

National e-Governance Division (NeGD)

**Ministry of Electronics and Information Technology
New Delhi.**



**REQUEST FOR EMPANELMENT (RFE)
AGENCIES FOR PRINTING DOCUMENT & MERCHANDISE ITEMS
FOR DIGITAL INDIA PROGRAM
RFE No: N-21/32/2022-NeGD
Dated: 23rd May 2022**



National e-Governance Division (NeGD)
4th Floor, Electronics Niketan, 6 CGO Complex
Lodhi Road, New Delhi-110003

FACT SHEET

1	Language of Proposal: English
2	Earnest Money Deposit (EMD)- Bidders need to submit “Bid Security Declaration”
3	Taxes: As applicable
4	Proposal must be submitted at the NeGD, New Delhi office in one sealed envelope marked as “Request for Empanelment (RFE) For Agencies For Printing documents & Merchandise items for Digital India Program
5	Proposals will remain valid for at least for 90 days after the last date of submission of bid
6	Bidders must submit proposals as per formats specified in this RFE
7	Proposals must be submitted no later than the following date and time: 14 June 2022, Time: 15.00 Hrs,
8	Bid Opening Date & Time: 15 June 2022, Time: 17.00 Hrs
	The tender document can be downloaded from https://negd.gov.in/ ; https://www.digitalindia.gov.in/ ; https://www.meity.gov.in/ ; www.dic.gov.in ; https://eprocure.gov.in/eprocure/app

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1 Purpose

NeGD invites RFE from registered business entities for supply of **Merchandise** items and **Printing** of documents for Digital India Program. Agencies will be empanelled for a limited period to work on Awareness and Communication project under Digital India Program. Apart from regular available items, the agency should be able to design and create new innovative samples of merchandise items, design new documents for print and should have appropriate facilities and skilled workers to execute job. Agencies are requested to apply in single category or both categories. A separate proposal for each category may be submitted by agencies.

Category-I	Nature of work
Merchandise	<p>(i) Production of collaterals for Digital India (T-Shirts, Caps, Trophy, Mementos, Souvenirs, Pen drives, Bags (cloth, leather, plastic), lanyard, plastic card, name badges, card holders etc.</p> <p>(ii) The agency should have the facility of screen, digital, heat transfer, block, CAD cutting, laser cutting, Debossing/ Embossing, printing etc. The items are not limited to this list.</p> <p>(ii) The agency should be able to print common items e.g. writing pad, folders, brochures, pamphlets, Books, leaflets, reports, name tag, parking label, name badge etc., Backdrop, Hoarding, posters Vinyl/Paper digital print, standee etc). The items are not limited to this list</p>

Category-II	Nature of work
Printing	<p>(i) The agency should have all type of printing facility (Offset, Digital, Laser, UV, Embossing, leaf printing etc), Graphic designer to create printing material.</p> <p>(ii) The agency should be able to print common items e.g. writing pad, folders, brochures, pamphlets, Books, leaflets, reports, name tag, parking label, name badge etc., Backdrop, Hoarding, posters (vinyl/paper, digital pint), standee,). The items are not limited to this list</p>

Agencies will be short listed based on the information provided by them. The agencies who qualify the eligibility criteria will be evaluated for technical criteria. NeGD reserves the right to reject any or all of the responses to this RFE without assigning any reason. NeGD takes no responsibility for delay, loss or non-receipt of response to RFE. NeGD intends to empanel agencies for merchandise and printing category. Please go through the full document available at

<https://negd.gov.in/>; <https://www.digitalindia.gov.in/>; <https://www.meity.gov.in/>; www.dic.gov.in
<https://eprocure.gov.in/eprocure/app>;

2 Important Dates

Sr.	Particular	Details
1.	Issuance of RFE	23 May 2022
2.	Submission of pre-bid written queries (e-mail only) shailsaxena@digitalindia.gov.in , vinay@nic.in	30 May 2022 17:00 Hrs,
3.	Pre-Bid Conference (Online) – The meeting link will be published at www.negd.gov.in (Tender Section)	1 June 2022 Time: 11.30 to 1.00pm
4.	Publication of pre-bid clarifications and issue of Corrigendum/Addendum (if any)	3 June 2022
5.	Last date and time for RFE Submission	14 June 2022 15:00 Hrs
6.	Bid opening Date & Time	15 June 2022 17:00 Hrs
7.	Date for Shortlisted agencies based on eligibility criteria www.negd.gov.in	16 June 2022
8	Technical presentation and selection of agencies	20-21 June 2022 11.00 to 17.00 Hrs

Note: In case of any holiday falling on any of the above dates, the next working day to the holiday will be the effective date for the particular.

3 Background

National e-Governance Division (NeGD) as an independent business division within Digital India Corporation, for supporting and assisting the Ministry of Electronics and Information Technology in the Programme Management of Digital India. Digital India programme is a flagship programme of Government of India with a vision to transform India into a digitally empowered society and knowledge economy. NeGD supports Ministry of Electronics and Information Technology in the following key tasks: Facilitating implementation of Digital India Projects, Providing technical assistance to Central Ministries/ State Line Departments, Designing and implementation of key e-Government projects namely RAS, Digital Locker, UMANG, GIS through NCoG and awareness generation for Digital India programme.

3.1 Common Branding

3.1.1 Purpose:

- Effective communication is the key to the successful design and delivery of Government projects and services. It plays an important role in helping all stakeholders to understand their roles and responsibilities in project life cycle. Historically, it is found that many of the good programs of the Government did not produce the desired impact on account of very low acceptance by citizen, lack of consistency in communicating the right message and unplanned use of media channels.

- Awareness and Communication programs help program managers to ensure that relevant information reaches the right person at the right time, attracts attention of the users, create awareness about issues and finally influences the behavior of all concerned in the desired direction. An effective awareness and communication program results in changes in the attitude and habits of the people.
- Digital India is an umbrella program which involves participation of a large number of stakeholders; therefore it must have a comprehensive Awareness and Communication program. The A&C program envisages delivering the message of Digital India to all stakeholders. In order to expand the visibility of the Digital India brand, services of experience merchandise and printing agencies are sought as per the detailed scope of work defined in this RFE.

3.2 Target Audience /Stakeholders:

- Citizens- Students, Common man,
- Government Departments both at Centre & State
- NGOs, Civil Societies, Academic Institutions, Industry etc.

