



NATIONAL HEALTH SYSTEMS RESOURCE CENTRE,
(Ministry of Health and Family Welfare, Government of India),
NIHFW Campus, Baba Gangnath Marg, Munirka, New Delhi 110067
Website: www.nhsrcindia.org, Tel No.: +91-11-26108983

Tender Ref: NHSRC/12-13/Tender/Print/01/Vol-V

Date: _____

TENDOR NOTICE: Expression of Interest (EOI) for Empanelment of Agencies for Design & Print of IEC material, Audio-Visual Production, Translation, and other creative work.

1. INTRODUCTION

The National Health Systems Resource Centre (NHSRC) was established in 2006 under the National Health Mission (NHM), Government of India. It serves as an apex body for technical assistance, supporting policy and strategy development, mobilizing technical expertise for states, and strengthening capacity building for the Ministry of Health and Family Welfare (MoHFW) at both the central and state levels.

2. PURPOSE OF THE RFP

The RFP aims to engage suitable numbers of agencies to undertake a wide range of services prescribed under following 4 categories: -

| SERVICES BEING CONTRACTED / JOB SPECIFICATIONS | | |
|---|--|---|
| Categories | Services | Details |
| Category - I | Design & Layout of Books and IEC material. | (i) Books. (ii) Coffee Table Books. (iii) Certificates. (iv) Illustration (v) ID cards. (vi) Flyers (vii) Brochures (viii) Standee/Flex (ix) Banner (x) Selfie Booth |

| | | |
|----------------|--|--|
| Category - II | Printing (Offset & Digital) of Books and IEC material. | (i) Books. (ii) Coffee Table Books. (iii) Certificates. (iv) ID cards. (v) Flyers (vi) Brochures (vii) Standee/Flex (viii) Banner (ix) Selfie Booth (x) Diaries. (xi) Folders. |
| Category - III | Audio Visual Production. | (i) Animated video 2D. (ii) Animated video 3D. (iii) Video spots. (iv) Documentaries. (v) Films. (vi) Audio spots with and without music. (vii) Photography. |
| Category - IV | Translation, Proof Reading, Power Point Presentation | (i) Translation (ii) Proof Reading (iii) Power Point Presentation |

3. **TENDER NOTICE & METHODOLOGY**

(a) NHSRC invites applications/bids under **Rule 163 & 193** of the **General Financial Rule (GFR) 2017**, known as the **Two Bid System & Least Cost System (LCS)**, from professional agencies providing above-mentioned services for **NHSRC**”.

(b) The Agency must have its corporate office located in New Delhi/NCR.

(c) The empanelment will be primarily for the period of 01 year i.e. 5th June, 2026 to 4th June 2027, expendable up to 02 years.

(d) The empanelment will be subject to the Terms and Conditions outlined in the tender document available on the official NHSRC website **www.nhsrcindia.com**.

(e) The eligible and interested Service Providers/organizations must send their submissions, addressing “**The Principal Administrative Officer, National Health Systems Resource Centre, NIHFV Campus, Baba Gang Nath Marg, Munirka, New Delhi- 110067**” by **17:00 hours on 10th April 2026**, clearly mentioning the category for which the bid is being submitted.

(f) **METHODOLOGY** - The bids will be opened by separate committees for Technical and Financial evaluation and will involve the following steps:

(i) **Step 1** – The **Technical Bid** will be evaluated based on eligibility, experience, and compliance with NHSRC technical requirements mentioned in **APPENDIX - A**. All the documents must be stamped and signed by the owner of the Service Provider. No intimation of price will be given in technical evaluation. Only the Service Provider who qualifies for the technical evaluation will be eligible for the Financial Bid stage.

(ii) **Step 2** - The **Financial Bid** should include a detailed cost breakdown of each service as mentioned in **APPENDIX – B** along with the overall total cost. The rates must be all-inclusive (inclusive of all applicable taxes), remain consistent throughout the duration of the contract.

(iii) **Step 3** - The Service Provider offering the lowest overall cost (**L1 bidder**) will be awarded the contract.

(g) **Restriction on Participation of Relatives of NHSRC Employees:** Individuals who are near relatives of NHSRC employees are not allowed to participate in this tender. For this clause, *near relatives* include:

- (i) Members of a Hindu Undivided Family (HUF)
- (ii) Immediate family members: father, mother, son, daughter, brother, sister
- (iii) In-laws: son’s wife, daughter’s husband, brother’s wife, sister’s husband
- (iv) spouse of the NHSRC employee

4. CRITERIA FOR BID SUBMISSION & EVALUATION –

(a) **Bid submission** – As per **Rule 163** of the **General Financial Rules (GFR) 2017** defines the **Two-Bid System**, the bid must be submitted in two separate sealed envelopes within a single Master Envelope.

(i) **Envelope A** should contain the Technical Bid including all the necessary documents as mentioned in **APPENDIX – A**.

(ii) **Envelope B** should contain the Financial Bid Envelope with a detailed

cost breakdown for each service. **APPENDIX – B.**

(iii) **Envelope C** (Master Envelope) should contain both the envelopes of Technical and Financial Bid.

(b) **Bid Evaluation** - To ensure transparency and competitiveness, the selection process of Professional Agency for providing various services to NHSRC, will follow a **Least Cost System (LCS) under Rule 193 of the General Financial Rules (GFR) 2017.**

5. ELIGIBILITY CRITERIA

(a) The Vendor must be a registered legal entity with a fully equipped office and creative staff based in the **Delhi-NCR region**. To establish bonafides, the Vendor must provide documentary proof (e.g., utility bills, lease agreement, or shop registration) as mentioned in **Annexure – I (Appendix – A)** and agree to a physical site verification by NHSRC.

(b) The Vendor must possess the technical resources and manpower necessary to deliver NHSRC assignments, including a Creative Team (Head, Copywriter, Designer, Graphic/Visualizer), Production Team (Print & Electronic), Media/Client Managers, DTP Operators, Videographer, Photographer, Editor, Voice-over Artist, Animator, Graphic Designer, and Language Dubbing Artist; compliance requires submitting detailed biodata for these regular or contractual employees alongside a certified three-month payroll copy or EPF payment record verified by a Chartered Accountant or authorized signatory.

(c) The Vendor must possess and submit an undertaking for the availability of latest production infrastructure, including digital and offset printing machines, high-resolution scanners, facsimile machines, color copiers (A3/A4), fully equipped design facilities, high-end cameras, editing hardware/software, and a studio; full details and documentation for all equipment and software necessary to deliver high-quality work must be provided.

(d) The Vendor must be duly registered with competent authorities for GST, PAN, and other applicable taxes (such as VAT, TIN, or Service Tax) prior to 31.03.2018; copies of all relevant licenses and registration certificates must be submitted as mentioned in **Annexure – II (Appendix – A)**.

(e) The Vendor must have at least five years of experience (2021-2026) in printing, publishing, designing, audio-visual productions, high-quality books, magazines, and journals for government bodies, PSUs, or corporates; evidence including contracts,

purchase orders, an annual report, and contact details for at least 10 clients must be submitted as per **Annexure – III (Appendix – A)**.

(f) The Vendor must certify that no legal actions, suits, or investigations are pending or threatened that could hinder their performance under this EoI, nor have they been blacklisted by any government, public sector undertaking, or regulatory authority in India or abroad for fraudulent activities; a formal declaration or supporting documents must be submitted as per **Annexure – IV (Appendix – A)**.

(g) The Vendor should have average annual turnover as mentioned below in the category while applying for the last five fiscal years (2020-21, 2021-2022, 2022-23, 2023-24 & 2024-25), must be attached as mentioned in **Annexure – V (Appendix – A)**.

(i) Design & layout of Books, Coffee Table Books, Certificates, Illustration, ID cards, Flyers, Brochures, Standee/Flex, Banner, Selfie Booth - **Rs.50 Lakh.**

(ii) Printing (Offset & Digital) of Books, Coffee Table Books, Certificates, ID cards, Flyers, Brochures, Standee/Flex, Banner, Selfie Booth, Diaries, Folders - **Rs.5 Cr.**

(iii) Audio/Visual Production – **Rs.3 Cr.**

(iv) Translation, Proof Reading & Power Point Presentation – **25 Lakh.**

(h) If a vendor applies for more than one category, the one with higher average turnover will be considered.

(j) The vendor must submit the audited financial statements duly signed by the authorized Chartered Accountant.

(k) The vendor should have in-house, state-of-the-art facilities for printing, designing and all auxiliary facilities in accordance with the requirements in this EoI.

Note:-

(i) Non-inclusion of any requisite document or failure to provide the requisite document in the prescribed manner will be a cause of disqualification.

(ii) Failing to comply with Sl. No (a) & (g) will result in disqualification of the agency from the empanelment process.

(iii) The final decision for approval/rejection of the Bid of the Vendor at any stage of evaluation shall lie solely with NHSRC and NHSRC shall be under no obligation to disclose the reasons for the same to the Vendor. The Vendor shall mandatorily sign the undertaking attached at **Annexure – VI of Appendix – A.**

TENDER SCHEDULE

| | | | |
|-------|---|---|--|
| i. | Tender documents download date/time | : | 16/March/2026 – 10 AM |
| ii. | Pre-bid meeting | : | 25/March/2026 at NHSRC Office |
| iii. | Last date and time for receipt of bids | : | 10/April/2026 – 5 PM |
| iv. | Date and time for the opening of Prequalification-cum-technical bid | : | 27/April/2026 11:00 AM at NHSRC Office |
| v. | Financial bid opening | : | 04/May/2026 11:00 AM at NHSRC Office |
| vi. | Service to be provided | : | HIRING OF PROFESSIONAL AGENCY FOR PROVIDING VARIOUS SERVICES TO NHSRC |
| vii. | Period/Extension of contract | : | _____ from the date of Award of contract with an option of extension for a further period of maximum of two years at the same rate, terms and conditions subject to providing satisfactory services on year-to-year basis at the sole discretion of NHSRC. |
| viii. | Validity of tender offers | : | 90 days from date of opening of prequalification-cum-technical bid |
| ix. | Performance Guarantee total cost of Bid (for Finalized Service Provider only) | : | 3% of the estimated annual contract value or Rs.50,000/-, whichever is higher. |
| x. | Website for downloading tender documents, corrigendum etc. | | www.nhsrcindia.org |

6. **GENERAL TERMS & CONDITIONS**

(a) Service Providers must carefully read and accept all the terms and conditions before submitting their bids by **17:00 Hrs. on 10th April 2026** and before signing the declaration/cover letter attached at **Annexure (VII)**.

(b) All mandatory documents, as outlined in **Appendix-A**, must be submitted in the prescribed format. Each document should be self-attested and sealed by the Service Provider. Additionally, all pages of the bid must be sequentially numbered. Bids that are incomplete or not submitted as per the specified requirements are liable to be rejected.

(c) Pre-bid meeting shall be held as per Notice Inviting Tender (NIT) schedule to provide an opportunity to the bidders to interact with NHSRC with regard to various tender provisions/ clauses before the bids are submitted. Request for clarification during pre-bid, if any, may be sent by email on publication@nhsrccindia.org at least five working days prior to the commencement of pre-bid meeting. Bidders are required to attend the pre-bid meeting or through a duly authorized representative, failing which request for any additional meeting may not be entertained.

(d) The date of Pre-Bid. Technical Bid, Financial Bid, and other updates related to the tender schedule may be intimated through Corrigendum uploaded on the official website of NHSRC. Bidders are advised to regularly check the NHSRC website www.nhsrccindia.org for any corrigendum or updates related to this tender.

(e) If the tender opening date is declared a holiday, the tenders will be opened on the next working day at the same time.

(f) The tender document can be downloaded from www.nhsrccindia.org and submitted via registered post or dropped in the Tender Box at the NHSRC office reception before **17:00 Hrs. on 10th April 2026**. NHSRC IS NOT RESPONSIBLE FOR ANY POSTAL DELAYS.

(g) The duration of the contract shall be one year from the date of award to the successful bidder who qualifies both the technical and financial evaluations. The contract may be extended for up to a maximum of two additional years on a year-to-year basis, at the same rates, terms, and conditions, subject to the provision of satisfactory services and at the sole discretion of NHSRC.

(h) Bidders shall bear all the costs related to the preparation and submission of their proposals.

- (i) The NHSRC does not charge any bid processing/application fees for submission of the Bids.
- (j) An entity can only submit one proposal on a solo basis and not as part of a consortium. All consortium bids or multiple submissions will be disqualified.
- (k) NHSRC will not provide any facilities such as office space, conveyance, or utilities.
- (l) Email bids will not be accepted.
- (m) Submission implies acceptance of all tender terms; modifications are not permitted. Conditional bids will be rejected.
- (n) NHSRC reserves the right to reject, cancel, or terminate the tender without furnishing any reason.

7. RIGHTS OF NHSRC

- (a) NHSRC decision in respect of evaluation methodology and short listing of applicants will be final and binding, and no communication, whatsoever in this respect, shall be entertained.
- (b) NHSRC also reserves the right to reject any application if: -
 - (i) The same has not been made in the prescribed format.
 - (ii) At any time, a material misrepresentation, concealment or omission is made or uncovered.
 - (iii) The vendor/firm/entity does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the application.
 - (iv) Any unauthenticated alterations, erasures, overwriting, blanking out or discrepancies may render the EOI submission invalid.
- (c) In case any of the documents furnished by the vendor is found to be forged or fabricated at any stage, i.e., during assessment or post-awarding of Bid or during the tenure of the empanelment or post completion of the tenure of empanelment, penal action may be initiated against the vendor, and damages, if any, shall be recoverable from the said defaulting Vendor resulting from such act.

- (d) NHSRC reserves the right to de-panel the Vendor, with immediate effect, in case of: -
- (i) Violation of any terms & conditions of this EoI or Tender;
 - (ii) Unsatisfactory performance as per the general policies of NHSRC;
 - (iii) Lack of funds with NHSRC;
 - (iv) Services of the vendor no longer required by NHSRC;
 - (v) Implementation of the terms & conditions of this EoI no longer feasible due to change in requirements or circumstances of NHSRC or change in policies or laws;
 - (vi) Any other reason as deemed fit by NHSRC
- (e) NHSRC's decision will be final and binding in this regard, and NHSRC shall have the right to call for fresh empanelment/ re-initiate the empanelment process.
- (f) For all services, approved rates shall be applicable. No hike in the rates shall be entertained.
- (g) If the work order includes any items not provided in the empanelment rates, payment shall be allowed on a reasonable basis at the rates approved by NHSRC in writing, prior to commencement of such work.
- (h) NHSRC will periodically review the performance of the empaneled Vendor and in case of non-performance or unsatisfactory performance initiate necessary action as per its Policy.
- (i) NHSRC reserves the right to approach and assign work to vendors other than the empaneled Vendors, in case of the empaneled Vendor's failure to respond within the stipulated time or as per prescribed format.
- (j) This EoI is neither an agreement nor an offer and is only an invitation by NHSRC to the interested parties for submission of Applications.

CHECKLIST FOR PRE-QUALIFICATION FOR 'TECHNICAL BID'

The following documents are required to be submitted in the Pre - Qualification for Technical Bid in a Sealed Envelope marked as “**TECHNICAL BID**”.

| S. No. | Mandatory Documents | Yes/No | Remarks |
|--------|--|--------|---------|
| 1. | Office Infrastructure & Personal Declaration (Annexure – I) | | |
| 2. | Income Tax Return, GST & PAN Number (Annexure – II) | | |
| 3. | Detail of Five Year of Experience (Annexure - III) | | |
| 4. | Self-Declaration of No Blacklisting (Annexure – IV) | | |
| 5. | Detail of Five Year of Annual Turnover (Annexure – V) | | |
| 6. | Undertaking (Annexure – VI) | | |
| 7. | Cover Letter of Empanelment (Annexure - VII) | | |
| 8. | Application Form for Empanelment (Annexure - VIII) | | |
| 9. | Additional Information (Annexure - IX) | | |
| 10. | Bid Security Declaration Form (Annexure – X) | | |
| 11. | Tender document duly filled, signed and stamped by the vendor. | | |
| 12. | Registration and experience certificate | | |
| 13. | Audited copy (including balance sheet and P&L) of the annual turnover for the last 5 years | | |
| 14. | Letter of associated press/own vendor facility | | |
| 15. | Income tax return of last 3 years | | |
| 16. | Machine fully equipped and functional | | |
| 17. | Human Resource details | | |
| 18. | Details of printing, audio visual production, graphic designing works (Work order, completion certificate) executed for the last 3 financial years for Govt. & Public undertaking organizations. | | |

Signature of Bidder

(Prop. / Partner/ Authorized Signatory)

Name & Address with Seal of the firm

(FOR OFFICIAL USE ONLY)

**Before opening of technical bid, documents as listed above from Appendix 'A' will be checked.
Companies fulfilling these documents will be eligible for opening of technical bid.**

Office Infrastructure & Personnel Declaration

(To be submitted on the Letterhead of the Bidder)

To,

National Health Systems Resource Centre (NHSRC)

New Delhi

Subject: Declaration of Registered Office and Infrastructure for EOI of Publication.

1. Office Location & Contact Details

| Item | Details |
|----------------------------------|------------------------------------|
| Registered Office Address | [Insert Full Address in Delhi-NCR] |
| Type of Office Premises | [Owned / Leased / Rented] |
| Contact Person Name | [Insert Name] |
| Designation | [Insert Designation] |
| Mobile / Landline No. | [Insert Phone Number] |
| Official Email ID | [Insert Email Address] |

2. Proof of Office (Delhi-NCR)

Please tick the document attached as Annexure (as on date):

- Copy of Electricity Bill (Latest)
- Registration under Shop & Establishment Act
- Valid Lease/Rent Agreement
- Registration with Local Authority (MCD/NDMC/etc.)

3. Creative Personnel & Technical Infrastructure

We hereby declare that our agency is fully equipped with the following personnel and

infrastructure to handle the publication requirements:

- **Creative Team:** [e.g., 3 Graphic Designers, 2 Content Editors, 1 Multimedia Specialist].
- **Infrastructure:** [e.g., High-end Workstations, Licensed Design Software (Adobe Creative Suite), In-house Digital Printing Setup, Backup Servers].

