

TENDER DOCUMENT

Empanelment of Firms and finalisation of Schedule of Rates for Digital Printing and Binding Jobs



NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION

17-B, SRI-AUROBINDO MARG, NEW DELHI- 110016

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This Tender Document Contains 10 Number of Pages Including Cover Page



NATIONAL INSTITUTE OF EDUCATIONAL PLANNING AND ADMINISTRATION
(Deemed to be University)

17-B, Sri Aurobindo Marg, New Delhi – 110 016

Ph.no: 011-26544800/820

TENDER NOTICE

Empanelment of Firms and finalisation of Schedule of Rates for Digital Printing and Binding Jobs

Invitation to Bid

1. Tenders in two-bid system are invited from interested firms for **“Empanelment of Firms and finalisation of Schedule of Rates for Digital Printing and Binding Jobs”** at NIEPA, 17-B, Sri Aurobindo Marg, New Delhi-110016.
2. Tender documents may be downloaded from NIEPA Website <https://www.niepa.ac.in/>.
3. Bidders can access tender documents on the website, fill them with all relevant information and submit the completed tender document and supporting documents to NIEPA before the closing date of the Tender in Hard Copy Format.
4. For any query / clarification, you may contact the concerned officials at Phone No. 011-26544872.
5. Bid Submission Start Date & Time : **16/09/2025 (09:00 AM)**
6. Bid Submission Closing Date & Time : **06/10/2025 (05:30 PM)**
7. Firms are requested to submit their quotations in two separate sealed envelopes — Technical Bid (Annexure I) and Financial Bid (Annexure II) — clearly marked as such and both placed in a single sealed outer envelope; marked on the top **“Bid for Empanelment of Firms and finalisation of Schedule of Rates for Digital Printing and Binding Jobs”**. The sealed quotations must be dropped in the **Tender Box** placed at the **Ground Floor**, by **October 06, 2025, (05.30 PM)** at the following address:

To

The Registrar

National Institute of Educational Planning
and Administration (NIEPA)

17-B, Sri Aurobindo Marg,

New Delhi - 110016.

TERMS AND CONDITIONS

Description of the Work

- (a) The Institute intends to bring various **Print on Demand (POD) short run jobs** which are of **very urgent nature** like digital printing of various booklets in different sizes, Covers, Invitation Cards, Certificates, Folders, Posters, Letterhead, Visiting Cards, Badge Cards, Envelope and binding & finishing booklets, Reports, Guides etc. For the execution of all these short run urgent jobs, the Institute wishes to empanel firm(s) who can work on the Institute's Schedule of Rates finalised on the basis of Tender for the printing and supply of these items **for at least three years**.
- (b) Rates are invited from the firm(s) in two bid proforma (Technical Bid and Financial Bid). The financial bids will be opened/considered of the selected firms who qualifies in the technical bids.
- (c) The Institute's jobs are generally of very urgent nature and the firm needed to print and supply the jobs **within 24 Hours or less**. Only quality conscious firms situated in Delhi NCR (preferably South Delhi) and ready to undertake jobs for 24x7 may participate and quote their rates.
- (d) The finished products are required to be supplied at the **National Institute of Educational Planning and Administration, 17-B, Sri Aurobindo Marg, New Delhi – 110016**.
- (e) The firms are advised to visit the Institute for Specimen samples and the quality requirements of the Institute during the working hours on working days (Monday to Friday) before quoting their rates.
- (f) **The Institute will provide the final digital input in PDF/soft copy etc. for direct outputting**. However, in some cases the firm may be asked to supply specimen copy/sample copy (for the approval/consent from the Institute) before mass reproduction. No extra charges would be payable for these samples and the firm has to provide to and fro pick up service for supply and collection of samples/proofs from the Institute, for which no extra charges would be payable by the Institute.
- (g) The firms should submit their quotations/rates (strictly in the enclosed proforma only i.e. Annexure II) for the Digital Printing & Binding works etc. The conditional rates quoted by the firm or rates quoted in some other proforma will not be accepted.

