

**TENDER DOCUMENT**  
**FOR**  
**ANNUAL RATE CONTRACT FOR PRINTING AND SUPPLY**  
**OF PRINTED WORK ON REQUIREMENT BASIS**



**NATIONALPRODUCTIVITYCOUNCIL**

Utpadakta Bhawan, 5-6, Lodhi Road, Institutional Area,

NewDelhi-110003

□□□□□□□□: <https://www.npcindia.gov.in/>

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**WebSite:** <https://www.npcindia.gov.in/>

**Cost of tender: -Free**

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## 1 CHECKLIST FOR SUBMITTING THE BID

- 1.1 Technical Bid (Pre-Qualification Bid) Sealed Envelope should have the following documents. On top of this sealed envelope “TECHNICAL BID” should be written.
1. ANNEXURE – III (TECHNICAL BID - PARTICULARS OF THE COMPANY/ FIRM)
  2. ANNEXURE – IV (TECHNICAL BID - DETAILS OF EXPERIENCE)
  3. ANNEXURE – V (TECHNICAL BID - ATTACHMENTS)
  4. “BID SECURITY DECLARATION”
  5. A SELF-DECLARATION THAT FIRM/ ORGANIZATION HAS NOT BEEN BANNED OR BLACKLISTED BY ANY GOVT. DEPTT./ FINANCIAL INSTITUTION/COURT ETC.
- 1.2 Financial Bid Sealed Envelope should have the following documents. On top of this sealed envelope “FINANCIAL BID” should be written.
1. ANNEXURE – VI (FINANCIAL BID) (both Tables 5 & 6)
- 1.3 Sealed envelope for “SAMPLES for BIDS”. On top of this sealed envelope, “SAMPLES FOR BIDS” should be written.
- 1.4 Single Sealed Envelope consisting of three Sealed Envelopes- Technical Bid (Pre-Qualification Bid) Sealed Envelope, Financial Bid Sealed Envelope and Samples for Bid sealed envelope. This single sealed envelope should be duly marked with **“Tender for annual rate contract for printing and supply of printed work at NPC Head Office, New Delhi on requirement basis” on TOP OF ENVELOPE**
- 1.5 Address on Single Sealed Envelope: -
- Mr. Amitava Ray, Group Head (Admin.)  
National Productivity Council  
5-6, Institutional Area, Lodi Road  
New Delhi- 110003**
- 1.6 Bid in single sealed envelope with above details should be handed over to Mr. Amitava Ray, Group Head (Admin.) with two copies of covering letter as per Annexure-VII (Form 1) by 4:00 P.M. on **19.12.2022 (Monday)**. On one covering letter, bidder will get the receiving regarding the submission of bid and other covering letter will be stapled with the bid submitted,

**National Productivity Council**  
**(Administration Division)**

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Tender No: - NPC-Admin- 22/11/2022

Dated: -22.11.2022

**NOTICE INVITING TENDER**

## 2 NOTICE INVITING TENDER

2.1 National Productivity Council (NPC) invites sealed bids in two bids format (Technical & Financial bid) for annual rate contract for printing and supply of printed work at NPC Head Office, New Delhi on requirement basis as mentioned at **Annex-I& Annex-II** for the period of one year. Here Technical Bid refers to Pre-Qualification Bid.

2.2 The Technical Bid (Pre-Qualification Bid) and Financial Bid need to be sealed in two separate envelopes. The bidder is also required to submit the sample of items (**as per Annex-I & Annex-II**) to be printed in one another sealed envelope clearly marking as **“Samples for Bids”**.

2.3 All the three sealed envelopes mentioned below need to be sealed finally in one single envelope with same single envelope cover duly marked with **“Tender for annual rate contract for printing and supply of printed work at NPC Head Office, New Delhi on requirement basis”**.

