

F. No. P.12/1/2023/NSS/DTE/1133  
Government of India  
Ministry of Youth Affairs & Sports  
**DIRECTORATE OF NSS**  
Ground Floor, Shivaji Stadium Annexe Building  
Shaheed Bhagat Singh Marg, New Delhi-110001

Dated : 6<sup>th</sup> Sep, 2023

**Tender Notice**

**Sub: Tender for Printing (Citation booklet, Certificates with Envelop, Lapel Cards, Invitation Cards, Car Parking Stickers for NSS Award, 2021-22**

NSS Award for the year 2021-22 will be given away at Darbar Hall, Rashtrapati Bhawan, New Delhi on 29<sup>th</sup> September, 2023 in the field of excellent youth work done by University, Programme Officers and NSS Volunteers, it is proposed to get Citation Booklet for NSS Award, 2021-22 printed as well as certificates with envelopes, lapel cards, invitation cards with envelop, car parking stickers. About 200 copies of citation booklet (in bilingual with photographs of awardees) are to be printed in multi-colour photographs. The manuscript consists of approximately 130 pages. The number of pages at the stage of first proof may increase/decrease marginally. The work is required to be completed within 7 days before the function.

2. Interested firms are requested to send their quotations for the above job indicating their rates for printing including materials on following terms & conditions :-

**Terms & Conditions**

- (i) The firms should have two years of experience of Printing in Ministry/Department/Government Organization/Autonomous bodies/PSUs.
- (ii) Please bear in mind while quoting their rates, which should include all cover printing, layout, composing, setting, processing, binding, gloss lamination of over pages, packing and delivery in Directorate of NSS.
- (iii) The firm should send samples of the articles as listed, i.e. certificates with envelopes, lapel cards (laminated with Printed lanyard), invitation cards, car parking stickers, citation booklets.
- (iv) Any change in quality may result in forfeiture of the payment along with earnest money and blacklisting the firm. Directorate of NSS will not be responsible for any loss/damage to the firm due to it. Decision of Directorate in this regard will be final & binding.
- (v) Soft copy of the materials will be provided by this office. You are advised to see/obtain a sample copy of previous years for your reference.
- (vi) The complete work should be perfect to the requirement and satisfaction of this office. Quality should be maintained.
- (vii) Tender contract would be awarded to that firm, whose sample is passed by the Committee and has the lowest financial bid.

  
Dr. C. Samuel Chelliah  
Deputy Programme Adviser  
Government of India  
Ministry of Youth Affairs & Sports  
Directorate of NSS  
Ground Floor, Shivaji Stadium Annexe Building  
SBS Marg, New Delhi-110001

- (viii) Tenders incomplete in any respect are liable to be rejected without assigning any reason thereof. This office reserves the right to accept or reject any tender in whole or in part thereof without assigning/specifying any reasons thereof. There shall be no obligation on the part of this office to inform the unsuccessful tenderer of the outcome of the tender process.
- (ix) **Item wise rates will not be considered separately. The party quoting lowest rates in Grand Total will be awarded the contract.**

**3. The quotation should be submitted in two parts :-**

- (i) **First part** should be submitted for **Technical Bid (as per Annexure-I)** and it should contain all technical details such as EMD, copy of Income tax return filed (A.Y. 2021-22), experience certificate, GST Registration certificate etc. duly signed by the authorized person of firm/vendors/bidders. Sample of articles (booklet, certificate, invitation card, etc.) should be submitted in the office alongwith tender document.
- (ii) **Second part** should be submitted for **Financial Bid (as per Annexure-II)**. Rates should be quoted without tax.

**4. Technical Bid :-**

- (i) EMD of Rs. 5,000/- in the form of an account payee demand draft/Bankers Cheque drawn in favour of **"Accounts Officer, PAO (Sports)"** issued by any nationalized bank payable at Delhi. Valid for a period of 45 days beyond the contract period i.e. upto 21.10.2023. Name and address should be written on the reverse side of the DD/Bankers cheque. DD/Bankers Cheque should be deposited in this office in original before opening of technical bid.
- (ii) EMD will be refunded to the unsuccessful tender within 15 days from the date of issue of work order to the successful tenderer and no interest would be paid thereon. EMD of the successful tenderer will be released only after the supply of items and no interest will be paid for EMD.
- (iii) Documents for Technical Bid :-
- (a) Earnest Money Deposit (EMD)
  - (b) Self-attested copy of the PAN card
  - (c) Income Tax Return filed for the last assessment year (i.e. A.Y 2021-22)
  - (d) Experience Certificate
  - (e) Goods and Service Tax Registration Certificate
  - (f) Articles as sample

**5. Financial Bid :-**

- (i) Financial Bids of only those contractors will be opened, who are found eligible in Technical Bid. The date will be finalized by the Committee for opening of financial bids after evaluation of Technical bid/quality basis.

