

NOTICE INVITING APPLICATION FOR EMPANELMENT OF PRINTERS

NSDC Division: PR

Reference No: Tender/ PR/ 2017/0015

1. National Skill Development Corporation (NSDC) is a one of its kind, Public Private Partnership in India. It aims to promote skill development by catalyzing creation of large, quality, vocational institutions. It provides funding to build scalable vocational training initiatives. Its mandate is also to enable support systems such as quality assurance, information systems and train the trainer academies either directly or through partnerships
2. NSDC seeks to empanel experienced and reputed printers for in-house printing jobs of office stationery, reports, and other collaterals for a period of one year. The empanelment will be valid for a period of one year from the date of empanelment.
3. **Process of Empanelment:** The printers will be empaneled as per Appendix B. Complete list of items with detailed specifications is provided below for further reference of the applicants. Since the quantity of the items are not fixed, this exercise will only empanel the qualified printers to receive Request for Quotations as and when the need arises at NSDC. It is expected that at-least 8 - 10 printers will be empaneled through this technical selection process.

S No.	Description	Paper Details/ Material
1	NSDC Letter Head	100gsm Executive Bond/100gsm ExcelPro
2	Visiting Cards	Modigilani 260gsm
3	Digital colour printout A-4	Paper upto 300gsm Matt/Gloss
4	Black and white Printing A-4	Copier Paper 75gsm
5	Black and white Printing A-4	Paper 100gsm DO paper/Super Print
6	Nsdc Yellow Flyer B/back four colour printing Folding size 8" x 4" four leaf (opensize 8" x 16")	Paper 220gsm Bilt Matt
7	WSI flyer four colour printing front back folding size 8"x 4" three leaf (open size 8" x 12")	Paper 220gsm Bilt Matt
8	Flyer PMKVY A-4 front back four colour printing	Paper 220gsm Bilt Matt
9	Flyer PMKVY A-4 front back four colour printing	Paper 170gsm Bilt Matt
10	Folder Size 8.25" x 12" two folding front back four colour printing (open size 12" x 24.75")	paper 250gsm Matt/Gloss
11	White envelopes 10 x 4.5 plain four colour printing	paper 100gsm super print

S No.	Description	Paper Details/ Material
12	White envelopes 10 x 4.5 window four colour printing	paper 100gsm super print
13	White envelopes A-4" four colour printing	paper 120gsm super print
14	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
15	Solo folder L Shape with four colour printing	Solo CH101
16	Standy 6 x 3 feet with digital printing	banner media printing
17	Standy 6 x 3 feet with flex printing	star flex
18	Standy 6 x 4 feet with digital printing	banner media printing
19	Sunboard with digital printing pasting	5mm Sunboard
20	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
21	Tent Cards size 12" x 8.5" with four colour printing 2set	Paper 300gsm Matt
22	Lanyard with multi colour printing	20mm ribbon
23	Back Drop with 1" iron frame with installation at Venue	star flex
24	Annual report	4 Color Printing ; Cover : 300 gsm Imported art paper; Inside Pages : 170 gsm imported art paper with Thermal Lamination front cover and back cover

4. The detailed terms & conditions for empanelment of Printers in NSDC are given in Appendix - 'A' (attached). Interested Printers may apply for empanelment in NSDC in the prescribed Performa given at Appendix - 'B'.
5. The documents for empanelment duly filled in all respects in a sealed envelope marked "Empanelment of Printers" and addressed to the Procurement Section should be placed in the tender box at NSDC reception at the address mentioned below.
6. Further information can be obtained by sending enquiries to procurement@nsdcindia.org

Applications must be delivered as one hard copy and electronic/soft copy either in USB drive or CD to the address below through registered post/speed post/ courier/ by Hand by 28th July. 2017 **till 1700 hrs.**

