

Request for Expression of Interest (REOI) for Empanelment of Agencies for Printing Works



REOI/Admin/2024/004

Department- Admin

Important Dates:

Date of commencement of REOI	24 th January 2024
Last Date and Time of Receipts of REOI	05 th February 2024; 04:00 PM
Place of Submission of REOI	https://nsdc.eproc.in/

1. **Introduction:** National Skill Development Corporation (NSDC) is a not-for-profit public limited company incorporated under section 25 of the Companies Act, 1956 (corresponding to section 8 of the Companies Act, 2013). NSDC was set up by the Ministry of Finance as Public Private Partnership (PPP) model. NSDC is a one of its kind, Public Private Partnership in India. It aims to promote skill development by catalysing the creation of large, quality, for-profit vocational institutions. It provides funding to build scalable, for-profit vocational training initiatives.
2. **Objective of empanelment:** NSDC is inviting Expressions of Interest to empanelment of Agencies for Printing services as per List of items mentioned in this REOI in Annexure-II (Pg no. 6). Interested Agencies should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.
3. Interested agencies are required to furnish the information/documents as per the format given under Annexure-I (Eligibility Criteria)
4. **Duration:** Empanelment of agencies is for a period of 03 years from the date of issuance of letter of empanelment. However, the duration can be reduced or extended based on performance of agencies. More agencies can be added in the empanelled list provided they meet the conditions set out under this EOI.
5. Agencies will be empanelled based on meeting eligibility criteria under this EOI. For any assignment, NSDC will share the Scope of Work (SoW) separately with empanelled agencies to seek quotation/proposal. Evaluation and selection criteria shall be mentioned in specific SOWs. Empanelled agencies which will be selected under each assignment will be issued PO/Contract.
6. Empanelment does not guarantee that work will be assigned to each of the empanelled firm.
7. During the empanelment period, agencies must inform NSDC when agencies undergo material changes (internal or external) that can impact the obligation.
8. NSDC reserves the right to reject any or all the proposals submitted in response to this EOI document at any stage without assigning any reasons whatsoever. NSDC also reserves the right to hold or withdraw or cancel the process at any stage under intimation to the applicants who submit the response to REOI.
9. Agencies who fulfill all the eligibility criteria as mentioned in **Annexure-I** and interested in this assignment as per Terms of Reference may submit their application in the prescribed format along with relevant documents on <https://nsdc.eproc.in> as per instructions in **Annexure -III** or before last date and time of submission.
10. No proposal with improper subject line will be considered.
11. Proposals must be submitted in **English only**.
12. **No Courier/Hand Delivery of physical documents is allowed.**

Annexure-I

Eligibility Criteria:

The applicant should submit valid and relevant documents against each criterion to meet the eligibility for empanelment.

SN	Parameters	Documents to attach with each
1.1.	The Bidder shall be a Company, Partnership firm, or Proprietorship and must be a Registered legal entity in India, and in existence from at least 3 years from the date of publishing of the REOI	<ul style="list-style-type: none"> • Certificate of Incorporation • Registration for GST • PAN
1.2.	The Bidder must have an average annual turnover of at least INR 10 Lacs from Printing and similar services in the last 03 financial years. (2020-21, 2021-22, and 2022-23)	CA Certificates with UDIN.
1.3.	The Bidder should have completed at least five relevant Printing assignments (as in the list in Annexure-II) of at least Rs. 2 Lakhs each for Central/ State Govt Organizations/ Public sector/ undertakings, in last 3 years ending 31st March 2023	Documentary proof, such as supply order, agreement, or purchaser's letter/purchase order.
1.4.	The Bidder must have In-House infrastructure for completion of the work.	Declaration on letterhead <ul style="list-style-type: none"> • Infrastructure with Photographs • VOID pantograph verification • Required Software.
1.5.	<ul style="list-style-type: none"> ▪ Bidder should have never been involved in any illegal activity or financial frauds. ▪ The bidder and its affiliates should not have been blacklisted by any Government Agency/Public Sector Undertaking/ Autonomous Bodies of Government/ Reputed Corporates for breach of applicable laws or violation of regulatory provisions or breach of agreement. 	Undertaking on letterhead/self-declaration.