3.3 Objectives:

In order to establish brand building of Digital India, NeGD intend to empanel agencies with latest technological capabilities for top notch quality production of merchandise items and printing documents; agencies that are experienced in handling international/national audience or can execute similar nature of work PAN India for different stakeholders, organized and supported by NeGD/MeitY.

4 Scope of Work

4.1 Category- I: Merchandise Agency:

- Create merchandise items for Digital India i.e. Pen, Key ring, T-Shirt, Cap, Trophy, Souvenir, Pen drive, Bags (Paper, Cloth, Leather, Jute, Plastic etc.), lanyard, plastic card, name badges etc.
- The agency should be able to duplicate or modify the merchandise items as per the requirement of NeGD. The agency should have one designer in house to design new merchandise items.
- The agency may suggest and design new merchandise items. The agency should be able to use all materials available in the market.

- The agency should be able to execute all types of merchandise items using all types of material available in the market (i.e. acrylic, metal, plastic, crystal, cloth, leather etc.) and printing i.e. screen, digital, heat transfer, block printing, CAD cut vinyl printing, Debossing/ Embossing, etc or any other related work assigned by NeGD not listed above, but may arise in due course of time to be executed by agency in most professional manner.

4.2 Category – II: Printing Agency:

- The printing and designing jobs broadly include printing of visiting cards, envelopes, letter head, brochures, reports, posters, calendar, dairy, pamphlets, invitation cards, files, folders, paper bags, publicity material etc. on the basis of modern facilities and available as per national/international standards. The agency should have one designer in house to design new printing material or modify the existing work.
- The agency should be able to provide a variety of other printing job requests, including backdrop, standees, and other publicity materials for events, conferences, exhibition in large or small volumes.
- The agency should provide a list of machines available in their premises and ready to work 24x7. Sometime, urgent work is required to be executed in a very short time. The agency is expected to adhere to such short notices and deliver items within timelines without compromising quality.
- The quality of colour separation would be the responsibility of the production team of agency and approval of NeGD with regards to final proofs which would be required before actual printing.
- The agency should have adequate arrangements for packing and dispatching the documents, if so required for which charges would be reimbursable. The postal/packing charges of courier service/postal department charges will be admissible as per actual rates,
- The Agency should have full fledged unit of for usual design, preparation of art work, translation in English, Hindi and other regional languages etc., proof reading, designing, composing & printing etc.
- The agencies will be responsible for collecting manuscript and other materials free of charge. The agency will do the work of preparation of designs, proofreading, editing, printing, binding etc. as per the direction of NeGD.

5 Eligibility Criteria

5.1 Merchandise Category

Sr	Item	Criteria	Documents to be submitted
i	Legal Entity	The RFE can be responded to only by registered business entities in India with at least three years experience	Copy of Certificate of Registration/ Documents + Declaration by Authorized

Sr	Item	Criteria	Documents to be submitted
		with similar work and have their registered Head office/branch office in Delhi/NCR	Representative for Head/Branch Office Address
ii	Tax Registration	The Bidder must be registered under Income Tax, PAN, GST and/or any other statutory authority required for this purpose	Copy of PAN, GST or/and details of other statutory authority
iii	Financial Standing	The annual turnover during last three financial years (2018-19 & 2019-20 & 2020-21) should be a sum of Rs. 20 lakh , out of which, the minimum turnover per year should not be less than Rs. 5 lakh.	Copy of balance sheet with Certificate from Statutory Auditor citing the revenue/ turnover from similar business for last 3 Financial Years (FY 2018-19; FY 2019-20 & FY 2020-21). <i>In case, the financial accounts of year 2020-21 are not audited, then bidder must declare that & submit the provisional statements signed by Statutory Auditor/CA.</i> [Please see Form 5 in Annexure I]
iv	Project Experience	Must have completed projects of similar nature of work in Government Department/Ministry (State/Central)/ PSUs/NGO/ Private sector (2018-19 & 2019-20 & 2020-21)	Copy of Work Order (Minimum-5& Maximum-15 Engraves) and a list of agencies with whom the agency has worked in last three years. [Please see Form 6 in Annexure I]
v	Professional Experience	The agency must have at least one designer, List of employees, assets/machine available with agency	[Please see Form 7 in Annexure I]
vi	Debarment	The bidder must not have been blacklisted/ debarred/ suspended/ banned by any Ministry/ Department of State or Central Governments/ PSUs / NGO/ Private sector in last 3 years.	Self- certified letter attested by the authorized signatory [Please see Form 8 in Annexure I]

5.2 Printing Category

Sr	Item	Criteria	Documents to be submitted
i	Legal Entity	The RFE can be responded to only by registered business entities in India with at least three years experience with similar work and have their registered Head office/branch office in Delhi/NCR	Copy of Certificate of Registration/ Documents+ Declaration by Authorized Representative for Head/Branch Office Address

Sr	Item	Criteria	Documents to be submitted
ii	Tax Registration	The Bidder must be registered under Income Tax, PAN, GST and/or any other statutory authority required for this purpose	Copy of PAN, GST or/and details of other statutory authority
iii	Financial Standing	The annual turnover during last three financial years (2018-19 & 2019-20 & 2020-21) should be a sum of Rs. 50 lakh , out of which, the minimum turnover per year should not be less than Rs. 10 lakh	Copy of balance sheet with Certificate from Statutory Auditor citing the revenue/ turnover from similar business for last 3 Financial Years (FY 2018-19; FY 2019-20 & FY 2020-21). <i>In case, the financial accounts of year 2020-21 are not audited, then bidder must declare that & submit the provisional statements signed by Statutory Auditor/CA..</i> [Please see Form 5 in Annexure I)
iv	Project Experience	Must have completed projects of similar nature of work in Government Department/Ministry (State/Central)/ PSU/NGO (2018-19 & 2019-20 & 2020-21)	Copy of Work Order (Minimum-5& Maximum-10) and a list of agencies with whom the agency has worked in last three years. [Please see Form 6 in Annexure I)
v	Professional Experience	The agency must have at least one design, List of employees/assets/machine available with agency.	[Please see Form 7 in Annexure I)
vi	Debarment	The bidder must not have been blacklisted/ debarred/ suspended/ banned by any Ministry/ Department of State or Central Governments/ PSUs in last 3 years.	Self- certified letter attested by the authorized signatory [Please see Form 8 in Annexure I)

6 Evaluation and Empanelment Procedure

In order to empanel agencies, NeGD will constitute an Evaluation Committee to evaluate the proposals submitted by agencies. During evaluation of proposals, NeGD, may, at its discretion, ask the agencies for clarification on their applications. The process for empanelment is as given below.