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APPENDIX - A

General Terms and Conditions applicable to the Printers

1. NSDC intends to prepare a panel of Printers for printing jobs. The panel would be valid for a period of one year in the first instance, which may be extended on mutual consent for a period of one more year.
2. Reputed printers experienced in printing of documents etc. who have sound back-up for excellent scanning, planning etc. of publication of various descriptions/literature for black & white and multi color jobs are eligible to apply. The printing jobs broadly include printing of in-house magazines, report, flyers, Newsletters, brochures, reports, posters, pamphlets, letter heads, envelopes, visiting cards, greeting cards, files, folders, bags etc. on the basis of modern facilities and standards available in the industry. Printer should provide the sample of work done for Annual report, Brochures, catalogue and Newsletters etc.
3. The Printer should be in the profession of printing for the last 3 financial years.
4. Average Annual Turnover of the Printer should be INR 20 Lakhs in the last three financial years (2013 – 2014; 2014 – 2015; 2015 – 2016).
5. Printer should be an Partnership firm or Company or Proprietorship.
6. The Printer should have at least one single color & one 4-Color offset machine, in-house stitching & Binding unit ..
7. The Printer should have registration with state & local authorities for undertaking the profession (Copies of all such registrations may be enclosed).
8. Printers must have office in Delhi NCR and press should be located in the NCR of Delhi.
9. The Printer should not have been placed in defaulter category by any Govt. department
10. The rights to postpone/cancel/suspend/terminate the tenders or its process at any stage are reserved by NSDC.
11. Applications of the interested Printers can also be rejected at the sole discretion of NSDC, if any application found incomplete or information provided by the Printer is not in the prescribed format and is inconsistent and inaccurate.
12. NSDC reserves the right to remove any Printer on the approved panel for printing jobs etc. for any administrative reason.
13. Printers, if having any dispute with NSDC will not be entertained till settlement of the dispute.
14. NSDC will invite quotes from the empanelled printers using Request for Quotation document enlisting the requirement. RFQ may be sent to the empanelled Printers through mail/e- mail/by-hand in addition to speed post / registered post / courier etc.
15. The terms and conditions along with delivery schedule, technical specifications, quantity required etc. will be given in the RFQ document.
16. The Printer will strictly follow the schedule for completing the job and delivery of items, failing which the name of Printer will be de-listed from the panel by NSDC.
17. In the event of the delivery of any defective works/materials, owing to urgency or for any other reasons, NSDC shall have the power to deduct such suitable sum from any payment due to the Printer.
18. The panel can be terminated by either party prior to the duration of 12 months by serving one-month notice to the other party. In case of termination, the entire materials whatsoever pending with Printer will liable to be returned back to NSDC.
19. The Printers applying for empanelment should furnish all the particulars as per Appendix - B.

20. The date of declaration of qualified/empanelled Printers will be declared at the discretion of NSDC which could be intimated through any means of communication as mentioned above.
21. Payment will be released as per the terms and conditions mentioned in the purchase order.
22. It will be the responsibility of the Printer to return all materials concerned like manuscript, artwork, photographs, CDs/DVDs etc. after completion of the job failing which the costs of the items will be recovered from the Printer.
23. The empanelled Printer should have adequate arrangements for packing and dispatching the documents, if so required.
24. No proposal will be entertained / received after the prescribed due date and time.
25. In case of the dispute, the decision of the Managing Director and Chief Executive Officer of NSDC would be final and binding.

Appendix - B

Performa to be filled and relevant supporting documents to be enclosed by the Printers applying for Empanelment in NSDC for printing.

S#	Description	Details and relevant supporting documents to be provided
1	General Information	
a	Name of the Printer	
b	Address	
b1	Corporate Office	
b2	Printing Press	
c	Contact Person/s	
	Name (s)	
	Tele/Mobile Numbers	
2	Type of Firm	
a	Whether Private Limited Company, Partnership or Proprietary	
b	Name of Directors/Partners/Proprietors etc.	
c	Number of Years in the Business	
3	Financial and Functional Details	
a	Annual Turnover	
b	Annual Net Profit	
c	Number of Employees	
d	Administrative	
e	Technical	
f	Attach PAN, GST, VAT and all registration certificates along with the application	
4	Pre-Press Facilities	
	Type setting - Hindi and English	
	Color Processing	
5	Printing	
a	Number of Printing Machines.	
b	Make	
c	Year of Purchase	
d	Type	
e	Capacity	

S#	Description	Details and relevant supporting documents to be provided
f	Speed – Actual	
g	Whether all the machines are located in the same premises or at different premises, details to be furnished.	
h	Whether facility for jobs like preparing positives, colour works, binding and varnishing is available, in-house. In case of these works being outsourced, details to be furnished.	
i	Details of other machines – Cutting, binding, laminating machines, others	
j	Location/s of the printing presses	
6		
Credentials		
A	Whether the Printer has done any work for NSDC in the past. If so, details	
B	A list of organisations that have used the press for similar jobs in the past. Please give details of type of work done and samples of work.	
C	Printer should provide the sample of work done for Annual report, Brochures, catalogue and Newsletters etc.	
D	Current work, if any, being done for large organisations	
7		
Additional information, if any		
Signature of the Proprietor/Authorized Signatory Name: Designation: Rubber Seal indicating complete address		