

Tender Document
Ignite/Printing-Press/2024-25/0022/Proc.
Invitation for Printing Press

Terms and Conditions:

1. Designs of all required items will be provided by the IGNITE (Company).
2. The firm/service provider will have to provide requisite printed items at the Company premises at its own cost.
3. National Tax Number/General Sales Tax Registration Number issued by the respective departments should be quoted/provided in the bid.
4. All Government applicable taxes will be deducted while making payment to the service provider.
5. Ignite National Technology Fund will not compromise on the quality of any item.
6. This office reserves the right to accept/reject any/all bids or a portion under PPRA rules.
7. The rates quoted by firms will remain **valid till 30th June 2025.**
8. Selected service provider(s) will have to provide a composed/printed sample of each selected item as per the sample provided by the procuring agency.
9. The said services are initially required for ONE year effective from July 01, 2024. The same may be extended for the next year based on the satisfactory performance of the service provider and mutual consent of both parties.

SUBMISSION OF PROPOSALS: -

Responses to this Tender are due by

[June 05, 2024] at [11:00 a.m.]

All proposals are to be submitted on EPADs only. No hard copies of proposal will be accepted.

Original Bid security CDR to be submitted at the time of bid opening.

Date and Time of Opening of Tender:

[June 05, 2024] at [11:30 a.m.]

(To be Filled-in by the Applicant)

1. Name of the Firm/Company/Printing Press:

2. Proprietor/ Partnership: _____

3. Address for Communication (postal, email, telephone number):

4. Permanent Address:

5. Address of Branch Offices:

6. *Attach a complete profile of the agency in view of the tender evaluation form

[Signature and date with official Seal of bidder]

The cost for the printing of all following items in quantity shall be quoted by the firm/company/printing press.

S #	Name of items Minimum Specification Standard	Quantity					
		200	300	500	1000	1500	2000
1	Envelope A-4 Size with pasting strip inside: - Size: A-4 Weight: On 90gm paper (Other Specs as per IGNITE sample)						
2	Envelope Large Size with pasting strip inside: - Size: Large Weight: On 90gm paper (Other Specs as per IGNITE sample)						
3	Envelope Small Size with pasting strip inside: - Size: Small Weight: On 90gm paper (Other Specs as per IGNITE sample)						
4	Envelope Window 9x4 with pasting strip inside: - Size: Small Weight: On 90gm paper (Other Specs as per IGNITE sample)						
5	File Folder with Pocket inside: - Weight: 310 gm on Every Card with lamination Colored with Logo (Other Specs as per IGNITE sample)						
6	File Cover: - Weight: 380gm & above Colored with logo & text (Other Specs as per IGNITE sample)						
7.	Letter Head Pad: - Size: A-4 Paper: 120gm (imported) cream paper 100 sheets in each Pad and Header with logo of Government & Ignite and Footer with address, Phone & Fax No (Other Specs as per Ignite sample)						
8.	Note Pad: - Medium size with spiral binding (Other Specs as per Ignite sample)						
9	Business (Visiting) Cards: - Printing on Both Sides, Multi-colour on Cream Albaster Card with die-cutting (As per Ignite sample)						

10.	Designing and Printing of official ID Card on PVC Card (Front and Back Digital Printing) with Hard Plastic Cover and YOYO hook with Ignite logo branding (As per Ignite sample)	Per head cost
11.	Name Plate (Steel/Aluminum): Size:12 x 4 with bottom packing and double tap for pasting on glass	Per head cost
12.	Name Plate (Frosted glass): Size:12 x 4 with double tap for pasting on glass	Per head cost
13.	Any other printing items As per the requirement of Ignite	Through quotation(s) as & when required

Important Notes:

1. Paper weightage should be quoted as specified against each item in the above table, otherwise, the bid will be rejected straight away.
2. The specimen of items mentioned above can be collected from Ignite reception (11:00 AM to 3:00 PM) except for Saturday & Sunday from the office of Ignite National Technology Fund.
3. Service provider(s) would be responsible for delivering the printed material to the office of Ignite at their own cost and risk.
4. All quoted prices should be mentioned with or without applicable taxes.
5. Selection/Evaluation will be made on the basis of 40:60 against evaluation (technical and financial) assessment, respectively.
6. The bidder shall submit its bid with a bid security of **Rs:25,000/-** in the shape of a bank draft/pay order with a validity of 90 days.
7. Bid Security shall be returned/released to the unsuccessful bidder(s) once this process has been completed/finalized.
8. Selected bidder(s) will have to enter into a contract agreement with the procuring agency.

[Signature and date with official Seal]

Tender Evaluation Form

(To be Filled-in by Ignite-Company)

S.#	Criteria	Points	Marks obtained	Remarks/Justifications
TECHNICAL				
1	Profile of the agency: i. Registered age of Company ii. List of existing Clients (up to a max of 25). iii. List of existing and past contracts with value and duration. (up to a max of 50)	7		
2	Location: i. Location of agency office/sub office ii. Number of branches iii. Number of employees	5		
3	Financial Position i. Name of Banks ii. Certificate of Financial position from bank iii. Copy of Annual Accounts, (if any) iv. Tax Registration (NTN/STN)	5		
4	Ownership Details Names of Managers/ Owners/ CEO/ Directors/ Partners	3		
	SUBTOTAL	20		
	FINANCIAL	80		
	GRAND TOTAL	100		