Submission of all the valid/legal documents in context to above table is mandatory. Only those agencies whose proposals meet all the eligibility criteria will be shortlisted for empanelment.

Organisation Details
[On the letter head of firm]

Name of the Firm	
Date of Incorporation of Firm (DD/MM/YY):	
Place of Incorporation:	
PAN Card No. <i>(Copy of PAN card to be attached)</i>	
GSTIN <i>(Copy of GST certificate to be attached)</i>	
Registered Address	
Turnover of past 3 years	2022-23 - INR 2021-22 - INR 2020-21 - INR
Telephone:	
Website:	
Concerned person's Name and Designation	
Mobile No:	
Email ID:	

Experience Details

To be submitted as a part of Eligibility Criteria Clause 1.2

Assignment No:1	
Name of Client:	
Brief of Services/Product Provided:	
Quantity of printing:	
Name of Project:	
Year:	
Project Duration:	
Project Value In INR:	
Email id and contact detail of client	
Assignment No:2	
Name of Client:	
Brief of Services/Product Provided:	
Quantity of Printing :	
Name of Project:	
Year:	
Project Duration:	
Project Value In INR:	
Email id and contact detail of client	
Assignment No:3	
Name of Client:	
Brief of Services/Product Provided:	
Quantity of Printing :	
Name of Project:	
Year:	
Project Duration:	
Project Value In INR:	
Email id and contact detail of client	
Assignment No:4	
Name of Client:	
Quantity of Printing :	
Name of Project:	
Year:	
Project Duration:	
Project Value In INR:	
Email id and contact detail of client	

Add more rows if required.

Annexure-II

List of Items

An indicative list of items that would be required is listed below:

The above list is indicative but not exhaustive.

SN	Description	Specifications	Unit of Measurement
1	NSDC Letter Head	100gsm Executive Bond/100gsm Excel Pro	Pcs
2	Visiting Cards	Modigliani 260gsm	Box of 100 Card
3	NSDC Photo ID Card		
4	Digital colour printout A-4	Paper upto 300gsm Matt/Gloss	Each
5	Black and white Printing A-4	Copier Paper 75gsm	Each
6	Black and white Printing A-4	Paper 100gsm DO paper/Super Print	Each
7	Nsdc Yellow Flyer B/back four colour printing Folding size 8" x 4" four leaf (opensize 8" x 16")	Paper 220gsm Bilt Matt	Each
8	WSI flyer four colour printing front back folding size 8"x 4" three leaf (open size 8" x 12")	Paper 220gsm Bilt Matt	Each
9	Flyer PMKVY A-4 front back four colour printing	Paper 220gsm Bilt Matt	Each
10	Flyer PMKVY A-4 front back four colour printing	Paper 170gsm Bilt Matt	Each
11	Folder Size 8.25" x 12" two folding front back four colour printing (open size 12" x 24.75")	paper 250gsm Matt/Gloss	Each
12	White envelopes 10 x 4.5 plain four colour printing	paper 100gsm super print	Each
13	White envelopes 10 x 4.5 window four colour printing	paper 100gsm super print	Each
14	White envelopes A-4" four colour Printing	paper 120gsm super print	Each
15	Annexure die cutting and single colour printing only roman serial number size 12" x 9"	creame paper 230gsm one side smooth and other side ruff	Each
16	Solo folder L Shape with four colour printing	Solo CH101	Each
17	Standy 6 x 3 feet with digital printing	banner media printing	Each
18	Standy 6 x 3 feet with flex printing	star flex	Each
19	Standy 6 x 4 feet with digital printing	banner media printing	Each
20	Sunboard with digital printing pasting	5mm Sunboard	Each
21	Writing Pad inside plain sheet cover four colour printing and back cover plain gumpad biding	indise 80gsm sunshine cover 100gsm and back cover 300gsm white back duplex	Each
22	Tent Cards size 12" x 8.5" with four colour printing 2set	Paper 300gsm Matt	Each
23	Lanyard with multi-colour printing	20mm ribbon	Each
24	Back Drop with 1" iron frame with installation at Venue	15' x 8' , 15' x 8' , 12' x 8' and 21' x 8 (Different Sizes)	Pcs Each Size
25	Annual report / A4 Size books	A4, 4 Color Printing; Cover: 300 gsm Imported art paper; Inside Pages: 170 gsm imported art	Each