6.1 Evaluation process:

Scrutiny of eligibility criteria mentioned in this RFE will be done by the Evaluation Committee to determine whether the documents have been properly signed and stamped, qualification criteria fulfilled and all relevant papers submitted are in order as per RFE. The Evaluation Committee can seek additional information from the agencies, if needed. The response to the RFE not conforming to requirements, financial turnover requirement, office location and past work record will be rejected.

6.2 Evaluation based Eligibility

First the Eligibility Proposal Documents will be reviewed/evaluated and only those bidders who qualify the minimum requirements specified in the RFE, will be eligible for technical presentation. Technical Proposal of Bidders who do not meet the Eligibility criteria will not be opened. All the supporting documents/documentary evidence must be attached as per specifications done in Eligibility criteria

6.3 Evaluation Criteria

- a. NeGD shall evaluate the responses of the agencies to this RFE and scrutinize the supporting documents/documentary evidence as per standard formats. Inability to submit the requisite supporting documents / documentary evidence by the bidders, may lead to rejection.
- b. The decision of NeGD in the evaluation of proposals shall be final. No correspondence will be entertained outside the process of evaluation with NeGD. NeGD may ask for meetings with the Bidders or may issue in writing/email to seek clarifications or conformations on their proposals.
- c. During the Proposal Evaluation, NeGD reserves the right to reject any or all the proposals. Each of the Proposals shall be evaluated as per the criteria and requirements specified in this RFE. The Evaluation Committee (EC) constituted by the NeGD shall evaluate the responses to the RFE and all supporting documents & documentary evidence as mentioned in this section of the RFE.
- d. NeGD reserves the right to check/ validate the authenticity of the information provided in the Pre- qualification, Technical Evaluation criteria and the requisite support must be provided by the Bidder

6.4 Technical Evaluation:

The technical evaluation will be done on the basis of documents submitted and technical presentation by the agency. The agency is expected to submit both hard and soft copies of the documents. Each of the item type has been allocated a particular mark, based on which the final technical score will be calculated.

The qualifying score will be 70 marks out of 100. The agencies who qualify in the technical evaluation will be ranked on the basis of merit and will be selected for empanelment.

Category-I Merchandise Agency

SI	Type	Max. Marks
1	Empanelled with Govt. Department/ Ministry (State/ Central)/PSU in last three years	5
2	Annual Average Turnover during the last three financial year 20- 30 lakh = 10 marks 31- 40 lakh = 12 marks More than 40 lakh = 15 marks	15
3	Work Experience with Govt. organizations/ PSUs/ Autonomous bodies/ Private Sector/ others in last 3 years (attach work order/completion certificate). Minimum 2 work orders from Govt. organization. Categories your work order FY wise (Ref Form 6) Work order value Above 2 to 5 lakh (6 marks each) Work order value 1 to 3 lakh (3 marks each) Work order value upto 1 lakh (2 marks each)	30
4	Specimen of similar work executed in the past 3 years. (Attach list) 10 best samples should include following types of items only (Trophy, Memento, Bag, Pen-drive, Coffee mug etc.) - per sample 2 marks Note: Samples may be produced at the time of Presentation	20
5	Presentation by the Agency: Company Profile, Team Members with experience, innovative samples of merchandise items, work experience with organization,	30
	Total	100

Category-II Printing Agency

SI	Type	Marks
1	Empanelled with Govt. Department/Ministry (State/Central)/PSU in last three years	5
2	Annual Average Turnover during the last three financial year 50- 65 lakh = 10 marks 66- 75 lakh = 12 marks More than 76 lakh = 15 marks	15
3	Work Experience with Govt. organizations/ PSUs/ Autonomous bodies/ Private Sector/ others in last 3 years (attach work order/completion certificate). Minimum 2 work orders from Govt. organization. Categories your work order FY wise (Ref Form 6) Work order value 5-10 lakh (4 marks each) Work order value 3-5 lakh (3 marks each) Work order value upto 3 lakh (2 marks each)	20
4	Printing facility available (Self declaration with supporting photographs) At least one Offset Machine Heidelberg/similar brand, four colour printing, can print a sheet of 20"x30", 23"x36", 25"x36" - 5 marks Digital Printing Machine (any make), four colour printing, can print a sheet of	15

SI	Type	Marks
	12"x18", 13"x19", 13"x37"- 5 marks Other facilities-Automatic folding, Center stitching, perfect binding, lamination, die cutting machine, automatic shrink wrap etc.- 5 marks	
5	Printing specialization in production of the following in last 3 years Coffee Table Book (CTB) for Govt. organization/ PSUs, Private sector/ others (provide sample) – 5 marks (1-CTB-2 Marks, 2-CTB-4 Marks, more than 2-5 Marks) Annual Report (AR)- for Govt. organization/ PSUs, Private sector/ others (provide sample) – 5 marks (1-AR-2 Marks, 2-AR-4 Marks, more than 2-5 Marks) Brochure/Booklet-A4 Size, B5 Size,/ leaflets/ sticker, magazine, docket file, etc. (10 Printing Documents) - 5 marks	15
6	Presentation before the committee by the Agency: Company profile, Team members with experience, list of available facility, work experience, with organizations, innovative samples of printing material, appreciation letter from any organization etc.	30
	Total	100

7 Pre-Bid Clarifications

7.1 Bidders Queries

- The Bidders will have to ensure that their queries are submitted prior to the Pre-Bid meeting.
- It may kindly be noted that no bid-query will be received through phone call. All queries must be submitted in writing through e-mail only at the specified e-mail ID (shailsaxena@digitalindia.gov.in).
- All the queries should necessarily be submitted in the following format in Excel:

Sr.	RFE Document Reference(s)			Query by bidder
	Page No.	Section No.	Section Name	
1.				
n.				

