iNDEXTb
INDUSTRIAL EXTENSION BUREAU
(A GOVT. OF GUJARAT ORGANISATION)

Tender Document for Selection of an Agency for Printing Job

INDUSTRIAL EXTENSION BUREAU (iNDEXTb)
Block no.18, 2nd Floor, Udyog Bhavan, Sector-11, Gandhinagar -382 010.
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BID DATASHEET

BID SUBMISSION

Assignment Title	Tender Document for Selection of an Agency for Printing Job
Client	Industrial Extension Bureau (iNDEXTb)
Location	Industrial Extension Bureau (iNDEXTb), Block No. 18, 2nd Floor, Udyog Bhavan, Gandhinagar, Gujarat 382010
Bid Processing Fee	Non-refundable Bid Processing Fee of Rs. 5,000/- (Rupees Five Thousand Only) in the form of Demand Draft from a Nationalized/Scheduled bank in favor of "Industrial Extension Bureau". Gandhinagar.
Earnest Money Deposit (Non-interest Bearing)	An EMD of Rs. 5,00,000 (Rupees Five Lakhs Only) in the form of Demand Draft from a Nationalized/Scheduled bank in favor of "Industrial Extension Bureau". Gandhinagar.
Submission of Technical Bid: 1. Technical Proposal (Hard copy only) 2. Bid Processing Fee (Scanned copy on nProcure and Hardcopy with bid) 3. EMD (Scanned copy on nProcure and Hardcopy with bid)	1. Technical Proposal should be placed in single envelope labeled as "**Technical Proposal.**" 2. Bid Processing Fee should be placed in single envelope labeled as **"Bid Processing Fee**." 3. EMD should be placed in single envelope duly labeled as "**EMD."** All the above envelopes should be put in a separate big cover labeled as- "(**Bidder's name): Tender for Selection of Agency for Printing Job."** All submissions(in hard copy)/communications should be submitted/addressed to: **Managing Director, iNDEXTb** Industrial Extension Bureau (iNDEXTb), Block No. 18, 2nd Floor, Udyog Bhavan, Gandhinagar, Gujarat 382010 Email: md@indextb.com

Submission of Price Bid (on nProcure Only)	The price bid (Financial) is compulsorily to be submitted online on https://tender.nprocure.com/ . • ***Annexure VI – FINANCIAL PROPOSAL*** • Failure to comply with this may render the bid invalid.
Bid Evaluation Criteria.	Refer to Evaluation Methodology as mentioned in this tender document.
Security Deposit (Non-interest Bearing)	The EMD of the selected bidder will be converted into the Security Deposit.
Validity of Bid	Valid for 180 days from last day of submission

IMPORTANT DATES

Issue of Bid Document	The bid document can be downloaded from websites https://indextb.com/ and https://tender.nprocure.com/ from 07/09/2026 to 21/09/2026
Pre-Bid Queries Submission	Queries, if any, proposed to be raised at the pre-bid meeting by the bidders should be e-mailed to md@indextb.com up to 3:00 PM (IST) at least one working day before the date of the pre-bid meeting.
Pre-Bid Meeting	14/09/2026 at 3:00 PM (IST) at the client's location.
Submission of Bid (Technical-hardcopy & Financial- Online only)	21/09/2026 up to 03:00 PM (IST)
Opening of Technical Bids Opening of Price Bid	Will be communicated subsequently.
Contract Duration	Till one year from the date of award of the contract, further extendable for one year on mutual agreement.

BID CHECKLIST

Bidders are required to submit Bids in the formats as given under along with other required supporting documents as mentioned in this document:

No.	ANNEXURE	Description	Page Number of the Bid Document submitted by bidder.
1		EMD	
2		BID PROCESSING FEE	
3		Sample Publication/ Paper	
4	ANNEXURE - I	COVERING LETTER	
5	ANNEXURE - II	ORGANIZATION DETAILS	
6	ANNEXURE - III	EXPERIENCE	
7	ANNEXURE - IV	AVERAGE ANNUAL TURNOVER	
8	ANNEXURE-V	LETTER OF UNDERTAKING REGARDING DEBARMENT	
9	ANNEXURE VI:	FINANCIAL PROPOSAL	Only on nProcure

Note: Financial bid to be submitted online only. Submission of Financial Bid in any other mode shall lead to disqualification.

1. Disclaimer

1.1 This Tender document is issued by Industrial Extension Bureau (iNDEXTb), a Government of Gujarat organization.

1.2 In taking up the said assignment, each interested bidder should make its own independent assessment and seek its own professional, technical, financial and legal advice.

1.3 The issue of this tender document does not imply that iNDEXTb is bound to select a bidder or to appoint the Selected Bidder, as the case may be, for the Assignment and the iNDEXTb reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever. Mere submission of a responsive Bid does not ensure selection of the Bidder.

1.4 The bidder will bear all its costs associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by iNDEXTb or any other costs incurred in connection with or relating to its bid. All such costs and expenses will remain with the bidder and iNDEXTb will not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation or submission of the bid, regardless of the conduct or outcome of the Bidding Process.

2. Background and Objective

2.1 Vibrant Gujarat Summit is being organized biennially since the year 2003 and accordingly 10 editions of the summit have been organized in the years 2003, 2005, 2007, 2009, 2011, 2013, 2015, 2017, 2019 and 2024. Over the years, the Summit has emerged as one of the flagship events of India and a major platform to discuss investments and development.

