



**Government of India  
Department of Justice  
National Legal Services Authority  
12/11 Jam Nagar House, Shahjahan Road,  
New Delhi-110011**

F.No. A/04/2019-NALSA  
September 26, 2019

**Notice Inviting Tender through E-procurement for printing services of Nyaya Deep, the Official Journal of NALSA at National Legal Services Authority**

Online Bids, under two bid systems are invited from interested registered/well-established/reputed printing service providers through e-procurement for awarding of contract for printing of 6500 copies of half-yearly official Journal titled "NYAYA DEEP", in English/Hindi language. The aforesaid journal shall be published as per requirement and as and when the material is ready for publication.

**(KAMAL SINGH)  
UNDER SECRETARY  
Phone No. 011-23385321  
E-mail: [nalsa-dla@nic.in](mailto:nalsa-dla@nic.in)**

**CRITICAL DATE SHEET**

Tender No.	F.No.A/04/2019-NALSA
Name of Organization	National Legal Services Authority (NALSA), 12/11, Jam Nagar House, Shahjahan Road, New Delhi-110011
Date for Issue/Publishing	26.09.2019
Document Download Start Date and Time	26.09.2019, 03.00 p.m.
Document Download End Date and Time	09.10.2019, 03.00 p.m.
Bid Submission Start Date and Time	26.09.2019, 03.00 p.m.
Bid Submission End Date and Time	09.10.2019, 03.00 p.m.
Date and Time for Opening of Technical Bids	10.10.2019 11.00 a.m.
Date and Time for Opening of Financial Bids	Opening of financial bid will be intimated later on e-procure to the technically qualified bidders.
Address for Communication	The Under Secretary, National Legal Services Authority, 12/11, Jam Nagar House, Shahjahan Road, New Delhi-110011. Tel: 011-23385321, 23382778 E-Mail- <a href="mailto:nalsa-dla@nic.in">nalsa-dla@nic.in</a> Website: <a href="https://nalsa.gov.in">https://nalsa.gov.in</a>

## **Specifications for printing of Nyaya Deep**

1. Mode of printing: Offset
2. Category of Printing : Journal
3. Paper Material : Natural Shade
4. Type of Printing : Single Color
5. Single/Both sided: Both sided
6. Printing Content : Text
7. Size of Paper : (155mm:235mm)
8. Thickness of Paper : 80 gsm Paper
9. Finishing: Plain paper (Natural)
10. Cover Finishing: White Texture
11. Cover Page : 280 gsm
12. Cover Color: Four Color
13. Binding : Perfect Binding
14. Periodicity : Half yearly
15. Format/Layout : At buyer Location
16. Packaging Required : Yes, in Gunny bags



### **Terms & Conditions and Other Details:**

1. The NIT may be downloaded from the NALSA's website: <https://nalsa.gov.in> and <https://eprocure.gov.in/eprocure/app> . Online Submission of Bids only through Central public procurement portal (<https://eprocure.gov.in/eprocure/app>) is mandatory. Manual bids shall not be accepted. Tenderers/bidders are requested to visit the website: (<https://eprocure.gov.in/eprocure/app>) and NALSA's website regularly. Any changes/modifications in the tender inquiry will be intimated by corrigendum/addendum through this website only.
2. In case, any holiday is declared by the Government on the day of opening of tender/bid, the tender will be opened on the next working day at the same time. NALSA reserves the right to accept or reject any or all the tenders/bids.
3. **Earnest Money Deposit/Bid Security:** The interested firms are required to deposit an Earnest Money Deposit (EMD)/Bid Security of **Rs. 20,000/- (Rupees Twenty Thousand only)** in the form of Demand Draft/Pay Order from any of the Nationalized Bank in favour of "National Legal Aid Fund" payable at New Delhi mentioning name and contact details of the tenderer/bidder at the back side and the same be sent to the Under Secretary, NALSA, 12/11, Jam Nagar House, Shahjahan Road, New Delhi-110011 on or before bids submission closing date i.e. 09.10.2019 by 03.00 p.m. EMD will be refunded after award of contract without any interest thereon and the forfeiture of the same will be as per the rules. Bids received without EMD will not be considered. However, the micro and small enterprises (MSEs) registered with National Small Industries Corporation Limited (NSIC), a Public Sector Undertaking under the administrative control of Ministry of Micro, Small and Medium Enterprise.
4. The bidder registered with National Small Scale Industries Corporation (NSIC) / MSME for the tendered item under single point registration scheme and signature of bidder desirous of claiming concessions available to such units inclusive of Earnest Money Deposit, should submit a copy each of their valid NSIC/MSME certificate.
5. The firm must be registered by the Government of India.
6. The firms must be having proper infrastructure of Printing Machinery and Equipment's under one roof and capable of handling such work within the prescribed time frame. The bidder/firm must submit a certificate to this effect.
7. **Income tax Return:-** The firm also has to enclose the copies of the Income Tax Returns for last 2 years also with copies of the Audited Final Accounts of the last three Financial Years.
8. **Detailed profile:-** The bidder must submit detailed profile of his firm with the Technical Bid.
9. **List of Clients:-** The list of Central Government Ministries/Departments/other Government offices/UN bodies/International agencies/corporate client (copies of award of contract may also be enclosed) for whom the printing work has been executed within last three years by the firm.)