- Bidders must adhere to the above template while submitting their queries.
- Any requests for clarifications post the indicated date/time may not be entertained.
- Designated e-mail ID for submission of queries: email: shailsaxena@digitalindia.gov.in

7.2 Clarification to Pre-Bid Queries/Issue of Corrigendum

- Clarification to the queries received will be published at the advertisement platforms (NeGD and MeitY Websites) as per the timeline specified. However, NeGD makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does NeGD undertake to answer all the queries that have been posed by the bidders.

- b. At any time prior to the last date for receipt of bids, NeGD may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFE Document by a corrigendum/Addendum.
- c. After the pre-bid conference/meeting, the Corrigendum/Addendum (if any) & clarifications will be published at the advertisement platforms as per the timeline specified. No individual communication will be made to the queries.
- d. Any corrigendum(s)/addendum(s) published/issued shall be deemed to be incorporated into this RFE.
- e. In order to give prospective Bidders reasonable time to take the corrigendum/addendum into account in preparing their bids, NeGD may, at its discretion, extend the last date for the submission of Proposals.

7.3 Publication/Announcement of RFE Document

- a. RFE document will be published on the following websites:

<https://negd.gov.in/> ; <https://www.digitalindia.gov.in/> ; <https://www.meity.gov.in/> ; <https://eprocure.gov.in/eprocure/app> ; www.dic.gov.in

7.4 Earnest Money Deposit (EMD) -Bid Security

- a. All the Bidders shall submit “**Bid Security Declaration**” as EMD -refer Format at **Form 3 in Annexure I**.
- b. Bids submitted without the “**Bid Security Declaration**”, or any other format will be liable for rejection without providing any opportunity to the bidder concerned.
- c. **Bid Security Declaration** must remain valid for at least 45 days beyond the final bid validity period and the validity of the **Bid Security Declaration** should be extended in the event the last date of bid validity is extended.
- d. **Bid Security Declaration** of all unsuccessful bidders would go void from the final selection processes completed. The **Bid Security Declaration** of selected bidder(s) would be void upon Language

7.5 Late Bids

- a. All Bidders are required to submit their bids (complete in all respects) within the time and date as specifications given in the RFE. The Bids received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained. The Bids submitted by telex/telegram/fax/e-mail/manually etc. shall not be considered. NeGD shall not be responsible for any delay or non-receipt/non-delivery of the documents. No further correspondence on the subjects will be entertained. NeGD reserves the right to modify and amend any of the above-stipulated condition/criteria depending upon project priorities vis-à-vis urgent commitments.
- b. Given that the bid submission has to be made electronically on CPPP, it is advised that the Bidder takes all necessary precaution for the same, including submitting the Bid well in advance to avoid any last-minute hassles. NeGD shall not entertain any bids which could not be submitted properly for whatsoever reasons within the requisite timelines.

- c. NeGD may, in exceptional circumstances and at its discretion, extend the deadline for submission of proposals by issuing an addendum/corrigendum (on the CPPP). In such case, all rights and obligations of NeGD and the bidders previously subject to the original deadline will thereafter be subject to the deadline as extended.

7.6 Tender Validity

The offer submitted by the Bidders should be valid for minimum period of 90 days from the date of submission of Tender.

8 Submission of Bid

Proposal must be submitted at NeGD, New Delhi office in one big sealed envelope marked as "Application for the Empanelment of Agency for Merchandise/Printing for Digital India Program". The big envelop will contain 2 envelopes. The name and contact details of the firm should be indicated on each envelopes. All documents must be properly marked. The response to RFE should be submitted in one hard copy (signed on every page) and one soft copy on pen-drive. In case of any discrepancy, the signed hard copy version will prevail.

Envelope-1: Eligibility Criteria- Annexure-1 (Forms 1 to 8)

Envelope-2: Technical Criteria- Annexure 2 & 3 (Copies of documents in order as per the requirement).

- Applicants can apply in both categories i.e. Merchandise & Printing/. The Applicants are required to submit separate applications for each category. Details on the services to be provided are mentioned in the Scope of work in this document. No consortia/joint ventures shall be allowed to apply for empanelment.
- The tender should be filled by the bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the tender, the English translation shall govern.
- NeGD reserves the right to reject any or all of the responses to this RFE without assigning any reason. NeGD takes no responsibility for delay, loss or non-receipt of response to RFE.

The sealed envelope should reach in NeGD office by **14 June 2022** before **15.00 hours** addressed to:

**Director (A&C)
National e-Governance Division
4th Floor, Electronics Niketan, 6 CGO Complex,
New Delhi 110003**

9 General Instructions to the Bidders

9.1 Right to Terminate the Process

- a. NeGD may terminate the RFE process at any time and without assigning any reason. NeGD makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b. This RFE does not constitute an offer by NeGD. The bidder's participation in this process may result in NeGD selecting the bidder to engage towards execution of the contract.

9.2 Allocation of Work

- Mere empanelment with NeGD does not guarantee allocation of work. For every work requirement, NeGD will circulate a Scope of Work (SOW) to its empanelled agencies. The scope of work is a brief list of activities to be undertaken by the empanelled agencies depending on requirement of NeGD and events pertaining to Digital India. The scope of work is a brief list of activities to be undertaken by the empanelled agencies depending on requirement of NeGD and events pertaining to Digital India.
- NeGD may ask the agency to create/modify available merchandise sample for NeGD on mutual consultation and agreement. The selected sample will be available with NeGD and agencies can see these items before submission of quotation. Content to be printed on the materials will be provided by NeGD in the form of word document /PDF /CDR/JPEG files. The allocation of work will be based on financial quote lowest rate (L1) as quoted by the agency. It is expected that all agencies will participate in every bidding process. If an agency fails to participate in three consecutive bids, the empanelment shall be liable to be rejected.

9.2.1 NeGD reserves the right to award the work to any of the empanelled agencies, based on the merit of their credentials and financial quote for a particular selected item. The Evaluation Committee will be the final authority for selection of work.

9.2.2 The selected agency shall not assign the project to any other agency, in whole or in part, to perform its obligation under the empanelment. The qualified agency shall carry out work and its obligations with due diligence, efficiency and economy, ensure in accordance with generally accepted norms, techniques and practices used in the industry. Non acceptance of the work order shall result in forfeiture of Performance Guarantee and may also make the agency liable for being blacklisted by the Division.

