

**National Institute of Public Cooperation and Child Development  
5, Siri Institutional Area, Hauz Khas, New Delhi-110 016**

**EMPANELMENT OF FIRMS FOR PRINTING AND DESIGNING OF PUBLICATIONS**

The Institute brings out publications of various kinds from time to time. It also conducts as well as manages a number of events held by the Institute and that of the Ministry of Women and Child Development. Interested design and printing firms/press and, event management firms may obtain/download ([www.nipccd.nic.in](http://www.nipccd.nic.in)) the Tender Document for Empanelment containing (i) Format of Application (ii) General Information about printing jobs and (iii) Terms and Conditions governing the printing jobs from Room No.104 against payment through Demand Draft of Rs.1,000/- (Rupees one thousand only) on any working day between 10a.m. to 1p.m. & 2p.m. to 5p.m. The last date for submission of Tender forms is 04-02-2019.

राष्ट्रीय जन सहयोग एवं बाल विकास संस्थान  
5, सीरी इंस्टीट्यूशनल एरिया, हौज खास, नई दिल्ली-110016  
मुद्रण एवं डिज़ाइनिंग फर्मों का सूचीकरण

यह संस्थान विभिन्न प्रकार की मुद्रित सामग्री समय-समय पर प्रकाशित करता है । यह संस्थान, अपनी और महिला एवं बाल विकास मंत्रालय द्वारा आयोजित कई कार्यक्रमों का आयोजन भी करता है ।इच्छुक मुद्रण एवं डिज़ाइनिंग एजेंसियां एवं इवेंट मैनेजमेंट कंपनियां सूचीकरण के लिए निविदा दस्तावेज जिसमें- (i) आवेदन का प्रपत्र (ii) मुद्रण कार्यों के बाबत सामान्य सूचना और (शर्तें एवं विनियम) सम्मिलित हैं – कमरा नं0 104, से किसी भी कार्यदिवस को 10 बजे से 01 बजे अपराह्न तथा 02 से 05 बजे अपराह्न तक 1,000 रु0 (एक हजार रुपये) रुपये का डिमांड ड्राफ्ट और प्रतिभूति राशि बतौर निपसिड, नई दिल्ली में भेजना होगा । निविदाएं वेबसाइट ([www.nipccd.nic.in](http://www.nipccd.nic.in)) से भी डाउनलोड की जा सकती है । फार्म जमा करने की अंतिम तिथि 04.02.2019 है ।

**National Institute of Public Cooperation and Child Development**

**5, Siri Institutional Area, Hauz Khas, New Delhi-110 016**

**GENERAL INFORMATION ABOUT  
DESIGNING AND PRINTING OF PUBLICATIONS**

No. NI/Pub/16/2017-18

Sl. No. \_\_\_\_\_

Issued to:

NIPCCD

M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of the Issuing Officer

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## Document for Empanelment of Designers & Printers

The National Institute of Public Cooperation and Child Development (NIPCCD) seeks empanelment of designing and printing firms/Press who have sound back-up for high class designing, scanning, planning, etc., of print materials of various descriptions, either in black and white or multi-colour jobs including technical brochures, technical bulletins, reports, posters, pamphlets, periodicals, journals, books, magazines, coffee table books, flyers, folders, etc. The applicant printers/printing press/firms must have sound professional capabilities and a satisfactory track record. The firm should have reliable access to well-equipped and well-known photo libraries. The designing and printing firm which has requisite experience, has their own printing press in Delhi NCR, and are capable of producing quality work of 'A' class printing, will be considered.

2. The Institute intends to make a panel of firms for getting designing and/or printing jobs. The panel will be valid for a period of three years in the first instance, but it may be extended on the basis of performance of the firm and with mutual consent for one more term. Consideration shall be given to printers/firms who have experience of undertaking similar multi-color printing work in Central/State Govt./autonomous govt. organizations/PSUs/reputed NGOs etc.
3. The Director of the Institute reserves the right to (i) accept or reject the request of any firm for empanelment; and (ii) assign any job to any firm in the panel or otherwise without assigning any reason(s) thereof.
4. The Institute reserves the right to keep or remove any firm on the panel approved for designing and/or printing jobs, etc.
5. The Institute will notify the empanelled firms about each printing job that is proposed. It shall specify the designing and printing requirements and invite quotations from empanelled firms. Rates mentioned in the quotations, if accepted shall remain same during the rate contract period and no requests for any increase in the rates will be entertained during the contract period. No advance payment will be made. Also where a soft copy of the printing job is available or where the publication is of a routine nature, work will be awarded to the empanelled firm offering the lowest rate. Most printing jobs of the Institute will require designing, layout, artwork, illustration, cover designing, procurement and insertion of appropriate photographs, etc., and in such cases the preference will be given to a firm whose creative layout of the document is selected by the Institute, even if the cost quoted by the firm is not the lowest offered by the empanelled firms.
6. The firms applying for empanelment should be registered with Bureau of Outreach and Communication (DAVP)/Directorate of Printing/INS or other appropriate authority, and should have an annual turnover of over Rs.75 lakh and above during previous three financial years. The firm applying for empanelment should be located in the National Capital Region of Delhi.
7. The firm should have full-fledged units of their own for visual designing, preparation of art work, provision for translation, editing, proof reading, designing, advanced image setting, high resolution scanning and colour proofing, automatic binding unit for section sewing, folding and

