

COEP Technological University

Public university in Pune, Maharashtra



REQUEST FOR EMPANELMENT (RFE) AGENCIES FOR PRINTING DOCUMENT & MERCHANDISE ITEMS

RFE No: NO/COEP/GYMKHANA/PRINTING TENDER/ 2024-25/110

Dated: 9th January 2025

COEP Technological University (COEP Tech)

Wellesley Road, Shivajinagar,

Pune, Maharashtra, India 411 005.

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 COEP TECH, Pune in one sealed envelope marked as "Request for Empanelment (RFE) For Agencies For Printing documents & Merchandise items
5	Proposals will remain valid for at least for 180 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: 30 January 2025, Time: 12.00 Hrs,
8	Pre -Bid Meeting 24.January 2025 Time 15.00 Hrs.
9	Bid Opening Date & Time: 31 st January 2025, Time: 15.00 Hrs
	The tender document can be downloaded from link

FACT SHEET.....	2
1 Purpose.....	5
2 Important Dates.....	6
3 Scope of Work.....	6
3.1 Category- I: Merchandise Agency.....	6
3.2 Category – II: Printing Agency.....	6
4 Eligibility Criteria.....	7
4.1 Merchandise Category.....	7
4.2 Printing Category.....	8
5 Evaluation and Empanelment Procedure.....	9
5.1 Evaluation process:.....	9
5.2 Evaluation based Eligibility.....	9
5.3 Evaluation Criteria.....	9
5.4 Technical Evaluation.....	10
5.5 Publication/Announcement of RFE Document.....	10
5.6 Earnest Money Deposit (EMD) -Bid Security.....	10
5.7 Late Bids.....	10
5.8 Tender Validity.....	11
6 Submission of Bid.....	11
7 General Instructions to the Bidders.....	12
7.1 Right to Terminate the Process.....	12
7.2 Allocation of Work.....	12
7.3 Change Orders.....	12
7.4 Right to Terminate the Process.....	12
7.5 Payment Schedule:.....	12
7.6 Frequency of Empanelment.....	13
7.7 Binding Clause.....	13
7.8 Agency’s Integrity.....	13
7.9 Forfeiture of Performance Bank Guarantee/FDR/Draft.....	13
Eligibility Criteria: Annexure- 1(Form 1-8).....	13
Form 1: Checklist for Submission of Response to RFE.....	14
Form 2: Cover letter and declaration	15
Form 3: Bid Security Declaration.....	16
Form 4: Eligibility Details.....	17

Form 5: Certificate for Average Annual Turnover.....	18
Form 6: Projects Experience (Last three Years).....	19
Form 7: Professional Experience (Merchandise agencies/Printing Agencies).....	20
Form 8: Declaration for Non-Debarment & non-blacklisting.....	21
Annexure – 2	22
Annexure – 3	23

1 Purpose

COEP TECH invites RFE from registered business entities for supply of **Merchandise** items and **Printing** of documents. 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 (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., 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. COEP TECH reserves the right to reject any or all of the responses to this RFE without assigning any reason. COEP TECH takes no responsibility for delay, loss or non-receipt of response to RFE. COEP TECH intends to empanel agencies for merchandise and printing category. Please go through the full document available at COEP Tech website

LINK

2 Important Dates

Sr.	Particular	Details
1.	Issuance of RFE	09 January 2025
2.	Submission of pre-bid written queries (e-mail only) gymkhana@coeptech.ac.in	15 January 2025 17:00 Hrs,
3.	Last date and time for RFE Submission	30 January 2025 12:00 Hrs
4.	Bid opening Date & Time	31st January 2025 15:00 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 Scope of Work

3.1 Category- I: Merchandise Agency:

- Create merchandise items 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 COEP TECH. 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 COEP TECH not listed above, but may arise in due course of time to be executed by agency in most professional manner.

3.2 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 color separation would be the responsibility of the production team of agency and approval of COEP TECH 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 COEP TECH

4 Eligibility Criteria

4.1 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 with similar work and have their registered Head office/branch office in PUNE	Copy of Certificate of Registration/ Documents + Declaration by Authorized 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 should be a sum of Rs. 10 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 <i>In case, the financial accounts of year 2023-24 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]

Sr	Item	Criteria	Documents to be submitted
iv	Project Experience	Must have completed projects of similar nature of work in Government Department/Ministry (State/Central)/ PSUs/NGO/ Private sector	Copy of Work Order (Minimum-5 & Maximum-10 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]

4.2 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 PUNE	Copy of Certificate of Registration/ Documents+ Declaration by Authorized 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 should be a sum of Rs. 15 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 <i>In case, the financial accounts of year 2023-24 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]

Sr	Item	Criteria	Documents to be submitted
iv	Project Experience	Must have completed projects of similar nature of work in Government Department/Ministry (State/Central)/ PSU/NGO	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 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 in last 3 years.	Self- certified letter attested by the authorized signatory [Please see Form 8 in Annexure I]

5 Evaluation and Empanelment Procedure

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

5.1 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.

