

National Archives of India
Government of India
Janpath, New Delhi-110001

Dated: 01 FEB 2023

NOTICE INVITING TENDER

EXPRESSION OF INTEREST

Empanelment of Firms for Printing

National Archives of India (NAI), an attached office of Ministry of Culture invites applications for empanelment of Organization/Agencies for Printing for NAI's Publications. The Panel of Firms would be valid for a period of one year, extendable up to three years. Retention of a firm in the panel would be inter alia subject to satisfactory performance.


Interested reputed Organizations/Agencies having proven experience (of minimum 5 years) in the relevant field and fulfilling the prescribed eligibility criteria may submit their profile along with all supporting documents in sealed envelope which should be super-scribed as "**Empanelment of Firms for Printing**". Sealed tenders should reach to Deputy Director of Archives or Assistant Director of Archives, National Archives of India, Janpath, New Delhi-110001 within three weeks of uploading of the notice on NAI website. Any profile received after that would not be entertained.

1. Eligibility Conditions –

- (A) The Bidder should have over the last three financial years an average annual turnover of not less than Rs.50, 00,000/- (Rs.Fifty Lakhs only) **from Printing**. (Duly certified by CA with registration number and seal of the CA)
- (B) The bidder must have experience of minimum 10 years in the field of printing and publishing out of which at least 05 years experience must be in Central Government Ministries or Departments or Attached/ Subordinate Offices or Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies or Municipalities. **Copy of the Govt. work orders should be enclosed.**
- (C) It should have at least one branch office located in Delhi. It may have its registered office anywhere in India.
- (D) It should not have been blacklisted over last five years (An undertaking in this regard will have to be submitted by the bidder at the time of bidding).

The validity of the above said certificates of registrations will be seen with reference to the last date of bid submission schedule. During the period of bid evaluation or the operation of the contract, if any of the above said certificates of registrations becomes invalid, the contractor will get one-month time to get the validity restored from the respective Agencies, failing which it will be treated as Contractor event of default.

The Director General, National Archives of India, reserves the right to reject the Organizations/ Agencies/Publishers and Printers from empanelment without assigning any reason thereof. The decision of the National Archives of India in this respect shall be final and binding.


(Dr.Sanjay Garg)
Deputy Director of Archives
Government of India

NATIONAL ARCHIVES OF INDIA, JANPATH, NEW DELHI

**FORMAT OF APPLICATION
For Empanelment of Firms for Printing**

At

NATIONAL ARCHIVES OF INDIA,

Janpath, New Delhi.

Affix duly attested
Passport size recent
Photograph for the
Authorized person

(To be put in a separate sealed envelope, marked as "Application for empanelment as Printers")

I. Name of the Bidding Firm (enclose Memorandum and Articles of Association)

2. Name of the office-bearers of bidding firm

i. Proprietor in case of proprietorship

ii. All partners in case of partnership

iii. All Directors in case of company

iv. All governing body members in case of trust / society/others.

3. Address of the Bidding Firm

i. Head Quarter

ii. Delhi Office

4. E-mail Id of the bidding firm & authorized signatory for correspondence

5. Details of person authorized to bid

- i. Name & Designation _____
- ii. Address _____
- iii. Telephone no. _____
- iv. Mobile no. _____

6. GST Registration No

- i. Date of issuance _____
- ii. Date up to which valid _____

7. PAN card Number of Bidding Firm: _____

- i. Date of issuance _____

8. Registration No. & date/year of the firm _____

9 Annual Turnover of last three financial years (Please attach CA's certificate with registration number of the CA and rubber seal of the CA)

i.	Year.....: Rs.....
ii.	Year.....: Rs.....
iii.	Year.....: Rs
iv.	Total turnover of last three financial years (i.e. sum of (i)+(ii)+(iii)) :
v.	Average annual turnover for last three financial years:..... (i.e. total turnover divided by 3)

9. Any other relevant information

Declaration by the Bidder:

I/We _____ R/o _____

_____ am/are authorized to sign & the application on behalf of the bidding firm M/s. _____ This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions contained in the Advertisement and undertake to abide by them.

I/We further declare that -

- i. Our bidding firm has not been blacklisted or debarred any time during last five years and such debarment/blacklisting is not subsisting as on the date of submission of bid.
- ii. None of the Proprietor/ Partners/ Directors of the Bidder, have been or are associated with any of the business entity in a similar capacity, which (Business Entity) has been blacklisted or debarred any time during the last five years.
- iii. No criminal case is pending against the firm by any of the clients.

I/we have enclosed the self-attested copy of the documents required in support of information given above and in the advertisement. The list of documents which have been enclosed is given hereunder -

List of documents which have been submitted herewith are: (mention complete list)

SI. No.	Name of Documents	Number of pages
1.		
2.		
3.		

Signature

Name of the authorized person

(Seal of the bidding Firm)