

National Legal Services Authority
12/11 Jam Nagar House, Shahjahan Road,
New Delhi-110011

F.No. L/39/98-NALSA
February 16, 2017

Tender Notice

Subject: Quotation for printing of NALSA Publications

Sealed Tenders are invited for printing of the following:

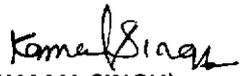
1. Quarterly official Journal titled "NYAYA DEEP", in English/Hindi language (Approx. 6500 copies).
2. Quarterly Legal Services Bulletin in English/Hindi language (Approx. 1500 copies).
3. Training Modules of NALSA English/Hindi language (Approx. 1000 copies).
4. Information booklet/brochure, in English/Hindi language (Approx. 5000 copies).
5. Brochure of NALSA schemes in English/Hindi language (Approx. 5000 copies).
6. Annual Report, in English/Hindi language (Approx. 100 copies).

The aforesaid material/books shall be published as per requirement and as and when the material is ready for publication.

The terms and conditions have been published on the website of this Authority www.nalsa.gov.in

The aforesaid terms and conditions duly accepted and signed, shall be enclosed with the tenders, in token of acceptance thereof. Sample of the said Journal can be inspected between 11:00 AM to 5:00 PM on any working day in this office.

Sealed Tender with samples of paper and acceptance of terms and conditions should reach to the undersigned on or before 03.03.2017 by 3:00 PM. Tenders received after 3:00 PM on 03.03.2017 will not be accepted. The sealed tenders will be opened at 3:30 PM on 03.03.2017. The successful printer shall execute an agreement on stamp paper as per law, incorporating the terms and conditions.


(KAMAL SINGH)
UNDER SECRETARY

I. SPECIFICATIONS FOR PRINTING OF JOURNAL "NYAYA DEEP"

1. Size of the Journal would be 6 ¼ " x 9 ½ ", with 180 to 250 pages.
2. The cover would be on Art Card of 350 gsm. The front cover page with photograph shall be designed in four colours.
3. Back page and inside portion of the back page may carry two or three colours photographs on each page.
4. The text would be in one colour printed on superior quality of paper of 80 gsm.
5. Binding should be perfect binding.

II. SPECIFICATIONS FOR PRINTING OF "Quarterly Legal Services Bulletin"

1. Size of the Bulletin would be 9.5"x7.25" with 80-110 pages.
2. The cover would be on Art Card of 300 gsm. The front cover page with photograph shall be designed in four colours.
3. Back page and inside portion of the back page may carry two or three colours photographs on each page.
4. The text would be printed on 168 gsm art paper with photographs.
5. Binding should be perfect.

III. SPECIFICATIONS FOR PRINTING OF "Training Modules of NALSA"

1. Size of information Training Module would be A4 size with 180-220 pages.
2. Cover will be multicolour on 300 gsm art card.
3. The text would be printed on 110 gsm art paper.
4. Language of the Training Modules shall be in English/Hindi or both.
5. Perfect binding with thread stitching.
6. Some photographs shall also be printed in 4 colour printing.

IV. SPECIFICATIONS FOR PRINTING OF "Information booklet/brochure"

1. Size of the information booklet/brochure would be 9.5"x7" with 12-16 pages.
2. The text would be printed on 130 gsm art paper folder in multi-colour.
3. Language of the information booklet/brochure shall be in English/Hindi or both.
4. Binding should be Centre Pin Binding.

V. SPECIFICATOINS FOR PRINTING OF "Brochure of NALSA Schemes"

1. Size of the brochure of NALSA Schemes would be 9.5"x7" with 16-20 pages.
2. The text would be in printed on 130 gsm art paper folder in multi-colour.
3. Language of the information booklet/brochure shall be in English/Hindi or both.
4. Binding should be Centre Pin Binding.

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VI. SPECIFICATIONS FOR PRINTING OF "Annual Report"

1. Size of the Bulletin would be 9.5"x7.25" with 80-120 pages.
2. The cover would be on Art Card of 300 gsm. The front cover page with photograph shall be designed in four colours.
3. Back page and inside portion of the back page may carry two or three colours photographs on each page.
4. The text would be in 168 gsm art paper with photographs ^{or} and without photograph.