6. The last date of submission of the tender is 15.09.2023 at 2.00 PM. Technical bids will be opened on the same day at 3.00 PM or any subsequent day/time in the presence of bidders or their representative. Those who do not fulfill the conditions, quotation will be rejected at any time.

  
Dr. C. Samuel Chelliah  
Deputy Programme Adviser  
Government of India  
Ministry of Youth Affairs & Sports  
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7. If the work of the contractor is found unsatisfactory, contract can be terminated by this office at any time without assigning any reason/notice. In this respect, the decision of this office shall be final and binding.



Encl: as above

(Dr. C. Samuel Chelliah)  
Deputy Programme Adviser  
**Dr. C. Samuel Chelliah**  
Deputy Programme Adviser  
Government of India  
Ministry of Youth Affairs & Sports  
Directorate of NSS  
Ground Floor, Shivaji Stadium Annexe Building  
SBS Marg, New Delhi-110001

**TECHNICAL BID FOR PRINTING FOR NSS AWARD 2021-22**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Information/document attached with page No.</b>
1	Name of Firm	
2	Address with Pin Code	
3	Name of Contact Person	
4	Contact No.	(O) : (M) :
5	E-mail Address	
6	Goods & Service Tax No.	
7	TAN/TIN No. (if any)	
8	Self-attested copy of the PAN card issued by the Income Tax Department with copy of Income Tax Return filed for the last assessment year (i.e. A.Y 2021-22)	
9	Earnest Money (Bank Draft/ Bankers Cheques	
10	Proof of experiences as specified in clause 2(i) of the tender document	
11	Any other documents, if required	

**Signature of the Bidder  
(Name and address of Bidder)**

**(Seal)**

**FINANCIAL BID FOR PRINTING FOR NSS AWARD 2021-22**

To

Director  
 Directorate of NSS  
 Ground Floor, Shivaji Stadium Annexe Building  
 Shaheed Bhagat Singh Marg, New Delhi-110001

Sir,

In response to your letter No. F. No. P.12/1/2023/NSS/DTE/ dated ....., calling sealed tenders for Printing for NSS Award 2021-22, we quote our rates as under :-

S. No.	Particulars	Rate	Tax (if any)	Total
1	Award Certificates along with multicolour printing on award folders and certificate with name of awardees and logo embossing with golden leaf printing in handmade card (300gsm)  (i) Folder – 12" x 18" size (folded size with pocket inside, Multicolour printing on 300 GSM handmade card pasted on thick board  (ii) Award Certificates Size 10" x 14"(handmade card)			
2	Citation Booklet printing with photo (Hindi and English – Bilingual) (8.5" x 10.0" (approx. 130 pages) (300 gsm-cover page and 130 gsm-inner page) (four color glossy with laminated and perfect binding)			
3	Invitation card (size 5.5" x 8") 400 gsm (ivory card with envelop)			
4	Car/Bus parking sticker with Printing (double colour) (a) Colored - <b>approx 250 (Green colour)</b> (b) Colored - <b>approx 250 (Blue colour)</b>			
5	Lapel Cards with holder and ribbon (Multi colour) (size 4" x 5.5") (a) Awardees - <b>approx 60</b> (b) Officials - <b>approx 80</b>			
	<b>Total</b>			

**Note :- Item wise rates will not be considered separately. The party quoting lowest rates in Grand Total will be awarded the contract.**

We agree to abide by the terms & conditions unconditionally as given in the above referred letter.

(Signature of Authorized Person  
 (Seal)

**NSS LOGO AND ON THE POCKET**



**एनएसएस पुरस्कार**

**NSS AWARD**

**2021-22**