

NATIONAL PRODUCTIVITY COUNCIL

**(Autonomous body under DPIIT, Ministry of Commerce & Industry,
Government of India)**

**Utpadakta Bhavan, 5-6, Institutional Area, Lodi Road, New Delhi –
110003**

TENDER DOCUMENT

**ANNUAL RATE CONTRACT FOR PRINTING & SUPPLY OF PRINTED
MATERIAL AT NPC HQ**

(On Requirement Basis)

Tender Reference No.: [Admin-06/10/2026-ADMN_HQ_NPC]

Date: [06.10.2026]

Mode of Tender: CPPP e-Procurement + NPC Website

Bid System: Two-Bid System – Technical Bid & Financial Bid + Physical Samples

Contract Period: One (01) Year, extendable by up to 1+1 further year

Estimated Annual Contract Value: Rs. 5, 00,000/-

Nature of Contract: Unit-Rate / Rate Contract on Requirement Basis

IMPORTANT NOTE TO BIDDERS

This tender document comprises the following sections:

1. Section A – Notice Inviting Tender
2. Section B – Instructions to Bidders
3. Section C – Eligibility & Qualification Criteria
4. Section D – Scope of Work & Technical Specifications
5. Section E – General Conditions of Contract
6. Section F – Special Conditions of Contract
7. Section G – Bid Evaluation & Award Methodology
8. Section H – Detailed Financial Bid / Price Schedule
9. Annexure-1 – Non-Blacklisting Undertaking
10. Annexure-2 – Technical Bid Profile Sheet
11. Annexure-3 – Bid Security Declaration
12. Annexure-4 – Technical Bid Checklist & Sample Submission
13. Annexure-5 – Performance Security Format
14. Annexure-6 – Financial Bid Format
15. Annexure-7 – Integrity Pact, wherever applicable
16. Annexure-8 – Declaration of Acceptance
17. Annexure-9 – Draft Agreement

The bidder shall sign and stamp each page of the tender document as a token of unconditional acceptance of all terms and conditions.

This is a **unit-rate/rate contract** and not a lump-sum contract. NPC does not guarantee any minimum quantity or expenditure. Printing jobs shall be placed through individual Supply Orders from time to time, and payment shall be made only for the actual quantity ordered, supplied and accepted, at the approved item-wise rates.

SECTION A

NOTICE INVITING TENDER (NIT)

National Productivity Council (NPC) invites Offline tenders under the **Two-Bid System** from financially sound and experienced printing agencies having their own printing press or a formal tie-up with a printing press located in Delhi-NCR for an **Annual Rate Contract for Printing and Supply of Printed Material at NPC Headquarters, New Delhi**, on requirement basis.

The contract shall initially be valid for **one (01) year** from the date of award/work order and may be extended by NPC by up to **1+1 further year**, subject to satisfactory performance and written approval.

A-1 Critical Date Sheet

Particular	Date & Time
Tender publication / download start	[06.10.2026], 15:00 hrs
Last date for submission of queries	[13.10.2026] 17:00 hrs
Pre-bid clarification / corrigendum, if any	[21.10.2026] 15:00 hrs
Last date & time for submission of bids	[27.10.2026], 17:30 hrs
Opening of Technical Bids & Samples	[28.10.2026], 15:00 hrs
Opening of Financial Bids	To be notified separately to technically qualified bidders

The bid submission period shall ordinarily provide not less than **21 days** from publication of the tender, subject to applicable procurement provisions.

A-2 Publication

The tender shall be published through the prescribed **CPPP e-Procurement portal** and on the NPC website.

A-3 Bid Submission

The Technical and Financial Bids shall be submitted Offline.

The required Bid Documents (Technical+ Financial Bid Documents) shall be submitted in a sealed envelopes at NPC Headquarters at Reception Counter on the Tender Box by the prescribed deadline.

A-4 Tender Inviting Authority

Group Head (Administration)

National Productivity Council

Utpadakta Bhavan, 5-6, Institutional Area, Lodi Road, New Delhi – 110003.

A-5 Estimated Value

The estimated annual value of the rate contract is **Rs. 5, 00,000 /- (Rupees Five Lakh only)**.

