



Date: April 25, 2025

BUYER ADDED BID SPECIFIC TERMS AND CONDITIONS

Name of the work: “**Request for Proposal for Supply of Stationary, Printing Material and Promotional Items etc. on Annual Rate Contract Basis**”

GeM Bid No: GEM/2025/B/6110779

The bid is governed by the terms and conditions in the following order of precedence (i.e. in case of same clause, the clause mentioned in Corrigendum 1 will supersede the clause mentioned in RFP)

- Corrigendum 2
- Annexure-A (Revised BOQ as per corrigendum-2)
- Corrigendum 1
- Annexure-3
- Original RFP

Corrigendum 2 – Request for Proposal for “Supply of Stationary, Printing Material and Promotional Items etc. on Annual Rate Contract Basis”

This is with reference to the GeM bid reference no. GEM/2025/B/6110779 and RFP ref. no. QCI/PPID/0425/423 for “Request for Proposal for Supply of Stationary, Printing Material and Promotional Items etc on Annual Rate Contract Basis. Below are the changes in mentioned clauses issued vide this corrigendum notification:

S. No.	Clause no./ Reference	Original Clause	Changes/Amendment (Deletion are indicated with a strikethrough)
1	IV. Pre-Qualification Criteria (S.No. 2) Page No. 19	IV. Pre- Qualification Criteria (S.No. 2)- Average turnover of at least <u>one (01) Crore</u> generated in the past three (3) financial years (2021-22, 2022- 23 and 2023-24) from any similar services (<i>as per Corrigendum-1</i>)	IV. Pre- Qualification Criteria (S.No. 2) Average turnover of at least <u>one (01) Crore</u> generated in the past three (3) financial years in 2021-22, 2022- 23 and 2023-24 <u>OR</u> 2022-23, 2023- 24 and 2024-25 from any similar services. Unaudited statement certified by CA can be submitted for FY 2024-25.

General Instruction: The bidders are mandated to submit the Sample Inspection Certificate in the form of an Undertaking, as per the format prescribed in Annexure-1 (FORM E), in line with Clause IV as per RFP. The said certificate must be uploaded along with the proposal on the GeM portal.

Note: Non-submission of the Sample Inspection Certificate shall lead to rejection of the proposal.

Annexure-A

The revised details of BOQ (*Bill of Quantities*) is as follow:

Note: The bidders shall submit their rates as per the financial break-up document considering the revised BOQ mentioned below:

CATEGORY A - PRINTING RELATED SERVICES

S. No.	Item Name	Specifications (Size, material, etc.)	Branding	Minimum order quantity (MOQ)	Annual Estimated Quantity	Unit
1	Note Pad (Small)	Number of Pages - 50 Inner Pages - 90GSM with ruling and Logo printing Cover page - 350GSM 4 color printing with matt lamination, Size - 5"×7" Binding - Wiro	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.
2	Diary	Cover - 400GSM Craft paper Inner - 100 GSM Sunshine Printing: Single color printing Binding - Wiro Size - 11.5"×8" No. of Pages: 100	As required	The requirement may be raised in slot of 100 units.	600	Nos.
3	Notepad	Size - 6×8.27" Cover - Seed paper Inner page - 90GSM Printing - 4 color Binding - were No. of Pages: 100	As required	The requirement may be raised in slot of 100 units.	500	Nos.
4	QCI Notepad (White)	Size: 8.5x5.5 in Pages: 70 GSM Binding: Wiro No. of Pages: 60	QCI Branding	The requirement may be raised in slot of 500 units.	11100	Nos.
5	QCI Diaries (Brown)	Size: A-5 (14.8x22.0) Pages: 76.80 GSM cover: 500 GSM Binding: wiro No. of Pages: 160	QCI Branding	Yearly Diaries	2000	Nos.
6	Standards Copy/ Course Material (60 pages per copy)	<u>A4 Size</u> <u>Printing: 4-Color</u>	As required	<u>The requirement may be raised in slot of 100 units.</u>	1000	Nos.

7	Flyer (Type 1)	<u>Page Size: A4</u> <u>No. of Pages: 2</u> <u>Printing: 4-Color</u> <u>Paper: Glossy</u> <u>Paper/Matt Paper (130 GSM)</u> <u>Bleed Area: 3mm</u> <u>Lamination: Matt/Gloss</u>	As required	<u>The requirement may be raised in slot of 500 units.</u>	1500	Nos.
8	Flyer (Type 2)	<u>Page Size: A4</u> <u>No. of Pages: 2</u> <u>Printing: 4-Color</u> <u>Paper: Glossy</u> <u>Paper/Matt Paper (170 GSM)</u> <u>Bleed Area: 3mm</u> <u>Lamination: Matt/Gloss</u>	As required	<u>The requirement may be raised in slot of 500 units.</u>	1500	Nos.
9	Flyer (Type 3)	<u>Page Size: A4</u> <u>No. of Pages: 2</u> <u>Printing: 4-Color</u> <u>Paper: Glossy</u> <u>Paper/Matt Paper (300 GSM)</u> <u>Bleed Area: 3mm</u> <u>Lamination: Matt/Gloss</u>	As required	<u>The requirement may be raised in slot of 500 units.</u>	1500	Nos.
10	Flyer (Type 4)	<u>Page Size: A5</u> <u>No. of Pages: 2</u> <u>Printing: 4-Color</u> <u>Paper: Glossy</u> <u>Paper/Matt Paper (130 GSM)</u> <u>Bleed Area: 3mm</u> <u>Lamination: Matt/Gloss</u>	As required	<u>The requirement may be raised in slot of 500 units.</u>	1500	Nos.
11	Flyer (Type 5)	<u>Page size: A5</u> <u>No. of Pages: 2</u> <u>Paper: Glossy</u> <u>Paper/Matt Paper (170 GSM)</u> <u>Color – 4 colors</u> <u>Pages – 1 Pager</u> <u>Lamination: Matt/Gloss</u>	As required	<u>The requirement may be raised in slot of 500 units.</u>	1500	Nos.
12	Flyer (Type 6)	<u>Page Size: A5</u> <u>No. of Pages: 2</u> <u>Printing: 4-Color</u> <u>Paper: Glossy</u> <u>Paper/Matt Paper (300 GSM)</u> <u>Bleed Area: 3mm</u> <u>Lamination: Matt/Gloss</u>	As required	<u>The requirement may be raised in slot of 500 units.</u>	1500	Nos.

13	Certificate with frame	Size: A4 size Paper: 350 GSM Frame with 3MM Acrylic Sheet	As required	<u>The requirement may be raised in slot of 50-60 units.</u>	200	Nos.
14	Quality India Magazine	Printing Type: All Color CMYK Printing Size of Magazine: A4 No. of Pages: 80-88 (Including cover) Cover Page & Back Page: 250 GSM Imported Art Paper Paper for text: 100 GSM Imported Art Paper Lamination: Thermal Gloss Binding Type: Perfect Binding	As required	<u>The requirement may be raised in slot of 4000 units.</u>	12000	Copies
15	PADD Brochure	<u>Page size: 8.25" x 10.75"</u> <u>No. of pages - 4</u> <u>Color – 4 colors</u> <u>GSM – 250gm</u> <u>Binding – Single Fold</u> <u>Lamination – Matt</u>	As required	The requirement may be raised in slot of 100 units.	1000	Nos.
16	Scheme/Project Brochure	<u>Size: A4</u> <u>No. of Pages - 8</u> <u>Color: Four Color</u> <u>Paper Quality: 250 GSM</u> <u>Binding - Staple</u> <u>Lamination: Matt</u> <u>Lamination</u> <u>Language: Hindi/English (Both)</u>	As required	The requirement may be raised in slot of 100 units.	1000	Nos.
17	Certificates	A4 size Lamination: Matt lamination color: 4 Color Paper 350GSM German Kent	As required	<u>The requirement may be raised in slot of 30-40 units.</u>	5000	Nos.
18	Brochure (Type 1)	<u>Size - 10.75"×8.5"</u> <u>No. of pages - 8 No.</u> <u>Paper - 300 GSM</u> <u>Printing: Digital/offset</u> <u>Lamination - Matt</u> <u>lamination</u> <u>Binding & Finishing:</u> <u>Staple/Single Fold</u>	As required	<u>The requirement may be raised in slot of 50 units.</u>	500	Nos.

19	Brochure (Type 2)	<u>Size: A4 (8.27" x 11.69")</u> <u>No. of pages - 4</u> <u>Lamination: Matt</u> <u>Paper: 170 GSM</u> <u>Printing: Digital/offset</u> <u>Binding & Finishing:</u> <u>Single Fold/Staple</u>	As required	<u>The requirement may be raised in slot of 50 units.</u>	500	Nos.
20	Brochure (Type 3)	<u>Size: A5 (8.27" x 11.69")</u> <u>Lamination: Matt</u> <u>No. of Pages - 4</u> <u>Paper: 250 GSM</u> <u>Printing: Digital/offset</u> <u>Binding & Finishing:</u> <u>Single Fold/Staple</u>	As required	<u>The requirement may be raised in slot of 50 units.</u>	500	Nos.
21	QCI Folder (Brown)	<u>Size: 13*19 inch</u> <u>Paper: Hard Brown Paper</u> <u>Printing: Offest/Digital</u>	QCI Branding	<u>The requirement may be raised in slot of 100 units.</u>	6200	Nos.
22	QCI Letter Heads	<u>Size: A-4</u> <u>Paper: 100 GSM</u> <u>Printing: 4-color</u> <u>Digital/offset</u>	QCI Branding	<u>The requirement may be raised in slot of 20 packets.</u>	100	Pkt.
23	Letter Head Continuation Sheet	<u>Size: A-4</u> <u>Paper: 100 GSM</u> <u>Printing: 4-color</u> <u>Digital/offset</u>	QCI Branding	<u>The requirement may be raised in slot of 10 packets.</u>	200	Pkts.
24	QCI Envelopes (Size: A4)	<u>Size: 10x14 in</u> <u>Paper: 120 GSM</u> <u>laminated</u> <u>Printing: Screen Printing</u>	QCI Branding	<u>The requirement may be raised in slot of 1000 units.</u>	2500	Nos.
25	Visting Card	<u>Size: 8.7 cm x 5.4 cm</u> <u>Printing: 4-Color</u> <u>Paper: Standard Paper for visiting cards</u> <u>Language: Hindi & English</u> <u>No. of Cards: 100 Nos.</u>	As required	<u>The requirement may be raised in slot of 5 units.</u>	250	Nos.
26	QCI Envelope (without window)	<u>Size: 10x14 in</u> <u>Paper: 100 GSM</u> <u>Printing: Screen Printing</u>	QCI Branding	<u>The requirement may be raised in slot of 1000 units.</u>	3000	Nos.

27	Printing of Challan Books (Type 1)	Size: A4 Type: Portrait Mode Page color: White & Yellow Cover: Hard Cover (Cardboard) Pages: 100	As required	The requirement may be raised in slot of 500 units	2000	Nos.
28	Printing of Challan Books (Type 2)	Size: 6.75 * 8.25 (inches) Type: Portrait Mode Page color: White & Yellow Cover: Hard Cover (Cardboard) Pages: 100	As required	The requirement may be raised in slot of 200 units	1000	Nos.

CATEGORY B - PROMOTIONAL ITEMS

S. No.	Item Name	Specifications (Size, material, etc.)	Branding	Minimum order quantity (MOQ)	Annual Estimated Quantity	Unit
1	American Tourister Bags	Amt Rexton 01 Navy Lightweight Laptop Messenger Bag with Multiple Organizer Dimensions: 32 x 9.5 x 40 cm Capacity: 21 Liters Material: Dobby Fabric Model number: FH7 (0) 09 001 Color: Navy Blue/ Black	As required	The requirement may be raised in slot of 50 bags.	600	Nos.
2	Cap (Type 1)	Style: with inner elastic Material; Dry-fit Size: Free size Closure Type: Elastic Printing – Embroidery Color: Navy Blue	As required	The requirement may be raised in slot of 50 units.	10000	Nos.
3	Cap (Type 2)	Material - Microfiber Blend, bio wash Cotton Style - with inner elastic, Closure type - Pull-On	As required	The requirement may be raised in slot of 100 units.	600	Nos.
4	Mouse Pad	Color: Blue Size: 23 Cm x 19 cm	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.

5	Fridge Magnet	Size: 3" Diameter Magnet: 15mm neodymium magnet	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.
6	Pen (Type 1)	Ball Pen with UV Printing	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.
7	Pen (Type 2)	Material - Metal, Printing – UV	As required	The requirement may be raised in slot of 100 units.	600	Nos.
8	Metal Pen (Type 3)	Golden UV printing of Logo Velvet cover (sample is attached)	As required	The requirement may be raised in slot of 50 units.	300	Nos.
9	QCI Pen (Type 4)	Brand: Elkos or equivalent	QCI Branding	The requirement may be raised in slot of 500 units.	10000	Nos.
10	Key Chain	Material - Pure leather Size - 5"×2.25"	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.
11	Mobile Stand with logo	Material: Black acrylic Printing: UV Size: 10" × 4" Thickness: 6mm	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.
12	Non-Woven Fabric Carry Bag	Size: 36 cm x 25.5 cm Material: Non-woven 120 GSM Printing: 4-Color Handle: Loop	As required	The requirement may be raised in slot of 60-70 units.	5000	Nos.
13	Paper Carry Bag	<u>Paper: 350 GSM Art paper</u> <u>Printing: 4 Color</u> <u>Lamination: Thermal</u> <u>Gloss</u> <u>Handle: Thread String</u> <u>Size: 9x10x3 inch</u>	As required	The requirement may be raised in slot of 60-70 units.	5000	Nos.

14	Bookmark (Normal) (Type 1)	Size - 4"×2" Pack of 6 (5+1) Type - 1+1mm sheet Printing - 4 color with clear UV (on logo) Lamination - velvet	As required	The requirement may be raised in slot of 60- 70 units.	5000	Nos.
15	Bookmark (Normal) (Type 2)	Size - 3"×2" Pack of 6 (5+1) Type - 1+1mm sheet Printing - 4 color with clear UV (on logo) Lamination - velvet	As required	The requirement may be raised in slot of 60- 70 units.	5000	Nos.
16	Bookmark (with Magnet) (Type 1)	Size - 3"×2" Pack of 6 (5+1) Type - 1+1mm sheet Printing - 4 color with clear UV (on logo) Lamination - velvet	As required	The requirement may be raised in slot of 60- 70 units.	5000	Nos.
17	Bookmark (with Magnet) (Type 2)	Size - 4"×2" Pack of 6 (5+1) Type - 1+1mm blue magnetic sheet Printing - 4 color with clear UV (on logo) Lamination - velvet	As required	The requirement may be raised in slot of 60- 70 units.	5000	Nos.
18	Utility Pouch with Zip	Material: Poly Canvas Printing: Sublimation	As required	The requirement may be raised in slot of 60- 70 units.	10000	Nos.
19	Luggage Tag	Material: High-quality PVC plastic Size: Standard ID card size (85.6 mm × 54 mm) Thickness: Approximately 0.76 mm (similar to a credit card) Printing: Digital (4-Color) Plastic Loop Fastener	As required	The requirement may be raised in slot of 60- 70 units.	10000	Nos.
20	Smiley Ball	Size - Regular Color - Yellow Printing - 1.5" Logo	As required	The requirement may be raised in slot of 60- 70 units.	10000	Nos.

21	Coaster (set of 6 pieces)	Acrylic coaster with Eva Size - 3.75"×3.75" Acrylics thickness - 4mm Printing - UV Printing	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.
22	Cardboard Cylinder Box	Size: Length - 340mm, Diameter - 68mm, Wall Thickness - 2mm Closures: Top & Bottom metallic cap iodized Printing: Four Color with aquas varnish & thermal velvet lamination Material of tube: Cardboard	As required	The requirement may be raised in slot of 500 units.	2000	Nos.
23	Umbrella	Size (in Diameter): 24inches Material: Polyester Frame Material: Steel Handle Material: Plastic Technology: Automatic with Push Button Printing - Print and Cut (waterproof) Color: Navy Blue	As required	The requirement may be raised in slot of 60-70 units.	2000	Nos.
24	Lapel Pins	Brass Lapel Pin Size - 31mm, Thickness - 2mm Polish - GPC, color - 4 color	As required	The requirement may be raised in slot of 60-70 units.	500	Nos.
25	Memento	Memento Size - 10"×8.6"(excluding Base) Memento Thickness - 5mm Polish - GPC Printing - NABH Logo Base - 3.5"x10" wooden base Name Plate - 9"x3" with 4 color etching	As required	The requirement may be raised in slot of 50 units.	500	Nos.
26	Double Side Medal	Metal - Brass Size - 4" Polish - GPC	As required	The requirement may be raised in slot of 50 units.	150	Nos.
27	Pouch for medals	Size - 6"×8" Material - Velvet	As required	The requirement may be raised	150	Nos.

				in slot of 50 units.		
28	Tote Bag	Material. Canvas Size - 16×18 Printing - DTF Handle - 2× 24" handle	As required	The requirement may be raised in slot of 50 units.	150	Nos.
29	Silver Plated Plate with stand boxes	Mementoes with Event branding (Approx. 8")	As required	The requirement may be raised in slot of 20 units.	100	Nos.
30	Brass Tree Memento Name Plates (Small)	Name Plate size - 8x1.5-inch SS gold	As required	The requirement may be raised in as required	100	Nos.
31	Large Tree Memento Large (with note)	16"×14" memento Multi color SS Gold Print plate size - 9x1.5 inch	As required	The requirement may be raised in slot of 10 units.	50	Nos.
32	Jute Folders	Fabric - Imported jute Inner Pocket - 2 Printing - NABH Logo (5"x5")	As required	The requirement may be raised in slot of 150 units.	1000	Nos.
33	Photo Frames	Size - 10"x14" Color - Brown Printing - UV Printing on frame Borders Printing area size - 1"x9" (on 2 Border)	As required	The requirement may be raised in slot of 50 units.	500	Nos.
34	I-Card Holder	Holder Type: Slide-in, Layout Type: Vertical, Color: Transparent, W x L: 5.5 cm x 8.75 cm)	As required	The requirement may be raised in slot of 100 units.	600	Nos.
35	Bottles	Thermal Bottles Size: 1 liter	As required	The requirement may be raised in slot of 100 units.	600	Nos.
36	Pin Badge	Material - Brass with JPC Gold polish, Size - 2.5×2.25")	As required	The requirement may be raised in slot of 100 units.	600	Nos.

