



National Productivity Council

(Under DPIIT, Ministry of Commerce & Industry, GOI)

5, 6 Institutional Area, Lodhi Road, New Delhi - 110003

Empanelment for Printing

National Productivity Council is an autonomous body under DPIIT, Ministry of Commerce & Industry, GOI and promotes productivity consciousness in the country for socio economic development through productivity promotion and dissemination through Consultancy, Research and Training activities across the sectors of Economy.

NPC intends to invite quotation for empanelment of printing agencies for printing of – envelopes, letter heads, writing pads, gate pass, etc.
(Refer Annexure “X”)

Empanelment will be valid for one year.

Bidders should send the sealed quotations at NPC, HQ office latest by 12th August, 2021 before 5:00 PM along with following documents:

- PAN
- GSTIN
- Work Experience
- Turnover
- List of items with rate (Annexure “X”)

Alternatively, bidders may mail their quote to ed-admin@npcindia.gov.in in a password protected file latest by 12th August, 2021 before 5:00 Pm.

Password will be asked by NPC during bid opening.

ANNEXURE "X"

S. No.	Items to be Printed	Specifications	Estimated Requirement Quantity	Minimum Quantity rate with GST	Less than Quantity per piece with GST
1	White Envelops with window size 10"x4.5"	Sunshine Paper 90 GSM & Offset Black Printing	5,000		
2	White Envelops without window size 10"x4.5"	Sunshine Paper 90 GSM & Offset Black Printing	5,000		
3	White Envelops with window size 12"x10"	Sunshine Paper 90 GSM & Offset Black Printing	5,000		
4	White Envelops without window size 12"x10"	Sunshine Paper 90 GSM & Offset Black Printing	5,000		
5	Yellow Envelops size 16"x12"	BOPP Yellow Paper plastic lamination inside: 100 GSM paper	2,000		
6	Writing Pad	9"x5.75"-25, Ruled sheet 75 GSM cover page art paper 225 GSM, Double Colour printing black & blue white card board.	5,000		
7	NPC, DG & DDG Letter Head on DO German Papers	Executive Bond Paper 100 GSM & Water mark on the Letter Head NPC	10,000		
		With Leaf Golden Printing DG & DDG	1,000		
8	Folder (L Shape)	With NPC Printing	2,000		
9	Folder with button	With NPC Printing	2,000		
10	Visiting Card	300 GSM	200		
		Texture with Leaf	200		
		Crème colour	200		
11	Photocopy Black & White (Bulk)	70 GSM Single Side	1,000		
		70 GSM Both Side	1,000		
12	Spiral Binding & Perfect Binding (with cover page)	Good Quality	10		
13	Gate Pass	With NPC Printing	100		
14	Leave Acknowledgement Slip Pad	With NPC Printing	100		
15	Stock Register	With NPC Printing	10		
16	Fixed Asset Register (Including Format of GFR-19)	With NPC Printing	10		