1. Technical Bid (Pre-Qualification Bid) sealed envelope
2. Financial Bid sealed envelope
3. “Samples for Bids” sealed envelope

*Note: - All the above three (3) sealed envelopes in one single sealed envelope*

2.4 The prospective bidder shall fulfill the following mandatory eligibility criteria:

1. Printers registered with DAVP/ DOP/ MSME/ NSIC having registered offices & printing press in Delhi and/ or NCR Region can only apply.
2. The bidder must have valid GSTIN and the PAN number allotted by the concerned authorities.
3. The bidder must have at least last three (3) years’ experience as on 31.10.2022 for supplying of printed materials of which at least one similar order executed in each year should be worth Rs.2.00 lakh in Government/ Semi Government Organization/ Public Sector Undertaking/ Private organization of repute. Copy of work order and certificate of successful completion of work / performance certificate for at least last three (3) years need to be attached.
4. The bidder should have an average annual turnover of at least Rs.20 lacs during the last three years (Copies of Financial Statements viz trading account, profit & loss

account, balance sheet duly signed by CA to be enclosed)

5. The bidder should not be blacklisted (an undertaking in this regard is required)
- 2.5 *Each page of the tender document should be signed by the bidder. For any clarification in the matter, the office of the NPC may be contacted at Ph: 011-24607369*
- 2.6 The bidder is required to submit the samples of items to be printed in sealed envelopes clearly marking “Samples for Bid”.
- 2.7 Both the offers Technical Bid (Pre-Qualification Bid) & Financial Bid (duly filled in & signed) in separate sealed covers along with another sealed envelope for “Samples for Bids” need to be sealed in a single envelope marked as “*Tender for annual rate contract for printing and supply of printed work at NPC Head Office, New Delhi on requirement basis*”
- 2.8 Single Sealed envelope consisting of three (3) sealed envelopes must reach the office of the undersigned by 4:00 P.M. on 19.12.2022 (Monday) with two copies of Covering Letter as mentioned in Annexure-VII (Form 1). The Pre-Qualification Bids (Technical Bids) will be opened at 3:00 P.M. on 28.12.2022 (Wednesday) (*Tentative Date- Subject to change*) in the presence of the Committee members of NPC only. The financial bid of only those companies shall be opened in the presence of the Committee members of NPC only whose pre-qualification bids are found to be acceptable as per eligibility criteria mentioned in the tender document.
- 2.9 The bid should be accompanied with “**Bid Security Declaration**” accepting that if the bidder withdraws or modifies its bid during the period of validity, etc. they will be suspended from participating in tender process of the NPC for a period of one year. An undertaking in this regard shall be submitted with the bid documents.
- 2.10 The Council reserves the right to accept any or reject one or all the offers/bids made by one or more agencies/bidders/vendors without assigning any reason(s) thereof. The Council also reserves the right to cancel or change or modify the bid process at any stage without assigning any reason(s) thereof. The Council’s decision regarding evaluation and finalization of the bids will be binding on all the parties. If there are two L1 bidders quoting the same financial quote, then both the bidders will be called to NPC office for negotiation and bidder quoting the lower financial quote out of two L1 bidders after negotiation will be awarded the work.

**Encl: As above**

**(Amitava Ray)  
GroupHead(Admin.)**

**NATIONAL PRODUCTIVITY COUNCIL**  
**(ADMINISTRATION DIVISION)**

**3 ANNEXURE-I (TECHNICAL SPECIFICATIONS OF PRINTING MATERIALS)**

**Table 1: - Technical Specifications of Printing Materials**

<b>Sr.No.</b>	<b>Items to be Printed</b>	<b>Technical Specifications</b>	<b>Estimated Requirement Quantity</b>
1	Printing of Certificate	280 GSM Silver Metallic Sheet	Upto 50 (& above if required)
2	D.O Paper–Color Printing (Single Side)	130GSM(A4)	Upto 200Pages (& above if required)
3	D.O Paper–Color Printing (Two Side)	130GSM(A4)	Upto 200Pages (& above if required)
4	D.O Paper–B/W Printing (Single Side)	130GSM(A4)	Upto 200Pages (& above if required)
5	D.O Paper–B/W Printing (Two Side)	130GSM(A4)	Upto 200Pages (& above if required)
6	B/W Printing (Single Side)	70/75GSM (A4)	Upto 200Pages (& above if required)
7	B/W Printing (Two Side)	70/75GSM (A4)	Upto 200Pages (& above if required)
8	Cover Pages with lamination	300GSM(A4)	Upto 50 Pages (& above if required)
9	Spiral Binding	-	Upto 200Pages (& above if required)
10	Perfect Binding	-	Upto 200Pages (& above if required)