(h) The Institute is inviting rates for short run Print-on-demand (POD) jobs only. The printed quantities of different jobs may vary from job-to-job basis. Generally quantities of the work required are as under:

S.No.	Jobs/Titles	Approximate Quantity may be ordered.
1.	Covers/Certificates/Printed Booklets	001 to 100
2.	Folders/Posters	010 to 050
3.	Invitation Cards/Badge Cards/Envelopes	050 to 300
4.	Visiting Cards/Letterheads	100 to 500

General Conditions

- (i) The Institute reserves the right to accept or reject summarily any or all the Tenders in whole or in part without assigning any reason whatsoever.
- (j) In case printed copies are not delivered within the stipulated period, NIEPA reserves the right to cancel the order.
- (k) The Schedule of Rates finalised and accepted by the firms, will be applicable for at least 3 years however the Institute may further extend the rate contract beyond three years with the consent of the firm for one or more years. However, the Schedule of Rates and terms & conditions would remain the same. The rates for Digital printing, binding, lamination and Delivery charges etc. will not be considered for any revision before three years. No escalation of prices will be permitted on any ground.
- (l) The Institute may terminate the contract at any point of time in case the services and quality of the work provided by the firm(s) are not satisfactory and as per requirement.
- (m) Most of the Communication by the Institute is done through electronic media (on email etc.), therefore it is necessary for the firms to have a very good internet connection and good quality communication devices such as Computers etc.
- (n) The firm must have atleast one or two technical persons who are familiar with/understand the technical aspects of the printing jobs.
- (o) Firms blacklisted by Centre Government / State Government / Autonomous Bodies / Public Sector Enterprises need not to apply.
- (p) The finished products are required to be supplied at the National Institute of Educational Planning and Administration, 17-B, Sri Aurobindo Marg, New Delhi – 110016. However, in some cases, the firm may be asked to supply materials at different location as per the requirements of the Institute.

- (q) The financial bids will be opened/considered of the firms only which are found qualified in the technical bids only by the Institute's Standing Tender Evaluation Committee.
- (r) The Schedule of Rates will be finalised on the basis of the rates quoted by the firms qualified in technical bids evaluation. The Institute will circulate the Schedule of Rates finalised to all the firms qualified in the technical bid. The firms who agree to work on the Schedule of Rates finalised and circulated by the Institute shall have to submit a letter confirming acceptance of Schedule of Rates offered by the Institute.

Eligibility Criteria for Technical Evaluation

- (s) The Bidder should have experience of providing such services to reputed government organisations/Institutions/Universities etc. The Firms/Digital Printers should have **minimum 3 years of experience in Digital printing & Binding works** and shall be on **panel of reputed organisations like NCERT/NBT/IGNOU/DAVP/ Publication Division/reputed Universities or Institutions/PSUs etc.** The Firms/Printers must be presently providing such services to similar organisations. The Copies of work orders or any other documentary evidence clearly certifying that services are being provided to such organisations should be produced.
- (t) The work premises of the bidder/firm **should be in Delhi/NCR** (Preferably South Delhi) only as the printed material may be required to supply on urgent basis within 24 hours of placing the job order through email.
- (u) NIEPA also have GST Number and the firms **must have a valid GST Number** and are required to provide proof of the GST Registration for record.
- (v) The firms **must have a Permanent Account Number (PAN)** and are required to provide proof of the PAN (Copy of PAN Card) for record.
- (w) The firms **should have an annual turnover of at least ₹ 50 Lakhs.** The copies of the **last three years ITRs** Certified by the Chartered Accountant shall be attached.
- (x) The firm **must have inhouse arrangement for Digital Printing, Binding and Cover Lamination etc. or having a tie up for such jobs.** The firm shall have at least one multi-colour Commercial Digital printing machine in 13"x19" or similar sizes in working condition capable of printing in high resolution (600 DPI or higher), one high configuration Computer System, good Internet Connection, publication softwares such as Corel Draw, Adobe InDesign, Adobe Photoshop, Adobe Illustrator etc. NIEPA reserves the right to inspect the firm for the availability of the above machinery and the quality of work at any time. The firms having inhouse arrangement for Lamination,

Binding and Finishing machineries will be preferred. The profile of the firm should be attached (either printed document or duly signed on the firm's letterhead by the authorised signatory) mentioning the details of the machines available and list of technically qualified persons working with the firm.

