



**F. No. 39/4/NCST/2018-Admn.**  
**Government of India**  
**National Commission of Scheduled Tribes**

6th Floor, B Wing, Lok Nayak Bhawan,  
Khan Market, New Delhi-110003

Dated: 25.01.2019

**Subject:** Tender Notice for Printing & Supply of Invitation Cards alongwith Envelopes for Foundation Day of NCST on 19<sup>th</sup> February, 2019.

Sealed quotations are invited for Printing & Supply of Invitation Cards alongwith Envelopes for Foundation Day of National Commission for Scheduled Tribes (NCST) 6<sup>th</sup> Floor "B" Wing, Lok Nayak Bhawan, Khan Market, New Delhi-110003.

**1. Objective:**

The National Commission for Scheduled Tribes (NCST) has been set up w.e.f. 19<sup>th</sup> February, 2004 under the provision of Article 338A of the Constitution of India through the Constitution (Eighty-ninth Amendment) Act, 2003. On 19<sup>th</sup> February, 2019 the Commission will complete 15<sup>th</sup> year of its existence. On this occasion, it is proposed to organize the First Foundation Day Lecture on 19<sup>th</sup> February, 2019 from 10:00 AM to 02:00 PM at National Media Centre, Raisina Road, New Delhi-110001. Hon'ble Vice-President of India has been invited to deliver the Foundation Day Lecture and Hon'ble Union Minister, Tribal Affairs will be the Guest of Honour in the function which will be presided by Hon'ble Chairperson, NCST. NCST is inviting 1000 guest on this occasion, so 1000 Invitation Cards alongwith envelopes are required for this purpose.

**2. Specifications for Invitation Cards alongwith Envelopes:-**

- |       |                  |   |                            |
|-------|------------------|---|----------------------------|
| (i)   | Paper Size       | : | A5                         |
| (ii)  | Paper Quality    | : | 170 GSM Imported Art Card, |
| (iii) | No. of Folds     | : | Single                     |
| (iv)  | Type of Printing | : | Both Side.                 |
| (v)   | Colour           | : | Black.                     |

## 2.1 Number of Copies to be printed and supplied:-

- (i) English : 1000 (Both Side printing on single card)
- (ii) Hindi : 1000

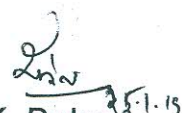
The bidder should have been associated in the past with similar activities (Please enclose sample of Invitation Cards printed as well as details for printing Invitation Cards previously for any Central Govt. Department/State Govt./PSU etc. If any.

### TERMS AND CONDITIONS:-

- (1) The bidder should have valid PAN, TAN TIN and Service Tax Registration No.
- (2) The bidder should have been associated in past with similar activities (Please enclose sample of Invitation Cards alongwith Envelopes printed previously as well as details for printing Brochures/Pamphlets previously for any Central Govt. Department/State Govt./PSU etc. If any.
- (3) The willing bidders may visit or contact Assistant Director (Admn.) 6<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi on any working day and during working hours to seek any kind of assistance related to printing and supply of Invitation Cards alongwith Envelopes. Indicative Invitation Cards alongwith Envelopes may be available in NCST office for reference purpose of bidders.
- (4) NCST reserves the right to accept/reject any or all quotations without assigning any reasons therefore.
- (5) NCST reserves the right to stop the tender process at any stage and go in for fresh tendering without assigning any reasons.
- (6) Please read the terms & conditions governing the tender carefully.
- (7) The firms should quote clear/ unconditional rates strictly for the entire work. There should be no cutting/ overwriting in the bids.
- (8) Payment will be released after completion of entire work. No advance payment or part payment will be made. No price escalation adjustment or any other escalation will be payable at any time.
- (9) The NCST reserves the right to increase or reduce the quantity of Invitation Cards alongwith Envelopes.
- (10) The vendor awarded the contract, will be required to door deliver the Invitation Cards alongwith Envelopes at , 6<sup>th</sup> Floor, Lok Nayak Bhawan, Khan Market, New Delhi. It shall be the duty of the vendor to pack the Invitation Cards alongwith Envelopes appropriately/Suitably so that they are door delivered in good condition.
- (11) Tenders sent by post shall be rejected.
- (12) Pre-approval of the printing material is compulsorily required.



- (13) Interested and eligible firms may submit Financial Bids (in prescribed formats as given in Annexure-I respectively) in separate sealed covers. Both these covers should be further sealed in a separate cover which should be super scribed "Invitation Cards alongwith Envelopes of Foundation Day in NCST" addressed to the "Assistant Director, National Commission for Scheduled Tribes, 6<sup>th</sup> Floor, 'B' Wing, Lok Nayak Bhawan, Khan Market, New Delhi" may be submitted at the reception of the said office. The quotation should reach by **31.01.2019 at 03.00 PM** positively. Tender received after the stipulated date/time shall not be entertained. The quotations will be opened on the same day at 04.30 PM in the presence of the bidders or their representatives who may wish to be present.
- (14) Bids not fulfilling any or all of the conditions prescribed or which are incomplete are liable to be rejected. The bidder whose quotations is accepted shall not be entitled to make any claim for increase in the rates quoted and accepted.
- (15) NCST does not bind itself to accept the lowest quote and reserved the right to reject any or all the quotes received, without assigning any reasons therefore. While placing the Purchase Order, NCST further, reserve its right to delete or reduce any item without assigning any reason therefore. 3 days after award or work.
- (16) In the financial bid evaluation, the lowest bid received from amongst the eligible shortlisted bidders shall be declared as successful bid.

  
(R.K. Dubey)  
Assistant Director (Admn.)

**Copy to:-**

1. NIC, NCST with request to upload on the website of NCST and to upload on the CPP Portal of Ministry of Finance.