The estimated value is for tender evaluation/administrative purposes only and does not constitute any commitment or guarantee of minimum business.

A-6 Procurement Route

Before publication, NPC shall verify the current availability of the required service/item on GeM and place the applicable GeM Availability Report on record. The tender shall be processed through the prescribed procurement route in accordance with applicable Government procurement rules and instructions.

SECTION B

INSTRUCTIONS TO BIDDERS (ITB)

B-1 Governing Rules

The procurement shall be governed by:

- General Financial Rules, 2017, as amended from time to time;
- applicable Department of Expenditure instructions;
- applicable CVC guidelines;
- Public Procurement (Preference to Make in India) Order, 2017;
- Public Procurement Policy for Micro and Small Enterprises;
- Applicable tax, labour and other statutory provisions.

B-2 Tender Fee

No tender fee shall be charged.

B-3 Clarifications and Corrigenda

Bidders may seek clarification within the prescribed period. NPC may issue corrigenda/addenda whenever considered necessary. Such corrigenda/addenda shall form an integral part of the tender document.

B-4 Two-Bid System

The tender shall consist of the following:

Cover-A – Technical Bid

The Technical Bid shall contain all eligibility, qualification, compliance and supporting documents.

No price shall be quoted in the Technical Bid.

Cover-B – Financial Bid

The Financial Bid shall contain only the duly filled **Section H – Detailed Financial Bid / Price Schedule**.

Rates shall be quoted item-wise.

Cover-C – Physical Samples

The bidder shall submit representative samples of printed material, such as:

- Certificate;
- Visiting Card;
- Bound Report;
- Brochure;
- Flex/Standee or equivalent printed sample.

The samples shall be submitted in a properly sealed envelope and shall be used for assessing the bidder's printing quality and capability.

Failure to submit the required samples may render the bidder technically non-responsive.

B-5 Bid Validity

The bid shall remain valid for **120 days** from the date of opening of the Technical Bid.

B-6 Prices

All rates shall be quoted in Indian Rupees and shall remain firm during the contract period.

The quoted rates shall include all applicable costs relating to:

- paper/material;
- designing/typesetting;
- proofing;
- printing;
- lamination;
- binding;
- finishing;
- packing;
- loading/unloading;
- transportation;

- delivery;
- Cartage and handling.

GST shall be indicated separately.

B-7 Bid Security Declaration

The bidder shall submit the **Bid Security Declaration at Annexure-3**.

Withdrawal/modification of the bid during its validity period or failure to execute the contract after award may result in action including debarment, as applicable under the prevailing procurement provisions.

B-8 Opening and Evaluation

Technical Bids and physical samples shall be evaluated first.

Only technically qualified bidders shall be considered for opening of Financial Bids.

NPC may seek clarification and/or verify documents, samples and printing facilities wherever required.

B-9 Prohibited Practices

Canvassing, corrupt practices, fraudulent practices, collusion, coercion or submission of false information shall result in rejection of the bid and/or termination of the contract and other action as permissible under applicable rules.

B-10 Rights of NPC

NPC reserves the right to:

- accept or reject any bid;
- reject all bids;
- cancel the tender;
- seek clarification;
- award one or more groups to different agencies;
- empanel more than one agency;
- Modify the requirement through corrigendum.

No bidder shall have any claim for compensation merely on account of rejection or cancellation of the tender.

SECTION C

ELIGIBILITY & QUALIFICATION CRITERIA

The bidder shall satisfy the following minimum eligibility requirements:

Clause	Eligibility Requirement	Documentary Proof
C-1	Legally constituted entity having valid PAN and GST registration and engaged in printing/graphics business	Registration certificate, PAN, GSTIN
C-2	Own printing press OR formal tie-up with printing press located in Delhi-NCR	Ownership/lease/utility/GST proof or valid tie-up/MoU with press
C-3	Minimum 3 years' experience in printing and supply of printed material	Work orders and performance/completion certificates
C-4	Average annual turnover of at least ₹20 lakh during FY 2022-23, 2023-24 and 2024-25 from printing/graphics business	CA certificate/audited financial statements
C-5	Not blacklisted/debarred by Government/PSU/autonomous body/GeM during the prescribed period	Annexure-1
C-6	Positive net worth in latest audited financial year	Audited balance sheet/CA certificate
C-7	Adequate printing, designing, proofing, finishing and quality-control capability	Samples and supporting declaration

The bidder shall have at least **three years' relevant experience** and shall furnish evidence of similar work orders as specified in the tender.