10. **GST Registration Certificates:-** The bidder must submit a copy of the GST registration of the firm for paying the GST indicating GST No.
11. The Bidder must enclose a copy of the PAN card of the firm with the Technical Bid.
12. The Bidder must submit a under taking to the effect that the firm has not been black listed by any of the Government offices.
13. **Sample of papers:-** The bidder should enclose sample of papers as per specification alongwith EMD duly labled and signed/stamped by authorised signatory of the firm. The sample papers may be submitted at NALSA's office and online bids received without sample papers will not be considered under any circumstance.
14. Newspaper clippings, if any, in lieu of the print text will have to be printed without any additional cost.
15. Language of the journal/books shall be in English/Hindi or both.
16. The printer will collect the manuscript along with photographs to be printed from the office of this Authority.
17. The composing, page marking/editing will have to be done by the firm. Proof reading and layout of the material will also have to be done by the firm. Final clearance of printing would be given after satisfying the layout etc. and correctness of the material by this Authority.
18. The printed copies, as per print order, shall have to be delivered in the office of this Authority within 10 days of the print order without any additional charges.
19. If the quality of printing is not found satisfactory, this Authority shall have the right to reject the entire lot without making any payment and the printer shall have to re-print the issue within the specified time, failing which the contract shall be terminated.
20. The printed journal shall be suitably packed in strong polythene gunny bags, containing the number of copies as per the direction of NALSA, not exceeding 15 kg in each packet for dispatch by post. The packed copies shall be dispatched by the printer to the recipients as per the list to be provided by NALSA. The postal charges shall be borne by NALSA.
21. The component of GST and other taxes or charges, if any, should be specifically indicated.
22. TDS will be deducted as per law for which TDS certificate will be provided by this Authority.
23. Payment will be made on bill basis and would be directly credited into the Bank Account of the printer/firm.
24. The Financial Bid will be opened for those firms who are found eligible in evaluation of Technical bid.
25. Financial Bid shall indicate the base price offer being made by the firm. The rates for printing, bidding and lamination must be included in total. Rates once quoted should be final and should be quoted in Indian Rupees only. The rates should be valid for two years and may be extended further on mutual agreement.
26. Rate (Base Price) mentioned in quotation should be inclusive of all charges, including incidental charges, miscellaneous charges etc., the applicable GST should be mentioned separately.



27. It may be noted that no escalation at the contracted rate shall be admissible on any reason whatsoever during the currency of Annual Contract.
28. The EMD amount will be refunded/released only after finalisation of tender, and on receipt of written request from the unsuccessful bidders and the EMD of the successful bidder/firm will be returned on deposit of performance security with this Authority. This will be refunded after the satisfactory completion of the contract. EMD will be forfeited in the event of non-acceptance of work by the successful bidder/firm in the stipulated date, time and in accordance with other terms and conditions of the contract.
29. No interest would be payable for any period on EMD or on any other amount lying with this Authority.
30. The successful bidder/firm shall furnish performance security to NALSA for an amount equal to 5% of the Annual Contract Value within 15 days of issue of the Letter of Intent/work order.
31. The proceeds of the performance security shall be payable to the NALSA as compensation for non-compliance or any loss resulting on account of the Contractor failure to complete its obligations under the contract.
32. The performance security may be submitted in the form of FDR (Fixed Deposit Receipt) deposited in any Scheduled/Nationalised bank in India in favour of "National Legal Aid Fund" payable at Delhi or in the form of a Performance Bank Guarantee (PBG) issued by a Scheduled/Nationalised bank.
33. The Performance Security shall be valid for a period of sixty (60) days beyond the date of completion of contract period. The Performance Security shall be renewed from time-to-time till all the liabilities of providing printing services by the Contractor.
34. The Authority will discharge the performance security bond, deducting the pending dues, liquidated damages, if any, after completion of the Contractor's/Firm's performance obligations.
35. No interest shall be paid on the security deposit amount.
36. The successful bidder shall execute an agreement for the fulfilment of the contract on Rs. 100/- non-judicial stamp paper within 15 days from the date of award of the contract. Agreement/contract will be signed after the submission of the performance security.
37. Sample of the said Journal/books can be inspected between 11:00 AM to 5:00 PM on any working day in this office.
38. The material/books shall be published as per requirement and as and when the material is ready for publication and the successful bidder shall not insist NALSA for getting the material published.
39. This Authority reserves the right to accept any quotation or reject any or all quotations without assigning any reason.



**(KAMAL SINGH)**  
**UNDER SECRETARY**

**TECHNICAL BID**

**Annexure -I**

S.No.	Particulars of requirements	Whether enclosed or not	Remarks, if any
1.	Detailed profile of the firm		
2.	Registration of Firm & GST No.		
3.	PAN No.		
4.	List of Clients (Copies of award of Contract)		
5.	Undertaking in respect of not being blacklisted		
6.	EMD (R.s 20,000/-) or certificate regarding exemption of earnest money deposit.		
7.	Whether sample of paper as mentioned in Technical Bid are submitted or not submitted		

Signature and Seal of the Authorised Signatory

**FINANCIAL BID/BoQ****(To be submitted online in CPPP, e-Procurement portal as per BoQ format only)**

S.No.	Particulars	Per copy rate (excluding taxes) of 90-110 pages.	Per page rate (excluding taxes) of extra page if exceeds 110 pages .
1.	Printing of 6500 copies Half-Yearly official Journal titled "NYAYA DEEP", in English/Hindi language.		

**\* Rates quoted above are excluding of all applicable taxes.**

Signature and Seal of the Authorised Signatory