

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

**Tender Notice**

Dated: -19.05.2025  
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](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 30.05.2025, (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 30.05.2025. 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	19.05.2025
Bid Document Downloading Start Date	19.05.2025 (AT 3.00 PM)
Bid Submission End Date	30.05.2025 (upto 04.00 PM)
Bid Opening Date	03.06.2025 (AT 3: 00 PM)

### **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 30.05.2025.
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.
12. The Financial Bids will be evaluated based on the Least Cost System (LCS). The bidder offering the lowest price and who meet all the technical and other requirements stipulated in this tender document will be considered the L1 bidder and will be eligible for the award of the tender. The items for Rate contract will be grouped into 6 groups and L1 for each group will be selected.

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**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)			
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)	2021-22	2022-23	2023-24
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\_\_\_\_\_

**Financial Quotes****RATES FOR PRINTING OF REPORTS & CERTIFICATES ETC.**

S.No.	Items to be Printed	Specifications	Estimated Requirement Quantity	Rate per piece (in Rs)
1	Printing of Certificates	280GSM Silver Metallic Sheet		
<b>2. Printing of Report</b>				
i.	D.O Paper–Color Printing (Single Side)	100 GSM (A4)		
ii..	D.O Paper–Color Printing (Double Side)	100 GSM (A4)		
iii.	D.O Paper–B/w Printing (Single Side)	100 GSM (A4)		
iv.	D.O Paper–B/w Printing (Double Side)	100 GSM (A4)		
v.	Photocopy B/W Printing (Single Side)	70/75 GSM(A4)		
vi.	Photocopy B/W Printing (Double Side)	70/75 GSM(A4)		
vii.	Photocopy Color Printing (Single Side)	70/75 GSM(A4)		
viii.	Photocopy Color Printing (Double Side)	70/75 GSM(A4)		
ix.	Cover Pages with lamination for perfect & Hard binding	300 GSM (12 x 18 inch)	Upto 50 Pages (& above if required)	
xi.	Spiral Binding		Upto 200 Pages Above	
xii.	Perfect Binding		Upto 50 copies (& above if required)	
xiii.	Hard Bound Binding		Upto 50 copies (& above if required)	

<b>3. Printing of Brochure</b>				
i.	Brochure (Single fold)	130 GSM (A4) Folding size A5	Up to 5000 (& above if required)	
ii.	Forward Letter	100 GSM (A4)	Up to 5000 (& above if required)	
iii.	Covering Envelopes (with Window)	A4	Up to 5000 (& above if required)	
<b>4. Programme Brochure</b>				
i.	Programmes Brochures	(i) A5 Size single leaf (170 GSM) (ii) A5 Size Single Fold (Final A4 Size)	500	
ii.	Window Envelops for Brochures	9" x 6" window 70 GSM with Black printing	500	
<b>5. Flex Banner</b>				
i.	PVC Flex Banner	Blackout/Star	per sq. ft. including designing	
ii.	PVC Flex Banner	Blackout/Star	per sq. ft. with framing, labour and designing	
iii.	PVC Flex Banner Standee	Blackout/Star	Per sq ft	
<b>6. Miscellaneous Items</b>				
i.	NPC, DG & DDG Letter Head	Executive Bond Paper 100 GSM With Leaf Golden Printing	500	
ii.	Visiting Card (F/B printing)	(i) 300 GSM Art Card (ii) Texture Paper (iii) Texture with Leaf	500 500 500	
iii.	Badges for Staff	with Holder & Lanyard	upto 10	
			11-30	
			31-100	
			101 or more	

Signature\_\_\_\_\_

Designation\_\_\_\_\_

Seal of the bidder\_\_\_\_\_