

National Productivity Council
Utpadakta Bhawan,
5-6, Lodhi Road Institutional Area
New Delhi- 110003

Tender Notice

Dated: -21.02.2025
Cost of Tender Document: FREE

Bid No. Admin-16/152/2022-ADMN_HQ_NPC

Inviting Tender for Hiring of Agency for Annual Rate Contract for Printing and Supply of Printed Work and other stationery items on Emergency Requirement Basis

National Productivity Council an autonomous body under DPIIT, Ministry of Commerce & Industry, Government of India.

NPC intends to invites sealed tender from bidders for providing Hiring of Agency for Annual Rate Contract for Printing and Supply of Printed Work and other stationery items on emergency Requirement Basis at NPC, HQ. The detailed tender document can be downloaded from NPC's Website from https://www.npcindia.gov.in/NPC/User/Notification_Tender.

The bidder should submit the tender documents Technical & Financial Bids in separate sealed envelopes with Technical or Financial written should be enclosed in a larger envelop and must be deposited in Tender box up to 07.03.2025 (upto 04.00 pm).The envelop titled Technical Bid should contain copy of the tender document duly stamped and signed in the format at Annexure-1.

The Financial Bid must be submitted in format at Annexure-II. No tender will be accepted after 4:00 PM of 07.03.2025. The envelop should mention tender for "**Hiring of Agency for Annual Rate Contract for Printing and Supply of Printed Work and other stationery items on Emergency Requirement Basis**"

Critical Date Sheet

Bid Document Publishing Date	21.02.2025
Bid Document Downloading Start Date	21.02.2025 (3.00 pm)
Bid Submission End Date	07.03.2025 (upto 04.00 pm)
Bid Opening Date	10.03.2025

Day

MAJOR TERMS AND CONDITIONS:

1. The bidder should have an Office in Delhi or NCR.
2. Average annual financial turnover of the Bidder during the last three years, ending March 2024 should not be less than Rs.10 lakhs.
3. The firm should have an experience of at least 03 years in Government entities or Government organizations for similar work. Valid documents showing 03 years' experience in Government entities or Government organizations from the bidders are required.
4. The bidder must write the Name & complete postal address of the bidding firm in the technical bid.
5. All the pages of the Tender Document must be signed and stamped in original.
6. The Bidder should have Goods and Service Tax (GST) registration.
7. **The Bidder shall file a self declaration that they have not been blacklisted/debarred by any department of Central Govt./State Govt./PSU/Autonomous Organizations.**
8. It is the responsibility of the bidder to read all terms and conditions of this tender carefully before filling the tender.
9. The format of bids is enclosed with terms and conditions. The bid shall be deposited in the Tender Box placed in Reception, Ground Floor of the Head Quarters of National Productivity Council by 4 PM of 07.03.2025.
10. The National Productivity Council reserve the right to accept or reject summarily any or all tenders as a whole or any part thereof, without assigning any reason whatsoever.
11. Bid must be accompanied with Earnest Money Deposit (EMD) of Rs.7, 000- (Rupees Seven Thousand only) in form of Demand draft in favour of National Productivity Council payable at New Delhi. **Bidders registered with MSME are exempted from payment of EMD.** However, they have to submit the copy of MSME Certificate. EMD of unsuccessful bidders will be returned after award of bid. The EMD of successful bidder will be retained as performance security to be returned after completion of work.

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Annexure-1

TECHNICAL BID

(On Letter Head of Bidder)

Sr no	Particulars	Details		
1.	Name of the Tendering Company/ Firm			
2.	Office Address			
3.	Name of the Proprietor/ Partners/ Directors			
4.	Contact Number	Land line:- Mobile:-		
5.	Pan Card & Aadhar Card (attach photocopy)			
6.	Email id			
7.	Weather the firm is black listed (YES/ NO) (submit self declaration)			
8.	GST Number (enclose a copy)	2021-22	2022-23	2023-24
9.	Turnover of last 3 financial years i.e. FY-2021-22, FY 2022-23 and FY 2023-24 (enclose CA certificate or copies of Balance Sheet and Trading A/C)			
10	Valid documents showing 03 years' experience in Govt. entities or Govt. organizations	(attached copies of work orders)		
11	EMD Details/ MSME Certificate (enclose a copy)	No. _____ Date _____ Drawn on _____ MSME _____		

Signature _____

Designation _____

Seal of the bidder _____

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Financial Quotes

(On Letter Head of Bidder)

RATES FOR PRINTING OF REPORTS & CERTIFICATES ETC.