9.2.3 NeGD shall issue a work order in parts depending on the quantum of work. A single order will have the minimum quantity of item to minimize the cost or as per the quantity mentioned in the financial bid. No variation or modification of the term of the Work Order shall be made after acceptance of Work Order by the agency.

9.2.4 Allocation of work shall be at the sole discretion of NeGD and the decision shall be final and binding to all agencies. All expected deliverables shall be submitted to NeGD within as per timeline after issuance of Work Order.

9.3 Quality and Deliverable timelines

- 9.3.1** Quality of merchandise items should be of very high standard and copies found defective will be summarily rejected. Successful Bidder must get samples approved from NeGD before mass production and effecting delivery. NeGD/MeitY and its representatives shall have the right to inspect composing, scanning, designing, artwork, editing, layout, processing, printing, etc at any stage and have full right to reject the entire quantity, if not found as per required specifications.
- 9.3.2** Delivery should be strictly time-bound. Bidder is liable to make all amendments/improvements suggested by NeGD/MeitY. Once the sample is finalized, the bidder must deliver the material within the stipulated time (as per the agreement with NeGD) from the approval date of sample or any date modified by NeGD. In case the Bidder fails to deliver the required items within stipulated time mentioned in the work order, liquidated damages as per the terms & conditions will be charged. All defective items shall have to be replaced within stipulated time and default on the same count shall be liable for levy of penalties.
- 9.3.3** NeGD may ask the empanelled agency at any point of time to produce merchandise material at very short notice depending on requirement of work. The client servicing team of the agency must be available to NeGD office, New Delhi as and when required by NeGD.
- 9.3.4** As per the time schedule agreed between the parties for specific projects given to the empanelled agency, the agency shall submit all the deliverables on due date as per the delivery schedule. The agency shall not disclose the contract, drawings, specifications, plan, pattern without the NeGD's prior written consent. In case of termination of the contract, all the documents used by the agency in the execution of project shall become property of NeGD.
- 9.3.5** In case of delay in execution of the assigned work by the empanelled agency as mentioned in the scope of work, NeGD may impose a penalty of 1% of the work order value per day, maximum of 10% which may be imposed by NeGD. However, If the delay is beyond 07 days, NeGD may cancel the work order and may forfeit the Performance Guarantee.
- 9.3.6** If any of the services performed by the agencies fail to conform to the specifications of the assigned work order or in the event of failure of the execution of work due to indifferent (such as inadequate interactions with NeGD), negligent (such as quality of deliverables not up to the mark), non supportive attitude (such as non-engagement of adequate resources in the prescribed time frame) of the Agencies and NeGD decides to abort the empanelment because of such failure, then a sum up to 50% of the value of the work order shall be recovered from the agencies Performance Guarantee.

9.4 Completeness of Response

- a. Bidders are advised to study all instructions, forms, requirements, appendices and other information in this RFE document carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFE document with full understanding of its implications.

- b. Failure to comply with the requirements of this RFE may render the proposals submitted by Bidders as non-compliant and the Proposals may be rejected. Bidders must:
 - i. Comply with all requirements as set out within this RFE.
 - ii. Submit the forms as specified in this RFE and respond to each element in the order as set out in this RFE
 - iii. Include all the supporting documentations specified in this RFE.

9.5 Change Orders:

NeGD may at any time, before completion of work under project awarded to empanelled agency, change the work content by increasing/reducing the quantities by 20% as mentioned in the work order for execution of the Project, without creating any liability for compensation on any grounds, whatsoever due to this change. In such a case, the Agency will have to perform the work in the increased/decreased quantity on pro-rata basis within the stipulated time.

9.6 Right to Terminate the Process:

National e-Governance Division (NeGD) may terminate the RFE process at any time and without assigning any reason. National e-Governance Division (NeGD) makes no commitments expressed or implied that this process will result in a business transaction with anyone.

9.7 Penalties:

- 9.7.1** In case of delay in execution of the assigned work by the empanelled agency as mentioned in the scope of work, NeGD may impose a penalty of 1% of the work order value per day, maximum of 10% which may be imposed by NeGD. However, If the delay is beyond 07 days, NeGD may cancel the work order and may forfeit the Performance Guarantee.
- 9.7.2** If any of the services performed by the agencies fail to conform to the specifications of the assigned work order or in the event of failure of the execution of work due to indifferent (such as inadequate interactions with NeGD), negligent (such as quality of deliverables not up to the mark), non supportive attitude (such as non-engagement of adequate resources in the prescribed time frame) of the Agencies and NeGD decides to abort the empanelment because of such failure, then a sum up to 50% of the value of the work order shall be recovered from the agencies Performance Guarantee.

9.8 Payment Schedule:

- 9.8.1** The Competent Authority will certify that the job is completed and satisfactorily and as per the work order. The payment will be made within one month after the receipt of the invoice/bill. Advance payment to specific work may be given upon submission of equivalent Bank Guarantee with maximum limit of 30% of total work order amount or as per the Govt. rules.

10 GENERAL TERMS AND CONDITIONS:

The following terms and conditions are of a general nature, and are given here only for the information of the Agency.

10.1 Nativity

The organization must be incorporated in India as per details given under this RFE.

10.2 Relationship

- a) Nothing mentioned herein shall be construed as relationship of master and servant or of principal and agent as between the "NeGD" and the "agency". No partnership shall be constituted between NeGD and the agency by virtue of this empanelment nor shall either party have powers to make, vary or release agreement obligations on behalf of the other party or represent that by virtue of this or any other empanelment a partnership has been constituted, or that it has any such power.
- b) Neither party shall use the other parties name or any service or proprietary name, mark or logo of the other party for advertising or promotional purpose without first having obtained the other party's prior written approval.

10.3 Right to rejection and Right to annulment

NeGD reserves the right to reject any request for empanelment and to annul the empanelment process and reject all such requests at any time prior to empanelment, without thereby incurring any liability to the affected agency(s) or any obligation to inform the affected agency(s) of the grounds for such decision.