Sr.No.	Items to be Printed	Technical Specifications	Estimated Requirement Quantity
11	Hard Bound Binding	-	Upto 200Pages(& above if required)
12	Brochure	130GSM(A4)	Upto 5000 (& above if required)
13	ForwardLetter	100GSM (A4)	Upto 5000 (& above if required)
14	Covering Envelopes (with Window)	A4	Upto 5000 (& above if required)
15	Delivery	Within 15 days or as indicated in supply order at NPC premises after handing over of the printing material and approval of proof.	

#### 4 ANNEXURE-II (TECHNICAL SPECIFICATIONS OF OTHER PRINTING MATERIALS)

**Table 2: - Technical Specifications of Other Printing Materials**

S. No.	Items	Technical Specifications	Estimated Requirement Quantity
1.	White envelopes with window size 10x4.5"	Sunshine paper 90 GSM & Offset Black printing	Upto 500 (& above if required)
2	White envelopes without window size 10x4.5"	Sunshine paper 90 GSM & Offset Black printing	Upto500 (& above if required)
3	White envelopes with window size 10x4.5"	Sunshine paper 90 GSM & Offset Black printing	Upto500 (& above if required)
4	White envelopes with window size 10x4.5"	Sunshine paper 90 GSM & Offset Black printing	Upto500 (& above if required)
5	Yellow envelopes size 16" x 12"	BOPP Yellow paper plastic lamination inside 100 GSM Paper	Upto500 (& above if required)
6	Writing pad	9"x5.75-25, Ruled sheet 75 GSM cover paper art paper 225 GSM, Double colour printing black & blue, white Cardboard	Upto 500 (& above if required)
7	NPC DG & DDG Letter head on DO German paper	Executive bond paper 100 GSM & White mark on the Letterhead NPC With Leaf Golden printing DG & DDG	Upto500(& above if required)
8	Folder (L Shape)	With NPC printing	Upto 500(& above if required)
9	Folder with Button	With NPC printing	Upto 500(& above if required)

S. No.	Items	Technical Specifications	Estimated Requirement Quantity
10	Visiting card	300 GSM ART CARD Text paper Texture without leaf	Upto 500 (& above if required)
11	Photocopy black and white (single side)	Paper size, 75 GSM	Upto 500 (& above if required)
12	Photocopy black and white (both side)	Paper size, 75 GSM	Upto 500 (& above if required)
13	Spiral binding	Good quality	Upto 500 (& above if required)
14	Program Brochure A5 Single leaf Program Brochure Single fold (Final A4 Size)	Paper size A-5 Paper size, 75 GSM	Upto 500 (& above if required)
15	Printing of Annual Report	*Cover page paper- 300 GSM art paper (Art card with lamination) *Cover page design – Up to 5-6 (in colour provided by the agency) *Text paper – 170 GSM (Matt imported_ *Size of magazine – A/4 *Proof for text – at least 3 / 4 nos. *No. Of pages – 160+10=170 (charges for extra no. of pages and copies will be given on pro-rata basis. *Binding – prefect binding	Upto 500 (& above if required)

<b>S. No.</b>	<b>Items</b>	<b>Technical Specifications</b>	<b>Estimated Requirement Quantity</b>
		*Photocopies – Complimentary photographs. Info graphics etc up to 140 nos., as per the requirement and additional on separate applicable rates.	
16	Window Envelops for Brochure 9” x 6” with B/W printing	Paper size, 70GSM	Upto 500 (& above if required)
17	Print on colour	D.O. paper	Upto 500 (& above if required)