37	Lanyards	Size - 22mm, Material - Satin Printing - 4 color	As required	The requirement may be raised in slot of 100 units.	600	Nos.
38	Canvas Bag	Size: 38cm X 10cm X 33cm	As required	The requirement may be raised in slot of 250 units.	1200	Nos.
39	Mugs	Insulated Mugs	As required	The requirement may be raised in slot of 250 units.	1000	Nos.
40	Laptop Sling Bag	Size - 16"×13"×4" Color - Any Printing - DTF Number of Pockets - 4 Branding: QCI Fabric: Jute	As required	The requirement may be raised in slot of 100 units.	1000	Nos.
41	Lanyard	Lanyard - 25mm Printing - 4 color	As required	<u>The requirement may be raised in slot of 100-200 units.</u>	1400	Nos.
42	Diary & Pen Set	Dairy with Logo Card Holder with Logo Metal keyring with Logo Pen with Logo	As required	The requirement may be raised in slot of 50 units.	200	Nos.
43	Jute Bags with QCI Branding	Size: 14x16x4 in Material: Front & back white jute side natural jute with thick handle. Jute quality 14-15 printing DTF(5.5x2")	As required	<u>The requirement may be raised in slot of 100-200 units.</u>	1400	Nos.
44	Water Bottle (Type 1)	1L/thermosteel Insulated	As required	<u>The requirement may be raised in as required in slot of 100-200 units.</u>	1000	Nos.
45	Water Bottle (Type 2)	700ml/thermosteel Insulated	As required	<u>The requirement may be raised in as required in slot of 100-200 units.</u>	1000	Nos.

CATEGORY C - STATIONARY ITEMS

S. No.	Item Name	Specifications (Size, material, etc.)	Branding	Minimum order quantity(MOQ)	Annual Estimated Quantity	Unit
1	Post card	Size: 12x18 Color: Four Color Paper Quality: 250 GSM Lamination: Matt Lamination	As required	The requirement may be raised in as required	1000	Nos.
2	Pencils	Brand: Natraj, Doms	Not Required	<u>The requirement may be raised in slot of 200 units.</u>	1900	Nos.
3	Sharpener	Brand: Natraj	Not Required	<u>The requirement may be raised in slot of 100 units.</u>	200	Nos.
4	Highlighters	Brand: Luxor, Faber castle Color: Mixed	Not Required	<u>The requirement may be raised in slot of 75 units.</u>	550	Nos.
5	Eraser	Brand: Apsara, Natraj	Not Required	<u>The requirement may be raised in slot of 100 units.</u>	1500	Nos.
6	Stapler (Small)	Brand: Kangaroo Model: HD10	Not Required	<u>The requirement may be raised in slot of 100 units.</u>	300	Nos.
7	Stapler (Large)	Brand: Kangaroo Model: HP45	Not Required	<u>The requirement may be raised in slot of 10 units.</u>	50	Nos.
8	Staple Pins (Small)	Brand: Kangaroo	Not Required	<u>The requirement may be raised in slot of 20 packets.</u>	1000	Pkts.
9	Staple Pins (Large)	Brand: Kangaroo	Not Required	<u>The requirement may be raised</u>	200	Pkts.

				<u>in slot of 10 packets.</u>		
10	Scissor (Small)	Any high quality	Not Required	<u>The requirement may be raised in slot of 30 units.</u>	100	Nos.
11	Scissor (Medium)	Any high quality	Not Required	<u>The requirement may be raised in slot of 10 units.</u>	50	Nos.
12	Sticky Notes (Type 1)	Brand: Oddy etc. Size: 7.5 cm x 7.5 cm Color: Pastel Yellow (pack of 5) Product Code: RSN 3x3	Not Required	<u>The requirement may be raised in slot of 25 packets.</u>	100	Pkts.
13	Sticky Notes (Type 2)	Brand: Oddy etc. Size: 10 cm x 7.5 cm Color: Pastel Yellow (pack of 5)	Not Required	<u>The requirement may be raised in slot of 10 packets.</u>	50	Pkts.
14	Flags	Size: 25x75mmx3 colors Brand: Oddy Product Coe: PR-3 (with 240 Sheets)	Not Required	<u>The requirement may be raised in slot of 50 packets.</u>	400	Pkts.
15	Binder Clips (Type1)	Size:19mm Brand: Bee Fly or equivalent	Not Required	<u>The requirement may be raised in slot of 20 packets.</u>	100	Pkts.
16	Binder Clips (Type2)	Size:25mm Brand: Bee Fly or equivalent	Not Required	<u>The requirement may be raised in slot of 10 packets.</u>	50	Pkts.
17	Binder Clips (Type3)	Size: 32mm Brand: Bee Fly or equivalent	Not Required	<u>The requirement may be raised in slot of 10 packets.</u>	50	Pkts.
18	Binder Clips (Type 4)	Size: 51mm Brand: Bee Fly or equivalent	Not Required	<u>The requirement may be raised in slot of 10 packets.</u>	50	Pkts.

19	U-clips	Any high quality Size: 30 mm Brand: JB9 or equivalent	Not Required	<u>The requirement may be raised in slot of 10 packets.</u>	40	Pkts.
20	Fevistick	Any high quality	Not Required	<u>The requirement may be raised in slot of 40 units.</u>	140	Nos.
21	Cotton File Tag Threads	Any high quality	Not Required	<u>The requirement may be raised in slot of 10 units.</u>	10	Pkts.
22	White Board marker	Luxor, Camlin	Not Required	<u>The requirement may be raised in slot of 100 units.</u>	800	Nos.
23	OHP Marker	Luxor, Camlin	Not Required	<u>The requirement may be raised in slot of 50 units.</u>	200	Nos.
24	Paper Cutter	Any high quality	Not Required	<u>The requirement may be raised in slot of 20 units.</u>	100	Nos.
25	Plastic Scale	Natraj, Doms etc (30 cm)	Not Required	<u>The requirement may be raised in slot of 15 units.</u>	75	Nos.
26	Steel Scale	Natraj, Doms etc (30 cm)	Not Required	<u>The requirement may be raised in slot of 15 units.</u>	75	Nos.
27	Punching Machine (Type 1)	Brand: Kangaroo or equivalent Model: DP600	Not Required	<u>The requirement may be raised in slot of 20 units.</u>	100	Nos.
28	Punching Machine (Type 2)	Brand: Kangaroo or equivalent Punch 800	Not Required	<u>The requirement may be raised in slot of 5 units.</u>	20	Nos.

29	Box File (24T)	Brand: SONA 24-T	Not Required	<u>The requirement may be raised in slot of 50 units.</u>	700	Nos.
30	Ring Board File	Size: 27cmx37cm Brand: Sona 211	Not Required	<u>The requirement may be raised in slot of 50 units.</u>	450	Nos.
31	File	Brand: Solo	Not Required	<u>The requirement may be raised in slot of 50 units.</u>	400	Nos.
32	Glossy Paper	Size: A4 Paper: 180 GSM Brand: Oddy etc.	Not Required	<u>The requirement may be raised in slot of 5 packets.</u>	40	Pkts.
33	Push/Board Pins	Brand: Oddy etc.	Not Required	<u>The requirement may be raised in slot of 20 packets.</u>	100	Pkts.
34	Blue Garbage Bags	30*40 - Apple	Not Required	<u>The requirement may be raised in slot of 50 packets.</u>	1140	Pkts.
35	Black Garbage Bag	20*30 - Naaz Plastic	Not Required	<u>The requirement may be raised in slot of 50 packets.</u>	730	Pkts.
36	Rim (A4 Size)	75 GSM JK Copier	Not Required	<u>The requirement may be raised in slot of 100 packets.</u>	1450	Pkts.
37	Brown Tape	BOPP Brown tape 2 inch	Not Required	<u>The requirement may be raised in slot of 5 units.</u>	20	Nos.
38	Transparent Tape	Cello Tape 2 inch 65 metre	Not Required	<u>The requirement may be raised in slot of 10 units.</u>	50	Nos.

39	Transparent Tape	Cello Tape 1 inch 65 metre	Not Required	<u>The requirement may be raised in slot of 10 units.</u>	50	Nos.
40	Duster	White Board Duster Magnetic with marker holder	Not Required	<u>The requirement may be raised in slot of 10 units.</u>	50	Nos.
41	Rubber Band	Rubber Band 3 inch make 500 grams bag	Not Required	<u>The requirement may be raised in slot of 5 packets.</u>	20	Pkts.
42	Cello Tape Dispenser	Cello Tape Dispenser	Not Required	<u>The requirement may be raised in slot of 5 units.</u>	15	Nos.
43	Calculator	Calculator Casio MJ 12D	Not Required	<u>The requirement may be raised in slot of 10 units.</u>	80	Nos.

Note: The sample images of the above-mentioned items are attached as **Annexure-3.**



Date: April 17, 2025

BUYER ADDED BID SPECIFIC TERMS AND CONDITIONS

Name of the work: “**Request for Proposal for Supply of Stationary, Printing Material and Promotional Items etc. on Annual Rate Contract Basis**”

GeM Bid No: GEM/2025/B/6110779

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- Corrigendum 1
- Annexure-A
- Annexure-3
- Original RFP

Corrigendum 1– Request for Proposal for “Supply of Stationary, Printing Material and Promotional Items etc. on Annual Rate Contract Basis”

This is with reference to the GeM bid reference no. GEM/2025/B/6110779 and RFP ref. no. QCI/PPID/0425/423 for “Request for Proposal for Supply of Stationary, Printing Material and Promotional Items etc on Annual Rate Contract Basis. Below are the changes in mentioned clauses issued vide this corrigendum notification:

S. No.	Clause no./ Reference	Original Clause	Changes/Amendment (Deletion are indicated with a strikethrough)
1	IV. Pre-Qualification Criteria (Sub-Clause: 2) Page No. 19	IV. Pre- Qualification Criteria (Sub-Clause: 5) Average turnover of at least two (02) Crore generated in the past three (3) financial years (2021-22, 2022- 23 and 2023-24) from any similar services.	IV. Pre- Qualification Criteria (Sub-Clause: 2) Average turnover of at least <u>one (01) Crore</u> generated in the past three (3) financial years (2021-22, 2022- 23 and 2023-24) from any similar services.
2	VIII. Submission of Proposal (Sub-Clause: Financial Proposal) Page No. 31	<p>Note:</p> <ul style="list-style-type: none"> • The estimated quantity for all the items is for a period of one year and are indicative only. • There may be upward and downward variation based on our business requirements. • For any other services not listed above, the prices can be discussed & decided mutually. • Above prices shall be fixed for a period of one year. 	<p>Note:</p> <ul style="list-style-type: none"> • <u>QCI reserves the right to engage multiple agencies for supply of items and/or category-wise at the per unit L1 rate determined through this RFP process.</u> • The estimated quantity for all the items is for a period of one year and are indicative only. • There may be upward and downward variation based on our business requirements. • For any other services not listed above, the prices can be discussed & decided mutually. • Above prices shall be fixed for a period of one year.
3	VI. General Terms and Conditions	Additional Clause	38. Exemption of EMD for MSEs/ Startups applicant: “Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) and Startups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT)” are exempted from submission of EMD (Bid security) in this tender. Bidders claiming exemption of EMD under this rule (170 of GFR) are however required to submit a signed Bid securing declaration accepting that

			<p>if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of 24 months from being eligible to submit Bids for tenders with QCI. Scan copy of the signed documents related to exemption of EMD along with Bid Security Declaration shall be submitted at the time of submission of bid. Note: MSEs with trading as major activity will not be allowed exemption for payment of EMD.</p>
4	III. Scope of Work Page No. 7 to 18	<p>The details BOQ (<i>Bill of Quantities</i>) is as follow:</p> <p>CATEGORY A - PRINTING RELATED SERVICES</p> <p>CATEGORY B - PROMOTIONAL ITEMS</p> <p>CATEGORY C - STATIONARY ITEMS</p> <p>Note: The sample images of the above-mentioned items are attached as <i>Annexure-3</i>.</p> <p>Link for Annexure 3 (accessible through Crome) – https://qcin-my.sharepoint.com/:b/r/personal/procurement_team_qcin_org/Documents/Images%20Rate%20Contract.pdf?csf=1&web=1&e=JcKTqX</p>	<p><u>The details of the revised BOQ (<i>Bill of Quantities</i>) are as per Annexure-A (attached herewith)</u></p> <p>CATEGORY A - PRINTING RELATED SERVICES</p> <p>CATEGORY B - PROMOTIONAL ITEMS</p> <p>CATEGORY C - STATIONARY ITEMS</p> <p><u>Note: The sample images of the above-mentioned items are attached as Annexure-3.</u></p>
5	III. Scope of Work Page No. 6	<p>III. Scope of Work</p> <p>Note:</p> <ul style="list-style-type: none"> • All items shall meet the organization's branding guidelines. • Use of high-quality materials for durability and professional presentation. • Secure packaging to prevent damage during transit and storage. • The delivery of items shall be made to the following addresses: 	<p>III. Revised Scope of Work :</p> <p>Note:</p> <ul style="list-style-type: none"> • <u>QCI reserves the right to engage multiple agencies for supply of items and/or category-wise at the per unit L1 rate determined through this RFP process.</u> • All items shall meet the organization's branding guidelines. • Use of high-quality materials for durability and professional presentation. • Secure packaging to prevent damage during transit and storage.

	<ul style="list-style-type: none"> i. Institution of Engineers Building , 2nd Floor, 2-Bahadur Shah Zafar Marg, New Delhi – 110002 ii. ITPI Building, 5th and 6th Floor, 4-A, Ring Road, IP Estate, New Delhi – 110002 iii. Indian Council of Child Welfare, 4, Deen Dayal Upadhyaya Marg, New Delhi – 110002 iv. Hindi Bhawan, 11, Vishnu Digamber Marg, Rouse Avenue, Mata Sundari Railway Colony, New Delhi – 110002 v. ASHI Bhawan, 19, Rouse Avenue Institutional Area, New Delhi – 110002 vi. Hans Bhawan, 1, Bahadur Shah Zafar Marg, New Delhi – 110002 vii. NABL House, Plot No. 45, Sector 44, Gurugram - 122003 <p>As the office is in the process of relocation in the coming months, future deliveries shall be made to the following addresses:</p> <ul style="list-style-type: none"> i. Quality Council of India, 2nd & 3rd Floor of Tower J and 1st & 2nd Floor of Tower K, World Trade Centre, Nauroji Nagar, New Delhi - 110029 ii. Hindi Bhawan, 11, Vishnu Digamber Marg, Rouse Avenue, Mata Sundari Railway Colony, New Delhi – 110002 	<ul style="list-style-type: none"> • The delivery of items shall be made to the following addresses: <ul style="list-style-type: none"> i. Institution of Engineers Building , 2nd Floor, 2-Bahadur Shah Zafar Marg, New Delhi – 110002 ii. ITPI Building, 5th and 6th Floor, 4-A, Ring Road, IP Estate, New Delhi – 110002 iii. Indian Council of Child Welfare, 4, Deen Dayal Upadhyaya Marg, New Delhi – 110002 iv. Hindi Bhawan, 11, Vishnu Digamber Marg, Rouse Avenue, Mata Sundari Railway Colony, New Delhi – 110002 v. ASHI Bhawan, 19, Rouse Avenue Institutional Area, New Delhi – 110002 vi. Hans Bhawan, 1, Bahadur Shah Zafar Marg, New Delhi – 110002 vii. NABL House, Plot No. 45, Sector 44, Gurugram - 122003 <p>As the office is in the process of relocation in the coming months, future deliveries shall be made to the following addresses:</p> <ul style="list-style-type: none"> iii. Quality Council of India, 2nd & 3rd Floor of Tower J and 1st & 2nd Floor of Tower K, World Trade Centre, Nauroji Nagar, New Delhi - 110029 iv. Hindi Bhawan, 11, Vishnu Digamber Marg, Rouse Avenue, Mata Sundari Railway Colony, New Delhi – 110002
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General Instruction: The bidders are mandated to submit the Sample Inspection Certificate in the form of an Undertaking, as per the format prescribed in Annexure-1 (FORM E), in line with Clause IV as per RFP. The said certificate must be uploaded along with the proposal on the GeM portal.

Note: Non-submission of the Sample Inspection Certificate shall lead to rejection of the proposal.

Annexure-A

The revised details of BOQ (*Bill of Quantities*) is as follow:

CATEGORY A - PRINTING RELATED SERVICES

S. No.	Item Name	Specifications (Size, material, etc.)	Branding	Minimum order quantity (MOQ)	Annual Estimated Quantity	Unit
1	Note Pad (Small)	Number of Pages - 50 Inner Pages - 90GSM with ruling and Logo printing Cover page - 350GSM 4 color printing with matt lamination, Size - 5"×7" Binding - Wiro	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.
2	Diary	Cover - 400GSM Craft paper Inner - 100 GSM Sunshine Printing: Single color printing Binding - Wiro Size - 11.5"×8" No. of Pages: 100	As required	The requirement may be raised in slot of 100 units.	600	Nos.
3	Notepad	Size - 6×8.27" Cover - Seed paper Inner page - 90GSM Printing - 4 color Binding - were No. of Pages: 100	As required	The requirement may be raised in slot of 100 units.	500	Nos.
4	QCI Notepad (White)	Size: 8.5x5.5 in Pages: 70 GSM Binding: Wiro No. of Pages: 60	QCI Branding	The requirement may be raised in slot of 500 units.	11100	Nos.
5	QCI Diaries (Brown)	Size: A-5 (14.8x22.0) Pages: 76.80 GSM cover: 500 GSM Binding: wiro No. of Pages: 160	QCI Branding	Yearly Diaries	2000	Nos.
6	Standards Copy/ Course Material (60 pages per copy)	A4 Size (8 x 11.5 in)	As required	The requirement may be raised in as required	1000	Nos.