Applicable relaxations to eligible MSEs/Startups/other categories shall be allowed in accordance with prevailing Government procurement policies, subject to submission of valid supporting documents.

A bidder may quote for **all or selected groups**, subject to the conditions of the tender.

SECTION D

SCOPE OF WORK & TECHNICAL SPECIFICATIONS

D-1 Scope of Work

The selected agency/agencies shall undertake printing, designing, typesetting, proofing, paper/material procurement, printing, lamination, binding, finishing, packing and delivery of printed material as required by NPC Headquarters.

The work shall be executed strictly against individual Supply Orders.

There shall be **no minimum quantity commitment** by NPC.

The detailed item-wise specifications and rates are provided in **Section H**.

D-2 Quality Requirements

All paper/material shall be new and shall conform to the specified GSM, size, colour, finish and other specifications.

The following shall not be accepted:

- inferior/sub-standard paper;
- incorrect GSM;
- colour variation;
- mis-registration;
- poor printing;
- defective lamination;
- defective binding;
- incorrect cutting/finishing;
- Printing errors attributable to the agency.

NPC may inspect or test the supplied material.

D-3 Proof Approval

The agency shall submit a soft proof and, wherever required, a hard proof before bulk printing.

Bulk printing shall not commence without approval of the proof by NPC.

Any error introduced by the agency shall be corrected/reprinted at the agency's cost.

D-4 Accuracy and Reprinting

The agency shall ensure faithful reproduction of the approved artwork/content.

Where any error, defect or discrepancy is attributable to the agency, the agency shall undertake free reprinting/rectification without additional cost to NPC.

D-5 Samples

Representative samples shall be submitted with the Technical Bid.

After award, approved reference samples may be retained by NPC for maintaining consistency in recurring printing requirements.

D-6 Delivery

Unless otherwise specified in the Supply Order:

- Standard work: within **15 days**;
- Urgent work: within **7 days**;
- Specified emergent items: within **24 hours**.

The delivery period shall include proofing and approval time.

D-7 Quantity Variation

NPC may increase or decrease the quantity of an item by up to **25 %** at the approved unit rate.

D-8 Confidentiality and Ownership

All content, artwork, designs, documents and data supplied by NPC shall remain the property of NPC.

The agency shall not reproduce, disclose, retain, reuse or share NPC material except for execution of the assigned work.

SECTION E

GENERAL CONDITIONS OF CONTRACT (GCC)

E-1 Contract Documents

The order of precedence shall be:

1. Signed Agreement;
2. Work Order/Letter of Award;
3. Special Conditions of Contract;
4. General Conditions of Contract;
5. Scope and Technical Specifications;
6. Accepted Financial/Technical Offer.

E-2 Contract Period and Extension

The contract shall initially remain valid for **one year** from the date of award/work order.

Subject to satisfactory performance, NPC may extend the contract by up to **1+1 further year** through written approval.

Renewal should be depends on the services, there shall be no automatic renewal.

E-3 Performance Security

The successful bidder shall furnish **Performance Security equivalent to 3% of the estimated annual contract value** within 14 days of the Work Order, subject to applicable Government procurement provisions.

The Performance Security shall remain valid for the contract period plus **60 days**.

It may be furnished in the prescribed form of ePBG/Bank Guarantee/FDR, as permitted.

The Performance Security shall be liable to forfeiture in case of default/unremedied breach.

E-4 Statutory Compliance

The agency shall comply with all applicable statutory requirements relating to:

- GST;
- income tax;
- labour laws;
- wages;
- employee welfare;
- insurance;
- Safety and other applicable laws.

The agency shall remain the sole employer of its personnel.

E-5 Confidentiality and Data Protection

The agency shall maintain strict confidentiality of NPC documents and information.

Where personal data is involved, the agency shall comply with applicable data-protection requirements.

NPC material shall not be retained, reused or disclosed after completion of the work and shall be returned/destroyed as directed by NPC.

