		web-site only. Tenderers are requested to verify the website before submitting the tenders.
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The National Commission for Women reserves the right to:-

1. Cancel or withdraw this tender at any stage without assigning any reasons whatsoever and no further correspondence shall be entertained in this regard.
2. Reject or accept any tender offer irrespective whether it is lowest/ otherwise without assigning any reasons whatsoever.

NATIONAL COMMISSION FOR WOMEN

TENDER FOR DESIGNING AND PRINTING OF CALENDAR

SECTION 3- SPECIFICATION OF WORK

FOR CALENDAR - 2018

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	+ 1000 (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	Tenderer shall be submit the required documents of Cover-I- Technical bid and Cover-II	
10	Technical bid can contain the design of calendar in soft copy.	
11	Cover-I shall be as TECHNICAL BID and shall contain documents / information as stated in Section 1 including Annexure 2 and Annexure 3	
12	On evaluation of technical bid, the price bids of the technically qualified bidders will be opened.	
13	All tenders must be absolutely clear, failing which the same will not be considered.	