7	Flyer (Type 1)	<u>Page Size: A4</u> <u>No. of Pages: 2</u> <u>Printing: 4-Color</u> <u>Paper: Glossy</u> <u>Paper/Matt Paper (130 GSM)</u> <u>Bleed Area: 3mm</u> <u>Lamination: Matt/Gloss</u>	As required	The requirement may be raised in as required	1500	Nos.
8	Flyer (Type 2)	<u>Page Size: A4</u> <u>No. of Pages: 2</u> <u>Printing: 4-Color</u> <u>Paper: Glossy</u> <u>Paper/Matt Paper (170 GSM)</u> <u>Bleed Area: 3mm</u> <u>Lamination: Matt/Gloss</u>	As required	The requirement may be raised in as required	1500	Nos.
9	Flyer (Type 3)	<u>Page Size: A4</u> <u>No. of Pages: 2</u> <u>Printing: 4-Color</u> <u>Paper: Glossy</u> <u>Paper/Matt Paper (300 GSM)</u> <u>Bleed Area: 3mm</u> <u>Lamination: Matt/Gloss</u>	As required	The requirement may be raised in as required	1500	Nos.
10	Flyer (Type 4)	<u>Page Size: A5</u> <u>No. of Pages: 2</u> <u>Printing: 4-Color</u> <u>Paper: Glossy</u> <u>Paper/Matt Paper (130 GSM)</u> <u>Bleed Area: 3mm</u> <u>Lamination: Matt/Gloss</u>	As required	The requirement may be raised in as required	1500	Nos.
11	Flyer (Type 5)	<u>Page size: A5</u> <u>No. of Pages: 2</u> <u>Paper: Glossy</u> <u>Paper/Matt Paper (170 GSM)</u> <u>Color – 4 colors</u> <u>Pages – 1 Pager</u> <u>Lamination: Matt/Gloss</u>	As required	The requirement may be raised in as required	1500	Nos.
12	Flyer (Type 6)	<u>Page Size: A5</u> <u>No. of Pages: 2</u> <u>Printing: 4-Color</u> <u>Paper: Glossy</u> <u>Paper/Matt Paper (300 GSM)</u> <u>Bleed Area: 3mm</u> <u>Lamination: Matt/Gloss</u>	As required	The requirement may be raised in as required	1500	Nos.

13	Certificate with frame	Size: A4 size Paper: 350 GSM Frame with 3MM Acrylic Sheet	As required	The requirement may be raised in as required	200	Nos.
14	Quality India Magazine	Printing Type: All Color CMYK Printing Size of Magazine: A4 No. of Pages: 80-88 (Including cover) Cover Page & Back Page: 250 GSM Imported Art Paper Paper for text: 100 GSM Imported Art Paper Lamination: Thermal Gloss Binding Type: Perfect Binding	As required	The requirement may be raised in slot of 2000 units.	12000	Copies
15	PADD Brochure	<u>Page size: 8.25" x 10.75"</u> <u>No. of pages - 4</u> <u>Color – 4 colors</u> <u>GSM – 250gm</u> <u>Binding – Single Fold</u> <u>Lamination – Matt</u>	As required	The requirement may be raised in slot of 100 units.	1000	Nos.
16	Scheme/Project Brochure	<u>Size: A4</u> <u>No. of Pages - 8</u> <u>Color: Four Color</u> <u>Paper Quality: 250 GSM</u> <u>Binding - Staple</u> <u>Lamination: Matt</u> <u>Lamination</u> <u>Language: Hindi/English (Both)</u>	As required	The requirement may be raised in slot of 100 units.	1000	Nos.
17	Certificates	A4 size Lamination: Matt lamination color: 4 Color Paper 350GSM German Kent	As required	The requirement may be raised in as required	5000	Nos.
18	Brochure (Type 1)	<u>Size - 10.75"×8.5"</u> <u>No. of pages - 8 No.</u> <u>Paper - 300 GSM</u> <u>Printing: Digital/offset</u> <u>Lamination - Matt</u> <u>lamination</u> <u>Binding & Finishing:</u> <u>Staple/Single Fold</u>	As required	The requirement may be raised in as required	500	Nos.

19	Brochure (Type 2)	<u>Size: A4 (8.27" x 11.69")</u> <u>No. of pages - 4</u> <u>Lamination: Matt</u> <u>Paper: 170 GSM</u> <u>Printing: Digital/offset</u> <u>Binding & Finishing:</u> <u>Single Fold/Staple</u>	As required	The requirement may be raised in as required	500	Nos.
20	Brochure (Type 3)	<u>Size: A5 (8.27" x 11.69")</u> <u>Lamination: Matt</u> <u>No. of Pages - 4</u> <u>Paper: 250 GSM</u> <u>Printing: Digital/offset</u> <u>Binding & Finishing:</u> <u>Single Fold/Staple</u>	As required	The requirement may be raised in as required	500	Nos.
21	QCI Folder (Brown)	<u>Size: 13*19 inch</u> <u>Paper: Hard Brown Paper</u>	QCI Branding	The requirement may be raised in as required	6200	Nos.
22	QCI Letter Heads	Size: A-4 Paper: 100 GSM Printing: 4-color	QCI Branding	The requirement may be raised in as required	100	Pkt.
23	Letter Head Continuation Sheet	Size: A-4 Paper: 100 GSM	-	The requirement may be raised in as required	200	Pkts.
24	QCI Envelopes (Size: A4)	Size: 10x14 in Paper: 120 GSM laminated	QCI Branding	The requirement may be raised in as required	2500	Nos.
25	Visting Card	<u>Size: 8.7 cm x 5.4 cm</u> <u>Printing: 4-Color</u> <u>Paper: Standard Paper</u> <u>for visiting cards</u> <u>Language: Hindi & English</u> <u>No. of Cards: 100 Nos.</u>	As required	The requirement may be raised in as required	250	Nos.
26	QCI Envelope (without window)	Size: 10x14 in Paper: 100 GSM	As required	The requirement may be raised in as required	3000	Nos.
27	Printing of Challan Books (Type 1)	Size: A4 Type: Portrait Mode Page color: White & Yellow Cover: Hard Cover (Cardboard) Pages: 100	As required	The requirement may be raised in slot of 500 units	2000	Nos.

28	Printing of Challan Books (Type 2)	Size: 6.75 * 8.25 (inches) Type: Portrait Mode Page color: White & Yellow Cover: Hard Cover (Cardboard) Pages: 100	As required	The requirement may be raised in slot of 200 units	1000	Nos.
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CATEGORY B - PROMOTIONAL ITEMS

S. No.	Item Name	Specifications (Size, material, etc.)	Branding	Minimum order quantity (MOQ)	Annual Estimated Quantity	Unit
1	American Tourister Bags	Amt Rexton 01 Navy Lightweight Laptop Messenger Bag with Multiple Organizer Dimensions: 32 x 9.5 x 40 cm Capacity: 21 Liters Material: Dobby Fabric Model number: FH7 (0) 09 001 Color: Navy Blue/ Black	As required	The requirement may be raised in slot of 50 bags.	600	Nos.
2	Cap (Type 1)	Style: with inner elastic Material; Dry-fit Size: Free size Closure Type: Elastic Printing – Embroidery Color: Navy Blue	As required	The requirement may be raised in slot of 50 units.	10000	Nos.
3	Cap (Type 2)	Material - Microfiber Blend, bio wash Cotton Style - with inner elastic, Closure type - Pull-On	As required	The requirement may be raised in slot of 100 units.	600	Nos.
4	Mouse Pad	Color: Blue Size: 23 Cm x 19 cm	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.
5	Fridge Magnet	Size: 3" Diameter Magnet: 15mm neodymium magnet	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.

6	Pen (Type 1)	Ball Pen with UV Printing	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.
7	Pen (Type 2)	Material - Metal, Printing – UV	As required	The requirement may be raised in slot of 100 units.	600	Nos.
8	Metal Pen (Type 3)	Golden UV printing of Logo Velvet cover (sample is attached)	As required	The requirement may be raised in slot of 50 units.	300	Nos.
9	QCI Pen (Type 4)	Brand: Elkos or equivalent	QCI Branding	The requirement may be raised in slot of 500 units.	10000	Nos.
10	Key Chain	Material - Pure leather Size - 5"×2.25"	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.
11	Mobile Stand with logo	Material: Black acrylic Printing: UV Size: 10" × 4" Thickness: 6mm	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.
12	Non-Woven Fabric Carry Bag	Size: 36 cm x 25.5 cm Material: Non-woven 120 GSM Printing: 4-Color Handle: Loop	As required	The requirement may be raised in slot of 60-70 units.	5000	Nos.
13	Paper Carry Bag	Paper: 350 GSM Art paper Printing: 4 Color Lamination: Thermal Gloss Handle: Thread String	As required	The requirement may be raised in slot of 60-70 units.	5000	Nos.
14	Bookmark (Normal) (Type 1)	Size - 4"×2" Pack of 6 (5+1) Type - 1+1mm sheet Printing - 4 color with clear UV (on logo) Lamination - velvet	As required	The requirement may be raised in slot of 60-70 units.	5000	Nos.

15	Bookmark (Normal) (Type 2)	Size - 3"×2" Pack of 6 (5+1) Type - 1+1mm sheet Printing - 4 color with clear UV (on logo) Lamination - velvet	As required	The requirement may be raised in slot of 60-70 units.	5000	Nos.
16	Bookmark (with Magnet) (Type 1)	Size - 3"×2" Pack of 6 (5+1) Type - 1+1mm sheet Printing - 4 color with clear UV (on logo) Lamination - velvet	As required	The requirement may be raised in slot of 60-70 units.	5000	Nos.
17	Bookmark (with Magnet) (Type 2)	Size - 4"×2" Pack of 6 (5+1) Type - 1+1mm blue magnetic sheet Printing - 4 color with clear UV (on logo) Lamination - velvet	As required	The requirement may be raised in slot of 60-70 units.	5000	Nos.
18	Utility Pouch with Zip	Material: Poly Canvas Printing: Sublimation	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.
19	Luggage Tag	Material: High-quality PVC plastic Size: Standard ID card size (85.6 mm × 54 mm) Thickness: Approximately 0.76 mm (similar to a credit card) Printing: Digital (4-Color) Plastic Loop Fastener	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.
20	Smiley Ball	Size - Regular Color - Yellow Printing - 1.5" Logo	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.
21	Coaster (set of 6 pieces)	Acrylic coaster with Eva Size - 3.75"×3.75" Acrylics thickness - 4mm Printing - UV Printing	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.

22	Cardboard Cylinder Box	Size: Length - 340mm, Diameter - 68mm, Wall Thickness - 2mm Closures: Top & Bottom metallic cap iodized Printing: Four Color with aquas varnish & thermal velvet lamination Material of tube: Cardboard	As required	The requirement may be raised in slot of 500 units.	2000	Nos.
23	Umbrella	Size (in Diameter): 24inches Material: Polyester Frame Material: Steel Handle Material: Plastic Technology: Automatic with Push Button Printing - Print and Cut (waterproof) Color: Navy Blue	As required	The requirement may be raised in slot of 60-70 units.	2000	Nos.
24	Lapel Pins	Brass Lapel Pin Size - 31mm, Thickness - 2mm Polish - GPC, color - 4 color	As required	The requirement may be raised in slot of 60-70 units.	500	Nos.
25	Memento	Memento Size - 10"x8.6"(excluding Base) Memento Thickness - 5mm Polish - GPC Printing - NABH Logo Base - 3.5"x10" wooden base Name Plate - 9"x3" with 4 color etching	As required	The requirement may be raised in slot of 50 units.	500	Nos.
26	Double Side Medal	Metal - Brass Size - 4" Polish - GPC	As required	The requirement may be raised in slot of 50 units.	150	Nos.
27	Pouch for medals	Size - 6"x8" Material - Velvet	As required	The requirement may be raised in slot of 50 units.	150	Nos.
28	Tote Bag	Material. Canvas Size - 16x18 Printing - DTF Handle - 2x 24" handle	As required	The requirement may be raised	150	Nos.

				in slot of 50 units.		
29	Silver Plated Plate with stand boxes	Mementoes with Event branding (Approx. 8")	As required	The requirement may be raised in slot of 20 units.	100	Nos.
30	Brass Tree Memento Name Plates (Small)	Name Plate size - 8x1.5-inch SS gold	As required	The requirement may be raised in as required	100	Nos.
31	Large Tree Memento Large (with note)	16"×14" memento Multi color SS Gold Print plate size - 9x1.5 inch	As required	The requirement may be raised in slot of 10 units.	50	Nos.
32	Jute Folders	Fabric - Imported jute Inner Pocket - 2 Printing - NABH Logo (5"x5")	As required	The requirement may be raised in slot of 150 units.	1000	Nos.
33	Photo Frames	Size - 10"x14" Color - Brown Printing - UV Printing on frame Borders Printing area size - 1"x9" (on 2 Border)	As required	The requirement may be raised in slot of 50 units.	500	Nos.
34	I-Card Holder	Holder Type: Slide-in, Layout Type: Vertical, Color: Transparent, W x L: 5.5 cm x 8.75 cm)	As required	The requirement may be raised in slot of 100 units.	600	Nos.
35	Bottles	Thermal Bottles Size: 1 liter	As required	The requirement may be raised in slot of 100 units.	600	Nos.
36	Pin Badge	Material - Brass with JPC Gold polish, Size - 2.5×2.25")	As required	The requirement may be raised in slot of 100 units.	600	Nos.
37	Lanyards	Size - 22mm, Material - Satin Printing - 4 color	As required	The requirement may be raised in slot of 100 units.	600	Nos.

38	Canvas Bag	Size: 38cm X 10cm X 33cm	As required	The requirement may be raised in slot of 250 units.	1200	Nos.
39	Mugs	Insulated Mugs	As required	The requirement may be raised in slot of 250 units.	1000	Nos.
40	Laptop Sling Bag	Size - 16"×13"×4" Color - Any Printing - DTF Number of Pockets - 4 Branding: QCI Fabric: Jute	As required	The requirement may be raised in slot of 100 units.	1000	Nos.
41	Lanyard	Lanyard - 25mm Printing - 4 color	As required	The requirement may be raised in as required	1400	Nos.
42	Diary & Pen Set	Dairy with Logo Card Holder with Logo Metal keyring with Logo Pen with Logo	As required	The requirement may be raised in slot of 50 units.	200	Nos.
43	Jute Bags with QCI Branding	Size: 14x16x4 in Material: Front & back white jute side natural jute with thick handle. Jute quality 14-15 printing DTF(5.5x2")	As required	The requirement may be raised in as required	1400	Nos.
44	Water Bottle (Type 1)	1L/thermosteel Insulated	As required	The requirement may be raised in as required	1000	Nos.
45	Water Bottle (Type 2)	700ml/thermosteel Insulated	As required	The requirement may be raised in as required	1000	Nos.

CATEGORY C - STATIONARY ITEMS

S. No.	Item Name	Specifications (Size, material, etc.)	Branding	Minimum order quantity(MOQ)	Annual Estimated Quantity	Unit
1	Post card	Size: 12x18 Color: Four Color Paper Quality: 250 GSM Lamination: Matt Lamination	As required	The requirement may be raised in as required	1000	Nos.

2	Pencils	Brand: Natraj,Doms	Not Required	The requirement may be raised in as required	1900	Nos.
3	Sharpener	Brand: Natraj	Not Required	The requirement may be raised in as required	200	Nos.
4	Highlighters	Brand: Luxor,Faber castle Color: Mixed	Not Required	The requirement may be raised in as required	550	Nos.
5	Eraser	Brand: Apsara, Natraj	Not Required	The requirement may be raised in as required	1500	Nos.
6	Stapler (Small)	Brand: Kangaroo Model: HD10	Not Required	The requirement may be raised in as required	300	Nos.
7	Stapler (Large)	Brand: Kangaroo Model: HP45	Not Required	The requirement may be raised in as required	50	Nos.
8	Staple Pins (Small)	Brand: Kangaroo	Not Required	The requirement may be raised in as required	1000	Pkts.
9	Staple Pins (Large)	Brand: Kangaroo	Not Required	The requirement may be raised in as required	200	Pkts.
10	Scissor (Small)	Any high quality	Not Required	The requirement may be raised in as required	100	Nos.
11	Scissor (Medium)	Any high quality	Not Required	The requirement may be raised in as required	50	Nos.
12	Sticky Notes (Type 1)	Brand: Oddy etc. Size: 7.5 cm x 7.5 cm Color: Pastel Yellow (pack of 5) Product Code: RSN 3x3	Not Required	The requirement may be raised in as required	100	Pkts.
13	Sticky Notes (Type 2)	Brand: Oddy etc. Size: 10 cm x 7.5 cm Color: Pastel Yellow (pack of 5)	Not Required	The requirement may be raised in as required	50	Pkts.