## 5 ANNEXURE – III (TECHNICAL BID - PARTICULARS OF THE COMPANY/ FIRM)

**Table 3: -Particulars of the Company/Firm**

<b>Particulars of the Company/ Firm</b>		
1.	Name of Tendering Company/ Firm	
2.	Office address	
3.	YearofCommencementofbusiness	
4.	i)TelephoneNo.	
	ii)Mobile phoneNo.	
	iii)E-mailaddress	
	iv)FaxNo.	
5.	Name/Residentialaddress/Phoneno. of Contactperson	
6.	Whetherthefirmisproprietary/partnership/Company	
7.	Nameandaddressofpartnerincaseofpartnership firm(PleaseencloseacopyofPartnershipdeed/PowerofAttorney)	
8.	Dateofestablishmentofthefirm(EncloseCertificate)	
9.	<b>GST No. of the Firm</b> (attach attested copy)	
10.	<b>PAN No. of the Firm</b> (attach attested copy)	
11.	Registrationno.ofthefirm	
12.	RegistrationwithDAVP/DOP/MSME/NSIC(	

<b>Particulars of the Company/ Firm</b>			
	Enclose Certificate)		
13.	Annual turn over for financial years		Annual turn over (in₹.)
	(Please attach copy(s) of audited financial statement, accounts and balance sheets for the last three years from 2018-19to 2020-21.)	2018-19	
		2019-20	
		2020-21	
14.	Location of the Printing Press		
15.	Any other relevant information		

Certified that all above information's are correct to the best of my/ our information, knowledge and belief

Signature(s)

Name &Address of the company with seal

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please attach separate sheets, if required)

**6 ANNEXURE – IV (TECHNICAL BID - DETAILS OF EXPERIENCE)**

6.1 At least three (3) years’ experience as on 31.10.2022 for supplying printed materials of which at least one similar order executed in each year should be worth Rs.2.00 lakh in Government/ Semi Government Organization/ Public Sector Undertaking/ Private organization of repute

**Table 4: -Details of Experience of the Company/Firm**

<b>Name/ Address of Institution</b>	<b>Contact No.</b>	<b>Description of work order</b>	<b>Year of completion of supply</b>	<b>Total quantity of supply</b>	<b>Copy of work order and certificate of successful completion of work / performance certificate attached with Technical Bid (Yes/No)</b>

Signature(s)

Name &Address of the firm with seal

## **7 ANNEXURE – V (TECHNICAL BID - ATTACHMENTS)**

7.1 Please attach copies of award letters/ work orders/ performance certificates/ work completion certificates as proof of the information provided in **Annexure-IV**

## 8 GENERAL TERMS AND CONDITIONS

- 8.1 Terms and conditions for the work of the rate contract will be as under: -
- 8.2 The bid should be accompanied with “**Bid Security Declaration**” accepting that if the bidder withdraws or modifies its bid during period of validity, etc. they will be suspended from participating in tender process of the NPC for a period of one year. An undertaking in this regard shall be submitted with the bid documents.
- 8.3 The tenderer should submit attested copies of their Registered GST and PAN Number along with the bid which should depict their complete address. In case this information is not provided, NPC reserves the right to reject the quotation.
- 8.4 The tenderer may check the copy of previous printed material kept at the office of Group Head (Admin.), NPC (4th floor) at the address indicated in the Notice Inviting Tender and accordingly submit samples of similar jobs i.e., Annual Reports/Booklets/Journals/certificates/brochure etc. printed in the past.
- 8.5 Sample papers (cover & text) according to the prescribed specifications (Annexure-I& II) should have been enclosed along with the quotations (Samples for Bids)
- 8.6 CD/DVD/Pen Drive given by the Council must be returned back after the job of printing is over.
- 8.7 The responsibility of proof reading will be entirely of the printer. In case of mistake in printing or other discrepancies, the supplier shall be held solely responsible and also attract penalty at 1% of the work order as decided by the NPC.
- 8.8 The print production should be of first grade.
- 8.9 The Council reserves the right to reject the supplies in whole or in part if the same is found sub-standard and the decision of the Council in this regard will be final.
- 8.10 NPC reserves the right to increase or decrease the number of copies to be printed to the extent of 25% of quantity or more specified herewith (whenever and wherever required by NPC), by enhancing or reducing the cost on pro Rata Basis (rate per copy) quoted by the firm awarded the work with seven days’ notice prior to printing.
- 8.11 The photographs, color TPs and illustrations given by the Council must be returned back after the job of printing is over.
- 8.12 No change in the rates shall be allowed under any circumstances whatsoever in any item

after submission of quotation or during the course of printing.