gathering, set making, hot glue perfect binding, die making, foil embossing, lamination/spot lamination/UV, packing facilities, etc., under single roof or the firm should have a dependable tie-up with the established firms undertaking such jobs.

8. The firm will be responsible for collecting the manuscript (free of any charges), preparing designs, getting approved sample designs/layout printing, proof, image-setting, editing, spiral binding, perfect binding, etc., as per requirements of the Institute. The firm will be responsible for obtaining approvals from the designated authority before commencement of actual printing.

9. (a) After completion of the job, it will be the responsibility of the firm to return all materials connected with the job assigned like manuscript, art work, photographs, pictures, CDs/DVDs, etc., failing which the cost of items will be recovered from the firm.

(b) On many occasions, the printed document is required to be packaged and dispatched to various destinations all over India. The empanelled firm should have adequate arrangements for the purpose as well. If the firm is asked to pack and dispatch the printed goods, the cost of postal/reasonable packing charges or if a courier is used will be reimbursed at mutually agreed rates.

10. The Institute also conducts and manages a number of events held by the Institute and that of the Ministry of Women and Child Development, Government of India, from time to time. Thereby, whenever need arises the empanelled firms may be asked for a quote and be assigned the task of event management along with printing related work.

11. The detailed Terms and Conditions for empanelment and execution of designing/printing jobs of the Institute are given in **Appendix 'A'** (enclosed). Interested firms may apply for empanelment in NIPCCD for undertaking designing and/or printing jobs in the proforma given at **Appendix 'B'**. All the tenderers are requested to read and understand the terms and conditions of the contract as detailed in the Annexure-I before sending their quotations, as no change or violation of the aforesaid terms and conditions are permissible once the firm selected by the Institute.

12. The empanelment documents, documents duly filled in all respects should be addressed to DIRECTOR NIPCCD (5, Siri Institutional Area, Hauz Khas, New Delhi 110016), submitted in a sealed cover and dropped in the Tender Box placed outside Room No.107 of the Institute on the above address between 10:00 a.m. to 4:00 p.m. latest by 04-02-2019 on any working day. The Institute remains closed on Saturdays, Sundays and Gazetted holidays.

**Terms and Conditions applicable to the Firm after being selected for  
Empanelment of Printing and Designing Jobs**

1. The firm selected on the panel will be required to furnish a security deposit of Rs.25, 000.00 (Rupees Twenty-five Thousand only) in the form of Bank Guarantee in favour of "Director, NIPCCD" which will be returned to the firm on expiry of the term of panel. The security deposit is liable to be forfeited in case of failure to adhere to the terms and conditions of the contract.
2. Proof of single job execution of minimum of Rs. 25 lakh during the last two years should be submitted by the firm.
3. The work of the Institute is time bound and the firm assigned the job will be required to complete the job as per the time-frame set by the Institute failing which the firm will be liable to pay penalty as decided by the Director of the Institute. The firm is expected to inform the status of each job at every stage.
4. After the work is completed, the firm will send pre-receipted bills in triplicate (all originals) along with (i) receipted delivery vouchers in respect of the supply made (ii) manuscripts, photographs, graphs, CD/DVD and other materials, and (iii) samples of the jobs executed.
5. In the event of the firm failing to (a) observe or perform any of the conditions of the work as set out herein, OR (b) execute the work in good and workman like manner and to the satisfaction of and the time period suggested by the Institute resulting in the work being wholly rejected, the Director, NIPCCD may at his own discretion, either:
  - i) Permit the firm to re-do the same within such time as he may specify, at firm's own cost which shall include the cost of paper and other materials as well.

**Or**

  - ii) Arrange to get the work done elsewhere and by any other person or from any source other than the firm in which case the amount of extra cost, if any, shall be duly recovered from the firm.
6. In the event of any discovery of error or defect on the part of the firm any time after the delivery of the copies ordered, the firm shall be bound, if called upon to do so, rectify such error or defect at its cost to the satisfaction of and within time fixed by Director, NIPCCD. In the event of the delivery of any defective work, which owing to urgency or for any other reasons cannot be wholly rejected, Director NIPCCD shall have the power to deduct from any payment due to the firm or security deposit amount, such sum as he may deem expedient not exceeding 25% of the total net value of the particular job or portions adjudged to be defective.

