



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

F.No. L/37/2017-NALSA
October 18, 2019

Notice Inviting Tender through Central Public Procurement Portal (e-procurement) for printing and designing of 6000 nos. of wall calendars and 2500 nos. of table/desk calendars of National Legal Services Authority.

Online Bids, under two bid system, are invited from interested registered/well-established/reputed printing service providers through e-procurement for awarding of contract for designing and printing of 6000 nos. of wall calendars and 2500 nos. of table/desk calendars. Manual bids shall not be accepted.

Singh
18/10/19

**(R.V.SINGH)
UNDER SECRETARY
Phone No. 011-23385321
E-mail: nalsa-dla@nic.in**

CRITICAL DATE SHEET

Tender No.	F.No.L/37/2017-NALSA
Name of Organization	National Legal Services Authority (NALSA), 12/11, Jam Nagar House, Shahjahan Road, New Delhi-110011
Date for Issue/Publishing	18.10.2019
Document Download Start Date and Time	18.10.2019, 05.00 p.m.
Document Download End Date and Time	31.10.2019, 03.00 p.m.
Bid Submission Start Date and Time	18.10.2019, 05.00 p.m.
Bid Submission End Date and Time	31.10.2019, 03.00 p.m.
Date and Time for Opening of Technical Bids	01.11.2019 04.00 p.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- nalsa-dla@nic.in Website: https://nalsa.gov.in

Specifications for printing of Wall calendars

1. Type of Calendars: Wall Calendars
2. No. of Sheets : 7 sheets/14 pages
3. Size : 17½ " x 24" (WXH)
4. Paper Material : Art Card
5. Thickness of Paper : 250 gsm
6. Type of Printing : 5 colours
7. Finishing: Matt with Front and Back varnish
8. Binding: Metal Wiro with steel hanger
9. Packing: Each calendar will have to be packed separately in 160 GSM kraft paper with inside laminated envelope. The packed calendars shall be further packed in carton box. Each carton box will contain 25 packed calendars. Carton will be wrapped with strip/tape or stapled. **Packing material that involves usage of single-use plastic is not permissible.**

Specifications for printing of Desk/Table calendars

1. Type of Calendars: Desk/Table Calendars
2. No. of Sheets : 7 sheets/14 pages
3. Size : 11 " x 5½ " (WXH)
4. Paper Material : Art Card
5. Thickness of Paper : 250 gsm
6. Type of Printing : 5 colours with varnish
7. Stand : 2.5 mm Kapa Board (Strictly) for low weight of calendar. Pastel colour paper for stand.
8. Packing : Each calendar will have to be packed separately in 160 GSM kraft paper with inside laminated envelope. The packed calendars shall be further packed in carton box. Each carton box will contain 25 packed calendars. Carton will be wrapped with strip/tape or stapled. **Packing material that involves usage of single-use plastic is not permissible.**

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 at any stage.
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 Services Authority" 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. 31.10.2019 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 shall be exempted to deposit the EMD.
4. The bidder registered with National Small Scale Industries Corporation (NSIC) / MSME for the tendered item under single point registration scheme and the 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 bidder shall submit the technical bid with pagination.
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 financial years also with copies of the Audited Final Accounts of the last 02 financial Years.
8. **Detailed profile:-** The bidder must submit detailed profile of his firm with the Technical Bid.
9. **List of Clients:-** The bidder shall submit a 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 of calendars has been executed during 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 an **undertaking** to the effect that the firm has not been **black listed** by any of the Government offices.
13. Photographs will have to be printed without any additional cost.
14. Language of the calendars shall be in English and Hindi.
15. The composing, designing, page marking/editing will have to be done by the firm without any cost/charges. Proof reading and layout of the calendars will also have to be done by the firm without any additional cost/charges. Final clearance of printing would be given after satisfying the layout etc. and correctness of the calendars by this Authority.
16. The printed calendars, as per work order, shall have to be delivered in the office of this Authority within 20 days of the print order without any additional charges.
17. 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.
18. The component of GST and other taxes or charges, if any, should be specifically indicated.
19. TDS will be deducted as per law for which TDS certificate will be provided by this Authority.
20. Payment will be made on bill basis and would be directly credited into the Bank Account of the printer/firm.
21. The Financial Bid will be opened for those firms who are found eligible in evaluation of Technical bid.
22. 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.
23. The Rates mentioned in quotation should be inclusive of all charges, including incidental charges, miscellaneous charges etc. but exclusive of applicable GST.
24. It may be noted that no escalation at the contracted rate shall be admissible on any reason whatsoever during the currency of Contract period.
25. 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.
26. No interest would be payable for any period on EMD or on any other amount lying with this Authority.

27. 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.
28. 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.
29. The performance security may be submitted in the form of FDR (Fixed Deposit Receipt) drawn on any Scheduled/Nationalised bank in India in favour of "National Legal Services Authority" payable at Delhi or in the form of a Performance Bank Guarantee (PBG) issued by a Scheduled/Nationalised bank.
30. 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.
31. 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.
32. No interest shall be paid on the security deposit amount.
33. 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.
34. Sample of the calendars can be inspected between 11:00 AM to 5:00 PM on any working day in this office.
35. The calendars shall be published as per requirement and the successful bidder shall not insist NALSA for getting the calendars published.
36. This Authority reserves the right to accept any quotation or reject any or all quotations without assigning any reason.

R.V. Singh
18/7/19

(R.V.SINGH)
UNDER SECRETARY

TECHNICAL BID

Annexure -I

S.No.	Particulars of requirements	Whether enclosed or not	Page No. of the tender document
1.	Detailed profile of the firm		
2.	Registration of Firm & GST No.		
3.	PAN No.		
4.	List of Clients (Copies of award of Contract for last three years)		
5.	Undertaking in respect of not being blacklisted		
6.	EMD (R.s 20,000/-) or certificate regarding exemption of earnest money deposit.		
7.	Copies of Income Tax Return (last 2 financial years) and Audited Final Accounts (last 2 financial years)		
8.	Signed copy of terms and Conditions of tender documents.		

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 Calendar Rate (excluding taxes) (in Rs.)	Total Amount (excluding taxes) (in Rs.)
1.	Printing and designing of 6000 nos. of wall calendars		
2.	Printing and designing of 2500 nos. of table/desk calendars		
Total Quoted Amount (in Rs.) excluding all applicable taxes.			

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

Signature and Seal of the Authorised Signatory