14	Flags	Size: 25x75mmx3 colors Brand: Oddy Product Coe: PR-3 (with 240 Sheets)	Not Required	The requirement may be raised in as required	400	Pkts.
15	Binder Clips (Type1)	Size:19mm Brand: Bee Fly or equivalent	Not Required	The requirement may be raised in as required	100	Pkts.
16	Binder Clips (Type2)	Size:25mm Brand: Bee Fly or equivalent	Not Required	The requirement may be raised in as required	50	Pkts.
17	Binder Clips (Type3)	Size: 32mm Brand: Bee Fly or equivalent	Not Required	The requirement may be raised in as required	50	Pkts.
18	Binder Clips (Type 4)	Size: 51mm Brand: Bee Fly or equivalent	Not Required	The requirement may be raised in as required	50	Pkts.
19	U-clips	Any high quality Size: 30 mm Brand: JB9 or equivalent	Not Required	The requirement may be raised in as required	40	Pkts.
20	Fevistick	Any high quality	Not Required	The requirement may be raised in as required	140	Nos.
21	Cotton File Tag Threads	Any high quality	Not Required	The requirement may be raised in as required	10	Pkts.
22	White Board marker	Luxor, Camlin	Not Required	The requirement may be raised in as required	800	Nos.
23	OHP Marker	Luxor, Camlin	Not Required	The requirement may be raised in as required	200	Nos.
24	Paper Cutter	Any high quality	Not Required	The requirement may be raised in as required	100	Nos.
25	Plastic Scale	Natraj, Doms etc (30 cm)	Not Required	The requirement may be raised in as required	75	Nos.

26	Steel Scale	Natraj, Doms etc (30 cm)	Not Required	The requirement may be raised in as required	75	Nos.
27	Punching Machine (Type 1)	Brand: Kangaroo or equivalent Model: DP600	Not Required	The requirement may be raised in as required	100	Nos.
28	Punching Machine (Type 2)	Brand: Kangaroo or equivalent Punch 800	Not Required	The requirement may be raised in as required	20	Nos.
29	Box File (24T)	Brand: SONA 24-T	Not Required	The requirement may be raised in as required	700	Nos.
30	Ring Board File	Size: 27cmx37cm Brand: Sona 211	Not Required	The requirement may be raised in as required	450	Nos.
31	File	Brand: Solo	Not Required	The requirement may be raised in as required	400	Nos.
32	Glossy Paper	Size: A4 Paper: 180 GSM Brand: Oddy etc.	Not Required	The requirement may be raised in as required	40	Pkts.
33	Push/Board Pins	Brand: Oddy etc.	Not Required	The requirement may be raised in as required	100	Pkts.
34	Blue Garbage Bags	30*40 - Apple	Not Required	The requirement may be raised in as required	1140	Pkts.
35	Black Garbage Bag	20*30 - Naaz Plastic	Not Required	The requirement may be raised in as required	730	Pkts.
36	Rim (A4 Size)	75 GSM JK Copier	Not Required	The requirement may be raised in as required	1450	Pkts.
37	Brown Tape	BOPP Brown tape 2 inch	Not Required	The requirement may be raised in as required	20	Nos.

38	Transparent Tape	Cello Tape 2 inch 65 metre	Not Required	The requirement may be raised in as required	50	Nos.
39	Transparent Tape	Cello Tape 1 inch 65 metre	Not Required	The requirement may be raised in as required	50	Nos.
40	Duster	White Board Duster Magnetic with marker holder	Not Required	The requirement may be raised in as required	50	Nos.
41	Rubber Band	Rubber Band 3 inch make 500 grams bag	Not Required	The requirement may be raised in as required	20	Pkts.
42	Cello Tape Dispenser	Cello Tape Dispenser	Not Required	The requirement may be raised in as required	15	Nos.
43	Calculator	Calculator Casio MJ 12D	Not Required	The requirement may be raised in as required	80	Nos.

Note: The sample images of the above-mentioned items are attached as **Annexure-3**.

Annexure -3

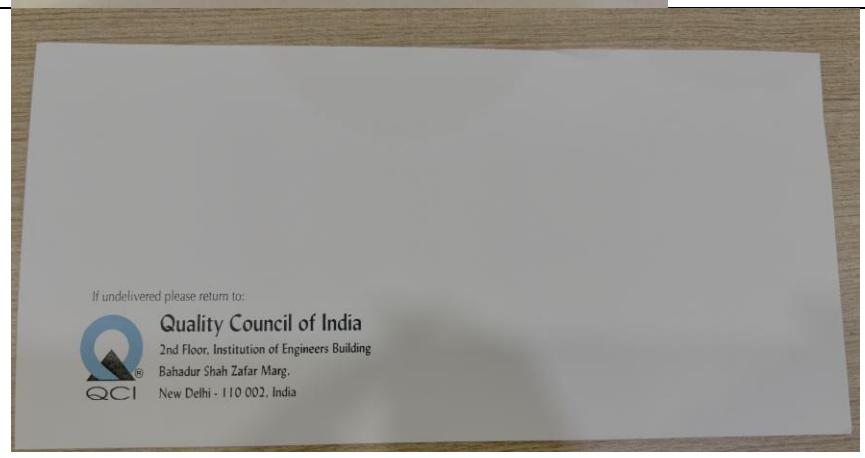
S. No.	Product Name	Images
1.	Note Pad (Small)	
2.	Diary	
3.	Notepad	Refer images of S.No. 2
4.	QCI Notepad (White)	
5.	QCI Diaries (Brown)	

6.	Standard Copy/Course material	Image not available
7. 8. 9. 10. 11. 12.	Flyer (Type 1) Flyer (Type 2) Flyer (Type 3) Flyer (Type 4) Flyer (Type 5) Flyer (Type 6)	Refer images of S.No. 18,19 & 20
13.	Certificate with frame	
14.	Quality India Magazine	
15.	PADD Brochure	Refer images of S.No. 18,19 & 20
16.	Scheme/Project Brochure	Refer images of S.No. 18,19 & 20
17.	Certificate	

18. Brochure (Type 1)
 19. Brochure (Type 2)
 20. Brochure (Type 3)



21.	QCI Folder (Brown)		
22.	QCI Letter Heads		
23.	Letter Head Continuation Sheet		
24.	QCI Envelopes (Size: A4)		

25.	Visiting Card	
26.	QCI Envelope (without window)	
27.	Challan Books (Type 1) Challan Books (Type 2)	
29.	American Tourister Bags	

30.	Cap (Type 1)	
31.	Cap (Type 2)	
32.	Mouse Pad	
33.	Fridge Magnet	

34.	Pen (Type 1)	
35.	Pen (Type 2)	
36.	Metal Pen (Type 3)	
37.	QCI Pen (Type 4)	
38.	Key Chain	

39.	Mobile Stand with logo	
40.	Non-Woven Fabric Carry Bag	
41.	Paper Carry Bag	
42. 43. 44. 45.	Bookmark (Normal) (Type 1 & 2) Bookmark (with Magnet) (Type 1 & 2)	

46.	Utility Pouch with Zip	
47.	Luggage Tag	
48.	Smiley Ball	
49.	Coaster (set of 6 pieces)	

50.	Cardboard Cylinder Box	
51.	Umbrella	
52.	Lapel Pins	

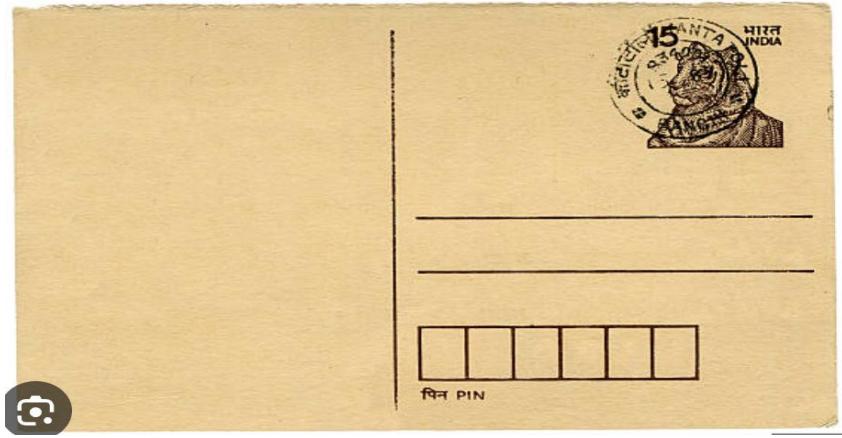
53.	Memento		
54.	Double Side Medal		
55.	Pouch for Medals		

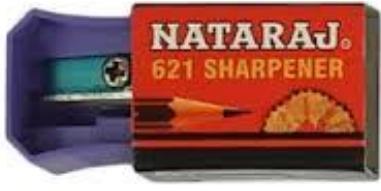
56.	Tote Bag	
57.	Silver Plated Brass Plates with stand boxes	
58. 59.	Tree Memento Name Plate Large Tree Memento (with Note)	

60.	Jute Folders	<p style="text-align: center;">Front</p>  <p style="text-align: center;">Back</p> 
61.	Photo Frames	
62.	I-Card Holder	 <p style="text-align: center;">ID Card Holder</p>

63.	Bottles	
64.	Pin Badge	
65.	Lanyards (Type 1)	
66.	Canvas Bag	

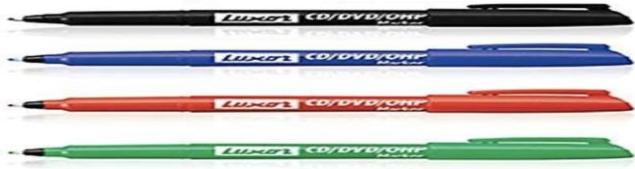
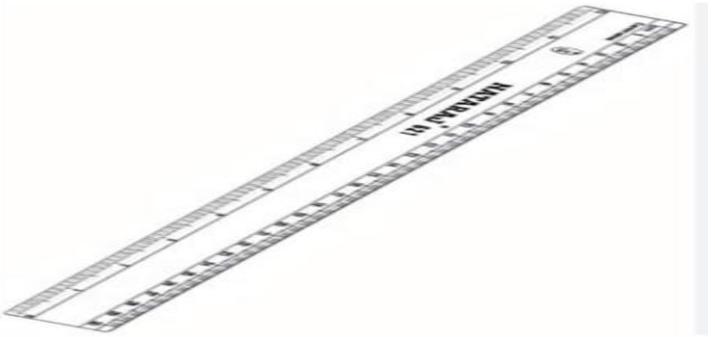
67.	Mugs	
68.	Laptop Sling Bag	
69.	Lanyard	
70.	Diary and Pen set	

71.	Jute Bag with QCI Branding	
72. 73.	Water Bottle (Type 1) Water Bottle (Type 2)	
74.	Post Card	

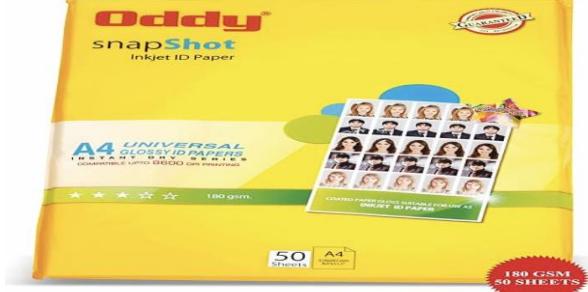
75.	Pencils	
76	Sharpener	
77	Highlighters	
78	Eraser	

79	Stapler (Small)	
80	Stapler (Large)	
81 82	Staple Pins (Small) Staple Pins (Large)	
83 84	Scissor Scissor (Medium)	

85 86	Sticky Notes (Type 1 & Type 2)	
87	Flags	
88 89 90 91	Binder Clips (Type 1, Type 2, Type 3 & Type 4)	15mm 19mm 25mm 32mm 41mm 51mm 
92	U-Clips	
93	Fevistick	

94	Cotton File Tag Threads	
95	White Board Marker	
96	OHP Marker	
97	Paper Cutter	
98	Plastic Scale	

99	Steel Scale	
100	Punching Machine (Type 1)	
101	Punching Machine (Type 2)	
102	Box File (24 T)	

103	Ring Board File	
104	File	
105	Glossy Paper	
106	Push/Board Pins	

107	Blue Garbage Bags	
108	Black Garbage Bags	
109	Rim (A4 Size)	
110	Brown Tape	
111 112	Transparent Tape	

113	Duster	
114	Rubber Band	
115	Cello Tape Dispenser	
116	Calculator	

Reference No. QCI/PPID/0425/423

**Request for Proposal
for**

**Supply of Stationary, Printing Material and Promotional
Items etc on Annual Rate Contract Basis**



Quality Council of India (QCI),
Institution of Engineers Building,
2nd Floor, 2, Bahadur Shah Zafar Marg,
New Delhi-110002

T: +91-11-23378056 / 57; F: +91-11-23378678

W: www.qcin.org E: info@qcin.org

Tender Notice

1. Quality Council of India invites proposals for supply of Stationary, Printing Material and Promotional Items etc on Annual Rate Contract basis.
2. The content of this Request for Proposal (RFP) enlists the requirements of the QCI. It includes the Bidding Terms which details out all that may be needed by the potential bidders to understand the terms and bidding process and explain the contractual terms that the QCI wishes to specify at this stage.
3. After the submission of the Technical and Financial Proposals according to the instructions provided in the sections below, the bids will be evaluated through a two- stage process.
4. The Documents to be submitted:

S. No.	Forms	Particulars
a.	Form A	Covering Letter with the Proposal in response to the RFP Notice
b.	Form B	Relevant Project Experience
c.	Form C	Details of the responding firm
d.	Form D	Non-Blacklisting Undertaking
e.	-	Technical & Financial Bid

The Technical Bids and Financial Bids may be submitted on GeM as per the guidelines

Tender Summary

S. No.	Item	Details
1	Project Scope	Supply of Stationary items, Printing Material and Promotional Items
2	Method of Evaluation	Two-bid System
3	Last date of submission of bid	As per GEM Bid
4	Duration of Empanelment	01 Year (<i>subject to annual renewal based on performance evaluation</i>)
5	Validity of the Application	90 Days
6	Performance Bank Guarantee	5% of the contract value
7	Earnest Money Deposit	Rs. 3,00,000
8	Contact for clarification	procurement@qcin.org

I. INTRODUCTION

The Quality Council of India (QCI), an autonomous body under Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry. QCI is a pioneering experiment of the Government of India in setting up organizations in partnership with the Indian industry. The mandate of QCI is to lead nationwide quality movement in India by involving all stakeholders for emphasis on adherence to quality standards in all spheres of activities primarily for promoting and protecting interests of the nation and its citizens. To achieve this, QCI is playing a pivotal role in propagating, adoption and adherence to quality standards in all important spheres of activities including education, healthcare, environment protection, governance, social sectors, infrastructure sector and such other areas of organized activities that have significant bearing in improving the quality of life and well-being of the citizens of India. Presently, QCI has five constituents Boards involved in accreditation and promotion of quality. Every Board works under its own domain areas and is functionally independent.

The various Boards are:

i. National Accreditation Board for Testing and Calibration Laboratories (NABL)

NABL has been established with the objective of providing Government, Industry Associations and Industry in general with a scheme of Conformity Assessment Body's accreditation which involves third-party assessment of the technical competence of testing including medical and calibration laboratories, proficiency testing providers and reference material producers.

ii. National Accreditation Board for Hospitals & Healthcare Providers (NABH)

NABH is set up to establish and operate accreditation program for healthcare organizations. The board is structured to cater to much desired needs of the consumers and to set benchmarks for progress of health industry. The board while being supported by all stakeholders including industry, consumers, government, has full functional autonomy in its operation.

iii. National Accreditation Board for Education and Training (NABET)

NABET has established a mechanism for the accreditation personnel certification, accreditation of vocational training organizations and skill assessment bodies. NABET also works in the domain areas of Education and Training. NABET works with various government departments for creating a credible model of assessment and provides its expertise to the departments to take credible decisions based on ground data.

iv. National Accreditation Board for Certification Bodies (NABCB)

NABCB provides accreditation to Certification and Inspection Bodies based on assessment of their competence as per the Board's criteria and in accordance with International Standards and Guidelines. NABCB is internationally recognized and represents the interests of the Indian industry at international forums through membership and active participation with the objective of becoming a signatory to international Multilateral / Mutual Recognition Arrangements (MLA / MRA). NABCB is a member of the International Accreditation Forum (IAF) and its regional body Pacific Accreditation cooperation (PAC).

v. National Board for Quality Promotion (NBQP)

NBQP works on the vision of promoting quality of life for the citizens of India. It has two important missions; the first one is to promote application of quality management standards and statistical quality tools with an objective of enabling industry, to improve their competitiveness, with specific focus on SME sectors. The second mission is focused on empowering the consumers to demand quality and consequently creating a backpressure on suppliers to ensure quality of their products and services.

Besides the Boards there are Divisions which predominantly play a crucial role in implementing projects of the government or the industry:

i. The Project Planning & Implementation Division (PPID)

This division works with various ministries in the government both at Central and State level. Set up with a vision of young professionals who could help the government from outside on key issues and provide support wherever required.

PPID has worked with number of Ministries on projects, including (but not limited to)– Ministry of Petroleum and Natural Gas, Ministry of Railways, NITI Aayog (erstwhile planning commission of India), Ministry of New and Renewable Energy, Department of Administrative Reform and Public Grievances (DARPG) and others.

ii. ZED Division

The ZED Division leads various projects of National importance with a focus on 'Atmanirbhar Bharat'. The division is involved in flagship programs of Ministry of Micro, Small & Medium Enterprises, Ministry of Tourism, Ministry of Defence, Ministry of Housing & Urban Affairs and others.

iii. Project Analysis and Documentation Division (PADD)

PADD aims towards the design, development, and implementation of voluntary conformity assessment frameworks for governmental, inter-governmental, regional, and global organizations.

iv. Strategy and Policy Division (SPD)

SPD is driving force for transformative change, dedicated to achieving quality excellence for a developed India. By focusing on strategy and policy interventions, the SPD aims to strengthen India's quality infrastructure and ecosystem, positioning QCI as a global leader in quality transformation. The SPD is committed to developing and implementing innovative strategies to elevate the quality standards across various sectors, including manufacturing, services, and governance. Through collaborative partnerships and a proactive approach, the SPD seeks to create the world's most advanced quality ecosystem that supports India's development priorities and strengthens its position in the global economy.

