



## **NATIONAL PRODUCTIVITY COUNCIL**

**(DPIIT, Ministry of Commerce & Industry, Govt. of India)**

### **Advertisement Notification**

**No. NPC/HQ/HRM/1/2022/ServicesDated: 04/07/2022**

### **Invitation of Quotations/Rates for Confidential Printing Work & Translation Work**

National Productivity Council (NPC) is an autonomous organization functioning under DPIIT, Ministry of Commerce & Industry, Government of India and renders its services through Consultancy, Training and Action research to the various Government, Public and Private sector organizations. The Human Resource Management Group of NPC invites quotes/rates from (i) qualitative and well experienced agency having their works located in Delhi for printing of confidential content for examinations and (ii) agency/expert translators for English to Hindi translation of confidential content. The interested agencies are requested to submit their quotes/rates in a sealed envelope as per the Terms of Reference (ToRs) placed at **Annexure-I** and in the prescribed format as per **Annexure-II** of this notification and send in a seal packed envelope addressed to: **Deputy Director (HRM), National Productivity Council, Utpadakta Bhawan, 5-6 Institutional Area, Lodi Road, New Delhi-110003 on or before 11th July 2022 by 12:00 pm.**

No proposals shall be entertained after the due date and time, under any circumstances and the proposals incomplete in any aspect or unsigned shall be rejected summarily and no further query shall be entertained in this regard. Therefore, it is requested that only such agencies may submit their costs who have a proven track record of undertaking similar work for other government organizations during last five years, i.e. from 2018 - 2022 and having delivered the work qualitatively, without any hassles and well within allocated time (at least 4-5 work orders /work completion certificates to be enclosed). The agencies can apply either for one or both works. The agency wishing to submit for both the work must submit their quotes/rates for each work separately in sealed envelopes.

All the relevant documents with countersign of the authorized personnel/signatory on each page shall be required to be submitted, along with an undertaking to the following effect that :

- (a) The agency has not been convicted by any court of law in India/abroad and no legal proceedings are pending against either its office bearers or the in the name of agency itself;
- (b) There is no criminal proceeding held in past or presently on the agency or its office bearers pertaining to the work undertaken;
- (c) The agency has never been declared bankrupt/insolvent and the financial standing of the agency is strong;
- (d) The agency or its office bearers have not been blacklisted/debarred from undertaking such work by any organisation.

**A. Terms of Reference for Printing Agency:**

- (1) Composing of question papers and type-setting upon receipt from NPC.
- (2) Printing of question papers as per instructions given by NPC
- (3) Centre wise packing of question papers as per post wise, centre/venue wise details provided by NPC
- (4) Insertion of OMR sheets, Descriptive Answer sheets with the respective question papers as per post wise, centre/venue wise details provided by NPC
- (5) Secured sealing and packing of question papers, OMR and Descriptive Answer sheets.
- (6) Transportation of duly sealed and packed examination material from their works /press to NPC office at Delhi.
- (7) Specifications for Printing Work:
  - i. A4 size on 70 GSM superior, white printing paper of standard mill.
  - ii. Bar Code numbered OMR sheet would be placed in each test booklet, matching the code of the test booklet, as per requirement of NPC. Each test booklet would have a paper seal.
- (8) Specifications for Packing & Sealing work:
  - a. Packing of QP booklet in inner paper envelope of the appropriate size to contain A-4 size question paper booklets (including counting, filling and pasting);
  - b. Putting paper envelope in to cloth lined envelope (including printing, numbering, filling, sealing with security labels, etc.) and Pasting of strips on the joints of cloth lined envelope (the inner paper envelope with question paper booklets will be filled in this envelope);
  - c. Putting them in the machine-made shrinkable LDPE bag, heat sealing and shrink wrapping;
  - d. Final packing of the LDPE bags into superior quality cardboard carton including strapping with heat sealed plastic strips and wrapping in water-proof and tamper-proof material.
- (9) Additional work of OMR scanning, Answer booklet scanning, if required by NPC.

**B. Terms of Reference for Translation work (English to Hindi) (Agency/Experts)**

The agency/individual expert translator needs to understand the translation work is for confidential question paper and the translation would be comprising of technical words for which appropriate knowledge of vocabulary and past experience of having carried out such work is an essential pre-requisite (experience certificate/work orders to be attached for verification). The rates may be quoted either on per word translation basis or lumpsum per question booklet basis.

A. Quotation to be submitted for Printing, Packing & Scanning

S. No.	Particulars / Itemised Head	Rates/Quote unit wise (in Rs.)					Remarks
		Upto 1,000	1,001 to 3,000	3,001 to 6,000	6,001 to 10,000	Above 10,000	
1.	Printing of Question Booklet – 8 pages						Good Quality 70 GSM A/4 size paper in bilingual (English & Hindi)
2.	Printing of Question Booklet – 16 pages						
3.	Printing of Question Booklet – 24 pages						
4.	Printing of Question Booklet – 32 pages						
5.	Printing of Question Booklet – 40 pages						
6.	Printing of Question Booklet – 48 & above pages						
7.	Coding, Packing and sealing of examination Material as per seating plan for the exam venue (ready to dispatch condition)						Waterproof, tamper proof packing and sealing
8.	Image scanning OMR Sheets /per sheet						In case, if required by NPC.
9.	Scanning of Answer Sheets – upto 24 pages						
10.	Scanning of Answer Sheets – more than 24 pages						

Note: In case of booklet of interim size (i.e. no of pages), the billing shall be done based on the rate of lower size plus the proportionate rate w.r.t. to the next higher size.

B. Quotation to be submitted for Translation (Bilingual – English to Hindi & Hindi to English)

S. No.	Particulars/Head	Translation Rates on per word basis (in Rs.)
<u>1.</u>	English to Hindi Translation including Technical words translation	
<u>2.</u>	Hindi to English Translation including Technical words translation	