

**SIKKIM STATE LEGAL SERVICES AUTHORITY**

**Development Area, Gangtok.**

**Phone & fax : 03592-207753**

**“EXPRESSION OF INTEREST”**

The Sikkim State Legal Services Authority invites “Expression of Interest” from interested registered local firms for printing 720 copies of SLSA Calendars for the year 2020 with the following specifications:-

1. Product : Offset printed custom made SLSA Calendar for the year 2020.
2. Theme : (To be decided)
3. Quantity : 720 copies.
4. Size : 16 X 24 inches, final bound size.
5. Binding : Spiral bound with heavy duty metal hanger & hanging type
6. Binding size : Shorter side i.e. 16 side.
7. Photographs : To be provided by Sikkim SLSA.
8. No. of sheets : Total 14 (fourteen) – 12 sheets of 200 GSM art bound consisting of 12 pages of dates and pictures printed in 4 colours offset process and 02 sheet of fly leaf (Front and Rear Side). 120 GSM single side printed in four colours.
9. Taxes : Party must quote rates inclusive of all taxes and transportation charges applicable.

10. Last date and time for submission for E.O.I.	:	18.11.2019 (12.00 noon) ( <b>Monday</b> )
11. Date and time of opening of E.O.I.	:	18.11.2019 (14.00 hrs) ( <b>Monday</b> )
12. Date of completion of the work	:	1 month after receiving of work order 18.12.2019 ( <b>Wednesday</b> )
13. Venue	:	Office of the Sikkim State Legal Services Authority, Development Area, Gangtok.

Interested parties may submit their “Expression of Interest” addressed to the Member Secretary, Sikkim State Legal Services Authority, Development Area, Gangtok.

**Terms & Conditions:-**

1. No. E.O.I. shall be entertained after the scheduled date and time.
2. The party quoting for the SLSA calendar must have very good experience in the field of printing of calendars in the past and must have their reputation of successful printing & supplying of high quality product. Mere experience of printing does not qualify them for award of such SLSA calendar printing work. The E.O.I. should be supported by a certificate from the Department concerned having executed such type of printing work.
3. An earnest money of Rs.40,000/- only in the form of Demand Draft should be enclosed with a Tender Documents drawn in favour of Member secretary, Sikkim State Legal Services Authority payable at Gangtok.
4. The Demand Draft of unsuccessful bidder will be returned within a period of one week from the date of opening of “Expression of Interest”
5. Cost of Tender Form is Rs.1,000/-. The prescribed non-transferable tender form (non refundable) can be obtained from the Office of Sikkim State Legal Services Authority, Development Area, Gangtok, on production of bank receipt of Rs.1,000/- (***Rupees One Thousand***) only deposited in the bank account no. 11018606748 in the State Bank of India, Gangtok Branch under the name and title “Sikkim State Legal Services Authority- Legal Aid Fund”.
6. Only Printers having their own established Printing Press may apply.
7. The parties quoting tender must enclose at least two different sample layout/designs (more for their advantage), which will also be a deciding factor for award of work.
8. These designs must be printed in colour in any of the processes such as colour, colour laser, digital colour printer, RGB colour photo process, etc. It must be at least A3 paper i.e. 297mm X 420mm.
9. If the party does not meet any of the required conditions mentioned above their quotation will be rejected outright.
10. The successful tenderer(s) shall collect the sample copy of the Calendar from the office of the Sikkim State Legal Services Authority, Development Area, Gangtok within two (2) days of receipt of the work order.
11. Once the order is placed, the party should submit the final layouts alongwith the holiday listing (provided by SLSA) for approval of the Authority before actual printing within a week. The proof of which can be of a smaller size.
12. The office shall not be liable to make payment of the defective Calendar which are not according to the specification.
13. The Bidders shall submit Registration Certificate, Valid Professional Tax Clearance Certificate and GSTIN Number to be submitted at the time of submission of E.O.I.
14. Payment shall be subject to the deduction of 3% commission at source creditable under the head “0058-Ptg & Sty”.
15. If the party fails to execute the work after accepting the work order, he/she will be liable to pay for the penalty to the quantum of 5% of total value of work.
16. Tender shall be opened by the Tender Committee in presence of tenderer (s) or their authorized representatives.
17. In case of delay of supply, a penalty of Re. 100/- per day per calendar will be levied.
18. All papers as will be submitted by the bidders shall be properly signed with dates and the rates quoted be expressed in words as well as figures.
19. The Authority reserves the full right to accept or, reject any or all the “Expression of Interest” (EOI) or modify the term thereof without assigning any reasons and reserves the right to award the work, to any party/bidder found competent and competitive.

**Member Secretary**  
**Sikkim State Legal Services Authority**