Payment Terms and Condition

- (y) After Printing and delivery of complete supplies of the material, the payment would be made to the firm within 30 days from the date of submission of their Bills (in triplicate duly pre-receipted) along with the Delivery Challans of Printed Jobs subject to the verification of quality and quantity by the concerned official. NIEPA make all the payments to the firm(s) through ELECTRONIC MODE as per guidelines of the Government of India, therefore, the firms have to provide complete details regarding their Bank account number, Bank and branch details and IFSC code etc. to facilitate the Institute for releasing of the payments.
- (z) The TDS (as applicable) will be deducted as per rules and guidelines by the government.

Penalty

A very good quality printing with precision in work is expected from the Firm. The quality of printing should be of high standard and the image/screen should be fine and smooth. The printed material of the Institute shall be used for National and International Circulations and hence a very good quality printing is expected from the Firm.

In case of inability to provide required services/quality, the Firm/printer will be liable for a penalty as deemed fit by the Institute.

Jurisdiction

The Courts at Delhi shall alone have the jurisdiction in any matter arising out of relating to or touching this tender.

(Signature of Authorized Signatory with Company Seal)

TECHNICAL BID

The bidder is required to read, understand and sign (with their firm's seal) on all pages and return the same along with their bid. The unsigned Tenders documents will be rejected. Following documents should be enclosed in the 'Technical Bid':

1.	Name, Address, Email ID and Contact No. of the Firm/Proprietor	
2.	GST Number	
3.	Details of the Institutions/Universities with whom the firm is presently empaneled /working (also attach the documentary proofs)	
4.	Total number of years of experience in providing Digital printing, production and allied services. Provide supporting documents.	
5.	Income Tax PAN (Copy of PAN Should be attached. In case of proprietorship firm, an undertaking to this effect and copy of PAN card of the proprietor should be attached.)	
6.	Copies of last three years verified ITRs/ Certificate by chartered accountant.	
7.	Profile of the firm with detailed information related to list of technically qualified persons (printing and publishing field) and number of machines available with and owned by the firm (Make/Model/Year) (In case of Tie-up, provide documentary proofs)	

(Signature of Authorized Signatory with Company Seal)

FINANCIAL BID



National Institute of Educational Planning and Administration

17-B, Sri Aurobindo Marg, New Delhi 110016

Proforma for quoting the Rates for Miscellaneous Digital Printing and Binding Jobs