- 8.13 The firm will be entirely responsible for the quality of supplied goods/ materials. The supplier should replace the rejected/ damaged stores within 10 days, failing which penalty will be imposed 1% per day of the total ordered value shall be levied subject to maximum of 10 % of the total ordered value by the Institute.
- 8.14 The work shall be awarded to a single firm/agency whose consolidated bid value is lowest(L1) meeting all scopes of work and fulfilling all the terms and conditions of the tender.
- 8.15 All the printed material would be delivered to the NPC office building located in New Delhi by the printer. The Printer shall also make arrangements for safe unloading and depositing the printed copies in the storeroom located in the NPC office building. The cost for the purposes shall be made part of the overall Tender Price quoted by the Tenderer.
- 8.16 The firm needs to maintain the highest degree of confidentiality and keep as confidential the records, documents and other confidential information of NPC, which may be confined/ known to the firm by any means and the firm shall use such records, documents and information only in a duly authorized manner in the interest of NPC.
- 8.17 At the time of submission of Quotations, the tenders shall furnish a Self-Declaration that their firm/ organization has not been banned or blacklisted by any Govt. Deptt./ Financial Institution/Court, etc.
- 8.18 If the bidder refuses to accept the work order and the council gets the work done from outside. In that case the council can recover the amount from the selected bidder.
- 8.19 The payment shall be made on presentation of bill after satisfactory printing and supply of totalordered copies.
- 8.20 Bid Validity: The quoted rates must be valid for a period of 180 days from the date of closing and finalization of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.
- 8.21 In case any of the required document (s) is found not enclosed with the quotation, the quotation is liable for rejection.
- 8.22 Performa for furnishing quotation/rates for printing and supply is enclosed

8.23 Each page of this tender document shall have to be mandatorily signed by the authorized signatory of the prospective bidder and seal of the firm affixed. Noncompliance in this regard will make the bid ineligible for consideration.

8.24 Delivery period: The firm must supply the required material within 15 days from the issue of supply order, in case of emergent requirement firm needs to be ready to supply the required item within 07 days from issue of supply order and in few cases the items are to be delivered at a very short notice i.e within 24 hours or as stipulated in the Supply Order. All the aspects of safe delivery shall be the exclusive responsibility of the supplier. If the firm fails to complete the supply on or before the stipulated date/time, then a penalty at the rate of 1% per day of the total order value shall be levied subject to maximum of 10% of the total order value

8.25 The Evaluation Criteria:

1. Stage 1: - Evaluation will be undertaken for those bids who have submitted documents as mentioned above.
2. Stage 2: - The bid will be scrutinized with respect to eligibility conditions. The financial bid of only those firms shall be opened whose pre-qualification bids are found to be acceptable as per eligibility criteria mentioned in the bid document and the final work will be awarded on the basis of the lowest of total amount of the printing of items.

8.26 Schedule of payment and payment terms. The following payment schedule is specified: -

1. 100% after successful completion of job as per the description&ratesquotedunderFinancialBid,scope,technicalspecifications,terms&conditions.
2. **There shall be no provision for any advance payment.**
3. While quoting their price in the Financial Bid, Bidders have to mandatorily follow the above Payment Schedule. However, Bidders may quote alternate Financial Bids and Payment Schedule giving commentary of the justification and relative advantage to NPC from such offer. The NPC reserves the right to accept or to reject such alternate offer summarily.
4. Income Tax, Service Tax and any other taxes, as per statutory rules of the Central Govt., shall be deducted from the Bill(s). The payment of eligible bill(s) shall be

made after submission of the Bill by the Firm / Company.

8.27 Consortium and sub-contracting for the job mentioned in this document is not allowed. The applicant must have the capacity to execute the work themselves.

#### 8.28 Arbitration

1. Any dispute of differences whatsoever arising between the two parties relating to the work contract shall be settled by arbitration in accordance with the provisions of the Arbitration & Conciliation Act.1996 and the award made in pursuance thereof shall be binding on the parties.
2. The work under this contract shall not be stopped for any reason whatsoever during the said dispute/proceedings unless the supplier is specifically directed by the NPC to do so in writing.
3. The venue of arbitration shall be at New Delhi
4. The language of the proceedings shall be in English.
5. The Law governing the substantive issue between the parties shall be the Laws of the Land in India.
6. For this purpose, Director General, NPC shall be the sole arbitrator.

8.29 The successful bidder shall furnish a refundable Performance Security Deposit of value equal to 3 % of total quoted value by the bidder/agency/firm in the form of Bank Guarantee /Pledge of FDR/ DD in the favor of “National Productivity Council” and payable at New Delhi. Security Deposit shall be returned to the company after successful completion of the contract. No interest shall be payable on the Security Deposit.

8.30 The Security Deposit shall be valid till all contractual obligations are fulfilled by the firm. The same shall stand forfeited in case of cancellation of the contract for any breach of contract or for any deficiency in the performance noticed during the period of the contract.

**NATIONAL PRODUCTIVITY COUNCIL**  
**(ADMINISTRATION DIVISION)**

**9 ANNEXURE-VI (FINANCIAL BID)**

**9.1 Proforma for Quoting Rates (Table 5)**

**Table 5: -Proforma for Quoting Rates**

S.No.	Items to be Printed	Specifications	Estimated Requirement Quantity	Rate per piece (in ₹)	Applicable Taxes
1	Printing of Certificate	280GSM Silver Metallic Sheet	Up to 50 (& above if required)		
2	D.O Paper–Color Printing (Single Side)	130 GSM (A4)	Upto 200 Pages(& above if required)		
3	D.O Paper–Color Printing (Two Side)	130 GSM (A4)	Upto 200 Pages(& above if required)		
4	D.O Paper – B/W Printing (Single Side)	130 GSM (A4)	Upto 200 Pages(& above if required)		
5	D.O Paper–B/W Printing (Two Side)	130 GSM (A4)	Upto 200 Pages(& above if required)		
6	B/W Printing (Single Side)	70/75 GSM(A4)	Upto 200 Pages(& above if required)		
7	B/W Printing (Two Side)	70/75 GSM(A4)	Upto 200 Pages(& above if required)		
8	Cover Pages with lamination	300 GSM (A4)	Upto 50 Pages (& above if required)		
9	Spiral Binding	-	Upto 200 PagesUpto 50 Pages (& above if		

S.No.	Items to be Printed	Specifications	Estimated Requirement Quantity	Rate per piece (in ₹)	Applicable Taxes
			required)		
10	Perfect Binding	-	Upto 200 Pages(& above if required)		
11	Hard Bound Binding	-	Upto 200 Pages(& above if required)		
			Above200 Pages(& above if required)		
12	Brochure	130 GSM (A4)	Up to 5000(& above if required)		
13	Forward Letter	100 GSM (A4)	Up to 5000(& above if required)		
14	Covering Envelopes (with Window)	A4	Up to 5000(& above if required)		
<b>TOTAL</b>					

**Table 6: -Proforma for Quoting Rates**

<b>S. No.</b>	<b>Items</b>	<b>Technical Specifications</b>	<b>Estimated Requirement Quantity</b>	<b>Rate per piece (in ₹)</b>	<b>Applicable Taxes</b>
1.	White envelopes with window size 10x4.5"	Sunshine paper 90 GSM & Offset Black printing	Upto 500 (& above if required)		
2	White envelopes without window size 10x4.5"	Sunshine paper 90 GSM & Offset Black printing	Upto 500 (& above if required)		
3	White envelopes with window size 10x4.5"	Sunshine paper 90 GSM & Offset Black printing	Upto 500 (& above if required)		
4	White envelopes with window size 10x4.5"	Sunshine paper 90 GSM & Offset Black printing	Upto 500 (& above if required)		
5	Yellow envelopes size 16" x 12"	BOPP Yellow paper plastic lamination inside 100 GSM Paper	Upto 500 (& above if required)		
6	Writing pad	9"x5.75-25, Ruled sheet 75 GSM cover paper art paper 225 GSM, Double colour printing black & blue, white Cardboard	Upto 500 (& above if required)		