II. Objective:

To engage a service provider for the supply of printing, stationery, and promotional items on a annual rate contract basis for a specified period. The agency shall ensure high-quality production, timely delivery, and adherence to the organization's branding and quality standards.

III. SCOPE OF WORK

The agency shall provide **Printing Services, Promotional Items, and Stationery Supply** as per the organization's requirements, ensuring adherence to branding guidelines, quality standards, and timely delivery. The detailed scope of work is outlined below:

1. Printing Services

The agency shall provide high-quality printing services for various organizational needs, including but not limited to:

a. Publications & Reports

- Printing of annual reports, brochures, booklets, newsletters, and training materials.
- Options for matte, glossy, or textured finishes as per specifications.
- Binding options: Perfect binding, saddle stitching, spiral binding, and hardbound.

b. Office Stationery

- Printing of letterheads, business cards, envelopes, file folders, notepads, and certificates.
- Customization with watermarks, embossing, foil stamping, or UV spot printing.
- Standardized formats for official correspondence.

c. Event Materials

- Printing of banners, standees, backdrops, posters, event invitations, and agenda booklets.
- High-resolution printing for both indoor and outdoor use.

- Eco-friendly and reusable material options.

d. Forms & Registers

- Supply of printed forms, registers, visitor books, and attendance sheets.
- Custom formatting and pre-printed templates for compliance.

2. Promotional Items

The agency shall provide customized corporate gifts and promotional materials, including but not limited to:

- Branded Corporate Gifts:** Customized pens, mugs, keychains, diaries, mementoes, and fridge magnets with branding.
- Apparel & Accessories**
 - Custom-branded T-shirts, caps, jackets, and uniforms.
 - High-quality fabric and embroidery/printing as per branding guidelines.
- Event Giveaways**
 - Customized tote bags, badges, lanyards, and name tags.
 - Options for eco-friendly materials.
- Eco-Friendly Products**
 - Jute bags, reusable bottles, bamboo-based products.
 - Sustainable materials with branding as per organizational standards.

3. Stationery Supply

The agency shall provide general office and IT-related stationery, including but not limited to:

- General Office Stationery :** Pens, pencils, markers, staplers, paper clips, sticky notes, and desk organizers.
- Paper Products:** A4/A3 sheets, notepads, diaries, and register books.
- File Management Solutions:** Folders, binders, document holders, storage boxes.
- Office Boards & Accessories:** Whiteboards, notice boards, and display stands.

Note:

- All items shall meet the organization's branding guidelines.
- Use of high-quality materials for durability and professional presentation.
- Secure packaging to prevent damage during transit and storage.
- The delivery of items shall be made to the following addresses:
 - i. Institution of Engineers Building , 2nd Floor, 2-Bahadur Shah Zafar Marg, New Delhi - 110002
 - ii. ITPI Building, 5th and 6th Floor, 4-A, Ring Road, IP Estate, New Delhi - 110002
 - iii. Indian Council of Child Welfare, 4, Deen Dayal Upadhyaya Marg, New Delhi - 110002
 - iv. Hindi Bhawan, 11, Vishnu Digamber Marg, Rouse Avenue, Mata Sundari Railway Colony, New Delhi - 110002
 - v. ASHI Bhawan, 19, Rouse Avenue Institutional Area, New Delhi - 110002
 - vi. Hans Bhawan, 1, Bahadur Shah Zafar Marg, New Delhi - 110002
 - vii. NABL House, Plot No. 45, Sector 44, Gurugram - 122003

As the office is in the process of relocation in the coming months, future deliveries shall be made to the following addresses:

- i. **Quality Council of India**, 2nd & 3rd Floor of Tower J and 1st & 2nd Floor of Tower K, World Trade Centre, Nauroji Nagar, New Delhi - 110029
- ii. **Hindi Bhawan**, 11, Vishnu Digamber Marg, Rouse Avenue, Mata Sundari Railway Colony, New Delhi – 110002

The details BOQ(*Bill of Quantities*) is as follow:

CATEGORY A - PRINTING RELATED SERVICES

S. No.	Item Name	Specifications (Size, material, etc.)	Branding	Remarks	Annual Estimated Quantity	Unit
1	Note Pad (Small)	Number of Pages - 50 Inner Pages - 90GSM with ruling and Logo printing Cover page - 350GSM 4 colour printing with matt lamination, Size - 5"×7" Binding - Wiro	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.
2	Diary	Cover - 400GSM Craft paper Inner - 100 GSM Sunshine Printing: Single colour printing Binding - Wiro Size - 11.5"×8" No. of Pages: 100	As required	The requirement may be raised in slot of 100 units.	600	Nos.
3	Notepad	Size - 6×8.27" Cover - Seed paper Inner page - 90GSM Printing - 4 colour Binding - were No. of Pages: 100	As required	The requirement may be raised in slot of 100 units.	500	Nos.
4	QCI Notepad (White)	Size: 8.5x5.5 in Pages: 70 gsm Binding: Wiro No. of Pages: 60	QCI Branding	The requirement may be raised in slot of 500 units.	11100	Nos.
5	QCI Diaries (Brown)	Size: A-5 (14.8x22.0) Pages: 76.80 gsm cover: 500 gsm Binding: wiro No. of Pages: 160	QCI Branding	Yearly Diaries	2000	Nos.
6	Standards Copy/ Course Material (60 pages per copy)	A4 Size (8 x 11.5 in)	As required	The requirement may be raised in as required	1000	Nos.
7	Flyer (Type 1)	Page Size: A4 Printing: 4-Color Paper : Glossy Paper (130–170 GSM) Bleed Area: 3mm Lamination: Matt/Gloss	As required	The requirement may be raised in as required	1500	Nos.
8	Flyer (Type 2)	Page Size: A4 Printing: 4-Color Paper: Matte Paper (150–250 GSM) Bleed Area: 3mm Lamination: Matt/Gloss	As required	The requirement may be raised in as required	1500	Nos.

9	Flyer (Type 3)	Page Size: A4 Printing: 4-Color Paper: Cardstock (250–350 GSM) Bleed Area: 3mm Lamination: Matt/Gloss	As required	The requirement may be raised in as required	1500	Nos.
10	Flyer (Type 4)	Page Size: A5 Printing: 4-Color Paper : Glossy Paper (130–170 GSM) Bleed Area: 3mm Lamination: Matt/Gloss	As required	The requirement may be raised in as required	1500	Nos.
11	Flyer (Type 5)	Page size : A5 Colour – 4 colours GSM – Glossy paper Pages – 1 Pager	As required	The requirement may be raised in as required	1500	Nos.
12	Flyer (Type 6)	Page Size: A5 Printing: 4-Color Paper: Cardstock (250–350 GSM) Bleed Area: 3mm Lamination: Matt/Gloss	As required	The requirement may be raised in as required	1500	Nos.
13	Certificate with frame	Size: A4 size Paper: 350 GSM Frame with 3MM Acrylic Sheet	As required	The requirement may be raised in as required	200	Nos.
14	Quality India Magazine	Printing Type: All Colour CMYK Printing Size of Magazine: A4 No. of Pages: 80-88 (Including cover) Cover Page & Back Page: 250 GSM Imported Art Paper Paper for text: 100 GSM Imported Art Paper Lamination: Thermal Gloss Binding Type: Perfect Binding	As required	The requirement may be raised in slot of 2000 units.	12000	Copies
15	PADD Brochure	Page size : 8.25" x 10.75" Colour – 4 colours GSM – 250gm Pages – Centre staple Lamination – Matt	As required	The requirement may be raised in slot of 100 units.	1000	Nos.
16	Scheme/Project Brochure	Size:A4 Color: Four Color Paper Quality: 250 GSM Lamination: Matt Lamination Language: Hindi/English (Both)	As required	The requirement may be raised in slot of 100 units.	1000	Nos.
17	Certificates	A4 size Lamination: Matt lamination color: 4 Color Paper 350GSM German Kent	As required	The requirement may be raised in as required	5000	Nos.

18	Brochure (Type 1)	Size - 10.75"×8.5" No. of pages - 5 No. Outer 300 gsm with mat lamination on front and back side. Inside 170 gsm, Centre Stitch.	As required	The requirement may be raised in as required	500	Nos.
19	Brochure (Type 2)	Size: A4 (8.27" × 11.69") Lamination: Matt Paper: 170-250 GSM Printing: Digital/offset Binding & Finishing: Stapled Fold: Single Fold/Tri-Fold/Z-Fold/Gate Fold/Booklet/Flyer	As required	The requirement may be raised in as required	500	Nos.
20	Brochure (Type 3)	Size: A5 (8.27" × 11.69") Lamination: Matt Paper: 170-250 GSM Printing: Digital/offset Binding & Finishing: Stapled Fold: Single Fold/Tri-Fold/Z-Fold/Gate Fold/Booklet/Flyer	As required	The requirement may be raised in as required	500	Nos.
21	QCI Folder (Brown)	Size: 31 cm Paper : Hard Brown Paper	QCI Branding	The requirement may be raised in as required	6200	Nos.
22	QCI Letter Heads	Size: A-4 Paper: 100 gsm Printing: 4-color	QCI Branding	The requirement may be raised in as required	100	Pkt.
23	Letter Head Continuation Sheet	Size: A-4 Paper: 100 gsm	-	The requirement may be raised in as required	200	Pkts.
24	QCI Envelopes (Size: A4)	Size: 10x14 in Paper: 120 gsm laminated	QCI Branding	The requirement may be raised in as required	2500	Nos.
25	Visting Card	Size: 8.7 cm x 5.4 cm Printing: 4-Color Paper: Standard Paper for visiting cards Language: Hindi & English No. of Cards: 200 Nos.	As required	The requirement may be raised in as required	250	Nos.
26	QCI Envelope (without window)	Size: 10x14 in Paper: 100 gsm	As required	The requirement may be raised in as required	3000	Nos.
27	Printing of Challan Books (Type 1)	Size: A4 Type: Portrait Mode Page color: White & Yellow Cover: Hard Cover (Cardboard) Pages: 100	As required	The requirement may be raised in slot of 500 units	2000	Nos.

28	Printing of Challan Books (Type 2)	Size: 6.75 * 8.25 (inches) Type: Portrait Mode Page color: White & Yellow Cover: Hard Cover (Cardboard) Pages: 100	As required	The requirement may be raised in slot of 200 units	1000	Nos.
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CATEGORY B - PROMOTIONAL ITEMS

S. No.	Item Name	Specifications (Size, material, etc.)	Branding	Remarks	Annual Estimated Quantity	Unit
1	American Tourister Bags	Amt Rexton 01 Navy Lightweight Laptop Messenger Bag with Multiple Organiser Dimensions: 32 x 9.5 x 40 cm Capacity: 21 Litres Material: Dobby Fabric Model number: FH7 (0) 09 001 Color: Navy Blue/ Black	As required	The requirement may be raised in slot of 50 bags.	600	Nos.
2	Cap (Type 1)	Style: with inner elastic Material: Dry-fit Size: Free size Closure Type: Elastic Printing – Embroidery Color: Navy Blue	As required	The requirement may be raised in slot of 50 units.	10000	Nos.
3	Cap (Type 2)	Material - Microfiber Blend, bio wash Cotton Style - with inner elastic, Closure type - Pull-On	As required	The requirement may be raised in slot of 100 units.	600	Nos.
4	Mouse Pad	Color: Blue Size: 23 Cm x 19 cm	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.
5	Fridge Magnet	Size: 3" Diameter Magnet: 15mm neodymium magnet	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.
6	Pen (Type 1)	Ball Pen with UV Printing	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.
7	Pen (Type 2)	Material - Metal, Printing – UV	As required	The requirement may be raised in slot of 100 units.	600	Nos.

8	Metal Pen (Type 3)	Golden UV printing of Logo Velvet cover (sample is attached)	As required	The requirement may be raised in slot of 50 units.	300	Nos.
9	QCI Pen (Type 4)	Brand: Elkos or equivalent	QCI Branding	The requirement may be raised in slot of 500 units.	10000	Nos.
10	Key Chain	Material - Pure leather Size - 5"×2.25"	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.
11	Mobile Stand with logo	Material: Black acrylic Printing: UV Size: 10" × 4" Thickness: 6mm	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.
12	Non-Woven Fabric Carry Bag	Size: 36 cm x 25.5 cm Material: Non-woven 120 GSM Printing: 4-Color Handle: Loop	As required	The requirement may be raised in slot of 60-70 units.	5000	Nos.
13	Paper Carry Bag	Paper: 350 GSM Art paper Printing: 4 Color Lamination: Thermal Gloss Handle: Thread String	As required	The requirement may be raised in slot of 60-70 units.	5000	Nos.
14	Book Mark (Normal) (Type 1)	Size - 4"×2" Pack of 6 (5+1) Type - 1+1mm sheet Printing - 4 colour with clear UV (on logo) Lamination - velvet	As required	The requirement may be raised in slot of 60-70 units.	5000	Nos.
15	Book Mark (Normal) (Type 2)	Size - 3"×2" Pack of 6 (5+1) Type - 1+1mm sheet Printing - 4 colour with clear UV (on logo) Lamination - velvet	As required	The requirement may be raised in slot of 60-70 units.	5000	Nos.
16	Book Mark (with Magnet) (Type 1)	Size - 3"×2" Pack of 6 (5+1) Type - 1+1mm sheet Printing - 4 colour with clear UV (on logo) Lamination - velvet	As required	The requirement may be raised in slot of 60-70 units.	5000	Nos.

17	Book Mark (with Magnet) (Type 2)	Size - 4"×2" Pack of 6 (5+1) Type - 1+1mm blue magnetic sheet Printing - 4 colour with clear UV (on logo) Lamination - velvet	As required	The requirement may be raised in slot of 60-70 units.	5000	Nos.
18	Utility Pouch with Zip	Material: Poly Canvas Printing: Sublimation	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.
19	Luggage Tag	Material: High-quality PVC plastic Size: Standard ID card size (85.6 mm × 54 mm) Thickness: Approximately 0.76 mm (similar to a credit card) Printing: Digital (4-Color) Plastic Loop Fastener	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.
20	Smiley Ball	Size - Regular Colour - Yellow Printing - 1.5" Logo	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.
21	Coaster (set of 6 pieces)	Acrylic coaster with Eva Size - 3.75"×3.75" Acrylics thickness - 4mm Printing - UV Printing	As required	The requirement may be raised in slot of 60-70 units.	10000	Nos.
22	Cardboard Cylinder Box	Size: Length - 340mm, Diameter - 68mm, Wall Thickness - 2mm Closures: Top & Bottom metallic cap iodized Printing: Four Color with aquas varnish & thermal velvet lamination Material of tube: Cardboard	As required	The requirement may be raised in slot of 500 units.	2000	Nos.
23	Umbrella	Size(in Diameter): 24inches Material: Polyester Frame Material: Steel Handle Material: Plastic Technology: Automatic with Push Button Printing - Print and Cut (waterproof) Color: Navy Blue	As required	The requirement may be raised in slot of 60-70 units.	2000	Nos.
24	Lapel Pins	Brass Lapel Pin Size - 31mm, Thickness - 2mm Polish - GPC, colour - 4 colour	As required	The requirement may be raised in slot of 60-70 units.	500	Nos.

25	Memento	Memento Size - 10"×8.6"(excluding Base) Memento Thickness - 5mm Polish - GPC Printing - NABH Logo Base - 3.5"x10" wooden base Name Plate - 9"x3" with 4 colour etching	As required	The requirement may be raised in slot of 50 units.	500	Nos.
26	Double Side Medal	Metal - Brass Size - 4" Polish - GPC	As required	The requirement may be raised in slot of 50 units.	150	Nos.
27	Pouch for medals	Size - 6"×8" Material - Velvet	As required	The requirement may be raised in slot of 50 units.	150	Nos.
28	Tote Bag	Material. Canvas Size - 16×18 Printing - DTF Handle - 2× 24" handle	As required	The requirement may be raised in slot of 50 units.	150	Nos.
29	Silver Plated Plate with stand boxes	Mementoes with Event branding (Approx. 8")	As required	The requirement may be raised in slot of 20 units.	100	Nos.
30	Brass Tree Memento Name Plates (Small)	Name Plate size - 8x1.5 inch SS gold	As required	The requirement may be raised in as required	100	Nos.
31	Large Tree Memento Large (with note)	16"×14" memento Multi colour SS Gold Print plate size - 9x1.5 inch	As required	The requirement may be raised in slot of 10 units.	50	Nos.
32	Jute Folders	Fabric - Imported jute Inner Pocket - 2 Printing - NABH Logo (5"x5")	As required	The requirement may be raised in slot of 150 units.	1000	Nos.
33	Photo Frames	Size - 10"x14" Colour - Brown Printing - UV Printing on frame Borders Printing area size - 1"x9" (on 2 Border)	As required	The requirement may be raised in slot of 50 units.	500	Nos.
34	I-Card Holder	Holder Type: Slide-in, Layout Type: Vertical, Color: Transparent, W x L: 5.5 cm x 8.75 cm)	As required	The requirement may be raised in slot of 100 units.	600	Nos.