7. In case of strikes, labour problem, fire, accidents or circumstances beyond the control of the firm causing stoppage of its work, the delivery or completion of the work may be suspended without penalty, and the Director shall have the power during such stoppage to get the work done elsewhere without any charge to the firm. The firm shall afford every facility for the removal of material and use elsewhere of such standing materials as may be necessary for the completion of the work. The firm should also have suitable arrangements for operation of machines in the event of a power failure.

8. A schedule for the work and the delivery of printed copies will be drawn by the Institute and will be intimated to the firm while placing the order for the job. The firm should accept the job only if it is in a position to complete the job according to the schedule referred. If the firm is not able to adhere to the schedule, for reasons not attributable to the NIPCCD, the Director shall have the power to cancel the order and withdraw the printed (and folded) sheets/forms etc., the original art work, photographs, manuscripts, etc., of the job and shall have the power to assign the job to another firm, for completing the remaining part of the job at the cost of the firm to which the job was originally assigned. The firm shall extend all facilities to the Director, NIPCCD or its authorized representative for withdrawing the printed and unprinted material referred above.

9. The firm should have full-fledged units of their own for visual designing, preparation of art work, provision for translation, proof reading, designing, advanced image setting, high resolution scanning and colour proofing, automatic binding, die making, foil embossing, lamination/spot lamination, packing facilities, etc., under single roof or the firm should have dependable tie-up with the established firms undertaking such jobs. Quality of printing /paper are of vital importance. Any shortfall in the quality of paper will not be tolerated and the firms may be asked to undertake the work against at no extra cost. If any stage, it is found that the performance, quality of work and paper is not satisfactory or the empanelled firm commits breach of any terms and conditions of the contract, the contract is liable to be terminated without any notice and the Performance Security shall be forfeited and the work will be assigned to another firm at the risk and cost of the firm.

10. For some printing jobs, for which technical specifications or soft copy is available, only price quotation will be asked. In other cases, the printers will be required to submit both layout/cover design/sample of photo/artwork as well as the price quotation for printing.

11. For any job(s) delayed by the firm, right up to the completion of the total print order a sum not exceeding 5% of the typesetting, scanning/art work making charges/printing and binding charges, will be deducted from the amount of the bill for every week's delay or part thereof in complying with the date of delivery of the proof/copies respectively but not exceeding 25% of the amount of the contract. Director, NIPCCD shall have the power to determine the quantum of penalty in such cases under this clause. Director, NIPCCD shall also have the power to blacklist the firm, in addition to imposing the penalty referred above and the decision about the blacklisting will be intimated to all Government Departments. In case of such jobs, which have been delayed by the firm and the firm is allowed to complete the job, owing to special circumstances to be decided by the Director, NIPCCD, he will be justified to deduct/realize the amount of penalty,

fixed by him, from the firm. The decision of the Director, NIPCCD in all such matters shall be final and binding on both the parties.

12. Notice of printing job will be sent to empanelled printers by e-mail/Fax/post. As most of the times of work will be urgent and time bound nature, the work will have to be completed within the stipulated time frame. Suitable arrangements should be there for a firm to work on holidays too. The firms will ensure the proof is shown and got approved before final printing. In case, the printing is done without getting the proofs approved and there is any error in the printing, the Institute will not accept such work and no payment will be made for such work. The firm has to rectify the error at no extra cost.

13. The firm applying for empanelment should be registered with Bureau of Outreach and Communications(DAVP)/ Directorate of Printing/INS, or similar body, and also should have an annual turnover of over Rs.75 lakh and above during previous three financial years.

14. The firms applying for empanelment should furnish all the particulars related to its status and functioning as per **Appendix-B**.

15. The firm applying for empanelment will be required to mention GST/TIN/PAN No. etc., and submit the latest as well as previous three years Income Tax Clearance certificates.

NIPCCD

## FORMAT OF APPLICATION

1.	Name & postal address	:	
	Phone No.	:	
	E-Mail	:	
	Fax Nos.	:	
2.	a. Nature of Firm (Sole/Partnership/otherwise)	:	
	b. Name & addresses of Partners or Directors  OR  Owner(s)	:	
3.	If Registered, Regn. No.	:	
4.	Service Tax number allotted, if any	:	
5.	GST Number	:	



6.	Whether latest ITC (Income Tax Clearance Certificate) has been attached?	:	
7.	<p>Details of number of Publications designed/ printed along with the turnover</p> <p>(separate sheets may be attached as Annexure/samples)</p> <p>Number of publications brought out</p> <p>a. In the year 2015-16 :</p> <p>b. In the year 2016-17 :</p> <p>c. In the year 2017-18 :</p>	:	
8.	<p>Details of minimum Rs. 75 lakh single job Executed in the year (separate sheet/sample may be attached as Annexure)</p>	:	

Signature of the Proprietor/Authorized Signatory

Rubber Seal indicating complete address

Date: