

F.No.26-1/2025-Pub
Government of India
Ministry of Culture
National Archives of India
Janpath, New Delhi- 110001

Dated 13 MAY 2025

**NOTICE INVITING TENDER
EXPRESSION OF INTEREST
Empanelment of Firms for Printing of Publications**

The National Archives of India (NAI), an attached office under the Ministry of Culture, Government of India, invites applications from reputed, experienced, and professionally competent Printing Agencies for empanelment to undertake printing of publications, exhibition materials, research reports, and allied works. The Panel of Firms shall remain valid for a period of three year, extendable up to five years based on satisfactory performance and evolving requirements.

1. Scope of Empanelment

The empanelled agencies will be responsible for:

- Printing of books, monographs, catalogues, brochures, coffee table books, and other archival publications.
- Printing of exhibition panels, posters, invitation cards, banners, and related material.
- Ensuring adherence to the highest standards of quality in paper selection, design alignment, color fidelity, binding, and finishing.
- Timely execution and delivery of assigned printing jobs, sometimes within tight deadlines.

2. Eligibility Conditions

Applicants must fulfill the following minimum qualifications:

- Legal Status:** Must be a legally registered company/firm/entity with a minimum of 7 years of experience in printing and publishing activities.
- Relevant Government Experience:** Must have at least 5 years of experience in executing printing work for Central Ministries, Departments, PSUs, Universities, State Governments, Municipalities, or Public Sector Banks. (Work Orders must be attached.)
- Annual Financial Turnover:** Average annual turnover of not less than ₹ 80 Lakhs During the last three (3) financial years exclusively from printing activities. (CA- certified documents must be closed.)
- Delhi/NCR Operational Presence:** Must have at least one operational office or Branch in Delhi/NCR to facilitate coordination and deliveries.
- Clean Record:** The bidder must not have been blacklisted, debarred, or involved in any criminal proceeding by any Government body in the last five years. (Self-Declaration to be submitted.)
- In-House Capabilities:** The agency must have requisite in-house human and technical resources including skilled design staff, high-end computers/laptops, Printing coordination team, all duly registered

under the agency's name.

- g. Statutory Compliance: Possession of valid PAN, GST registration, and all Necessary regulatory registrations is mandatory.
- h. Commitment to Quality and Confidentiality: The agency must adhere to confidentiality norms and ensure the highest standards of quality control and Finishing during the execution of assignments.

3. Submission Guidelines

Interested agencies must submit:

- a. Duly filled Application Form (as per attached format).
- b. Profile of the organization including experience, team structure, and infrastructure.
- c. Work Orders/Completion Certificates demonstrating experience with Government clients.
- d. Copies of PAN, GST Registration, and other statutory documents.
- e. Chartered Accountant-certified turnover documents for the last three financial years.
- f. List of Design and Operational Assets (high-end computers/laptops, designing software, etc.).
- g. Undertaking regarding non-blacklisting and commitment to quality/confidentiality.
- h. Samples of past work for review of quality standards.

The application must be submitted in a sealed envelope clearly super scribed as: "Application for Empanelment of Firms for Printing-National Archives of India" and addressed to: Deputy Director of Archives/Assistant Director of Archives National Archives of India Janpath, NewDelhi-110001

The last date for submission is 02.06.2025 (within 21days from the publication of this Notice on the NAI website)

4. Selection Methodology

The empanelment shall be carried out strictly on the basis of Quality- Based Selection (QBS).

Each eligible application will be evaluated based on a 100-mark assessment matrix:

S. No.	Evaluation Criteria	Maximum Marks	Evaluation Basis
1	Number of Government Clients (Departments/ Ministries/PSUs/Universities)	20 Marks	1 mark per verified unique Government client. Maximum 20 marks. Work orders to be enclosed.
2	Experience with National-Level Government Projects	15 Marks	Execution of printing projects for high-profile national campaigns/publications. Supporting documentation required.
3	Quality of Past work (Sample Submission and Review)	30 Marks	Physical samples will be reviewed for printing quality, color accuracy, finishing, and creativity.



4	Client Testimonials And Letters of Appreciation	10 Marks	5 marks per appreciation letter Issued by Government bodies (maximum 2 considered).
5	Creative Capability and Approach to Special Projects	25 Marks	Evaluation based on documentation of special creative projects, such as coffee table books, exhibitions, commemorative publications, etc.

Minimum Qualifying Score for Empanelment: 80 out of 100

(Syed Farid Ahmad)
Deputy Director of Archives
Government of India

Affix duly attested
Passport size recent
photograph of the
Authorized person

(To be put in a separate sealed envelope, marked as “Application for empanelment as printers”)

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2. Name of the office-bearers of firm

- ### 3. Address of the Bidding Firm

- i. Head Quarter_____
- ii. Delhi/NCR Office_____

4. E-mail address 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 Firm: _____

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)

1.	Capital employed.....:Rs.....
2.	Year.....:Rs.....
3.	Year.....:Rs.....
4.	Total turnover of last three financial years (i.e. sum of (i)+(ii)+(iii):.....
5.	Average annual turnover for last three financial years..... (i.e. total turnover divided by 3)

10. Any other revelant information

Спасибо

Declaration by the Firm:

I/ We _____ R/o _____ am/are authorized to sign & the bid documents on behalf of the 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 this document and undertake to abide by them.

I/We further declare that -

- i. Our 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/ 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. The list of documents which have been enclosed is given hereunder -

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

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

Signature

Name of the authorized person _____

(Seal of the Firm)