10.4 Fraud and Corruption

NeGD requires that the agencies engaged through this process must observe the highest standards of ethics during the performance and execution of the awarded project(s). NeGD will reject the application for empanelment, if the agency recommended for empanelment, has been determined by NeGD to having been engaged in corrupt, fraudulent, unfair trade practices, coercive or collusive. These terms are defined as follows:

- (a) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of NeGD or any personnel during the tenure of empanelment.
- (b) "Fraudulent practice" means a misrepresentation of facts, in order to influence a procurement process or the execution of a contract, to NeGD, and includes collusive practice among agencies (prior to or after Proposal submission) designed to establish proposal prices at artificially high or non-competitive levels and to deprive NeGD of the benefits of free and open competition.
- (c) "Unfair trade practices" means supply of items different from what is ordered on, or changes in the Scope of Work which was agreed by NeGD & agency...

(d) “Coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation during the period of empanelment.

(e) “Collusive practices” means a scheme or arrangement between two or more agencies with or without the knowledge of the NeGD, designed to establish prices at artificial, non-competitive levels;

NeGD will reject an application for award, if it determines that the agency recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, unfair trade, coercive or collusive practices in competing for any assigned project during the empanelment.

10.5 Confidentiality

Information relating to evaluation of application and recommendations concerning award of work shall not be disclosed to the agencies who submitted the applications or to other persons not officially concerned with the process. The undue use of confidential information by any agency related to the empanelment process may result in the rejection of their application.

10.6 Applicable Law

Applicable Law means the laws and any other instruments having the force of law in India as they may be issued and in force from time to time.

10.7 Jurisdiction of Courts

All legal disputes between the parties shall be subject to the jurisdiction of the Courts situated in New Delhi only.

10.8 Frequency of Empanelment

NeGD shall empanel agencies for two year. The empanelment duration may be extended by one year or till the project is running at the sole discretion of NeGD on same terms & conditions.

10.9 Indemnity

The agencies will indemnify NeGD against any misuse of NeGD Name, Brand Name - DIGITAL INDIA and MeitY logo. For any misuse of NeGD name and such logos, the agency themselves will be held responsible. NeGD will take necessary legal and other actions for such cases. NeGD will not be responsible for any miscommunication or harm caused to any party because of any misrepresentation of its name and logo by the agency.

- I. Termination / Withdrawal Without prejudice to any other right or remedy it may have, either party may terminate this Agreement at any time by giving one month advance notice in writing to the other party.
- a. NeGD reserves the right to withdraw/ terminate empanelment of agency in any of following circumstances:
 - i Agency becomes insolvent, bankrupt, resolution is passed for the winding up of the agency' organization

- ii Information provided to NeGD is found to be incorrect;
 - iii Empanelment conditions are not met within the specified time period;
 - iv Misleading claims about the empanelment status are made;
 - v Clear evidence is received that empanelled agency has breached copyright laws/ plagiarized from another source;
- b.** If the agency does not execute the contract to the satisfaction of the NeGD then the NeGD may invoke any or all of the following clauses.
- i Forfeit the Performance Bank Guarantee/ FDR/ Draft submitted to NeGD as EMD/Security deposit.
 - ii Terminate the contract without any liability of NeGD towards the empanelled agency.
 - iii Amendment At any time prior to deadline for submission of applications, NeGD may for any reason, modify this document. The amendment document shall be notified through website and such amendments shall be binding on all agencies

10.10 Disclaimer

(i) This RFE is not an offer by the NeGD, but an invitation to receive responses from eligible interested agencies as merchandise agencies for the NeGD. The NeGD will empanel limited agencies who fulfill the eligibility criteria. No contractual obligation whatsoever shall arise from this process.

(ii) The evaluation shall be strictly based on the information and supporting documents provided by the agencies in the application submitted by them. It is the responsibility of the agencies to provide all supporting documents necessary to fulfill the mandatory eligibility criteria. In case, information required by NeGD is not provided by agency, NeGD may choose to proceed with evaluation based on information provided and shall not request the agency for further information. Hence, responsibility for providing information as required in this RFE lies solely with agency.

10.11 Binding Clause

All decisions taken by the NeGD regarding this contract shall be final and binding on all concerned parties.

10.12 Agency's Integrity

The Agency is responsible for and obliged to conduct all contracted activities as defined in the scope of work in accordance with the Contract.

10.13 Agency's Obligations

a. The Agency is obliged to work closely with the NeGD's staff, act within its own authority and abide by directives issued by the NeGD.

- b.** The Agency will abide by the job safety measures prevalent in India and will free the NeGD from all demands or responsibilities arising from accidents or loss of life the cause of which is the Agency's negligence. The Agency will pay all indemnities arising from such incidents and will not hold the NeGD responsible or obligated.
- c.** The Agency is responsible for managing the activities of its personnel or sub-contracted personnel and will hold itself responsible for any misdemeanor.

10.14 Confidentiality

1. The selected/empanelled Bidder(s) shall keep confidential all the details and information with regard to the assignment, individual information of resources including documents, employee records, systems, facilities, operations, management and maintenance of the systems/facilities.
2. NeGD or its nominated agencies shall retain all rights to prevent, stop and if required take the necessary punitive action against selected/empanelled Bidder regarding any forbidden disclosure.
3. For the avoidance of doubt, it is expressly clarified that the aforesaid provisions shall not apply to the following information:
 - (a) Information already available in the public domain;
 - (b) Information which has been developed independently by selected/empanelled Bidder;
 - (c) Information which has been received from a third party who had the right to disclose the aforesaid information;
 - (d) Information which has been disclosed to the public pursuant to a court order.
4. Any handover of the confidential information needs to be maintained in a list, both by NeGD & selected Bidder(s), containing at the very minimum, the name of provider, recipient, date of generation of the data, date of handing over of data, mode of information, purpose and signatures of both parties.
5. Notwithstanding anything to the contrary mentioned hereinabove, selected Bidder(s) shall have the right to share the Letter of Intent / work order provided to it by NeGD in relation to this Agreement, with its prospective purchasers solely for the purpose of and with the intent to evidence and support its work experience under this Agreement.

10.15 Forfeiture of Performance Bank Guarantee/FDR/Draft

Forfeiture of Security Deposit: Security amount in full or part may be forfeited in the following cases:

- a. When the terms and conditions of contract is breached/infringed.
- b. When contract is being terminated due to non-performance of the Successful Bidder.
- c. Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the Nodal Officer in this regard shall be final.