E-6 Termination

NPC may terminate the contract: **For default:** after providing an appropriate cure period for material breach. **For convenience:** by giving 30 days' written notice.

On termination for default, NPC may forfeit Performance Security and take action under the Risk Purchase clause.

E-7 Risk Purchase

If the agency fails to perform the work after termination/default, NPC may arrange the work through another agency at the risk and cost of the defaulting agency.

E-8 Performance Review

NPC may periodically review:

- quality;
- delivery;
- responsiveness;
- proofing accuracy;
- Compliance with specifications.

Poor performance may affect future eligibility, subject to due process.

E-9 Force Majeure

Neither party shall be liable for failure caused by circumstances beyond reasonable control, subject to timely notification.

E-10 Dispute Resolution

Disputes shall first be resolved amicably.

Failing such settlement, disputes shall be dealt with through arbitration in accordance with the Arbitration and Conciliation Act, 1996.

The seat and venue shall be **New Delhi**.

Courts at New Delhi shall have jurisdiction.

E-11 Miscellaneous

No assignment/subletting shall be permitted without prior written approval of NPC, except the disclosed printing-press tie-up.

Any amendment shall be made in writing.

SECTION F

SPECIAL CONDITIONS OF CONTRACT (SCC)

F-1 Service Level Agreement

Sl. No.	Parameter	Required Standard
1	Acknowledgement of Supply Order	Same working day
2	Proof submission	Within 2 working days
3	Standard printing job	Within 15 days
4	Urgent job	Within 7 days
5	Emergent specified items	Within 24 hours
6	Defect/reprint	Within 3 working days
7	Job records	Job register/delivery challan maintained

F-2 Penalty / Liquidated Damages

Breach	Penalty
Printing mistake/discrepancy attributable to agency	1% of Supply Order value + free reprint
Delay beyond prescribed SLA	1% of Supply Order value per day
Sub-standard paper/GSM/defective binding	₹2,000/- per instance + free rectification
Maximum LD	10% of respective Supply Order value

Repeated serious defaults may constitute material breach and may lead to termination and risk purchase.

F-3 Payment

Payment shall be made against completed and accepted Supply Orders.

Payment shall be based on **actual quantity supplied and accepted**.

No advance payment shall be made.

Undisputed bills shall ordinarily be processed within **30 days** of receipt of complete documents and certification.

The following shall accompany the bill:

- Invoice;
- Delivery Challan;
- Supply Order reference;
- Quantity details;
- User/receiving section certification.

GST shall be processed subject to applicable GST verification and statutory requirements.

Applicable TDS shall be deducted.

F-4 Price Firmness

Rates shall remain firm throughout the initial contract period.

Paper-price fluctuation or other input-cost variation shall not be accepted as a ground for additional payment.

Any revision during extension shall be only if specifically approved in writing.

F-5 New Items

If NPC requires an item not specifically listed in Section H, the rate shall be mutually determined with reference to the nearest comparable listed item/market rate and recorded before execution.

F-6 Quantity Variation

NPC may vary quantities up to $\pm 25\%$ at the approved unit rate.

SECTION G

BID EVALUATION & AWARD METHODOLOGY

G-1 Stage-I: Technical Evaluation

Technical evaluation shall be on a pass/fail basis.

The following shall be examined:

1. Eligibility;
2. Registration documents;
3. PAN/GST;
4. Experience;
5. Turnover;
6. Printing press/tie-up;
7. Non-blacklisting declaration;
8. Technical checklist;
9. Physical samples;
10. Overall compliance with tender conditions.

Only technically qualified bidders shall proceed to financial evaluation.

G-2 Stage-II: Financial Evaluation

Financial bids shall be evaluated on the basis of item-wise rates quoted in Section H.

Evaluation Model Adopted

Option B – Group-wise L1 with Multi-Agency Empanelment is recommended and shall be adopted, subject to final approval before issue of tender.

Under this method:

- each of the six groups shall be evaluated separately;

- the sum of the quoted unit rates within each group shall form the group evaluation basket;
- the lowest responsive bidder for each group shall be identified as L1 for that group;
- more than one agency may consequently be empanelled;
- A bidder may quote for one or more groups.