SN	Description	Specifications	Unit of Measurement
		paper with Thermal Lamination front cover and back cover	
26	Bimonthly Newsletter	Size: A4, 170 gsm, 20 pages, back to back printing, color. Lamination: Thermal matt lamination on front and back cover.	Each
27	Directory	Size: A4, 600 pages, back to back color printing.	Each
28	Brochure – 8x8	4 pages, back to back printing, 180 – 200 gsm	Each
29	Report – 8x8	20 – 30 pages, back to back printing, Cover: 200 gsm, Inside: 170 gsm	Each
30	A5 flyers	130 gsm, back to back printing	Each
31	A4 flyers	170 – 200 gsm, coloured print out, back to back print	Each
32	A4 brochures (NAPS)	300 gsm, coloured print, mat lamination – front and back cover	Each
33	Presentation Printouts in colour	A-4 front back four colour printing	Each
34	Presentation Printouts in colour	A-3 front back four colour printing	Each

• **Penalty Clause:**

1. Late delivery penalty: If the Printing agency fails to deliver the supplies at the agreed-upon time.
2. Quality penalty: If the quality of the services provided by the agency does not meet the agreed-upon standards.

Letter Head of the Firm

Declaration

Date:.....

To whomsoever it may concern

I/We hereby solemnly take oath that I/We am/are authorized signatory and hereby declare that I / Our firm/ Agency/ Institute/Company/Organization do not face any sanction or any pending disciplinary action from any authority against our myself/ firm / Company /Organization or partners."

Further, it is also certified that our firm has not been blacklisted by any government or any other donor/partner organization.

In case of any further changes which effect of this declaration at a later date; we would inform NSDC accordingly.

Authorized signatory
(with seal)

Annexure-III

DEFINITIONS:

1. **C1 India Private Limited:** Service provider to provide the e-Tendering Software and facilitate the process of e-tendering on Application Service Provider (ASP) model.
2. **NSDC e-Procurement Portal:** An e-tendering portal of National Skill Development Corporation ("NSDC") introduced for the process of e-tendering which can be accessed on <https://nsdc.eproc.in>.

Pre-requisites:

- a) It is mandatory for all the bidders to have Class-III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) from any of the licensed Certifying Agency under CCA, Ministry of Electronics and Information Technology, Government of India to participate in e-tendering portal of NSDC. Bidders can see the list of licensed CA's from the link www.cca.gov.in
- b) C1 India Pvt. Ltd. also facilitate Class III Digital Signature Certificate (With Both DSC Components, i.e. Signing & Encryption) to the bidders. Bidder may contact C1 India Pvt. Ltd. at mobile no. +91-7291981138 for DSC related queries or can email at vikas.kumar@c1india.com.
- c) To participate in the online bidding, it is mandatory for the Applicants to get themselves registered with the NSDC e-Tendering Portal (<https://nsdc.eproc.in>)
- d) System Requirement/ Registration Manuals/ Bid Submission Manuals are available at the NSDC eTendering Portal (<https://nsdc.eproc.in>)
- e) For helpdesk, please contact Help Desk Nos. +91-124-4302033 / 36 / 37
- f) Participant are requested to email their issues to helpdesk at nsdcsupport@c1india.com.
This will help serving the participant better
- g) The amendments/ clarifications to the tender, if any, will be posted on the NSDC eTendering Portal (<https://nsdc.eproc.in>)
- h) The Bidder may modify or withdraw their bid after submission prior to the Bid Due Date. No Bid shall be modified or withdrawn by the Bidder after the Bid Due Date and Time.

It is highly recommended that the bidders should not wait till the last date of bid submission to avoid complications like internet connectivity issue, network problems, system crash down, power failure, browser compatibility issue, system compatibility issue, improper digital signature certificate problem etc. In view of this context, neither M/s National Skill Development Corporation nor M/s. C1 India Pvt. Ltd will be responsible for such eventualities.