Sr no	Items to be Printed	Specification	Estimated Requirement Quantity	Rate per piece in Rs.	Applicable Taxes
1.	Printing of Certificate	280 GSM Silver Metallic Sheet	Less than 50		
			More than 50		
2	D.O Paper Color Printing (Single Side)	100 GSM (A4)	Less than 500		
			More than 500		
3	D.O Paper Color Printing (Double Side)	100 GSM (A4)	Less than 500		
			More than 500		
4	D.O Paper B/W Printing (Single Side)	100 GSM (A4)	Less than 500		
			More than 500		
5	D.O Paper B/W Printing (Double Side)	100 GSM (A4)	Less than 500		
			More than 500		
6	Color Printing (Single Side)	70/75 GSM (A4)	Less than 500		
			More than 500		
7	Color Printing (Double Side)	70/75 GSM (A4)	Less than 500		
			More than 500		
8	B/W Printing (Single Side)	70/75 GSM (A4)	Less than 500		
			More than 500		
9	B/W Printing (Double Side)	70/75 GSM (A4)	Less than 500		
			More than 500		
10	Cover Pages with Lamination	300 GSM (12 x 18 inch)	Upto 50 pages		
			More than 50 pages		
11	Spiral Binding	As per requirement	Upto 200 pages		
			More than 200 pages		
12	Perfect Binding	As per requirement	Upto 50 copies		
			More than 50 copies		
13	Hard Bound Binding	As per requirement	Upto 50 copies		
			More than 50 copies		

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14	Brochure (Single fold)	130 GSM (A4) Folding Size A5	Upto 5000 And above if required		
15	Forward Letter	100 GSM (A4)	Upto 5000 And above if required		
16	Covering Envelopes (with Window)	A4	Upto 5000 And above if required		

Annex- II B

RATES FOR PRINTING OF REPORTS & CERTIFICATES ETC.

Sr no	Items to be Printed	Specification	Estimated Requirement Quantity	Rate per piece in Rs.	Applicable Taxes
1.	White Envelops with window size 10"x4.5"	Sunshine Paper 90 GSM & offset Black printing	Up to 500 (& above if required)		
2	White Envelops without window size 10"x4.5"	Sunshine Paper 90 GSM & offset Black printing	Up to 500 (& above if required)		
3	White Envelops with window size 12"x10"	90 GSM & offset Black printing Sunshine Paper	Up to 500 (& above if required)		
4	White Envelops without window size 12"x10"	90 GSM & offset Black printing Sunshine Paper	Up to 500 (& above if required)		
5	Yellow Envelops 16"x12"	BOPP yellow paper plastic lamination inside: 100 GSM	Up to 500 (& above if required)		
6	Writing Pads	9' x575-25, Ruled sheet 86 GSM cover page art paper 225 GSM, Double Colour printing black & White Cardboard	Up to 500 (& above if required)		
7	NPC, DG & DDG Letter Head	Executive Bond paper 100 GSM with Leaf Golden Printing DG & DDG	Up to 500 (& above if required)		
8	Plastic Folder (L Shape)	With NPC Printing	Up to 500 (& above if required)		
9	Plastic Folder with Button	With NPC Printing	Up to 500 (& above if required)		

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10	Badges for Staff	with Holder & Lanyard	Up to 10		
			From 11-30		
			From 31 to 100		
			From 101 or more		
11	Printing of Annual Report	Cover page 300 GSM art Paper (Art Card with lamination) (ii) Cover page design upto 5-6 (in colour provided by the Agency) (iii) Text paper- 170 GSM (Matt) (iv) size of magazine- A/4 (v) Proof of Text- at least ¾ nos. (vi) No of pages - 160+10=170 (charges for extra no. of pages and copies will be given on pro rata basis) (vii) Binding- perfect binding	Up 500 copies		
12	Visiting Card (F/B printing)	(i) 300 GSM Art Card (ii) Texture Paper (iii) Texture with Leaf	Up to 500		
			(& above if required)		
13	Programmes Brochures	(i) A5 Size single leaf (170 GSM) (ii) A5 Size Single Fold(Final A4 Size) as per requirement of no. of pages and copies			
14	Window Envelops for Brochures	9" x 6" window 70 GSM with Black printing			
15	Laptop Bags	as per requirement & choice			
16	Stationery for training programs	as per requirement & choice			
17	Pen Drives	as per requirement & choice			

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18	PVC Flex Banner	as per requirement & choice	With framing		
19	PVC Flex Banner Standee	as per requirement & choice	With framing		
20	Trimax Gel Pen	Black/ Blue / Red			
21	Ordinary pen	Black/ Blue / Red			

Signature _____

Designation _____

Seal of the bidder _____

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