Group-wise Evaluation

Group	Basis
Group I	Sum of quoted rates of Group I items
Group II	Sum of quoted rates of Group II items
Group III	Sum of quoted rates of Group III items
Group IV	Sum of quoted rates of Group IV items
Group V	Sum of quoted rates of Group V items
Group VI	Sum of quoted rates of Group VI items

The same methodology shall be applied uniformly to all technically qualified bidders.

G-3 Abnormally Low Bids

NPC may seek justification for an abnormally low quotation.

Failure to provide a satisfactory justification may result in rejection or other action as permissible under applicable rules.

G-4 Award and Empanelment

The bidder declared L1 for a group may be awarded that group subject to approval of the Competent Authority.

NPC may empanel more than one agency for different groups.

Supply Orders shall be issued as and when requirements arise.

G-5 Tie

In case of tie, applicable Government procurement provisions and MSE/preference provisions shall be followed.

Reasons for determination shall be recorded on file.

SECTION H

DETAILED FINANCIAL BID / PRICE SCHEDULE

H-1 Instructions to Bidders

The bidder shall quote a firm rate for **every applicable item / quantity slab**.

The Financial Bid shall contain:

1. Rate per unit excluding GST;
2. GST percentage;
3. Rate including GST, wherever required by the financial bid format.

The quoted rate shall include all applicable costs including material, designing, proofing, printing, finishing, packing, transportation and delivery.

NPC shall pay only for actual quantities ordered and accepted.

GROUP I – CERTIFICATES

S.No.	Item	Specification / Quantity Slab	Unit	Rate ₹ excl. GST	GST %	Rate incl. GST
1.	Certificate	280 GSM Silver Metallic Sheet, A4 – up to 10	Per certificate			
2.	Certificate	280 GSM Silver Metallic Sheet, A4 – 20	Per certificate			
3.	Certificate	280 GSM Silver Metallic Sheet, A4 – 21–50	Per certificate			

GROUP II – REPORTS, PRINTING & BINDING

S.No.	Item	Specification / Quantity Slab	Unit	Rate ₹ excl. GST	GST %	Rate incl. GST
1.	D.O. Paper – Colour	100 GSM A4, single side – up to 200	Per print			
2.	D.O. Paper – Colour	100 GSM A4, single side – 200–500	Per print			
3.	D.O. Paper – Colour	100 GSM A4, single side – 500–1000	Per print			
4.	D.O. Paper – Colour	100 GSM A4, single side – above 1000	Per print			
5.	D.O. Paper – Colour	100 GSM A4, double side – up to 100	Per sheet			
6.	D.O. Paper – Colour	100 GSM A4, double side – 100–500	Per sheet			
7.	D.O. Paper – Colour	100 GSM A4, double side – 500–1000	Per sheet			
8.	D.O. Paper – Colour	100 GSM A4, double side – above 1000	Per sheet			
9.	D.O. Paper – B/W	100 GSM A4, single side – up to 100	Per print			
10.	D.O. Paper – B/W	100 GSM A4, single side – 100–500	Per print			
11.	D.O. Paper – B/W	100 GSM A4, single side – 500–1000	Per print			
12.	D.O. Paper – B/W	100 GSM A4, single side – above 1000	Per print			
13.	D.O. Paper – B/W	100 GSM A4, double side – up to 100	Per sheet			
14.	D.O. Paper – B/W	100 GSM A4, double side – 100–500	Per sheet			
15.	D.O. Paper – B/W	100 GSM A4, double side – 500–1000	Per sheet			
16.	D.O. Paper – B/W	100 GSM A4, double side – above 1000	Per sheet			
17.	Matt/Gloss Art Paper	130 GSM A4, colour, double side – up to 100	Per sheet			
18.	Matt/Gloss Art Paper	130 GSM A4, colour, double side – 100–500	Per sheet			