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Company Seal: _____

Date: _____

Place: _____

Income Tax Return, GST & PAN Number

Self-Attested Copies of Income Tax Return & PAN Number, as required by this Tender Enquiry is being submitted along with this tender as per details given below:

-

| Details | Remarks |
|---|---------|
| Copies of Income Tax Returns for the Financial Years (for last three years) | |
| Copy of Permanent Account Number (PAN) | |
| Copy of Service Tax Registration Number | |
| Copy of GST/ VAT/ Sales Tax Registration Number, if any | |

**Signature of Bidder (Prop. / Partner/
Authorized Signatory)**

**Name & Address with Seal of the
firm**

Detail of Five Years of Experiences

Proof of successfully providing of the similar services i.e., certified copies of the work order for providing similar services for any other Govt. Institutions or reputed private institutions in Delhi or NCR in the recent past (during last five years i.e., 2021-22, 2022-23, 2023-24, 2024-25 & 2025-26) along-with endorsement from the concerned Institution.

(a) Whether any work of Govt. or Semi Govt. Dept or Reputed Private Organization has been done in previous year Y/N_____

(b) If yes, furnish full details ____

**Signature of Bidder (Prop. / Partner/
Authorized Signatory)**

**Name & Address with Seal of the
firm**

SELF-DECLARATION – NO BLACKLISTING

(to be filled by the bidder)

To,

{Tendering Authority},

_____,

In response to the Tender No. _____ dated _____ for Empanelment of Publication and Creative Agencies on Agreed Financials, as an Owner/ Partner/ Director of _____,

I/ We hereby declare that presently our Company/ firm _____, at the time of bidding, is having unblemished record and is not under any litigation, and nor is it declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU. If this declaration is found to be incorrect then without prejudice any other action that may be taken and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date:

Place:

Financial Turnover Certificate

(To be submitted on the Letterhead of the Bidder)

To,

[Insert Department/Organization Name]

[Insert Address]

Subject: Certificate of Annual Turnover for the last five financial years.

This is to certify that the annual turnover of **M/s [Insert Vendor Name]**, having its registered office at **[Insert Address]**, for the last five financial years, is as follows:

1. Summary of Annual Turnover

| Financial Year | Category - I (Required Average Turnover - 50 Lakhs) | | Category - II (Required Average Turnover - 5 Cr.) | | Category - III (Required Average Turnover - 3 Cr.) | | Category - IV (Required Average Turnover - 25 Lakhs) | |
|----------------|--|------------------------------|--|------------------------------|---|------------------------------|---|------------------------------|
| | Annual Turnover (in INR) | Average Turnover (in INR) | Annual Turnover (in INR) | Average Turnover (in INR) | Annual Turnover (in INR) | Average Turnover (in INR) | Annual Turnover (in INR) | Average Turnover (in INR) |
| 2020-21 | | | | | | | | |
| 2021-22 | | | | | | | | |
| 2022-23 | | | | | | | | |
| 2023-24 | | | | | | | | |
| 2024-25 | | | | | | | | |

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Company Seal: _____

Date: _____

Place: _____

UNDERTAKING

(To be submitted on Rs. 50/- stamp paper)

Declaration by the Bidder

I/We _____

hereby declare that:

1.) I/We am/are the provider of designing/printing/audio-visual production/translation/power point presentation, related services duly recognized by the Govt. of India/State Govt./Any other reputed Public Institution/Body have examined the above-mentioned tender document including amendment/corrigendum (if any) the receipt of which is hereby confirmed.

2.) I/We do hereby offer to provide the publication related services under Category ____ at the prices and rates mentioned in the price bid.

3.) I/We agree to abide by my/our offer for a period of 60 days from the date of opening of the tender.

4.) I/We have carefully read and understood all the Terms and Conditions of the tender and shall abide by them.

5.) I/We agree with all the clauses and payment terms & conditions of this tender enquiry. In case any condition put forth by us is against the terms & conditions of tender, the same shall be treated as to be having no effect whatsoever and that the tender terms and conditions shall only prevail upon such conditions, if any.

6.) I/We agree that in the event of any dispute or differences, the decision of the Executive Director, NHSRC New Delhi shall be final and binding on me/us.

7.) The tender document has been downloaded from the official website i.e., www.nhsrcindia.org and/or tender website in for bidding purpose and is a true copy of the original.

8.) I/we hereby undertake that none of my relative (s) as defined in Disclaimer

Clause (Point (g) of S. No. 3) of EOI is/are employed in NHSRC.

**Signature of Bidder (Prop. / Partner/
Authorized Signatory)**

**Name & Address with Seal of the
firm**

Cover letter for Empanelment of Vendors

(To be typed & submitted in the Letter Head of the Company/Firm of vendor)

Tender Reference No..... Dated:

To,
NATIONAL HEALTH SYSTEMS RESOURCE CENTRE
NIHFW Campus, Baba Gangnath Marg,
Munirka,
New Delhi
110067 Dear

Sir,
Sub: **Submission of Application against EOI Ref No:**
..... **for Category-I/Category-II/Category-III/Category-IV.**

We wish to introduce ourselves as vendor and request you to consider our application for empanelment as a vendor for graphic designing, designing, printing, videography, and translating services for various work detailed in the EOI issued by NHSRC, in accordance with the terms and conditions thereof.

I/We have carefully read the terms and conditions specified in EOI and also following listed documents connected with the EOI documents and agree to abide by the same.

1. Amendments/Clarifications/Corrigenda/Errata/etc. issued in respect of the EOI by NHSRC (if any).
2. Notice Inviting Application.
3. Documents referred to EOI document.

Authorized Representative of Applicant



**NATIONAL HEALTH SYSTEMS RESOURCE CENTRE,
(Ministry of Health and Family Welfare, Government of India),**

Application form for empanelment of vendors

Note to fill the Application Form:

1. It is essential to fill in all columns of the application.
2. Each page of the application form to be signed by the authorized signatory.
3. Attach separate sheets to fill in the details, wherever required.
4. The vendor should clearly specify the expertise for which he/she is applying for empanelment (like only for design, only for printing, only for videography or for combination of two works or more or for all works)

- Category being applied for empanelment:

- Name of the Vendor:

- Office Address:

- Telephones Nos.:

- E-mail / Website:

- Fax Nos.:

- Mobile Nos.:

- Nature of ownership of firm (Sole/Partnership/otherwise)

- If Registered, Regn. No. with name of authority:

- Validity of registration:

- GST. No.: _____

- PAN No.: _____

- Is the firm on the panel of any other govt. organization:

- Details of printing and designing works executed for the last 5 financial years (indicate year- wise)

Please attach list

- Details of turnover for the last 5 financial years (indicate year wise)

- List of clients with telephone Nos. in respect of which works have been executed successfully:

- Sample of work (copy attached):

(Signature of the Proprietor/Authorized Signatory)

Rubber Seal of the firm

Place:

Date:

Additional Information

(To be submitted in a sealed envelope to PAO, NHSRC, NIHFV Campus, Baba Gangnath Marg, New Delhi, so as to reach before the last date and time of the closing of the bid)

1. Name & Address of Bidder:
2. Permanent Income Tax A/c No. of the bidder:
3. Name & Address of Banker of the Bidder:
4. Business Name and constitution of the Bidder firm:

Also state if the firm is registered under:

- (i) The Indian Companies Act, 1956
- (ii) The Indian Partnership Act, 1932
- (iii) Any act, if not, who are the owners (Please give full Names and Address) (Attach copies)

5. For partnership firms state whether they are registered or not registered under Indian Partnership Act. 1932. Should the answer to this question by a partnership firm be affirmative, please state further: -

(i) Whether by the partnership agreement authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the Partner who has signed the tender.

(ii) If the answer to (i) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tender to refer to dispute concerning business of the partnership to arbitration.

6. State whether business dealing with you has been banned by any Central/ State Government Organization? If so, give details.

Signature of witness

Signature of Bidder

Full Name and Address of Witness

1. Full name & address of Person signing. (In BLOCK LETTER)
2. Whether signing as Proprietor/Partner/Constituted Attorney/ duly authorized by company.

Bid Security Declaration Form

Date: _____ Tender No.

To (insert complete name and address of the bidder)

I/We the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs, or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of (insert date of signing) Corporate Seal
(where appropriate)

PRICE QUOTATION REQUIRED FOR 'FINANCIAL BID'

Note: - A link of L-1 rates of previous year (2025-26) is given below for reference.

[L-1 rates of Year 2025-26.pdf](#)

Agencies applying for CATEGORY - I

(Design & Layout of Books & other IEC materials).

| Design & Layout | | | |
|----------------------------|-------------------------------|--------------------------------|--|
| Sr. No. | List of items | Technical Specification | L1 rate of Agency (per page/item) |
| 1. | Book Cover | A4 | |
| | | 7 x 9.5 inches | |
| 2. | Book Inside Page | A4 | |
| | | 7 x 9.5 inches | |
| 3. | Coffee Table Book Cover | 8.5 x 8.5 inches | |
| | | 11 X 11 inches | |
| 4. | Coffee Table Book Inside Page | 8.5 x 8.5 inches | |
| | | 11 X 11 inches | |
| 5. | Certificate | A4 | |
| | | A3 | |
| 6. | Illustration | Single Colour | |
| | | Multi Colour | |
| 7. | Brochure/Folder Cover | 8x8 inches | |
| | | A4 | |
| 8. | Brochure/Folder Inside Page | 8x8 inches | |
| | | A4 | |
| 9. | ID Cards | 3.7 x 5 inches | |
| 10. | Flyers | A4 | |
| 11. | Banner | 8x4 ft | |
| | | 4x3 ft | |
| 12. | Standee/Flex | 6x3 ft | |
| 13. | Selfie Booth | 8x4 ft | |

Agencies applying for CATEGORY - II

(Printing of Books & other IEC Materials)

Book Printing - Offset

**(300 GSM Matte/Gloss Finish Art Paper Cover, 100 GSM Matte/Gloss Finish Art Paper Inside),
(All Multi Color Printing), (Cover Lamination Matte/Gloss)**

| S. No. | No. of pages Plus 4 pages cover | Sizes | Quantity (Copies) | Binding | L1 rates |
|--------|---------------------------------|-------|-------------------|---|----------|
| 1 | 1 to 50 | A4 | 1-250 | Spiral Binding/ Saddle Stitch/Stapled Binding/Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |
| | | | | | |
| 1 | 51-100 | A4 | 1-250 | Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |
| | | | | | |
| 1 | 101-150 | A4 | 1-250 | Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |
| | | | | | |
| 1 | 151-200 | A4 | 1-250 | Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |
| | | | | | |

| | | | | | |
|---|---------|----|-----------|-----------------|--|
| 1 | 201-300 | A4 | 1-250 | Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |
| 1 | 301-400 | A4 | 1-250 | Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |
| 1 | 401-500 | A4 | 1-250 | Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |

(300 GSM Matte/Gloss Finish Art Paper Cover, 130 GSM Matte/Gloss Finish Art Paper Inside),

(All Multi Color Printing), (Cover Lamination Matte/Gloss)

| S.No. | No. of pages Plus 4 pages cover | Sizes | Quantity (Copies) | Binding | <u>L1 rates</u> |
|-------|---------------------------------|-------|-------------------|---|-----------------|
| 1 | 1 to 50 | A4 | 1-250 | Spiral Binding/ Saddle Stitch/Stapled Binding/Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |
| 1 | 51-100 | A4 | 1-250 | Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |

| | | | | | |
|---|---------|----|-----------|-----------------|--|
| 5 | | A4 | 1500-2000 | | |
| | | | | | |
| 1 | 101-150 | A4 | 1-250 | Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |
| | | | | | |
| 1 | 151-200 | A4 | 1-250 | Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |
| | | | | | |
| 1 | 201-300 | A4 | 1-250 | Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |
| | | | | | |
| 1 | 301-400 | A4 | 1-250 | Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |
| | | | | | |
| 1 | 401-500 | A4 | 1-250 | Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |

**(300 GSM Matte/Gloss Finish Art Paper Cover, 100 GSM Matte/Gloss Finish Art Paper Inside),
(All Multi Color Printing), (Cover Lamination Matte/Gloss)**

| S.No. | No. of pages Plus 4 pages cover | Sizes | Quantity (Copies) | Binding | <u>L1 rates</u> |
|-------|---------------------------------|-----------------------|-------------------|---|-----------------|
| 1 | 1 to 50 | 7 Inches X 9.5 Inches | 1-250 | Spiral Binding/ Saddle Stitch/Stapled Binding/Perfect Binding | |
| 2 | | 7 Inches X 9.5 Inches | 251-500 | | |
| 3 | | 7 Inches X 9.5 Inches | 501-1000 | | |
| 4 | | 7 Inches X 9.5 Inches | 1001-1500 | | |
| 5 | | 7 Inches X 9.5 Inches | 1500-2000 | | |
| | | | | | |
| 1 | 51-100 | 7 Inches X 9.5 Inches | 1-250 | Perfect Binding | |
| 2 | | 7 Inches X 9.5 Inches | 251-500 | | |
| 3 | | 7 Inches X 9.5 Inches | 501-1000 | | |
| 4 | | 7 Inches X 9.5 Inches | 1001-1500 | | |
| 5 | | 7 Inches X 9.5 Inches | 1500-2000 | | |
| | | | | | |
| 1 | 101-150 | 7 Inches X 9.5 Inches | 1-250 | Perfect Binding | |
| 2 | | 7 Inches X 9.5 Inches | 251-500 | | |
| 3 | | 7 Inches X 9.5 Inches | 501-1000 | | |
| 4 | | 7 Inches X 9.5 Inches | 1001-1500 | | |

| | | | | | |
|----------|----------------|----------------------------------|------------------|------------------------|--|
| | | Inches | | | |
| 5 | | 7 Inches X 9.5 Inches | 1500-2000 | | |
| 1 | 151-200 | 7 Inches X 9.5 Inches | 1-250 | Perfect Binding | |
| 2 | | 7 Inches X 9.5 Inches | 251-500 | | |
| 3 | | 7 Inches X 9.5 Inches | 501-1000 | | |
| 4 | | 7 Inches X 9.5 Inches | 1001-1500 | | |
| 5 | | 7 Inches X 9.5 Inches | 1500-2000 | | |

**(300 GSM Matte/Gloss Finish Art Paper Cover, 130 GSM Matte/Gloss Finish Art Paper Inside),
(All Multi Color Printing), (Cover Lamination Matte/Gloss)**

| S.No. | No. of pages Plus 4 pages cover | Sizes | Quantity (Copies) | Binding | L-1 rates |
|--------------|--|----------------------------------|------------------------------|--|------------------|
| 1 | 1 to 50 | 7 Inches X 9.5 Inches | 1-250 | Spiral Binding/ Saddle Stitch/Stapled Binding/Perfect Binding | |
| 2 | | 7 Inches X 9.5 Inches | 251-500 | | |
| 3 | | 7 Inches X 9.5 Inches | 501-1000 | | |
| 4 | | 7 Inches X 9.5 Inches | 1001-1500 | | |
| 5 | | 7 Inches X 9.5 Inches | 1500-2000 | | |
| 1 | 51-100 | 7 Inches X 9.5 Inches | 1-250 | Perfect Binding | |
| 2 | | 7 Inches X 9.5 | 251-500 | | |

| | | | | | |
|---|---------|--------------------------|-----------|-----------------|--|
| | | Inches | | | |
| 3 | | 7 Inches X 9.5 Inches | 501-1000 | | |
| 4 | | 7 Inches X 9.5 Inches | 1001-1500 | | |
| 5 | | 7 Inches X 9.5 Inches | 1500-2000 | | |
| | | | | | |
| 1 | 101-150 | 7 Inches X 9.5 Inches | 1-250 | Perfect Binding | |
| 2 | | 7 Inches X 9.5 Inches | 251-500 | | |
| 3 | | 7 Inches X 9.5 Inches | 501-1000 | | |
| 4 | | 7 Inches X 9.5 Inches | 1001-1500 | | |
| 5 | | 7 Inches X 9.5 Inches | 1500-2000 | | |
| | | | | | |
| 1 | 151-200 | 7 Inches X 9.5 Inches | 1-250 | Perfect Binding | |
| 2 | | 7 Inches X 9.5 Inches | 251-500 | | |
| 3 | | 7 Inches X 9.5 Inches | 501-1000 | | |
| 4 | | 7 Inches X 9.5 Inches | 1001-1500 | | |
| 5 | | 7 Inches X 9.5 Inches | 1500-2000 | | |
| | | | | | |

Book Printing - Digital

**(300 GSM Matte/Gloss Finish Art Paper Cover, 100 GSM Matte/Gloss Finish Art Paper Inside),
(All Multi Color Printing), (Cover Lamination Matte/Gloss)**

| S.No. | No. of pages Plus 4 pages cover | Sizes | Quantity (Copies) | Binding | <u>L1</u> <u>rates/page</u> |
|--------------|--|--------------|------------------------------|---|--|
| 1 | 1 to 50 | A4 | 1-250 | Spiral Binding/ Saddle Stitch/Stapled Binding/Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |
| 1 | 51-100 | A4 | 1-250 | Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |
| 1 | 101-150 | A4 | 1-250 | Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |
| 1 | 151-200 | A4 | 1-250 | Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |

| | | | | | |
|---|---------|----|-----------|-----------------|--|
| 1 | 201-300 | A4 | 1-250 | Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |
| 1 | 301-400 | A4 | 1-250 | Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |
| 1 | 401-500 | A4 | 1-250 | Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |

(300 GSM Matte/Gloss Finish Art Paper Cover, 130 GSM Matte/Gloss Finish Art Paper Inside),

(All Multi Color Printing), (Cover Lamination Matte/Gloss)

| S.No. | No. of pages Plus 4 pages cover | Sizes | Quantity (Copies) | Binding | L1 rates/page |
|-------|---------------------------------|-------|-------------------|---|---------------|
| 1 | 1 to 50 | A4 | 1-250 | Spiral Binding/ Saddle Stitch/Stapled Binding/Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |

| | | | | | |
|---|----------------|-----------|------------------|------------------------|--|
| 1 | 51-100 | A4 | 1-250 | Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |
| | | | | | |
| 1 | 101-150 | A4 | 1-250 | Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |
| | | | | | |
| 1 | 151-200 | A4 | 1-250 | Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |
| | | | | | |
| 1 | 201-300 | A4 | 1-250 | Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |
| | | | | | |
| 1 | 301-400 | A4 | 1-250 | Perfect Binding | |
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |
| | | | | | |
| 1 | 401-500 | A4 | 1-250 | Perfect Binding | |

| | | | | | |
|---|--|----|-----------|--|--|
| 2 | | A4 | 251-500 | | |
| 3 | | A4 | 501-1000 | | |
| 4 | | A4 | 1001-1500 | | |
| 5 | | A4 | 1500-2000 | | |

**(300 GSM Matte/Gloss Finish Art Paper Cover, 100 GSM Matte/Gloss Finish Art Paper Inside),
(All Multi Color Printing), (Cover Lamination Matte/Gloss)**

| S.No. | No. of pages Plus 4 pages cover | Sizes | Quantity (Copies) | Binding | <u>L1 rates/page</u> |
|-------|---------------------------------|-----------------------|-------------------|---|----------------------|
| 1 | 1 to 50 | 7 Inches X 9.5 Inches | 1-250 | Spiral Binding/ Saddle Stitch/Stapled Binding/Perfect Binding | |
| 2 | | 7 Inches X 9.5 Inches | 251-500 | | |
| 3 | | 7 Inches X 9.5 Inches | 501-1000 | | |
| 4 | | 7 Inches X 9.5 Inches | 1001-1500 | | |
| 5 | | 7 Inches X 9.5 Inches | 1500-2000 | | |
| 1 | 51-100 | 7 Inches X 9.5 Inches | 1-250 | Perfect Binding | |
| 2 | | 7 Inches X 9.5 Inches | 251-500 | | |
| 3 | | 7 Inches X 9.5 Inches | 501-1000 | | |
| 4 | | 7 Inches X 9.5 Inches | 1001-1500 | | |
| 5 | | 7 Inches X 9.5 Inches | 1500-2000 | | |
| | | | | | |

| | | | | | |
|---|---------|-----------------------|-----------|-----------------|--|
| 1 | 101-150 | 7 Inches X 9.5 Inches | 1-250 | Perfect Binding | |
| 2 | | 7 Inches X 9.5 Inches | 251-500 | | |
| 3 | | 7 Inches X 9.5 Inches | 501-1000 | | |
| 4 | | 7 Inches X 9.5 Inches | 1001-1500 | | |
| 5 | | 7 Inches X 9.5 Inches | 1500-2000 | | |
| | | | | | |
| 1 | 151-200 | 7 Inches X 9.5 Inches | 1-250 | Perfect Binding | |
| 2 | | 7 Inches X 9.5 Inches | 251-500 | | |
| 3 | | 7 Inches X 9.5 Inches | 501-1000 | | |
| 4 | | 7 Inches X 9.5 Inches | 1001-1500 | | |
| 5 | | 7 Inches X 9.5 Inches | 1500-2000 | | |
| | | | | | |

(300 GSM Matte/Gloss Finish Art Paper Cover, 130 GSM Matte/Gloss Finish Art Paper Inside), (All Multi Color Printing), (Cover Lamination Matte/Gloss)

| S.No. | No. of pages Plus 4 pages cover | Sizes | Quantity (Copies) | <u>Binding</u> | <u>L-1 Rates/page</u> |
|-------|---------------------------------|-----------------------|-------------------|--|-----------------------|
| 1 | 1 to 50 | 7 Inches X 9.5 Inches | 1-250 | <u>Spiral Binding/</u> <u>Saddle</u> <u>Stitch/Stapled</u> <u>Binding/Perfect</u> <u>Binding</u> | |
| 2 | | 7 Inches X 9.5 Inches | 251-500 | | |

| | | | | | |
|---|---------|-----------------------|-----------|------------------------|--|
| 3 | | 7 Inches X 9.5 Inches | 501-1000 | | |
| 4 | | 7 Inches X 9.5 Inches | 1001-1500 | | |
| 5 | | 7 Inches X 9.5 Inches | 1500-2000 | | |
| | | | | | |
| 1 | 51-100 | 7 Inches X 9.5 Inches | 1-250 | <u>Perfect Binding</u> | |
| 2 | | 7 Inches X 9.5 Inches | 251-500 | | |
| 3 | | 7 Inches X 9.5 Inches | 501-1000 | | |
| 4 | | 7 Inches X 9.5 Inches | 1001-1500 | | |
| 5 | | 7 Inches X 9.5 Inches | 1500-2000 | | |
| | | | | | |
| 1 | 101-150 | 7 Inches X 9.5 Inches | 1-250 | <u>Perfect Binding</u> | |
| 2 | | 7 Inches X 9.5 Inches | 251-500 | | |
| 3 | | 7 Inches X 9.5 Inches | 501-1000 | | |
| 4 | | 7 Inches X 9.5 Inches | 1001-1500 | | |
| 5 | | 7 Inches X 9.5 Inches | 1500-2000 | | |
| | | | | | |
| 1 | 151-200 | 7 Inches X 9.5 Inches | 1-250 | <u>Perfect Binding</u> | |
| 2 | | 7 Inches X 9.5 Inches | 251-500 | | |

| | | | | | |
|---|--|-----------------------|-----------|--|--|
| 3 | | 7 Inches X 9.5 Inches | 501-1000 | | |
| 4 | | 7 Inches X 9.5 Inches | 1001-1500 | | |
| 5 | | 7 Inches X 9.5 Inches | 1500-2000 | | |
| | | | | | |