S. No.	Items	Technical Specifications	Estimated Requirement Quantity	Rate per piece (in ₹)	Applicable Taxes
7	NPC DG & DDG Letter head on DO German paper	Executive bond paper 100 GSM & White mark on the Letterhead NPC With Leaf Golden printing DG & DDG	Upto 500 (& above if required)		
8	Folder (L Shape)	With NPC printing	Upto 500 (& above if required)		
9	Folder with Button	With NPC printing	Upto 500 (& above if required)		
10	Visiting card	300 GSM ART CARD Text paper Texture without leaf	Upto 500 (& above if required)		
11	Photocopy black and white (single side)	Paper size, 75 GSM	Upto 500 (& above if required)		
12	Photocopy black and white (both side)	Paper size, 75 GSM	Upto 500 (& above if required)		
13	Spiral binding	Good quality	Upto 500 (& above if required)		
14	Program Brochure A5	Paper size A-5	Upto 500 (& above if		

S. No.	Items	Technical Specifications	Estimated Requirement Quantity	Rate per piece (in ₹)	Applicable Taxes
	Single leaf Program Brochure Single fold (Final A4 Size)	Paper size, 75 GSM	required)		
15	Printing and Annual Report	<p>*Cover page paper- 300 GSM art paper (Art card with lamination)</p> <p>*Cover page design – Up to 5-6 (in colour provided by the agency)</p> <p>*Text paper – 170 GSM (Matt imported_</p> <p>*Size of magazine – A/4</p> <p>*Proof for text – at least 3 / 4 nos.</p> <p>*No. Of pages – 160+10=170 (charges for extra no. of pages and copies will be given on pro-rata basis.</p> <p>*Binding – prefect binding</p> <p>*Photocopies – Complimentary photographs. Info graphics etc up to</p>	Upto 500 (& above if required)		

S. No.	Items	Technical Specifications	Estimated Requirement Quantity	Rate per piece (in ₹)	Applicable Taxes
		140 nos., as per the requirement and additional on separate applicable rates.			
16	Window Envelops for Brochure 9" x 6" with B/W printing	Paper size, 70GSM	Upto 500 (& above if required)		
17	Print on colour	D.O. paper	Upto 500 (& above if required)		
<b>TOTAL</b>					

9.2 Note:

1. Above rates should be quoted inclusive of packing, cartage, loading, unloading, safe stacking, etc.
2. Please note and ensure that these pages are duly filled in and all the pages of the tender document are duly signed by the authorized person of the bidder/vendor/agency, affixing seal along with.

Signature(s)

Name & Address of the firm with seal

\_\_\_\_\_  
\_\_\_\_\_

## 10 ANNEXURE-VII (FORM-1)

### COVERING LETTER FOR SUBMISSION OF BID

To,  
Group Head (Admin.)  
National Productivity Council  
5-6, Institutional Area  
Lodi Road  
New Delhi- 110003

Dear Sir,

1. We, the undersigned, offer to provide services related to Annual Rate Contract for Printing and Supply of Printed Work on Requirement Basis in accordance with your Notice Inviting Quotation (NIQ) vide no. 1451/2022/ADMIN dated 10/11/2022
2. We will abide by the decision of NPC regarding complete bid process.
3. We have read & understood the NIQ and agree to all the terms & conditions stated therein.
4. We hereby declare that all the information and statements made in this quotation are true and accept that any misinterpretation contained in it may lead to our disqualification.
5. We further undertake, if our quotation is accepted, to initiate the Services related to the assignment within period as mentioned in tender document.
6. We understand you are not bound to accept any bid(s) you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Company:

Address:

E-mail & Mobile No.

Location:

Date:

## **11 Address to Reach Bid**

Mr. Amitava Ray, Group Head (Admin.)  
National Productivity Council  
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