19.	Matt/Gloss Art Paper	130 GSM A4, colour, double side – 500–1000	Per sheet			
20.	Matt/Gloss Art Paper	130 GSM A4, colour, double side – above 1000	Per sheet			
21.	Matt/Gloss Art Paper	170 GSM A4, colour, double side – up to 100	Per sheet			
22.	Matt/Gloss Art Paper	170 GSM A4, colour, double side – 100–500	Per sheet			
23.	Matt/Gloss Art Paper	170 GSM A4, colour, double side – 500–1000	Per sheet			
24.	Matt/Gloss Art Paper	170 GSM A4, colour, double side – above 1000	Per sheet			
25.	B/W Printing	70/75 GSM A4, single side – up to 100	Per print			
26.	B/W Printing	70/75 GSM A4, single side – 100–500	Per print			
27.	B/W Printing	70/75 GSM A4, single side – 500–1000	Per print			
28.	B/W Printing	70/75 GSM A4, single side – above 1000	Per print			
29.	B/W Printing	70/75 GSM A4, double side – up to 100	Per sheet			
30.	B/W Printing	70/75 GSM A4, double side – 100–500	Per sheet			
31.	B/W Printing	70/75 GSM A4, double side – 500–1000	Per sheet			
32.	B/W Printing	70/75 GSM A4, double side – above 1000	Per sheet			
33.	Cover Page	300 GSM, 12×18 inch, laminated, perfect binding – up to 5 sheets	Per set			
34.	Cover Page	300 GSM, 12×18 inch – 6–10 sheets	Per set			
35.	Cover Page	300 GSM, 12×18 inch – 11–20 sheets	Per set			
36.	Cover Page	300 GSM, 12×18 inch – 21–50 sheets	Per set			
37.	Cover Page	300 GSM, 12×18 inch, both-side printing	Per set			
38.	Cover Page	170 GSM, 13×19 inch, laminated, hardbound	Per set			
39.	Cover Page	170 GSM, 13×26 inch, laminated, hardbound	Per set			
40.	Spiral Binding	Up to 100 pages	Per book			
41.	Spiral Binding	101–200 pages	Per			

			book			
42.	Spiral Binding	201–500 pages	Per book			
43.	Perfect Binding	5 copies	Per book			
44.	Perfect Binding	6–10 copies	Per book			
45.	Perfect Binding	11–20 copies	Per book			
46.	Perfect Binding	21 copies and above	Per book			
47.	Perfect Binding	Bulk quantity 500 and above	Per book			
48.	Hard Bound Binding	5 copies	Per book			
49.	Hard Bound Binding	6–10 copies	Per book			
50.	Hard Bound Binding	11–20 copies	Per book			
51.	Hard Bound Binding	21 copies and above	Per book			
52.	Hard Bound Binding	Bulk quantity 500 and above	Per book			
53.	Centre Pin Binding	5 copies	Per book			
54.	Centre Pin Binding	6–10 copies	Per book			
55.	Centre Pin Binding	11–20 copies	Per book			
56.	Centre Pin Binding	21 copies and above	Per book			
57.	Centre Pin Binding	Bulk quantity 500 and above	Per book			
58.	Annual Report	Printing as per required pages and copies	Per copy			

Group II Sub-total

Total of applicable unit rates excluding GST: ₹_____

GROUP III – BROCHURE PRINTING

S.No.	Item	Specification / Quantity Slab	Unit	Rate ₹ excl. GST	GST %	Rate incl. GST
1.	Brochure – Single Fold	300 GSM, A4 / 9×9 inch, front lamination – 100 copies	Per copy			
2.	Brochure – Single Fold	101–200 copies	Per copy			
3.	Brochure – Single Fold	201–500 copies	Per copy			
4.	Brochure – Single Fold	501–1000 copies	Per copy			
5.	Designing Charges	4-page brochure	Per job			
6.	Designing Charges	Multi-page brochure	Per job			

Group III Sub-total**Total of applicable unit rates excluding GST: ₹_____**

GROUP IV – PROGRAMME BROCHURE, ENVELOPES & LETTERS

S.No.	Item	Specification	Unit	Rate ₹ excl. GST	GST %	Rate incl. GST
1.	White Envelope with Window	10"×4.5", Sunshine 100 GSM, black screen printing, minimum 500	Each			
2.	White Envelope without Window	10"×4.5", Sunshine 100 GSM, black screen printing, minimum 500	Each			
3.	White Envelope with Window	12"×10", Sunshine 90 GSM, black offset printing, minimum 2000	Each			
4.	White Envelope without Window	12"×10", Sunshine 90 GSM, black screen printing, minimum 500	Each			
5.	Yellow Envelope	16"×12", BOPP yellow paper, inner plastic lamination, 100 GSM, minimum 1000	Each			
6.	Designing Charges	Cover with back cover	Per job			