35	Bottles	Thermal Bottles Size: 1 litre	As required	The requirement may be raised in slot of 100 units.	600	Nos.
36	Pin Badge	Material - Brass with JPC Gold polish, Size - 2.5×2.25")	As required	The requirement may be raised in slot of 100 units.	600	Nos.
37	Lanyards	Size - 22mm, Material - Satin Printing - 4 colour	As required	The requirement may be raised in slot of 100 units.	600	Nos.
38	Canvas Bag	Size: 38cm X 10cm X 33cm	As required	The requirement may be raised in slot of 250 units.	1200	Nos.
39	Mugs	Insulated Mugs	As required	The requirement may be raised in slot of 250 units.	1000	Nos.
40	Laptop Sling Bag	Size - 16"×13"×4" Colour - Any Printing - DTF Number of Pockets - 4 Branding: QCI Fabric: Jute	As required	The requirement may be raised in slot of 100 units.	1000	Nos.
41	Lanyard	Lanyard - 25mm Printing - 4 colour	As required	The requirement may be raised in as required	1400	Nos.
42	Diary & Pen Set	Dairy with Logo Card Holder with Logo Metal keyring with Logo Pen with Logo	As required	The requirement may be raised in slot of 50 units.	200	Nos.
43	Jute Bags with QCI Branding	Size: 14x16x4 in Material: Front & back white jute side natural jute with thick handle. Jute quality 14-15 printing DTF(5.5x2")	As required	The requirement may be raised in as required	1400	Nos.
44	Water Bottle (Type 1)	1L/thermosteel Insulated	As required	The requirement may be raised in as required	1000	Nos.
45	Water Bottle (Type 2)	700ml/thermosteel Insulated	As required	The requirement may be raised in as required	1000	Nos.

CATEGORY C - STATIONARY ITEMS

S. No.	Item Name	Specifications (Size, material, etc.)	Branding	Remarks	Annual Estimated Quantity	Unit
1	Post card	Size: 12x18 Color: Four Color Paper Quality: 250 GSM Lamination: Matt Lamination	As required	The requirement may be raised in as required	1000	Nos.
2	Pencils	Brand: Natraj, Doms	Not Required	The requirement may be raised in as required	1900	Nos.
3	Sharpener	Brand: Natraj	Not Required	The requirement may be raised in as required	200	Nos.
4	Highlighters	Brand: Luxor, Faber castle Color: Mixed	Not Required	The requirement may be raised in as required	550	Nos.
5	Eraser	Brand: Apsara, Natraj	Not Required	The requirement may be raised in as required	1500	Nos.
6	Stapler (Small)	Brand: Kangaroo Model: HD10	Not Required	The requirement may be raised in as required	300	Nos.
7	Stapler (Large)	Brand: Kangaroo Model: HP45	Not Required	The requirement may be raised in as required	50	Nos.
8	Staple Pins (Small)	Brand: Kangaroo	Not Required	The requirement may be raised in as required	1000	Pkts.
9	Staple Pins (Large)	Brand: Kangaroo	Not Required	The requirement may be raised in as required	200	Pkts.
10	Scissor (Small)	Any high quality	Not Required	The requirement may be raised in as required	100	Nos.
11	Scissor (Medium)	Any high quality	Not Required	The requirement may be raised in as required	50	Nos.
12	Sticky Notes (Type 1)	Brand: Oddy etc. Size: 7.5 cm x 7.5 cm Color: Pastel Yellow (pack of 5) Product Code: RSN 3x3	Not Required	The requirement may be raised in as required	100	Pkts.

13	Sticky Notes (Type 2)	Brand: Oddy etc. Size: 10 cm x 7.5 cm Color: Pastel Yellow (pack of 5)	Not Required	The requirement may be raised in as required	50	Pkts.
14	Flags	Size: 25x75mmx3 colors Brand: Oddy Product Coe: PR-3 (with 240 Sheets)	Not Required	The requirement may be raised in as required	400	Pkts.
15	Binder Clips (Type1)	Size:19mm Brand: Bee Fly or equivalent	Not Required	The requirement may be raised in as required	100	Pkts.
16	Binder Clips (Type2)	Size:25mm Brand: Bee Fly or equivalent	Not Required	The requirement may be raised in as required	50	Pkts.
17	Binder Clips (Type3)	Size: 32mm Brand: Bee Fly or equivalent	Not Required	The requirement may be raised in as required	50	Pkts.
18	Binder Clips (Type 4)	Size: 51mm Brand: Bee Fly or equivalent	Not Required	The requirement may be raised in as required	50	Pkts.
19	U-clips	Any high quality Size: 30 mm Brand: JB9 or equivalent	Not Required	The requirement may be raised in as required	40	Pkts.
20	Fevistick	Any high quality	Not Required	The requirement may be raised in as required	140	Nos.
21	Cotton File Tag Threads	Any high quality	Not Required	The requirement may be raised in as required	10	Pkts.
22	White Board marker	Luxor, Camlin	Not Required	The requirement may be raised in as required	800	Nos.
23	OHP Marker	Luxor, Camlin	Not Required	The requirement may be raised in as required	200	Nos.
24	Paper Cutter	Any high quality	Not Required	The requirement may be raised in as required	100	Nos.
25	Plastic Scale	Natraj, Doms etc (30 cm)	Not Required	The requirement may be raised in as required	75	Nos.

26	Steel Scale	Natraj, Doms etc (30 cm)	Not Required	The requirement may be raised in as required	75	Nos.
27	Punching Machine (Type 1)	Brand: Kangaroo or equivalent Model: DP600	Not Required	The requirement may be raised in as required	100	Nos.
28	Punching Machine (Type 2)	Brand: Kangaroo or equivalent Punch 800	Not Required	The requirement may be raised in as required	20	Nos.
29	Box File (24T)	Brand: SONA 24-T	Not Required	The requirement may be raised in as required	700	Nos.
30	Ring Board File	Size: 27cmx37cm Brand: Sona 211	Not Required	The requirement may be raised in as required	450	Nos.
31	File	Brand: Solo	Not Required	The requirement may be raised in as required	400	Nos.
32	Glossy Paper	Size: A4 Paper: 180 GSM Brand: Oddy etc.	Not Required	The requirement may be raised in as required	40	Pkts.
33	Push/Board Pins	Brand: Oddy etc.	Not Required	The requirement may be raised in as required	100	Pkts.
34	Blue Garbage Bags	30*40 - Apple	Not Required	The requirement may be raised in as required	1140	Pkts.
35	Black Garbage Bag	20*30 - Naaz Plastic	Not Required	The requirement may be raised in as required	730	Pkts.
36	Rim (A4 Size)	75 GSM JK Copier	Not Required	The requirement may be raised in as required	1450	Pkts.
37	Brown Tape	BOPP Brown tape 2 inch	Not Required	The requirement may be raised in as required	20	Nos.
38	Transparent Tape	Cello Tape 2 inch 65 metre	Not Required	The requirement may be raised in as required	50	Nos.

39	Transparent Tape	Cello Tape 1 inch 65 metre	Not Required	The requirement may be raised in as required	50	Nos.
40	Duster	White Board Duster Magnetic with marker holder	Not Required	The requirement may be raised in as required	50	Nos.
41	Rubber Band	Rubber Band 3 inch make 500 grams bag	Not Required	The requirement may be raised in as required	20	Pkts.
42	Cello Tape Dispenser	Cello Tape Dispenser	Not Required	The requirement may be raised in as required	15	Nos.
43	Calculator	Calculator Casio MJ 12D	Not Required	The requirement may be raised in as required	80	Nos.

Note: The sample images of the above mentioned items are attached as **Annexure-3**.

Link for Annexure 3 (accessible through Crome) –

https://qcin-my.sharepoint.com/:b/r/personal/procurement_team_qcin_org/Documents/Images%20Rate%20Contract.pdf?csf=1&web=1&e=JcKTqX

IV. PRE- QUALIFICATION CRITERIA

Agencies are expected to meet the following prequalification criteria. Agency failing to either meet these criteria or not furnishing the requisite supporting documents/documentary evidence is liable to be summarily rejected. QCI shall evaluate the prequalification proposal with reference to the information and supporting documents furnished.

S. No	Basic Requirement	Specific Requirements	Documents Required
1	Legal Entity	<p>The Bidder(s) interested in participating in the selection Process must be a duly registered legal entity in India, under any one of the following categories:</p> <ul style="list-style-type: none"> • A Limited Liability Partnership ("LLP") registered under the LLP Act,2008. • an Indian Company ("Company") registered under the Companies Act, 1956/ 2013 or any previous Companies' Act. • a "Partnership Firm" registered under the Indian Partnership Act, 1932. • Sole Proprietorship firm, registered as such under the Applicable Laws of India 	<p>Registration documents of the Bidder as a company/firm or any legal entity along with:</p> <ul style="list-style-type: none"> • Incorporation Certificate of the company, • Certified copy of registered Partnership Deed; copy of Statement filed in the Register of Firms disclosing names, addresses and relevant details of ALL partners of the Partnership Firm • MSME Certificate (if applicable). • Any other supporting document, as may be required. • GST and PAN

2	Annual Turnover	Average turnover of at least two (02) Crore generated in the past three (3) financial years (2021-22, 2022- 23 and 2023-24) from any similar services.	<ul style="list-style-type: none"> • Turnover certificate by CA (original); or • Audited financial statements of the last three financial years (i.e.,2021- 22, 2022-23, 2023-24) to support the claim
3	Work Experience	<p>The Bidder(s) must have relevant experience with reference to similar activities with Central or State Govt., Union Territory, PSU, CPSU, SPSU, Central universities, national institutes, autonomous body, reputed private organizations in the last 3 (Three) Financial Years as per following:</p> <ul style="list-style-type: none"> • One (01) work order/completion certificate from client of the value not less than 50 Lakhs, or • Two (02) work order/completion certificate from client of value not less than 40 Lakhs, or, • Three (03) work order/completion certificate from client of value not less than 30 Lakhs. <p>Similar Services such as Office Supplies Stationery, Printing & Customized Materials, Promotional & Corporate Gifting, Event & Conference Supplies, Packaging & Branding Solutions, Digital & Offset Printing Services, Signage & Display Solutions, Customized Merchandise Production, Exhibition & Trade Show Materials, Advertising & Marketing Collaterals etc.</p>	Contract/ Agreement/ Work Orders from client(s) providing the details of the project /contract along with the images of the event involving guests as specified.
4	Presence in Delhi-NCR	The bidding entity must have an office in Delhi NCR Area.	Proof of address
5	Sample Inspection Certificate	The bidder entity must provide the sample inspection certificate.	An undertaking to be submitted in the format of Annexure-1 (FORM E)
6	Blacklisting	The bidding entity must not be blacklisted/ terminated / debarred by any state or central government or their agencies and should not have been found guilty of any criminal offence by any court of law, in the last three (3) years.	An undertaking to be submitted in the format of Annexure-1 (Form D)

V. METHOD OF EVALUATION

1. QCI has adopted a two-packet bid system for award for work to the successful bidder.
2. In evaluation first eligibility of the bidders will be examined as technical bid evaluation.
3. Only technically qualified bidders will be considered for further evaluation process.
4. In Financial bid evaluation, bidder who have quoted lowest rate in totality will be the successful bidder and declared as L1 bidder as per GeM portal.

VI. General Terms and Conditions

- Contract Duration:** The contract will be valid for a period of one (01) year, subject to annual renewal, depending on the performance of the agency and their compliance of terms and conditions at the sole discretion of QCI.
- Payment Terms:** The payment shall be made post successful delivery within 30 days of submission of proper tax invoice.
- There is no fixed quantity commitment for the supply of items under this contract. Orders will be placed as per the requirements of the QCI from time to time during the contractual period.
- The ordered material must be delivered in proper packaging to the designated QCI office in Central Delhi/New Office(*as detailed in Page no.17*) within **3 days** from the receipt of the communication from QCI authorised person. The agency shall be responsible for all necessary arrangements, including unloading and stacking the goods in the designated storage area at its own cost. Failure to comply may result in non-acceptance of the delivery.
- No claim on account of any price variation/Escalation on whatsoever ground shall be entertained during the contract period of one(01) year. All rates as per BOQ quoted by agency shall be firm and fixed for entire contract period. No escalation price variation clause shall be applicable on this contract.
- The supplied material must strictly conform to the specifications mentioned in the supply order and match the samples approved by the Department. Any deviation will result in rejection. The Departmental Committee's approved samples shall serve as the quality benchmark. The decision of the Director, Printing & Stationery, Panaji, regarding compliance with specifications and samples shall be final. In case of prolonged or unfeasible delays in supply, the supply order may be terminated.
- Blacklisting/debarring:** QCI reserves the right to cancel the work order issued and debar the firm if it is discovered that the firm had produced any false information, on continued delivery of unsatisfactory services, insolvency of the company or any other ethical ground as deemed fit by giving a 7 days' prior written notice.
- Amendment to RFP:** At any time prior to the last date for receipt of applications, QCI may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFP document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, QCI may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFP. The applicant is required to visit the Tenders Section of QCI website for any changes or amendments in the RFP before submitting their Applications.
- Performance Bank Guarantee:** QCI shall require the selected service provider to provide a Performance Bank Guarantee, within 15 days from the notification of award, for a value equivalent to 5% of the financial proposal value. The Performance Guarantee shall contain a claim period of three months from the last date as per the contract duration. The selected bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the submission of deliverables.

The selected bidder can submit e-PBG OR physical copy of Performance Guarantee should be submitted at QCI-HO within 20 days from the notification of award. The selected bidder would be required to send SFMS code while creation of PBG to the IFSC code provided by QCI. In case the selected bidder fails to submit a Performance Guarantee within the time stipulated, the purchaser at its discretion may cancel the order placed on the selected bidder without giving any notice. Purchaser shall invoke the performance guarantee in case the selected bidder fails to discharge their contractual obligations during

the period or purchaser incurs any loss due to bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.

10. **Authorization of Signatory:** The Bid may be signed either by the Principal Officer of the service providing firm or his duly Authorized Representative, in which case he/she shall submit a certificate of authority. All certificates and documents (including any clarifications sought and any subsequent correspondence) received hereby, shall, as far as possible, be furnished and signed by the Representative or the Principal Officer. The Principal Officer/ authorized representative of the firm shall sign the proposal and also initial all pages of the original Technical Proposal. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Bidder shall be annexed to the Bid.
11. The bidder should adhere to laws of land and rules, regulations and guidelines prescribed by various regulatory, statutory and Government authorities which are applicable to respective business, obligations and subject matters of the contract. QCI reserves the right to conduct an audit / on-going audit of the services provided by the agency. QCI reserves the right to ascertain information from organizations to which the agency have rendered their services for execution of similar projects.
12. **Maintenance of Confidentiality:** The bidder must not divulge any confidential information and assure that reasonable steps are taken to provide for the safe custody of any and confidential information in its possession and to prevent unauthorized access thereto or use thereof. The agency must not, without the prior written consent of QCI, disclose any confidential information of QCI or any government department or relating to any ministry or any other party. In giving written consent to the disclosure of confidential information, QCI may impose such conditions as it thinks fit, and the agency must comply with these conditions. Confidentiality clause shall survive the termination of contract or contract expiry period.
The agency will be required to sign a mutually agreed Non-Disclosure Agreement (NDA) with QCI.
13. **Fraud/Corruption:** QCI requires that the bidders participating in the selection process adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract. In pursuance of this policy, QCI defines, for the purpose of this paragraph, the terms set forth as applicable to both the parties:
 - a) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value (whether in cash or kind) to influence the action of a public official in the selection process or in Contract execution.
 - b) "fraudulent practice" means a misrepresentation or omission of facts in order to influence a selection process or the execution of a Contract.
 - c) "collusive practices" means a scheme or arrangement between two or more bidders with or without the knowledge of QCI, designed to establish prices at artificial, non-competitive levels.
 - d) "coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or affect the execution of a Contract. QCI will reject a proposal for award if it comes to know that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question; and
 - e) QCI will terminate the Contract, if already awarded and will declare the bidder ineligible, either indefinitely or for a stipulated period of time, to be awarded a Contract, if at any time it determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract
14. **Standard of Performance:** The consultant agrees to perform services diligently, efficiently, and economically, adhering to professional standards and practices. They will act as a faithful adviser to QCI, prioritizing the QCI's interests in all dealings with third parties.

- 15. Language:** The Proposal should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the documents, the English translation shall govern. All correspondence and documents relating to the Proposal exchanged by the bidder and QCI shall also be written in the English language.
- 16. Access by QCI:**
- The QCI may, at all reasonable times and on giving reasonable notice to the agency access the premises of the organization to the extent relevant to the performance of this contract; require the provision by the agency, its employees, personnel or professionals agents of records and information in a data format and storage medium accessible by the QCI by use of the agency's existing computer hardware and software; inspect and copy documentation, books and records, however stored, in the custody or under the control of the agency, its employees, agents, professional or personnel; and require assistance in respect of any inquiry in to or concerning the Services or this Contract.
 - For these purposes an inquiry includes any audit whether administrative or statutory review' audit or inquiry (whether within or external to the Department), any request for information directed to the QCI by any authority or Government Department or any Ministry and any inquiry conducted by Parliament or any Parliamentary committee.
 - The agency must provide access to its computer hardware and software to the extent necessary for the organization to exercise its rights under this clause, and provide QCI with any reasonable assistance requested by the agency to use that hardware and software provided that any proprietary information including confidential information like profit margins, overheads and other such confidential information about its employees, subcontractors, organization would not be made available.
- 17. Intellectual Property Rights:** QCI will own all the intellectual property resulting out of services being performed under this contract.
- "Intellectual Property and Invention" includes documents, reports, and other confidential and proprietary information, data, documents, instruction manuals, records, memoranda, notes, user guides, in either printed or machine-readable form, whether or not copyrightable or patentable, or any written or verbal instructions or comments.
- "Intellectual Property Rights" or "IPRs"/ "Inventions" include (i) all rights, title and interest under any statute or under common law including patent rights; copy rights including moral rights; and any similar rights in respect of Intellectual Property, anywhere in the world, whether negotiable or not; (ii) any licenses, permissions and grants in connection therewith; (iii) applications for any of the foregoing and the right to apply for them in any part of the world; (iv) right to obtain and hold appropriate registrations in Intellectual Property and, (v) all extensions and renewals thereof (vi) Causes of action in the past, present or future, related thereto including the rights to damages and profits, due or accrued, arising out of past, present or future infringements or violations thereof and the right to sue for and recover the same.
- The Service Provider may use data, software, designs, utilities, tools, models, systems and other methodologies and know-how ("Materials") that the Service Provider owns in performing the Services. On completion of the project, all documents, SOPs, reports, dashboards, data etc. collected and prepared by the Service Provider as a part of the contract, shall be transferred to QCI.
- 18. Force Majeure:** Neither party shall be held responsible for non-fulfilment of their respective obligations due to the exigency of one or more of the force majeure events such as but not limited to Acts of God, war, floods, earthquakes, strikes, lockouts, epidemics, pandemics, riots, civil commotion etc., provided on the occurrence and cessation of any such events. The affected party thereby shall give notice in writing to the other party within one week of such occurrence or cessation. If the force majeure conditions continue beyond six months, the parties may then mutually decide about the future course of action.

