

Basic Details			
Organisation Chain	National Human Rights Commission		
Tender Reference Number	G-27013/1/2023-GA-Part(1)		
Tender ID	2023_NHRC_733166_1		
Tender Type	EOI	Form of contract	Empanelment
Tender Category	Services	No. of Covers	2
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Cover Details, No. Of Covers - 2			
Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Expression of Interest (EOI) for Empanelment of Graphic Designers
2	Finance	.xls	Expression of Interest (EOI) for Empanelment of Graphic Designers

Tender Fee Details, [Total Fee in ₹ * - 0.00]				EMD Fee Details			
Tender Fee in ₹	0.00			EMD Amount in ₹	0.00	EMD Exemption Allowed	NA
Fee Payable To	NA	Fee Payable At	NA	EMD Fee Type	NA	EMD Percentage	NA
Tender Fee Exemption Allowed	NA			EMD Payable To	NA	EMD Payable At	NA

Work /Item(s).					
Title	Expression of Interest (EOI) for Empanelment of Graphic Designers				
Work Description	Expression of Interest (EOI) for Empanelment of Graphic Designers				
Pre Qualification Details	Please refer Tender documents.				
Tender Value in ₹		Product Category	Miscellaneous Services	Sub category	NA
Contract Type	Empanelment	Bid Validity(Days)	120	Period Of Work(Days)	730
Location	NATIONAL HUMAN RIGHTS COMMISSION	Pincode	110023	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	NHRC, MAB, C- BLOCK, INA, NEW DELHI

Critical Dates			
Publish Date	04-Nov-2023 02:00 PM	Bid Opening Date	20-Nov-2023 03:00 PM
Document Download / Sale Start Date	04-Nov-2023 02:10 PM	Document Download / Sale End Date	17-Nov-2023 05:00 PM
Clarification Start Date	06-Nov-2023 10:00 AM	Clarification End Date	17-Nov-2023 04:00 PM
Bid Submission Start Date	06-Nov-2023 10:00 AM	Bid Submission End Date	17-Nov-2023 05:00 PM

Tender Documents					
NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	Expression of Interest (EOI) for Empanelment of Graphic Designers	67.84	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	EOI for Empanelment of Graphic designers.pdf	Expression of Interest (EOI) for Empanelment of Graphic Designers	67.84

Tender Inviting Authority	
Name	DEPUTY SECRETARY
Address	National Human Rights Commission (NHRC), Manav Adhikar Bhawan, C-Block, INA, New Delh-110023

Tender Creator Details	
Created By	DURGA MADHAB TRIPATHY
Designation	Under Secretary (GA)
Created Date	04-Nov-2023 12:11 PM

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राष्ट्रीय मानव अधिकार आयोग

National Human Rights Commission

मानव अधिकार भवन, ब्लॉक - C, आई एन ए, नई दिल्ली - ११००२३ भारत

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Dated:03/11/2023

Expression of Interest (EOI) for Empanelment of Graphic Designers
(Last date for submission of EOI is 17 Nov, 2023 (5:00PM))

BACKGROUND

National Human Rights Commission (NHRC), Manav Adhikar Bhawan, C-Block, INA, New Delh-110023, India, intends to empanel the Graphic Designers for designing and layout work of various publications of the Commission primarily for the period of two (02) years extendable up to three (03) years on the basis of satisfactory service and mutual consent.

Interested Graphic designers, who fulfill the eligibility criteria, terms & conditions and quality parameters along with other aspects mentioned in the EOI, may submit their quotations (in the form of two bid systems viz. Technical Bid (Annexure-I) and Financial Bid (Annexure-II) in a sealed envelope superscribed in Bold Letters as "QUOTATIONS FOR GRAPHIC DESIGNER." and addressed to the Deputy Secretary, National Human Rights Commission, Manav Adhikar Bhawan, Block - C, G.P.O. Complex, INA, New Delhi-110023. The quotations must be dropped in the Tender Box placed in C.R. Section (Room No.04) at Manav Adhikar Bhawan, Block - C, G.P.O. Complex, INA, New Delhi latest **by 17 Nov, 2023_ at 5 P.M.** as per the instructions given in this EOI.

The detailed terms and conditions of the EOI may also be downloaded from the Commission website **www.nhrc.nic.in**

The Graphic designers should read the document carefully as enclosed and comply strictly with the terms and conditions before submitting their EOI.

SCOPE OF WORK / SERVICE

Designing of cover page and layout of various publications of Commission, Designing of Monthly Newsletter (Hind & English), Designing of Wall Calendar and Desk Calendar, Designing and layout of Brochure and any other work related to designing as desired by the Commission.

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For designing monthly Newsletters particularly, the Graphic Designer(s) will also be required to come to the NHRC with laptop/equipment to work in close coordination with the Deputy Director (M&C) as and when required within the tight deadlines. He may also be required to extend support on off days and beyond office hours if so required. Additionally, for designing other printable materials the Graphic Designer may be required to come to the Commission to receive the guidance from the relevant officer(s) as and when needed.

ELIGIBILITY CRITERIA (ESSENTIAL CRITERIA)

- (i) The Graphic Designer/vendor should have at least three (3) years experience of designing quality publications i.e. Books, Magazines, Journals and other publications of Govt. & Public undertaking organizations.
- (ii) The Head Office of the Graphic Designer/vendor should be located at Delhi/NCR.
- (iii) The Designer should have PAN & GST number issued by the Income-tax department.