Coffee Table Book Printing

(3 MM Thickness Board for Cover, 170 Uncoated Paper for end sheets with Hard Cover Binding, Interior Paper 170 GSM Gloss/ Matte)

| S. No. | No. of pages Plus 4 pages cover | Sizes | Quantity (Copies) | Binding | L1 rates |
|----------|---------------------------------|-------------------------|-------------------|--------------------|----------|
| 1 | 1 to 100 | 8.5 Inches X 8.5 Inches | 1-100 | Hard Cover Binding | |
| 2 | | 8.5 Inches X 8.5 Inches | 100-250 | | |
| 3 | | 8.5 Inches X 8.5 Inches | 250-500 | | |
| | | | | | |
| 1 | 101-200 | 8.5 Inches X 8.5 Inches | 1-100 | Hard Cover Binding | |
| 2 | | 8.5 Inches X 8.5 Inches | 100-250 | | |
| 3 | | 8.5 Inches X 8.5 Inches | 250-500 | | |
| | | | | | |
| 1 | 1 to 100 | 11 Inches X 11 Inches | 1-100 | Hard Cover Binding | |
| 2 | | 11 Inches X 11 Inches | 100-250 | | |
| <u>3</u> | | 11 Inches X 11 Inches | 250-500 | | |
| | | | | | |

| | | | | | |
|----------|---------|-----------------------|---------|--------------------|--|
| <u>1</u> | 101-200 | 11 Inches X 11 Inches | 1-100 | Hard Cover Binding | |
| <u>2</u> | | 11 Inches X 11 Inches | 100-250 | | |
| <u>3</u> | | 11 Inches X 11 Inches | 250-500 | | |

Printing of Customised Diaries Including cover design

| <u>S. No.</u> | No. of Pages including cover, Size - A5 | Binding | L1 rates |
|---------------|---|---------|----------|
| <u>1</u> | 1 to 50 | Wiro | |
| <u>2</u> | 50-100 | Wiro | |
| <u>3</u> | 100-150 | Wiro | |
| <u>4</u> | 150-200 | Wiro | |

Digital printing of ID cards

| <u>S. No.</u> | ID Cards (cardboard) | Lanyard | L1 rates |
|---------------|----------------------|---------|----------|
| <u>1</u> | 1 to 50 | 0-50 | |
| <u>2</u> | 51-100 | 51-100 | |
| <u>3</u> | 101-150 | 101-150 | |
| <u>4</u> | 151-200 | 151-200 | |
| <u>5</u> | 201-250 | 201-250 | |
| <u>6</u> | 251-300 | 251-300 | |

Offset printing of ID cards

| <u>S. No.</u> | ID Cards (cardboard) | Lanyard | L1 rates |
|---------------|----------------------|---------|----------|
| <u>1</u> | 1 to 50 | 0-50 | |
| <u>2</u> | 51-100 | 51-100 | |
| <u>3</u> | 101-150 | 101-150 | |

| | | | |
|---|---------|---------|--|
| 4 | 151-200 | 151-200 | |
| 5 | 201-250 | 201-250 | |
| 6 | 251-300 | 251-300 | |

Printing of Brochures/Folder

| S. No. | Specifications | Sizes | Quantity (Copies) | L1 rates |
|--------|---|---------------------|-------------------|----------|
| 1 | 300 GSM Art Paper for Cover, 170 GSM Art Paper inside pages, Creasing, Lamination and Folding | 8 Inches X 8 Inches | 500 | |
| | | 8 Inches X 8 Inches | 1000 | |
| | | A4 | 500 | |
| | | A4 | 1000 | |

Certificate Printing

(Matte/Gloss Finish Art Paper), (All Multi Color Printing)

| S. No. | Title | Sizes | Paper Type | Work | L1 rates |
|--------|------------------------|-------|------------|-------------------|----------|
| 1 | Certificate (per copy) | A4 | 300 GSM | Without Gold Foil | |
| | | A4 | 300 GSM | With Gold Foil | |
| | | A3 | 300 GSM | Without Gold Foil | |
| | | A3 | 300 GSM | With Gold Foil | |

| S. No. | Title | Technical Specification | L1 rate |
|--------|---------------|-------------------------|---------|
| 1. | Banner | 8x4 ft | |
| | | 3X4 ft | |
| 2. | Standee/ Flex | 6x3 ft (Roll up) | |
| | | 6x3 ft (Iron stand) | |
| 3. | Selfie Booth | 8x4 ft | |
| 4. | Flyers | A4 | |

Agencies applying for CATEGORY - III

(Audio Visual & Translation)

Price Quotation

| S.No. | Item | Specification | L1 rates |
|-------|--|---------------------------|----------|
| 1 | Animated video (2D - upto 5 characters) (Includes Script writing, Dubbing, Language version, HD Format, Voiceover, Shooting, Editing, Music, etc.) | 1 minute | |
| | | 2 minutes | |
| | | Every additional 1 minute | |
| 2 | Animated video (3D - upto 5 characters) (Includes Script writing, Dubbing, Language version, HD Format, Voiceover, Shooting, Editing, Music, etc.) | 1 minute | |
| | | 2 minutes | |
| | | Every additional 1 minute | |
| 3 | Video spots/ Documentaries/ Films (Includes Script writing, Dubbing, Language version, HD Format, Voiceover, Shooting, Editing, Music, etc.) | 1 minute | |
| | | 2 minutes | |
| | | Every additional 1 minute | |
| 4 | Audio spots with/ without music (Includes Script writing, Language version, Recording, Voiceover, Editing, etc.) | 1 minute | |
| | | 2 minutes | |
| | | Every additional 1 minute | |
| 5 | Editing (Per Word) | Hindi | |
| | | English | |
| | | Other Regional Languages | |
| 6 | Typing (500 words) | Hindi | |
| | | English | |

| | | | | |
|----------|--|------------------------|-----------------|--|
| | | Other Languages | Regional | |
| 7 | Transcribing (Per 5 minutes) | Hindi | | |
| | | English | | |
| | | Other Languages | Regional | |
| 8 | Photography (Including Shoot and Editing) | Half Day | | |
| | | Full Day | | |

Agencies applying for CATEGORY - IV

(Translation, Proof Reading & Power Point Presentation)

Translation

| S.No. | Title | Work | L1 rates |
|-------|---|--------------------------|----------|
| 1 | Translations (Per Word) (Price to be calculated as per the translated version) | Hindi to English | |
| | | English to Hindi | |
| | | Other Regional Languages | |

Proof Reading

| S.No. | Title | Work | L1 rates |
|-------|--------------------------|--------------------------|----------|
| 1 | Proof Reading (Per Word) | Hindi to English | |
| | | English to Hindi | |
| | | Other Regional Languages | |

Power Point Presentation

| <u>S.No.</u> | <u>Title</u> | <u>Work</u> | L1 rates |
|--------------|---|--------------------------|----------|
| 1 | Power Point Presentation (Per slide) | Hindi | |
| | | English | |
| | | Other Regional Languages | |