Force Majeure shall not include:

- Any event which is caused by the negligence or intentional action of a Party or by or of such party's agents or employees, nor any event which a diligent Party could reasonably have been expected both

- to consider at the time of the signing of the contract and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder.
- ii. Insufficiency of funds or human resources or inability to make any payment required for the execution of services under this contract.
- 19. Ethics:** QCI expects the service provider to show highest ethical standards during the course of the assignment; if any complaints/information regarding any incident of bribery, corrupt payment, an unauthorized offer etc., is brought to the fore, the service provider shall take the necessary action (to the extent of expulsion/removal) as per its organization rules and laws applicable at that time; QCI is absolved of any liability/claim arising out of any such above situations; all personnel should have signed the code of conduct with the Service Provider and any conflict of interest shall be declared to QCI.
- 20.** During evaluation, QCI may, at its discretion, ask the respondents for clarifications on their proposals. The firms/agencies are required to respond within the time frame prescribed by QCI.
- 21.** **Taxes & Duties:** The service provider shall be liable to pay all direct and indirect taxes, duties, fees, and other impositions levied under the laws of India.
- 22.** **Indemnity:** Agency undertake to indemnify QCI from and any losses that QCI may incur due to any deficiency in services rendered by the organization or any instance of corruption or improper payment
- 23.** **Written Undertakings:** QCI may at any time require the Service Provider and its employees/advisors/professionals/ contractors, to whom confidential information may be disclosed in the course of execution of contract, to give a written undertaking in the form of a deed reasonably accepted to QCI and relating to the use and non-disclosure of the confidential information relating to QCI or any Government Department or relating to any Ministry and or such other information that QCI suggests to be confidential. Upon receiving a request aforesaid the Service Provider must promptly arrange for all such undertakings to be given to QCI.
- 24.** **Knowledge transfer:** Subject to any qualification or provision to the contrary in the statement of work, the agency must provide the following assistance to the QCI on termination or expiration of this Contract: transferring or providing access to the QCI to all information stored by whatever means held by the agency or under the control of the agency in connection with this Contract; and making Specified Assessors / employees and Agency Personnel available for discussions with the QCI as may be required. The time, length and subject of these discussions will be at the sole discretion of the QCI, provided that any matter discussed is not considered to reveal any 'commercial-in-confidence information of the agency.
- 25.** **Subcontracting:** There must be no further subcontracting without prior written consent of QCI; all manpower deployed by the Service provider shall be on-roll employees of the Service provider or must have a direct employment contract with the Service provider.
- 26.** **Validity of Proposals:** The proposals shall remain valid for a period of 90 days from the last date of submission. In exceptional circumstances, QCI may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A bidder consenting to such request shall not be required nor permitted to modify its Proposal.
- 27.** QCI, by issuance of this RFP does not necessarily indicate or imply that the project will be commenced. The service provider will absolve QCI of all responsibilities if the project does not start within a stipulated time frame. QCI reserves the right to withdraw this assignment any time without prior consultation or intimation to the service provider.
- 28.** The service provider shall not make any alteration / changes in the bid after the closing time and date. Unsolicited correspondence from the service provider will not be considered.

- 29.** The service provider shall be deemed to have complied with all clauses in this RFP. Evaluation shall be carried out on the available information in the bid and QCI is not liable to seek clarifications on the documents not submitted as part of the bid.
- 30. Removal of Data:** The bidder must not, and must ensure that its employees/ professionals' subcontractors and/ personnel do not:
- remove any data or allow any Data concerned with this contract to be removed from the places as notified / directed by QCI; or
 - take any Data or allow any Data to be taken outside of India, without the QCI's prior written consent.
- 31. Termination of Contract**
- Termination for Default**
QCI reserves the right to terminate / short close the contract, without prejudice to any other remedy for breach of contract, by giving one-month notice if the agency fails to perform any obligation(s) under the contract and if agency, does not cure his failure within a period of 30 days (or such longer period as QCI may authorize in writing) after receipt of the default notice from QCI.
 - Termination for Insolvency**
QCI may at any time terminate the contract by giving written notice without compensation to the agency if the agency becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to QCI.
 - Termination for Convenience**
QCI may, by written notice sent to the agency, terminate the contract, in whole or part, at any time for its convenience, by giving 15 days' notice. However, the payment shall be released to the extent to which the performance of work executed as determined by the agency till the date upon which such termination becomes effective.
 - The agency may terminate this contract, or any particular services, by giving 15 days' written notice to QCI if the agency reasonably determines that the agency can no longer provide the Services under applicable law or professional obligations.
- 1. Earnest Money Deposit (EMD)/ Bid Security:** Bidders shall submit, along with their Bids, Bid Security (EMD) of ₹3,00,000 as per the details mentioned below:
- By demand draft in favour of Quality Council of India, payable at New Delhi, or
 - Deposit through RTGS/ NEFT as detail under**:-
- For payment of EMD through Bank transfer: -
- | | |
|----------------------------|--|
| Name of the Bank | Axis Bank LTD, 6/83, Padam Singh Road, Karol Bagh, New Delhi |
| Name of the Account | Quality Council of India |
| Saving Bank Account | 223010100053020 |
| IFSC Code | UTIB0000223 |
- Note:
- NO CHEQUES WILL BE ACCEPTED. The applicant whose EMD has been deposited by NEFT/RTGS, must enclose the transaction details/ evidence along with their technical bid, otherwise the bid will be rejected.
 - Bid security in any other form will not be entertained.
 - No interest will be payable to the Bidder on the amount of the EMD. Unsuccessful Bidder's EMD will be discharged/ returned as promptly as possible, but not later than 30 days of completion of the process.
 - In case bid is submitted without the bid security then QCI reserves the right to reject the bid without providing opportunity for any further correspondence to the bidder concerned. The EMD may be forfeited.

- If a bidder withdraws its bid during the period of bid validity.
- Bidder does not respond to requests for clarification of its Proposal.
- Bidder fails to provide required information during the evaluation process or is found to be nonresponsive.
- In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.

32. EMD Refund:

- For Unsuccessful Bidders:** The EMD of all unsuccessful bidders would be refunded without interest by QCI on finalization of the bid in all respects by the successful bidders within 45 days after finalization of tender.
- For Successful Bidders:** The EMD of successful bidders would be returned without interest upon submission of Performance Bank Guarantee by the successful bidders. The above-mentioned refund would be completed within 30 days of the issue of work order to the successful bidder.
- In case bid is submitted without the bid EMD then QCI reserves the right to reject the bid without providing opportunity for any further correspondence to the bidder concerned.

33. The bidders submitting their proposals would be responsible for all of its expenses, costs and risks incurred towards preparation and submission of their proposals, attending any pre-proposal meeting and visiting the site or any other location in connection therewith. QCI shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the process.

34. Rescinding of Work Order: QCI reserves the right to withdraw the work order at any time by giving a notice period of 3-4 days upon failure on part of the agency to perform/execute work as per the requirements specified in this document after two warnings

35. QCI may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the firm:

- Submitted the proposal after the response deadline
- Made misleading or false representations in the forms, statements and attachmentssubmitted in proof of the eligibility requirements
- Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years
- Submitted a proposal that is not accompanied by required documentation or is nonresponsive, failed to provide clarifications related thereto, when sought
- Submitted more than one proposal
- Was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.

36. Disclaimer: QCI shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered. QCI reserves the right

- To reject any/all applications without assigning any reasons thereof.
- To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the QCI without assigning any reasons thereof.
- To include any other item in the Scope of work at any time after consultation with applicants or otherwise
- To adopt method deemed fit to evaluate the proposals
- To select multiple Service Provider based on the outcome of this tender at the L1 rates.

37. The application is liable to be rejected if:

- Not in prescribed forms and not containing all required details.
- Not properly sealed and signed as per requirements.
- Received after the expiry of due date and time.

- iv. Missing of any supporting document(s) with the Proposal

VII. Submission of Proposal

The intending bidders are expected to prepare proposals covering the following aspects:

1. Technical Proposal

- b. Signed and stamped Form-A, B, C, D in Annexure 1
- c. Signed and stamped Annexure-2 (Compliance Sheet)
- d. Details of relevant previous experience
- e. Supporting documents for the details required as per pre-qualification criteria
- f. Any other details that the bidder may like to provide.

2. Financial Proposal (Price Break-up Format)

The financial proposal shall be submitted as per the format given below:

S. No.	Item Name	Quantity	Unit	Rate	Cost	GST (in % and INR)	Total Cost (including GST)
CATEGORY A - PRINTING RELATED SERVICES							
1	Note Pad (Small)	10000	Nos.				
2	Diary	600	Nos.				
3	Notepad	500	Nos.				
4	QCI Notepad (White)	11100	Nos.				
5	QCI Diaries (Brown)	2000	Nos.				
6	Standards Copy/ Course Material (60 pages per copy)	1000	Nos.				
7	Flyer (Type 1)	1500	Nos.				
8	Flyer (Type 2)	1500	Nos.				
9	Flyer (Type 3)	1500	Nos.				
10	Flyer (Type 4)	1500	Nos.				
11	Flyer (Type 5)	1500	Nos.				
12	Flyer (Type 6)	1500	Nos.				
13	Certificate with frame	200	Nos.				
14	Quality India Magazine	12000	Copies				
15	PADD Brochure	1000	Nos.				
16	Scheme/Project Brochure	1000	Nos.				
17	Certificates	5000	Nos.				

18	Brochure (Type 1)	500	Nos.				
19	Brochure (Type 2)	500	Nos.				
20	Brochure (Type 3)	500	Nos.				
21	QCI Folder (Brown)	6200	Nos.				
22	QCI Letter Heads	100	Pkt.				
23	Letter Head Continuation Sheet	200	Pkts.				
24	QCI Envelopes (Size: A4)	2500	Nos.				
25	Visting Card	250	Nos.				
26	QCI Envelope (without window)	3000	Nos.				
27	Printing of Challan Books (Type 1)	2000	Nos.				
28	Printing of Challan Books (Type 2)	1000	Nos.				

SUB-TOTAL (A)

CATEGORY B - PROMOTIONAL ITEMS

1	American Tourister Bags	600	Nos.				
2	Cap (Type 1)	10000	Nos.				
3	Cap (Type 2)	600	Nos.				
4	Mouse Pad	10000	Nos.				
5	Fridge Magnet	10000	Nos.				
6	Pen (Type 1)	10000	Nos.				
7	Pen (Type 2)	600	Nos.				
8	Metal Pen (Type 3)	300	Nos.				
9	QCI Pen (Type 4)	10000	Nos.				
10	Key Chain	10000	Nos.				
11	Mobile Stand with logo	10000	Nos.				

12	Non-Woven Fabric Carry Bag	5000	Nos.				
13	Paper Carry Bag	5000	Nos.				
14	Book Mark (Normal) (Type 1)	5000	Nos.				
15	Book Mark (Normal) (Type 2)	5000	Nos.				
16	Book Mark (with Magnet) (Type 1)	5000	Nos.				
17	Book Mark (with Magnet) (Type 2)	5000	Nos.				
18	Utility Pouch with Zip	10000	Nos.				
19	Luggage Tag	10000	Nos.				
20	Smiley Ball	10000	Nos.				
21	Coaster (set of 6 pieces)	10000	Nos.				
22	Cardboard Cylinder Box	2000	Nos.				
23	Umbrella	2000	Nos.				
24	Lapel Pins	500	Nos.				
25	Memento	500	Nos.				
26	Double Side Medal	150	Nos.				
27	Pouch for medals	150	Nos.				
28	Tote Bag	150	Nos.				
29	Silver Plated Plate with stand boxes	100	Nos.				
30	Brass Tree Memento Name Plates (Small)	100	Nos.				
31	Large Tree Memento Large (with note)	50	Nos.				
32	Jute Folders	1000	Nos.				
33	Photo Frames	500	Nos.				
34	I-Card Holder	600	Nos.				

35	Bottles	600	Nos.				
36	Pin Badge	600	Nos.				
37	Lanyards	600	Nos.				
38	Canvas Bag	1200	Nos.				
39	Mugs	1000	Nos.				
40	Laptop Sling Bag	1000	Nos.				
41	Lanyard	1400	Nos.				
42	Diary & Pen Set	200	Nos.				
43	Jute Bags with QCI Branding	1400	Nos.				
44	Water Bottle (Type 1)	1000	Nos.				
45	Water Bottle (Type 2)	1000	Nos.				

SUB-TOTAL (B)

CATEGORY C - STATIONARY ITEMS			
1	Post card	1000	Nos.
2	Pencils	1900	Nos.
3	Sharpener	200	Nos.
4	Highlighters	550	Nos.
5	Eraser	1500	Nos.
6	Stapler (Small)	300	Nos.
7	Stapler (Large)	50	Nos.
8	Staple Pins (Small)	1000	Pkts.
9	Staple Pins (Small)	200	Pkts.
10	Scissor	100	Nos.
11	Scissor (Medium)	50	Nos.
12	Sticky Notes	100	Pkts.
13	Sticky Notes	50	Pkts.
14	Flags	400	Pkts.
15	Binder Clips (Type1)	100	Pkts.
16	Binder Clips (Type2)	50	Pkts.
17	Binder Clips (Type3)	50	Pkts.
18	Binder Clips (Type 4)	50	Pkts.
19	U-clips	40	Pkts.
20	Fevistick	140	Nos.

21	Cotton File Tag Threads	10	Pkts.				
22	White Board marker	800	Nos.				
23	OHP Marker	200	Nos.				
24	Paper Cutter	100	Nos.				
25	Plastic Scale	75	Nos.				
26	Steel Scale	75	Nos.				
27	Punching Machine (Type 1)	100	Nos.				
28	Punching Machine (Type 2)	20	Nos.				
29	Box File (24T)	700	Nos.				
30	Ring Board File	450	Nos.				
31	File	400	Nos.				
32	Glossy Paper	40	Pkts.				
33	Push/Board Pins	100	Pkts.				
34	Blue Garbage Bags	1140	Pkts.				
35	Black Garbage Bag	730	Pkts.				
36	Rim (A4 Size)	1450	Pkts.				
37	Brown Tape	20	Nos.				
38	Transparent Tape	50	Nos.				
39	Transparent Tape	50	Nos.				
40	Duster	50	Nos.				
41	Rubber Band	20	Pkts.				
42	Cello Tape Dispenser	15	Nos.				
43	Calculator	80	Nos.				
SUB-TOTAL(C)							
TOTAL COST (A+B+C)							<i>This total to be put in "Price offer" section on GeM portal</i>

Note:

- The estimated quantity for all the items is for a period of one year and are indicative only.
- There may be upward and downward variation based on our business requirements.
- For any other services not listed above, the prices can be discussed & decided mutually.
- Above prices shall be fixed for a period of one year.

A detailed explanation of the pricing structure including all price components, unit costs, loading, estimates of overheads and any other assumptions made in arriving at the final all-inclusive price quote should be provided.

Please mention the following in preparing your bid:

- Dated this [date / month / year]
- Authorized Signatory (in full and initials)
- Name and title of signatory
- Duly authorized to sign this proposal for and on behalf of [Name of service provider]
- Name of the Firm
- Address of the Firm

3. Submission Details: As per GeM

For any queries, you may please contact the below
Procurement Cell, QCI
Email id: procurement@qcin.org

ANNEXURE 1

Form A: Covering letter with the Proposal in response to RFP Notice

(To be submitted on the Letterhead of the responding firm)

To,
Deputy Director (Finance & Accounts),
Quality Council of India,
Institution of Engineers Building,
2nd Floor, 2, Bahadur Shah Zafar Marg, New Delhi-110002

Subject: Submission of proposal in response to the RFP for “-

Dear Sir,

1. Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP dated ____ for “_____”, in full conformity with the said RFP document.
2. The proposal is made by me/us on behalf of (Company/Firm/Association of individuals) in the capacity of duly authorized to submit the proposal.
3. I/We understand that QCI reserves the right to reject any proposal without assigning any reasons thereof. I/We undertake that all the information furnished by me/us in the proposal is true to the best of me/our knowledge and belief. If any of the information is found to be false on subsequent verification, I/We undertake that I/We may be excluded from the list of empanelled Firms.
5. We undertake, if our proposal is accepted, to adhere to the scope of engagement or such modified plan as may subsequently be mutually agreed between us and QCI or its appointed representatives.
6. We agree to unconditionally accept all the terms and conditions set out in the RFP document and also agree to abide by this bid response for a maximum period of THREE MONTHS from the date fixed for bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this bids response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and QCI.
8. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the QCI as to any material fact. We agree that QCI is not bound to accept the lowest or any bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ service specified in the bid response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of (Year)

(Signature) (In the capacity of)

Duly authorized to sign the Bid Response for and on behalf of: (Name and Address of Company)
Seal/Stamp of Bidder

{Place}

{Date}

Form B: Relevant Project Experience

S. No.	Name of the Project/Engagement	Client Name	Duration (Period)	Approximate value of the assignment

Form C: Details of the responding firm

S. No.	Particulars	Details to be furnished	
1.	Details of responding Company		
Name of the organisation:			
Address			
Fax			
E-mail		Website	
Name, Designation and Mobile No. of Point of Contact for tender:			
2.	Information about responding Company		
Status of Company (Public Ltd. / Pvt. Ltd etc.)			
Details of Registration (Ref e.g. ROC Ref #)		Date	
		Ref #	
Details of Service Tax Registration		Date	
		Ref #	
3.	Current Year Turnover (Rs Crores) from _____ Services in India;		
4.	Company Profile (Operations in India)		
4.1	Average turnover from Indian Operations from _____ services in last three years	(Turnover in Rs Crores)	
4.2	Full-time professional staff engaged in similar projects	(Number of Staff)	
4.3	Extent of operations in India (national spread) i.e. number of offices in India (client specific / project specific offices should not be considered)	(Number of Offices in different cities/towns and their address)	

Declaration by Director/ Proprietor/ Partner:

I/We declare that the information furnished above is correct to the best of my/our knowledge /belief.
 I/We undertake to inform you of any change in above particulars at the earliest.