- i. After acceptance of the invoice along with the supporting documents, the invoice would be processed for release of payment within 30 working days after due verification of the invoice & other supporting documents.
- ii. The Tax Deduction at Source (TDS) shall be made as per the provisions of Income Tax/GST Acts and Rules, as amended from time to time and a certificate to this effect shall be provided to the selected/empanelled Bidder(s).
- iii. No Payment shall be made in advance to neither the selected Bidder nor any loan from any bank or financial institution be recommended on the basis of work award.

10.16 Termination of the Contract

- i. NeGD, by written notice sent to the Successful Bidder may terminate the Contract, in whole or in part, at any time of its convenience. The notice of termination shall specify that termination is for NeGD convenience, the extent to which performance of the Successful Bidder under the Contract is terminated, and the date upon which such termination becomes effective. However, any undisputed payment to the invoices of the task accomplished by successful bidder would be paid by NeGD.
- ii. If the Bidder fails to deliver material for three times consecutively, the Work Order/Contract will be cancelled.
- iii. If the bidder delays the production of material for more than 7 days at three occasions consecutively then the Work Order/Contract will be cancelled.

10.17 Dispute Resolution

- i. If a dispute arises in relation to the conduct of this Contract (Dispute), parties must comply with this clause before starting arbitration or court proceedings (except proceedings for urgent interlocutory relief). A party claiming a Dispute has arisen must give the other parties to the Dispute notice setting out details of the Dispute.
- ii. During the 14 days after a notice is given (or longer period if the parties to the Dispute agree in writing), each party to the Dispute must use its reasonable efforts through a meeting of Senior Executive (or their nominees) to resolve the Dispute. If the parties cannot resolve the Dispute within that period then any such dispute or difference whatsoever arising between the parties to this Contract out of or relating to the construction, meaning, scope, operation or effect of this Contract or the validity of the breach thereof shall be referred to a Arbitration Tribunal comprising of three arbitrators, wherein each party shall appoint one arbitrator, and the two such appointed arbitrators shall appoint the third arbitrator who shall act as the presiding arbitrator to decide dispute between the Parties. If the parties cannot agree on the appointment of the arbitrator within a period of one month from the notification by one party to the other of existence of such dispute, then the Arbitrator shall be appointed by the High Court of the jurisdiction at New Delhi, Delhi. The provisions of the Arbitration and Conciliation Act, 1996 will be applicable and the award

made there under shall be final and binding upon the parties hereto, subject to legal remedies available under the law. Such differences shall be deemed to be a submission to arbitration under the Indian Arbitration and Conciliation Act, 1996, or of any modifications, Rules or re-enactments thereof. Arbitration Proceedings shall be conducted in English. The Arbitration proceedings, its seat and venue will be held at the jurisdiction at New Delhi, Delhi. Any legal dispute will come under the sole and exclusive jurisdiction of courts at New Delhi, Delhi.

10.18 Force Majeure

Definition

- i. For the purposes of this Engagement, “Force Majeure” means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party’s performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government agencies.
- ii. Force Majeure shall not include:
 - a. any event which is caused by the negligence or intentional action of a Party or by or of such Party’s agents or employees, nor
 - b. any event which a diligent Party could reasonably have been expected both to take into account at the time of the conclusion of this Engagement, and avoid or overcome in the carrying out of its obligations hereunder.
- iii. Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.

Eligibility Criteria: Annexure- 1(Form 1-8)

The bidders are expected to respond to the RFE using the forms given in this section for qualify in technical selection.

Form 1: Checklist for Submission of Response to RFE

Form 2: Declaration (on the letterhead)

Form 3: Bid Security Declaration

Form 4: Eligibility Criteria

Form 5: Certificate for Average Annual Turnover

Form 6: Project Experience

Form 7: Professional Experience

Form 8: Declaration for Non-Debarment & non-blacklisting

Form 1: Checklist for Submission of Response to RFE

Below table summarizes the list of mandatory documents to be submitted mandatorily with Eligibility

	Documents to be submitted	Yes/No	Ref. No.	Page
1	Bid Security Declaration (as per Form 3)			
2	Cover Letter (as per Form 2)			
3	Tender submitted in Three bids		-	
4	Details of the Bidder's Operations and Business (as per Form 4)			
5	Submitted documents in pre-qualification criteria			
	i. Copy of Certificate of Registration/ Incorporation			
	ii. Copy of PAN			
	iii. Copy of Tax Registration			
	iv. Any other document			
	v. Bid signed and stamped by authorized signatory on all pages			
6	Letter of authorization (supported by a written power-of-attorney)			
7	Certificate of average annual revenue/turnover (as per Form 5)			
8	Project Experience details and documentary evidences (as per Form 6)			
9	Professional Experience details and documentary evidences (as per Form 7)			
10	Self-certified letter attested by the authorized signatory for non-debarment (as per Form 8)			
11	Technical Proposal- Annexure 2/ Annexure 3			

Note: All documents including annexure must be properly marked, signed and sealed and placed in the above mentioned order. We have not masked any document in the proposal document.

SIGNATURE -Authorized Signatory

Date:

Full name and designation and, contact details

(Seal of organization)

Form 2: Cover Letter & Declaration

(on the letterhead)

<Location, Date>

To:

Director (A&C),

National e-Governance Division (NeGD)

Electronics Niketan, Ministry of Electronics and Information Technology (MeitY), 6, CGO Complex, New Delhi

Phone :+91-11-24303700

Subject: Submission of Eligibility and Technical bid for <provide name of the assignment>

Dear Sir/Madam,

The undersigned, offer to provide Services to the NeGD on <provide name of the assignment > with your Request for Proposal dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes this Eligibility and Technical bid sealed in a separate envelope.

I hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

I undertake, if our Proposal is accepted, to initiate the services related to the assignment not later than the date indicated in Fact Sheet.

I agree to abide by all the terms and conditions of the RFE document. We would hold the terms of our bid valid for at least for 90 days as stipulated in the RFE document.

I understand you are not bound to accept any Proposal you receive.

I, (Name & Designation) solemnly affirm on behalf of my company/ firm that the facts stated above about my company/ firm are correct and nothing has been concealed. If any information submitted above, is found to be false or fabricated, my company/ firm may be debarred from bidding process. I permit NeGD to inspect our records to ascertain the above facts. I permit NeGD to cross check the above facts from any other source.