Group IV Sub-total**Total of applicable unit rates excluding GST: ₹_____**

GROUP V – FLEX BANNER / STANDEE / POSTER

S.No.	Item	Specification	Unit	Rate ₹ excl. GST	GST %	Rate incl. GST
1.	PVC Flex Banner	Blackout flex	Per sq.ft.			
2.	PVC Flex Banner	Star flex	Per sq.ft.			
3.	PVC Flex Standee	Blackout flex with stand	Each			
4.	PVC Flex Standee	Star flex with stand	Each			
5.	Designing Charges	Banner designing	Per job			
6.	Trimax Gel Pen	As per approved specification	Each			

Note: Item 37 shall be retained in this group only if NPC decides that allied promotional/stationery items are to be included in this procurement.

Group V Sub-total

Total of applicable unit rates excluding GST: ₹_____

GROUP VI – MISCELLANEOUS PRINTED & ALLIED ITEMS

S.No.	Item	Specification	Unit	Rate ₹ excl. GST	GST %	Rate incl. GST
1.	Visiting Card	300 GSM Art Card	Per specified quantity			
2.	Visiting Card	Texture Paper	Per specified quantity			
3.	Visiting Card	Texture Paper with Leaf	Per specified quantity			
4.	Staff Badge	Badge with holder & lanyard – up to 10	Each			
5.	Staff Badge	Badge with holder & lanyard – 10–20	Each			
6.	Laptop Bag	As per approved requirement/specification	Each			
7.	Training Stationery	As per approved requirement/specification	Set/Each			
8.	Pen Drive	As per approved capacity/specification	Each			
9.	Designing Charges	Inside pages of reports	Per page			

Group VI Sub-total**Total of applicable unit rates excluding GST: ₹_____**

H-2 GROUP-WISE EVALUATION SUMMARY

Group	Group Sub-total (Excl. GST)
Group I – Certificates	₹ _____
Group II – Reports, Printing & Binding	₹ _____
Group III – Brochure Printing	₹ _____
Group IV – Programme Brochure, Envelopes & Letters	₹ _____
Group V – Flex Banner / Standee / Poster	₹ _____
Group VI – Miscellaneous Items	₹ _____

Total Evaluation Value, excluding GST: ₹ _____

The above totals are for **evaluation of quoted unit rates only** and shall not be construed as an estimated expenditure or minimum business commitment.

H-3 FINANCIAL BID DECLARATION

We hereby certify that:

1. We have carefully examined the tender document.
2. We have quoted firm item-wise rates.
3. The quoted rates include all applicable costs except GST.
4. We agree to execute the work against individual Supply Orders.
5. We understand that NPC does not guarantee any minimum quantity.
6. We agree that payment shall be made only against actual quantities supplied and accepted.
7. We agree to all delivery, quality, penalty, confidentiality and other conditions.
8. We agree that the rates shall remain firm during the contract period.

Name of Bidder: _____

Name of Authorised Signatory: _____

Designation: _____

Signature: _____

Seal: _____

Date: _____

ANNEXURE-1

UNDERTAKING REGARDING NON-BLACKLISTING

To

The Group Head (Administration)

National Productivity Council

Utpadakta Bhavan, 5-6, Institutional Area, Lodi Road, New Delhi – 110003.

We hereby declare that **M/s** _____ has not been blacklisted, de-registered, suspended or debarred by any Central/State Government Department, PSU, autonomous body or other Government organisation, including GeM, during the prescribed period.

We further declare that the information furnished by us is true and correct.

In case the declaration is found false at any stage, NPC shall be entitled to take appropriate action including rejection of our bid/termination of contract and invocation of Performance Security, as applicable.