TERMS AND CONDITIONS FOR ALL PUBLICATIONS:

1. The firm must be registered by the Government of India.
2. 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.
3. **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 to establish the clause (1) above.
4. **Detailed profile:-** The bidder must submit detailed profile of his firm with the Technical Bid.
5. **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.)
6. **VAT/Service Tax Registration Certificates:-** The bidder must submit a copy of the registration of the firm for paying the VAT/Service tax i.e Certificate indicating TIN no.
7. The Bidder must enclose a copy of the PAN card of the firm with the Technical Bid.
8. The Bidder must submit a under taking to the effect that the firm has not been black listed by any of the Government offices.
9. **Sample of papers:-** The bidder should enclosed sample of papers as per specification with the quotation duly labled and signed/stamped by authorised signatory of the firm,. The quotation received without sample papers will not be considered under any circumstance.
10. Newspaper clippings, if any, in lieu of the print text will have to be printed without any additional cost.
11. Language of the journal shall be in English/Hindi or both.
12. The printer will collect the manuscript along with photographs to be printed from the office of this Authority.
13. 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. .
14. 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.
15. 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.
16. 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.
17. The component of Sales Tax, VAT, GST and other taxes or charges, if any, should be specifically indicated.

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18. TDS will be deducted as per law for which TDS certificate will be provided by this Authority.
19. Payment will be made on bill basis and would be directly credited into the Bank Account of the printer/firm.
20. The contract shall be for two years from the date of signing the agreement and can be further extended on mutual consent.
21. The Tenderer shall submit a demand draft of Rs. 10,000/- (Ten Thousand only) in favour of National Legal Aid Fund[†] as Earnest Money Deposit (EMD), separately along with the sealed tender.
22. The EMD of the unsuccessful bidder/firm will be return immediately and the EMD of the successful bidder/firm will be retained as security deposit in the Authority. This will be refunded after the satisfactory completion of the contract. EMD will be forfeited in the event of non-completion of work by the successful bidder/firm in the stipulated date, time and in accordance with other terms and conditions of the contract.
23. 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.
24. This Authority reserves the right to accept any quotation or reject any or all quotations without assigning any reason.

[Above mentioned terms and conditions accepted.]

The above mentioned documents must be kept in separate sealed cover super-scribed as "Technical Bid" (Annexure-I). If the above documents are not submitted by the Bidder with the Technical Bids, in such case, their bids will be rejected. The technical bids only shall be opened for evaluation. Based on the technical evaluation, the financial bids of those found suitable, as per requirements of the Authority, shall be opened.

Financial Bid:-

1. The financial bid should be in a separate sealed cover and super scribed as 'Financial Bid' (Annexure-II). The Financial Bid will be opened for those firms who are found eligible after evaluation/physical inspection of Technical bid.
2. 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 one year and may be extended upto 3 years on mutual agreement.
3. Rate (Base Price) mentioned in quotation should be inclusive of all charges, incidental charges, miscellaneous charges, the applicable VAT should be mentioned separately.
4. The increase/decrease in number of pages will be commensurate to the amount/pages of the awarded work.
5. It may be noted that no escalation at the contracted rate shall be admissible on any reason whatsoever during the currency of Annual Contract.
6. Both the separate sealed cover containing the Technical bid and Financial bids should be thereafter kept in another bigger sealed cover super scribed as "Quotation for printing of NALSA Publications".

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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 & TIN 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 10,000/-)		
7.	Sample of paper as mentioned in Technical Bid		

Signature and Seal of the Authorised Signatory

Kamal Singh

FINANCIAL BID

Annexure- II ●

S. No.	Particulars	Rates, excluding VAT (No. of page wise)		Rates (excluding taxes) of extra copies if additional copies required	Remarks, if any
		Rates upto	Rates of per page for plus-minus pages		
1.	Printing of 6500 copies Quarterly official Journal titled "NYAYA DEEP", in English/Hindi language of 180-250 pages	Rates upto 180 pages	Rates of per page for plus-minus pages		
2.	Printing of 1500 copies Quarterly Legal Services Bulletin in English/Hindi language of 80-110 pages	Rates upto 80 pages	Rates of per page for plus-minus pages		
3.	Printing of 1000 copies of Training Module of NALSA in English/Hindi language of 180-220 pages	Rates upto 180 pages	Rates of per page for plus-minus pages		
4.	Printing of 5000 copies of Information booklet/brochure, in English/Hindi language of 12-16 pages	Rates upto 12 pages	Rates of per page for plus-minus pages		

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5.	Printing of 5000 copies of brochure of NALSA schemes in English/Hindi language of 16-20 pages	Rates upto 16 pages	Rates of per page for plus-minus pages		
6.	Printing of 100 copies of Annual Report, in English/Hindi language of 80-120 pages 1. With Photograph ०४ 2. Without Photograph	Rates upto 80 pages	Rates of per page for plus-minus pages		

Signature and Seal of the Authorised Signatory

Kamlesh Singh