DOCUMENTS TO BE SUBMITTED

- (i) Relevant EOI documents and terms & conditions (each and every page) duly filled, signed and stamped by the Graphic Designer along with the supporting Documents.
- (ii) Copy of GST & PAN Card.
- (iii) Details of designing works (Work order, completion certificate) executed for the last 3 financial years for Govt. & Public undertaking organizations.
- (iv) Sample of work (Graphic Designing)

EMPANELMENT PERIOD

- (i) The empanelment will be initially for the period of **two years**, extendable on a yearly basis for a maximum period of three (3) years on the basis of satisfactory services and mutual consent.
- (ii) The Panel of Graphic designers empanelled through this EOI shall be eligible for award of work, as per the requirement as and when raised by Commission.

EMPANELMENT PROCEDURE

- (i) The technical bid and financial evaluation of the applications for empanelment shall be carried out by the Committee constituted for this purpose.

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(ii) The Committee will examine and evaluate each application on the basis of information and documents submitted by the applicant.

(iii) On the basis of the evaluation, a list of Graphic designers who fulfill the requirement and provide realistic rates shall be prepared.

NOTIFICATION OF EMPANELMENT

(i) The Commission shall notify the successful applicant about empanelment in writing by registered letter or by e-mail.

(ii) The applicant shall acknowledge in writing, receipt of the notification of empanelment and shall send its acceptance within 7 days of receiving the notification. Failure to abide by this may lead to termination of empanelment.

AWARDING OF WORKS

(i) The selection of designer from the empaneled list may be entirely based on quotation basis i.e. the Award of Works will be given to the designer who bids the lowest.

(ii) The selected Graphic Designer shall be responsible and bound by that contract for successful execution of the work.

(iii) The Graphic Designer has to prepare a specimen or dummy of the required printing material within a time frame established by the Commission.

PAYMENT

Payment will be released on presentation of correct bill supported with the copy of the work order of the authorized officers of the Commission. .

CONFIDENTIALITY

Both the parties shall take all reasonable steps to minimize the risk of disclosure of confidential information.

OTHER TERMS & CONDITIONS

(i) The Commission's decision in respect of evaluation methodology and short listing of applicants will be final and no communications, whatsoever in this respect, shall be entertained.

(ii) The Commission also reserves the right to reject any application, if:

(a) It is not in the given format.

(b) At any time, a material misrepresentation is made or uncovered.

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(c) The graphic designer/entity does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the application.

(d) Any un-authenticated, alterations, erasures, overwriting, blanking out or discrepancies may render the EOI submission invalid.

(e) In case any of the documents furnished by the Designer is found fake at any point of time, during scrutiny or during the entire tenure of empanelment, penal action can be taken against the defaulter.

(f) During empanelment period, the Commission reserves the right to de-panel, if the services provided by the designer is found to be unsatisfactory or if, at any time, it is found that the information provided for empanelment is false, the Commission reserves the right to remove such from the empaneled list without giving any notice in advance. The Commission's decision will be final and binding in this regard.

(g) For all designing jobs, approved rates shall be applicable. No hike in the rates shall be entertained.

(h) The Commission reserves its right to terminate the empanelment at any time without assigning any reason and call for a fresh empanelment.

(i) The Graphic Designer shall be solely responsible for compliance with the provisions of all central and state Laws, various taxes & levies relating to persons deployed or providing services to the Commission.

(k) This EOI is neither an agreement nor an offer and is only an invitation by the Commission to the interested parties for submission of applications.

(Lt. Col. Virender Singh)
Director

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ANNEXURE-I**APPLICATION FORM****Expression of Interest (EOI) for Empanelment of Graphic
Designers****(Last date for submission of EOI is 18 Nov, 2023 (5:00PM))**

(a) Name of the Designer :

(b) Office Address :

(c) Telephones No. :
Mobile No.
E-mail / Website

(d) GST & PAN No :

(e) Details of printing and :
designing works executed for
the last 3 financial years
(indicate year-wise)
Please attach list(f) Sample of work (copy :
attached)**Place:****Date:****(Signature of the Proprietor/Authorized Signatory)
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RATES QUOTATION**SPECIFICATIONS/INFORMATION OF DESIGNING MATERIALS**

S.No.	Type of Work	Details	Rates (Without GST/taxes)
1	Designing of Cover page of various publications of Commission (04 Colours)	The size of the booklets are as follows: (i)28cm x 22cm (ii)24cm x 18cm (iii)12cm x 09 cm (iv)24cm x 16cm (v)22cm x 14cm	
2	Designing of each page of Monthly Newsletter (04 Colours)	Size - 28 cm x 21.5cm	
3	Designing of each page of Wall Calendar (Multi Colour)	Size - 27.5 inches x 17.5 inches	
4	Designing of Desk Calendar (Multi Colour)	(i) Single pager Desk Calendar of size - 44.7cm x 28.6cm (ii) Multiple pages wire-bound Desk calendar of size - 5cm x 11cm	
5	Layout of Various publications of commission (4 Colours)	The size of the booklets are as follows: (i)28cm x 22cm (ii)24cm x 18cm (iii)12cm x 09 cm (iv)24cm x 16cm (v)22cm x 14cm	
6	Layout of Various publications of Commission (2 Colours)	The size of the booklets are as follows: (i)28cm x 22cm (ii)24cm x 18cm (iii)12cm x 09 cm (iv)24cm x 16cm (v)22cm x 14cm	
7	Layout of Various publications of Commission (Single Colour)	The size of the booklets are as follows: (i)28cm x 22cm (ii)24cm x 18cm (iii)12cm x 09 cm (iv)24cm x 16cm (v)22cm x 14cm	

(Signature of the Proprietor/Authorized Signatory)

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