Form D: Format for Non-Blacklisting Undertaking

(To be submitted on the Letterhead of the responding firm)

To,
Deputy Director (Finance & Accounts),
Quality Council of India,
Institution of Engineers Building,
2nd Floor, 2, Bahadur Shah Zafar Marg,
New Delhi-110002

Subject: Non-Blacklisting declaration in connection with RFP Ref. No. _____ dated____ for _____

Dear Sir,

This is to notify you that our Firm/Company/Organization _____ intends to submit proposal in response to invitation for Tender Ref. No. _____ for <>. In accordance with the above, we declare that:

- a. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this agreement
- b. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Dated this Day of (Year)

(Signature) (In the capacity of)

Duly authorized to sign the Proposal Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of Bidder

Form E: Format for Sample Inspection Certificate

(To be submitted on the Letterhead of the responding firm)

To
Deputy Director (Finance & Accounts)
Quality Council of India
Institution of Engineers Building, 2nd Floor
2 - Bahadur Shah Zafar Marg, New Delhi – 110002

Subject: Submission of Sample Inspection Certificate in connection with RFP ref. no. QCI/PPID/0425/423 dated ____

I/We hereby certify that the samples of the items listed in the BOQ have been thoroughly inspected at the QCI Office, located at:

2nd Floor, Institution of Engineers Building
2-Bahadur Shah Zafar Marg, New Delhi – 110002

Following the inspection, the proposal has been duly submitted on the GeM Portal in accordance with the requirements.

Dated this Day of (Year)
(Signature) (In the capacity of)
Duly authorized to sign the Proposal Response for and on behalf of:
(Name and Address of Company) Seal/Stamp of Bidder

ANNEXURE 2 : COMPLIANCE SHEET

S. No.	Item Name	Specifications	Branding	Compliance (Yes/No)	Remarks
1	Note Pad (Small)	Number of Pages - 50 Inner Pages - 90GSM with ruling and Logo printing Cover page - 350GSM 4 colour printing with matt lamination, Size - 5"×7" Binding - Wiro	As required		

2	Diary	Cover - 400GSM Craft paper Inner - 100 GSM Sunshine Printing: Single colour printing Binding - Wiro Size - 11.5"×8" No. of Pages: 100	As required		
3	Notepad	Size - 6×8.27" Cover - Seed paper Inner page - 90GSM Printing - 4 colour Binding - wiro No. of Pages: 100	As required		
4	QCI Notepad (White)	Size: 8.5x5.5 in Pages: 70 gsm Binding: Wiro No. of Pages: 60	QCI Branding		
5	QCI Diaries (Brown)	Size: A-5 (14.8x22.0) Pages: 76.80 gsm cover: 500 gsm Binding: wiro No. of Pages: 160	QCI Branding		
6	Standards Copy/ Course Material (60 pages per copy)	A4 Size (8 x 11.5 in)	As required		
7	Flyer (Type 1)	Page Size: A4 Printing: 4-Color Paper : Glossy Paper (130–170 GSM) Bleed Area: 3mm Lamination: Matt/Gloss	As required		
8	Flyer (Type 2)	Page Size: A4 Printing: 4-Color Paper: Matte Paper (150–250 GSM) Bleed Area: 3mm Lamination: Matt/Gloss	As required		
9	Flyer (Type 3)	Page Size: A4 Printing: 4-Color Paper: Cardstock (250–350 GSM) Bleed Area: 3mm Lamination: Matt/Gloss	As required		
10	Flyer (Type 4)	Page Size: A5 Printing: 4-Color Paper : Glossy Paper (130–170 GSM) Bleed Area: 3mm Lamination: Matt/Gloss	As required		

11	Flyer (Type 5)	Page size : A5 Colour – 4 colours GSM – Glossy paper Pages – 1 Pager	As required		
12	Flyer (Type 6)	Page Size: A5 Printing: 4-Color Paper: Cardstock (250–350 GSM) Bleed Area: 3mm Lamination: Matt/Gloss	As required		
13	Certificate with frame	Size: A4 size Paper: 350 GSM Frame with 3MM Acrylic Sheet	As required		
14	Quality India Magazine	Printing Type: All Colour CMYK Printing Size of Magazine: A4 No. of Pages: 80-88 (Including cover) Cover Page & Back Page: 250 GSM Imported Art Paper Paper for text: 100 GSM Imported Art Paper Lamination: Thermal Gloss Binding Type: Perfect Binding	As required		
15	PADD Brochure	Page size : 8.25" x 10.75" Colour – 4 colours GSM – 250gm Pages – Centre staple Lamination – Matt	As required		
16	Scheme/Project Brochure	Size:A4 Color: Four Color Paper Quality: 250 GSM Lamination: Matt Lamination Language: Hindi/English (Both)	As required		
17	Certificates	A4 size Lamination: Matt lamination color: 4 Color Paper 350GSM German Kent	As required		
18	Brochure (Type 1)	Size - 10.75"×8.5" No. of pages - 5 No. Outer 300 gsm with mat lamination on front and back side. Inside 170 gsm, Centre Stitch.	As required		
19	Brochure (Type 2)	Size: A4 (8.27" x 11.69") Lamination: Matt Paper: 170-250 GSM Printing: Digital/offset Binding & Finishing: Stapled Fold: Single Fold/Tri-Fold/Z-Fold/Gate Fold/Booklet/Flyer	As required		

20	Brochure (Type 3)	Size: A5 (8.27" x 11.69") Lamination: Matt Paper: 170-250 GSM Printing: Digital/offset Binding & Finishing: Stapled Fold: Single Fold/Tri-Fold/Z-Fold/Gate Fold/Booklet/Flyer	As required		
21	QCI Folder (Brown)	Size: 31 cm Paper : Hard Brown Paper	QCI Branding		
22	QCI Letter Heads	Size: A-4 Paper: 100 gsm Printing: 4-color	QCI Branding		
23	Letter Head Continuation Sheet	Size: A-4 Paper: 100 gsm	-		
24	QCI Envelopes (Size: A4)	Size: 10x14 in Paper: 120 gsm laminated	QCI Branding		
25	Visiting Card	Size: 8.7 cm x 5.4 cm Printing: 4-Color Paper: Standard Paper for visiting cards Language: Hindi & English No. of Cards: 200 Nos.	As required		
26	QCI Envelope (without window)	Size: 10x14 in Paper: 100 gsm	As required		
27	Printing of Challan Books (Type 1)	Size: A4 Type: Portrait Mode Page color: White & Yellow Cover: Hard Cover (Cardboard) Pages: 100	As required		
28	Printing of Challan Books (Type 2)	Size: 6.75 * 8.25 (inches) Type: Portrait Mode Page color: White & Yellow Cover: Hard Cover (Cardboard) Pages: 100	As required		
29	American Tourister Bags	Amt Rexton 01 Navy Lightweight Laptop Messenger Bag with Multiple Organiser Dimensions: 32 x 9.5 x 40 cm Capacity: 21 Litres Material: Dobby Fabric Model number: FH7 (0) 09 001 Color: Navy Blue/ Black	As required		
30	Cap (Type 1)	Style: with inner elastic Material: Dry-fit Size: Free size Closure Type: Elastic Printing – Embroidery Color: Navy Blue	As required		

31	Cap (Type 2)	Material - Microfiber Blend, bio wash Cotton Style - with inner elastic, Closure type - Pull-On	As required		
32	Mouse Pad	Color: Blue Size: 23 Cm x 19 cm	As required		
33	Fridge Magnet	Size: 3" Diameter Magnet: 15mm neodymium magnet	As required		
34	Pen (Type 1)	Ball Pen with UV Printing	As required		
35	Pen (Type 2)	Material - Metal, Printing – UV	As required		
36	Metal Pen (Type 3)	Golden UV printing of Logo Velvet cover (sample is attached)	As required		
37	QCI Pen (Type 4)	Brand: Elkos or equivalent	QCI Branding		
38	Key Chain	Material - Pure leather Size - 5"×2.25"	As required		
39	Mobile Stand with logo	Material: Black acrylic Printing: UV Size: 10" x 4" Thickness: 6mm	As required		
40	Non-Woven Fabric Carry Bag	Size: 36 cm x 25.5 cm Material: Non-woven 120 GSM Printing: 4-Color Handle: Loop	As required		
41	Paper Carry Bag	Paper: 350 GSM Art paper Printing: 4 Color Lamination: Thermal Gloss Handle: Thread String	As required		
42	Book Mark (Normal) (Type 1)	Size - 4"×2" Pack of 6 (5+1) Type - 1+1mm sheet Printing - 4 colour with clear UV (on logo) Lamination - velvet	As required		
43	Book Mark (Normal) (Type 2)	Size - 3"×2" Pack of 6 (5+1) Type - 1+1mm sheet Printing - 4 colour with clear UV (on logo) Lamination - velvet	As required		
44	Book Mark (with Magnet) (Type 1)	Size - 3"×2" Pack of 6 (5+1) Type - 1+1mm sheet Printing - 4 colour with clear UV (on logo) Lamination - velvet	As required		

45	Book Mark (with Magnet) (Type 2)	Size - 4"×2" Pack of 6 (5+1) Type - 1+1mm blue magnetic sheet Printing - 4 colour with clear UV (on logo) Lamination - velvet	As required		
46	Utility Pouch with Zip	Material: Poly Canvas Printing: Sublimation	As required		
47	Luggage Tag	Material: High-quality PVC plastic Size: Standard ID card size (85.6 mm × 54 mm) Thickness: Approximately 0.76 mm (similar to a credit card) Printing: Digital (4-Color) Plastic Loop Fastener	As required		
48	Smiley Ball	Size - Regular Colour - Yellow Printing - 1.5" Logo	As required		
49	Coaster (set of 6 pieces)	Acrylic coaster with Eva Size - 3.75"×3.75" Acrylics thickness - 4mm Printing - UV Printing	As required		
50	Cardboard Cylinder Box	Size: Length - 340mm, Diameter - 68mm, Wall Thickness - 2mm Closures: Top & Bottom metallic cap iodized Printing: Four Color with aquas varnish & thermal velvet lamination Material of tube: Cardboard	As required		
51	Umbrella	Size(in Diameter): 24inches Material: Polyester Frame Material: Steel Handle Material: Plastic Technology: Automatic with Push Button Printing - Print and Cut (waterproof) Color: Navy Blue	As required		
52	Lapel Pins	Brass Lapel Pin Size - 31mm, Thickness - 2mm Polish - GPC, colour - 4 colour	As required		
53	Memento	Memento Size - 10"×8.6"(excluding Base) Memento Thickness - 5mm Polish - GPC Printing - NABH Logo Base - 3.5"x10" wooden base Name Plate - 9"x3" with 4 colour etching	As required		

54	Double Side Medal	Metal - Brass Size - 4" Polish - GPC	As required		
55	Pouch for medals	Size - 6"×8" Material - Velvet	As required		
56	Tote Bag	Material. Canvas Size - 16×18 Printing - DTF Handle - 2× 24" handle	As required		
57	Silver Plated Plate with stand boxes	Mementoes with Event branding (Approx. 8")	As required		
58	Brass Tree Memento Name Plates (Small)	Name Plate size - 8x1.5 inch SS gold	As required		
59	Large Tree Memento Large (with note)	16"×14" memento Multi colour SS Gold Print plate size - 9x1.5 inch	As required		
60	Jute Folders	Fabric - Imported jute Inner Pocket - 2 Printing - NABH Logo (5"×5")	As required		
61	Photo Frames	Size - 10"×14" Colour - Brown Printing - UV Printing on frame Borders Printing area size - 1"×9" (on 2 Border)	As required		
62	I-Card Holder	Holder Type: Slide-in, Layout Type: Vertical, Color: Transparent, W x L: 5.5 cm x 8.75 cm)	As required		
63	Bottles	Thermal Bottles Size: 1 litre	As required		
64	Pin Badge	Material - Brass with JPC Gold polish, Size - 2.5×2.25")	As required		
65	Lanyards	Size - 22mm, Material - Satin Printing - 4 colour	As required		
66	Canvas Bag	Size: 38cm X 10cm X 33cm	As required		
67	Mugs	Insulated Mugs	As required		
68	Laptop Sling Bag	Size - 16"×13"×4" Colour - Any Printing - DTF Number of Pockets - 4 Branding: QCI Fabric: Jute	As required		
69	Lanyard	Lanyard - 25mm Printing - 4 colour	As required		

70	Diary & Pen Set	Dairy with Logo Card Holder with Logo Metal keyring with Logo Pen with Logo	As required		
71	Jute Bags with QCI Branding	Size: 14x16x4 in Material: Front & back white jute side natural jute with thick handle. Jute quality 14-15 printing DTF(5.5x2")	As required		
72	Water Bottle (Type 1)	1L/thermosteel Insulated	As required		
73	Water Bottle (Type 2)	700ml/thermosteel Insulated	As required		
74	Post card	Size: 12x18 Color: Four Color Paper Quality: 250 GSM Lamination: Matt Lamination	As required		
75	Pencils	Brand: Natraj,Doms	Not Required		
76	Sharpener	Brand: Natraj	Not Required		
77	Highlighters	Brand: Luxor,Faber castle Color: Mixed	Not Required		
78	Eraser	Brand: apsara, Natraj	Not Required		
79	Stapler (Small)	Brand: Kangaroo Model: HD10	Not Required		
80	Stapler (Large)	Brand: Kangaroo Model: HP45	Not Required		
81	Staple Pins (Small)	Brand: Kangaroo	Not Required		
82	Staple Pins (Small)	Brand: Kangaroo	Not Required		
83	Scissor	Any high quality	Not Required		
84	Scissor (Medium)	Any high quality	Not Required		
85	Sticky Notes	Brand: Oddy etc. Size: 7.5 cm x 7.5 cm Color: Pastel Yellow (pack of 5) Product Code: RSN 3x3	Not Required		
86	Sticky Notes	Brand: Oddy etc. Size: 10 cm x 7.5 cm Color: Pastel Yellow (pack of 5)	Not Required		
87	Flags	Size: 25x75mmx3 colors Brand: Oddy Product Coe: PR-3 (with 240 Sheets)	Not Required		
88	Binder Clips (Type1)	Size:19mm Brand: Bee Fly or equivalent	Not Required		

89	Binder Clips (Type2)	Size:25mm Brand: Bee Fly or equivalent	Not Required		
90	Binder Clips (Type3)	Size: 32mm Brand: Bee Fly or equivalent	Not Required		
91	Binder Clips (Type 4)	Size: 51mm Brand: Bee Fly or equivalent	Not Required		
92	U-clips	Any high quality Size: 30 mm Brand: JB9 or equivalent	Not Required		
93	Fevistick	Any high quality	Not Required		
94	Cotton File Tag Threads	Any high quality	Not Required		
95	White Board marker	Luxor, Camlin	Not Required		
96	OHP Marker	Luxor, Camlin	Not Required		
97	Paper Cutter	Any high quality	Not Required		
98	Plastic Scale	Natraj, Doms etc (30 cm)	Not Required		
99	Steel Scale	Natraj, Doms etc (30 cm)	Not Required		
100	Punching Machine (Type 1)	Brand: Kangaroo or equivalent Model: DP600	Not Required		
101	Punching Machine (Type 2)	Brand: Kangaroo or equivalent Punch 800	Not Required		
102	Box File (24T)	Brand: SONA 24-T	Not Required		
103	Ring Board File	Size: 27cmx37cm Brand: Sona 211	Not Required		
104	File	Brand: Solo	Not Required		
105	Glossy Paper	Size: A4 Paper: 180 GSM Brand: Oddy etc.	Not Required		
106	Push/Board Pins	Brand: Oddy etc.	Not Required		
107	Blue Garbage Bags	30*40 - Apple	Not Required		
108	Black Garbage Bag	20*30 - Naaz Plastic	Not Required		
109	Rim (A4 Size)	75 GSM JK Copier	Not Required		
110	Brown Tape	BOPP Brown tape 2 inch	Not Required		
111	Transparent Tape	Cello Tape 2 inch 65 metre	Not Required		

112	Transparent Tape	Cello Tape 1 inch 65 metre	Not Required		
113	Duster	White Board Duster Magnetic with marker holder	Not Required		
114	Rubber Band	Rubber Band 3 inch make 500 grams bag	Not Required		
115	Cello Tape Dispenser	Cello Tape Dispenser	Not Required		
116	Calculator	Calculator Casio MJ 12D	Not Required		