

SIKKIM STATE LEGAL SERVICES AUTHORITY
Development Area, Gangtok
Phone: 03592-207753

“NOTICE INVITING QUOTATION”

The Sikkim State Legal Services Authority invites sealed Quotations from interested registered local firms for printing 720 (Seven hundred and twenty) copies of Sikkim SLSA Calendars for the year 2025 with the following specifications: -

1.	Product	:	Offset printed custom made SLSA Calendar for the year 2025
2.	Theme	:	(To be decided)
3.	Quantity	:	720
4.	Size	:	20 x 30 inches, final bound size
5.	Binding	:	Spiral bound with heavy duty metal hanger & hanging type
6.	Binding size	:	Shorter side
7.	Photographs	:	To be provided by Sikkim SLSA
8.	No. of sheets	:	Total Seven (7)- 7 sheets of 250 GSM art bound consisting of 6 pages of dates and pictures printed in both sides and 1 page printed in single side for cover page.
9.	Taxes	:	Party must quote rate inclusive of all taxes and transportation charges applicable.
10.	Ceiling limit	:	Rs650/- per calendar

11.	Last date and time for submission of quotation	:	07.12.2024 (<i>Saturday</i>)
12.	Date and time of opening of sealed quotation	:	10.12.2024 (<i>Tuesday</i>) at 11:00 a.m.
13.	Date and completion of the work	:	24.12.2024 (<i>Tuesday</i>)
14.	Venue	:	Office of the Sikkim State Legal Services Authority, Development Area, Gangtok.

Interested parties may submit their Quotations addressed to the Member Secretary, Sikkim State Legal Services Authority, Development Area, Gangtok.

Terms & Conditions:-

1. The party quoting for the SLSA Calendar must have 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 quotation should be supported by a certificate from the Department concerned executed such type of printing work.
2. Only Printers having their own established printing press may apply.
3. 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.
4. Once the order is placed, the party should submit final layouts along with 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.
5. The office shall not be liable to make payment for defective Calendars which are not according to the specifications.
6. Bidder shall submit Registration Certificate, Valid Professional Tax Clearance Certificate and GSTIN Number at the time of submission of quotation.
7. Payment shall be subject to the deduction of 3% commission at source which shall be creditable under the head "0058-Ptg&STy", i e Printing & Stationeries Department, Government of Sikkim.
8. If the party fails to execute the work after accepting the work order, he/she shall be liable to pay penalty to the quantum of 5% of total value of the work.
9. Quotation shall be opened by the Committee constituted by the SLSA for opening of sealed quotations and selection of registered firm (lowest bidder), in presence of tenderer(s) or their authorized representatives.
10. In case of delay of supply, a penalty of Rs1/- per day, per Calendar shall be levied.
11. All papers submitted by the bidders shall be properly signed with dates and the rates quoted shall be expressed in words as well as in figures.
12. The Authority reserves full right to accept or reject any or all the quotations or modify the terms 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