I or my authorized representative, if required by NeGD, would make a presentation before the duly constituted Committee at my own cost.

I will abide by the decision of NeGD regarding selection.

I have read & understood the RFE and agree to all the terms & conditions stated therein.

SIGNATURE -Authorized Signatory

Date:

Full name and designation and, contact details with address

(Seal of organization)

Form 3: Bid Security Declaration

To,

The Director (A&C),
National e-Governance Division,
Electronics Niketan, 6 CGO Complex,
Lodhi Road, New Delhi-110003

Whereas <<Name of the Bidder>> (hereinafter called 'the Bidder') has submitted the bid for submission of RFE # <<RFE Number for <<Name of the assignment>> (hereinafter called "the Bid") to NeGD (hereinafter called 'the Purchaser').

I/We, hereby, accept that I/We will not withdraw or modify our bid during the bid validity period (90 days from submission date). I/We understand that on violation of this declaration, I/We may be penalized with suspension for participation in future for a period of up to one year.

I/We, hereby accept that I/we will submit EMD of Rs. 50,000/- (Bank Guarantee/FDR/Draft-NeGD) in favour of Digital India Corporation-NeGD, New Delhi after the selection of agency (if selected). The EMD amount will be served as Security deposit for the entire empanelment period.

(Authorized Signatory/ies of the Bidding Agency)

Seal:

Date:

Form 4: Eligibility Details

Sr	Information Sought	Details
1.	Name of the Bidder	
2.	Address of the Bidder	
3.	Legal status of the Bidder	Attached document (<i>Pre-qualification</i> for documentary evidences required)
4.	Year of Establishment	
5.	Details of registration with appropriate authorities (e.g. PAN, GST etc)	PAN GST Attached document as per <i>Section 10- Pre-qualification</i> for documentary evidences required
6.	Details of Contact Person: Name, Address, e-Mail, Phone nos. Fax nos., Mobile Number	
7.	Address of Head Office with contact details (Phone, Fax, e-mail etc.)	
8.	Number of Regional Offices (Other than Head Office)	Number...
a.	Complete Address with contact details (Phone, Fax, e-mail etc.) of each regional office	
9.	Average Turnover for the last three financial years with documentary evidences	Average Turnover: Form 5
10	Project experience: Provide list of projects	Form 6
11	Professional experience	Form 7
12	Certificate for No debarment/non blacklisting	Form 8

SIGNATURE -Authorized Signatory

Date:

Full name and designation and, contact details with address

(Seal of organization)

Form 5: Certificate for Average Annual Turnover

(On Statutory Auditor’s Letter Head)

We hereby certify that total average annual turnover of M/s_____ (name of the bidder) during the last three audited financial years is as given below:

Annual turnover in INR			Average Annual Turnover
FY 2018-19	FY 2019-20	FY 2020-21	

(Signature of Statutory Auditor)
Name of Statutory Auditor:
Name of Statutory Auditor Firm:
Contact Details (Number and e-mail ID)
Seal

Form 6: Projects Experience (Last three Years)

No	Name of the Agency	Work Order Details with date	Year	Amount	Details of Items
	A	Abc/2018-19/ date	2019	Rs	abc
	B	Bcd/2018-19/ date	2019	Rs.	bcd
	C	Cde/2019-20/ date	2020	Rs	cde
	D	Def/2019-20/ date	2020	Rs.	def
	E	Efg/2020-21/ date	2021	Rs	efg
	F	Fgh/2019-20/ date	2021	Rs.	fgh

Form 7: Professional Experience (Merchandise agencies/Printing Agencies)

List of employees:

No	Name of the Employee	Designation	No of years Experience	Nature of job
	A		1	abc
	B		2	bcd
	C		3	def
	...			
	...			
			

List of Machinery (Offset/Digital/Others)

No	Product name	Make	Qty.	Nature of Job
	Machine-1	ABC	1	Can print (size of paper)
	Machine-2	BCD		
			
			
			
			

Form 8: Declaration for Non-Debarment & non-blacklisting

(On the letter head of the bidder)

We hereby certify that we, M/s _____ (name of the bidder), having registered office at _____ (address of the registered office) have not been debarred or blacklisted by the Central Government, any State Government, a statutory authority or a public sector undertaking.

The certificate below is to be provided by the Bidder.

Yours Sincerely,

SIGNATURE -Authorized Signatory

Date:

Full name and designation and, contact details with address

(Seal of organization)

Annexure-2

Technical Criteria: Category-I Merchandise Agency

SI	Type	Documents to be submitted
1	Empanelled with Govt. Department/ Ministry (State/ Central)/PSU in last three years	Attach Document
2	Annual Average Turnover during the last three financial year	As per Form
3	Work Experience with Govt. organizations/ PSUs/ Autonomous bodies/ Private Sector/ others in last 3 years	Attach work order/completion certificate.
4	Specimen of similar work executed in the past 3 years. (Trophy, Memento, Bag, Pen-drive, Coffee mug, others)	Samples may be produced at the time of Presentation
5	Facility available (Self declaration with supporting photographs)	List Attached
6	Presentation by the Agency: Company Profile, Team Members with experience, innovative samples of merchandise items, work experience with organization,	Presentation Time- 15 minutes Max Slides-15

Annexure-3

Category-II Printing Agency

SI	Type	Documents to be submitted
1	Empanelled with Govt. Department/Ministry (State/Central)/PSU in last three years	Attach Document
2	Annual Average Turnover during the last three financial year	As per Form
3	Work Experience with Govt. organizations/ PSUs/ Autonomous bodies/ Private Sector/ others in last 3 years	Attach work order/completion certificate.
4	Printing facility available (Self declaration with supporting photographs) Perfect binding, lamination, die cutting machine, automatic shrink wrap etc.-	List attached
5	Printing specialization in production of the following in last 3 years: Coffee Table Book, Annual Report, Report, Brochure, Booklet, Magazine, Docket file,	Samples may be produced at the time of Presentation
6	Presentation before the committee by the Agency: Company profile, Team members with experience, list of available facility, work experience, with organizations, innovative samples of printing material, appreciation letter from any organization etc.	Presentation Time- 15 minutes Max Slides-15

***** END*****