5.2 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

5.3 Evaluation Criteria

- a. COEP TECH 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 COEP TECH in the evaluation of proposals shall be final. No correspondence will be entertained outside the process of evaluation with COEP TECH. COEP TECH may ask for meetings with the Bidders or may issue in writing/email to seek clarifications or confirmations on their proposals.
 - c. During the Proposal Evaluation, COEP TECH 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 COEP TECH shall evaluate the responses to the RFE and all supporting documents & documentary evidence as mentioned in this section of the RFE.
 - d. COEP TECH 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

5.4 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.

5.5 Publication/Announcement of RFE Document

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

5.6 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 180 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

5.7 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. COEP TECH shall not be responsible for any delay or non-receipt/non-delivery of the documents. No further correspondence on the subjects will be entertained.

COEP TECH reserves the right to modify and amend any of the above-stipulated condition/criteria depending upon project priorities vis-à-vis urgent commitments.

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

5.8 Tender Validity

The offer submitted by the Bidders should be valid for minimum period of 180 days from the date of submission of Tender.

6 Submission of Bid

Proposal must be submitted at COEP TECH, Pune in one big sealed envelope marked as "Application for the Empanelment of Agency for Merchandise/Printing the documents". The big envelope will contain 2 envelopes. The name and contact details of the firm should be indicated on each envelope. 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.
- COEP TECH reserves the right to reject any or all of the responses to this RFE without assigning any reason. COEP TECH takes no responsibility for delay, loss or non-receipt of response to RFE.

The sealed envelope should reach in COEP TECH office by 30th January **2025** before **12.00 hours** addressed to:

**The Registrar
COEP Technological University
Wellesley Road, Shivaji Nagar, Pune 411005, Maharashtra, India**

7 General Instructions to the Bidders

7.1 Right to Terminate the Process

- a. COEP TECH may terminate the RFE process at any time and without assigning any reason. COEP TECH 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 COEP TECH. The bidder's participation in this process may result in COEP TECH selecting the bidder to engage towards execution of the contract.

7.2 Allocation of Work

- Mere empanelment with COEP TECH does not guarantee allocation of work. For every work requirement, COEP TECH will circulate a Scope of Work (SOW) to its empaneled agencies. The scope of work is a brief list of activities to be undertaken by the empaneled agencies depending on requirement of COEP TECH. The scope of work is a brief list of activities to be undertaken by the empaneled agencies depending on requirement of COEP TECH.
- COEP TECH may ask the agency to create/modify available merchandise sample for COEP TECH on mutual consultation and agreement. The selected sample will be available with COEP TECH and agencies can see these items before submission of quotation. Content to be printed on the materials will be provided by COEP TECH 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.

7.3 Change Orders:

COEP TECH may at any time, before completion of work under project awarded to empaneled agency, change the work content by increasing/reducing the quantities by 20% as mentioned in the work order, 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.

7.4 Right to Terminate the Process:

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

7.5 Payment Schedule:

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. No Advance payment to specific work.

7.6 Frequency of Empanelment

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

7.7 Binding Clause

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

7.8 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.

7.9 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.

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 Two 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)

(on the letterhead)

<Location, Date>

To:

The Registrar,

COEP Technological University (COEP Tech)

Wellesley Road, Shivajinagar,

Pune, Maharashtra, India 411 005.

Phone: 02025507779

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

Dear Sir/Madam,

The undersigned, offer to provide Services to the COEP TECH 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 COEP TECH to inspect our records to ascertain the above facts. I permit COEP TECH to cross check the above facts from any other source.

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

I will abide by the decision of COEP TECH 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)

To,

The Registrar,

COEP Technological University (COEP Tech)

Wellesley Road, Shivajinagar,

Pune, Maharashtra, India 411 005.

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 COEP TECH (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-COEP TECH) in favor of printing the items -COEP TECH, Pune after the selection of agency (if selected). The EMD amount will be served as Security deposit for the entire empanelment period.

(Authorized Signatory 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 Turnover	Annual
FY 2021-22	FY 2022-23	FY 2023-24		

(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 Details date	Order with	Year	Amount	Details of Items
	A				Rs	abc
	B				Rs.	bcd
	C				Rs	cde
	D				Rs.	def
	E				Rs	efg
	F				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		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	Empaneled 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

- **Date of presentation is communicated by email.**

Annexure-3

Category-II Printing Agency

SI	Type	Documents to be submitted
1	Empaneled 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

- **Date of presentation is communicated by email.**

***** END*****