

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

Dated: 26/02/2020

NOTICE INVITING TENDER

EXPRESSION OF INTEREST

Empanelment of Firms for Printing and Publishing

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

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

**1. Eligibility Conditions -**

The Bidder should fulfill the following 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 and Publishing**. (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 year 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.



Handwritten signature in blue ink, appearing to read 'S.K. Misra' with the date '26/02/2020' written below it.

(S.K. Misra)  
Assistant Director of Archives  
Government of India



Handwritten signature in blue ink, appearing to read 'S.K. Misra'.

ANNEXURE: I

NATIONAL ARCHIVES OF INDIA ,  
JANPATH , NEW DELHI

Affix duly attested  
Passport size recent  
Photograph of the  
Authorized person

FORMAT OF APPLICATION  
For Empanelment Of Firms For Printing And Publishing  
At  
NATIONAL ARCHIVES OF INDIA,  
Janpath, New Delhi.

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

1. 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 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 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 )

10. Any other relevant information .....



**Declaration by the Bidder:**

I/We \_\_\_\_\_ R/o \_\_\_\_\_  
the \_\_\_\_\_ application on behalf of the bidding firm  
M/s. \_\_\_\_\_ am/are authorized to sign &  
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)

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

Signature \_\_\_\_\_

Name of the authorized person \_\_\_\_\_

(Seal of the bidding Firm)