Sn	Job Description/requirements	Per Unit Price to be Quoted by the Firm (in Rupees) (Exclusive of GST/Tax)	
1	Multi-colour digital printing of Covers/ Certificates/ Invitation Cards/ Folders / Posters (inclusive of Cost of Card/Paper) --- Generally Cover/Invitation Cards/Posters printed on good quality Art card 300 GSM/ Certificate on Ivory card 210 GSM and Folder on Art Paper 170 GSM, or similar quality (Rates per Sheet).		
	A4 Size or similar sizes	Digital printing on one side only (Rate per Sheet)	₹
		Digital printing on both sides (Rate per Sheet)	₹
	A3/12"x18"/ 13"x19" Size or similar sizes	Digital printing on one side only (Rate per Sheet)	₹
Digital printing on both sides (Rate per Sheet)		₹	
2	Multi-colour digital printing of Text pages (inclusive of Cost of Paper) --- paper may be on good quality Art paper 130/150/170 GSM or DO paper 100 GSM or Sunshine Super Printing Paper 120 GSM or similar quality (Rate per Sheet).		
	A4 Size or similar sizes	Digital printing on one side only (Rate per Sheet)	₹
Digital printing on both sides (Rate per Sheet)		₹	
3	Black colour digital printing of Text pages (inclusive of Cost of Paper) --- paper may be 75/80 GSM Maplitho paper or Sunshine Super Printing Paper 95 GSM or similar quality (Rate per Sheet).		
	A4 Size or similar sizes	Digital printing on one side only (Rate per Sheet)	₹
Digital printing on both sides (Rate per Sheet)		₹	
4	Visiting Cards --- 5.5 cm x 8.7 cm Size or similar sizes on Ivory Card 300 GSM/both side printing in Multi-colour (bilingual) (inclusive of Cost of Card)		
	Cost of Visiting Cards --- Rate per 100 Cards (1 Set)	₹	
5	Letterheads --- Letterheads in A4 Size with Multi-colour Printing inclusive of Cost of Bond Paper 85/100 GSM and Pad Binding etc. (bilingual) (inclusive of Cost of Paper)		
	Cost of letterheads --- Rate per Pad of 100 Leaves	₹	
6	Badge Cards --- cards in 3.6 inch x 5 inch Size or similar with Multi-colour printing on Art Card 250 GSM/single side printing (inclusive of Cost of Card)		
	Cost of Badge Cards --- Rate per Card	₹	
7	Envelopes {digital multi-colour Printing and supply of <i>Envelopes etc.</i> in size (4.25"X6.25" or 5.25"x7.25" or 6.25"x 8.25" or similar sizes) (inclusive of Cost of envelopes)		
	Cost of printed Envelopes in Multi-colour on front side only --- Rate per Envelope	₹	

Continued....9...

Sn	Job Description/requirements	Per Unit Price to be Quoted by the Firm (in Rupees) (Exclusive of GST/Tax)	
Binding			
1	Wiro Binding (Metallic) (Rate per copy)	Upto 100 pages	₹
		Above 100 pages	₹
2	Spiral Binding/ Spico Binding (Rate per copy)	Upto 100 pages	₹
		Above 100 pages	₹
3	Side Stitching/ Centre Stitching Binding (Rate per copy)	Upto 100 pages	₹
		Above 100 pages	₹
4	Perfect Binding (Rate per copy)	Upto 100 pages	₹
		Above 100 pages	₹
Gloss or Matt Lamination of Covers			
1	Lamination of Covers in A4 size or similar sizes on Front (one) side only (Rate per cover)		₹
Packing and Forwarding Charges (if any) for supplying materials to NIEPA			
1	Packing and Forwarding charges (weight up to 5 Kg)		₹
2	Packing and Forwarding charges (weight above 5 Kg)		₹
Grand Total			

(All the terms and conditions mentioned in the tender document are acceptable to us)

Signature	
Name of the Authorized Signatory	
Name of the Firm and Address	
Phone Numbers/ Fax No.	Mobile No.
Email	GST No.
Seal of the Firm	

Note :-

1. The firms interested in quoting the rates and undertake the work may kindly see the samples of the work at the Publication Unit (Room No. 313) of the Institute before quoting the rates on any working day (Monday to Friday) (9.00 AM to 5.30 PM).
2. **NIEPA will provide the digital input in PDF etc. for direct outputting and generally forwarded through email.**
3. Please clarify doubts (if any) before quoting the rates about the input material, printing/ production quality; Quality of Paper/Card and materials and services required.
4. **All Other charges like loading/unloading and material collection charges are inclusive in the quoted rates and no additional payment would be made.**
5. No extra charges would be paid for Press proofs submitted by the firm to NIEPA for approval.
6. The rates would be valid for at least 3 years from the date of finalisation (i.e. with the date effective from).
7. In case if paper or card is required with Higher or Lower Grammage (GSM), pro-rata rates would be applicable.
8. **GST or any other taxes would be paid extra as per approved Government of India norms.**