For M/s _____

Authorised Signatory: _____

Name: _____

Designation: _____

Seal: _____

Date: _____

ANNEXURE-2

TECHNICAL BID PROFILE SHEET

Sl. No.	Particular	Details
1	Name of bidding agency	
2	Registered office address	
3	Constitution/legal status	
4	Registration number	
5	PAN	
6	GSTIN	
7	Contact person	
8	Mobile/e-mail	
9	Turnover FY 2022-23	Rs.
10	Turnover FY 2023-24	Rs.
11	Turnover FY 2024-25	Rs.
12	Printing press – owned/tie-up	
13	Press address	
14	Years of experience	
15	Groups quoted	I / II / III / IV / V / VI

ANNEXURE-3

BID SECURITY DECLARATION

We hereby accept that if we withdraw or modify our bid during its validity period, or fail to execute the contract after award, we shall be liable for action including suspension/debarment in accordance with applicable Government procurement provisions.

For M/s _____

Authorised Signatory: _____

Seal: _____

Date: _____

ANNEXURE-4

TECHNICAL BID CHECKLIST & SAMPLE SUBMISSION

Sl. No.	Document	Submitted (Yes/No)
1	Signed and stamped tender document	
2	Annexure-1 – Non-blacklisting undertaking	
3	Annexure-2 – Technical Profile	
4	Annexure-3 – Bid Security Declaration	
5	PAN	
6	GST Registration	
7	Firm/company registration	
8	Turnover documents	
9	Experience/work orders	
10	Performance/completion certificates	
11	Printing press ownership/tie-up proof	
12	Net-worth proof	
13	Physical samples	

Sample Submission

The bidder shall submit representative samples covering, as far as practicable:

- Certificate;
- Letterhead;
- Visiting Card;
- Report/Book;
- Brochure;
- Flex/Standee.

The samples shall be properly packed, sealed and clearly marked with the bidder's name and tender reference.

ANNEXURE-5

PERFORMANCE SECURITY

The successful bidder shall furnish Performance Security equivalent to **3% of the estimated annual contract value**, in the prescribed form and within the prescribed period.

The Performance Security shall remain valid for the contract period plus 60 days and shall be released after satisfactory completion/closure, subject to settlement of all dues.

The detailed Bank Guarantee format shall be as prescribed by NPC/competent authority.

ANNEXURE-6

FINANCIAL BID FORMAT

The bidder shall submit the Financial Bid strictly in the format prescribed in **Section H**.

The Financial Bid shall contain:

- Item;
- Specification;
- Unit;
- Quantity slab, wherever applicable;
- Unit rate excluding GST;
- GST;
- Applicable rate including GST.

ANNEXURE-7

INTEGRITY PACT

Where applicable as per the prescribed threshold and Government instructions, the successful bidder shall execute the Integrity Pact in the prescribed format.

ANNEXURE-8

DECLARATION OF ACCEPTANCE

We hereby declare that we have carefully read and examined the complete tender document comprising Sections A to H and Annexures 1 to 9.

We hereby unconditionally accept all the terms and conditions contained therein.

We further confirm that the information and documents submitted by us are true and correct.

For M/s _____

Authorised Signatory: _____

Name: _____

Designation: _____

Seal: _____

Date: _____

ANNEXURE-9

DRAFT AGREEMENT

This Agreement is made between:

National Productivity Council, Utpadakta Bhavan, 5-6, Institutional Area, Lodi Road, New Delhi – 110003

And

M/s _____, having its registered office at
_____.

Whereas NPC has invited bids for an Annual Rate Contract for Printing and Supply of Printed Material and has accepted the offer of the above agency for the Group(s) awarded to it;

The parties hereby agree that the work shall be executed in accordance with:

1. Tender Document;
2. Corrigenda/Addenda, if any;
3. Accepted Technical Bid;
4. Accepted Financial Bid;
5. Letter of Award/Work Order;
6. Supply Orders issued from time to time;
7. Applicable Government procurement rules.

The Agreement shall remain valid for the approved contract period and extensions, if any.

The agency shall comply with all quality, delivery, payment, confidentiality, penalty and other conditions contained in the tender.

For National Productivity Council

Name: _____
Designation: _____
Signature: _____
Date: _____

For the Contractor

Name: _____
Designation: _____
Signature: _____
Seal: _____
Date: _____