2.2 Industrial Extension Bureau (iNDEXTb) is a Government of Gujarat organization registered under the Societies Act, operates under the Industries and Mines Department (IMD) of the Government of Gujarat (GoG). iNDEXTb plays a pivotal role in promoting industrial investments in the state of Gujarat, attracting investors from India and abroad. Since 2003, iNDEXTb is the nodal organization for organizing the Vibrant Gujarat Global Summits.

2.3 Industrial Extension Bureau (iNDEXTb) intends to appoint a reputed and experienced agency for undertaking printing-related works required for various official programmes, events, publications and promotional activities of iNDEXTb, as and when required, in accordance with the specifications, terms and conditions stipulated in this tender.

3. Bid Invitation

3.1 iNDEXTb invites bids from reputed printing bidders who will be responsible for providing high quality printing Job in a very professional way.

3.2 Through this tender, iNDEXTb intends to select and appoint a bidder for a contract period as mentioned in the scope of Work. Contract is further extendable subject to the mutual agreement of the Bidder and iNDEXTb.

3.3 Separate envelopes should be prepared for the Bid Processing Fee and EMD, clearly marked as "Bid Processing Fee" and "EMD" respectively.

3.4 Any proposal received by iNDEXTb after the submission deadline will not be considered as a valid submission. iNDEXTb will not be held responsible for any delays caused by postal or courier services.

3.5 All contents of the Proposal should be clearly numbered, indexed, and organized in a logical sequence. It is important to ensure that the Proposal is securely bound.

3.6 The proposals must be signed and submitted by the Authorized Signatory of the Agency. The authorization should be attached to the Technical Proposal and can be in the form of a written power of attorney, board resolution, or any other appropriate form demonstrating that the representative has been duly authorized to sign.

3.7 The bids are to be submitted in English and all entries must be typed and written in blue/black ink. Initials of the Authorized representative of the bidder must attest all erasures and alterations made while submitting the Bids.

3.8 The Bid evaluation process is detailed out in this document. The technical bids will be evaluated as per the criteria laid down in the document.

3.9 Further details of any addendum, corrigendum and cancellation will be updated from the website: https://indextb.com/ and https://tender.nprocure.com/ . No individual communication/ advertisement in any form shall be done by iNDEXTb in this regard. Bidders are advised to visit the mentioned websites regularly till the completion of the entire process. The tender document and subsequent amendments can be downloaded from the website: https://indextb.com/ and https://tender.nprocure.com/ .

4. Instruction to Bidders

4.1 Conflict of Interest

4.1.1 The selected Firm/Agency should provide professional, objective and impartial service and hold iNDEXTb interest paramount.

4.1.2 The selected Firm/ Agency will not outsource the scope of work under this assignment in its entirety.

4.2 Validity of Proposal

4.2.1 iNDEXTb reserves the right to reject a proposal valid for a shorter period as non-responsive.

4.2.2 In exceptional circumstances, prior to the expiry of the original bid validity period, iNDEXTb may request the bidders to extend the period of validity for a specified additional period. The request for the extension will be made in writing. Bidder will not be permitted to modify its Price Bid but will be required to extend the validity of the bid for the period of extension.

4.2.3 Extension of validity period by the bidder should be unconditional.

4.3 Right to Accept or Reject Any Proposal

4.3.1 iNDEXTb reserves the right to annul the tendering process, or to accept or reject any or all the Proposals in whole or part at any time without assigning any reason and without incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

4.4 Clarifications and Amendments of Tender

4.4.1 The Clarifications/ Queries, if any, proposed to be raised at the pre-bid meeting by the bidders should be e-mailed to md@indextb.com at least one (1) working day before the date of the pre-bid Conferences. At any time prior to the deadline for submission of bids, iNDEXTb, for any reason, whether at its own initiative or in response to the clarifications requested by prospective bidders may modify the bidding documents by amendment. Any amendments/ corrigendum/ modification will be uploaded on https://indextb.com/ and https://tender.nprocure.com/ and such modification will be binding on the Bidders. In order to allow prospective

Bidders reasonable time to take the amendment in to account in preparing their bids, iNDEXTb, at its discretion, may extend the deadline for the submission of bids.

4.5 Earnest Money Deposit

4.5.1 The EMD will be in Indian Rupees and will be in the form of Demand Draft from any of the Nationalized / Scheduled Bank in favor of "Industrial Extension Bureau" payable at Gandhinagar. The EMD of unsuccessful Bidders will be refunded on request by the Bidder after final award of Contract. EMD of the successful bidder will be converted in to the Security Deposit.

4.5.2 The EMD will be forfeited on account of one or more of the following reasons:

- Bidder withdraws the Proposal during the validity period specified in bid document.
- 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 non-responsive.
- Successful Bidder does not accept Letter of intent and/or sign an agreement.

4.6 Security Deposit

4.6.1 The SD will be forfeited on account of one or more of the following reasons:

- Bidder withdraws the Proposal during the validity period specified in Tender.
- Bidder does not respond to requests for iNDEXTb.
- Bidder fails to fulfill requirements of iNDEXTb/ Complete the project.

4.7 Preparation of Proposal

4.7.1 Bids that are incomplete in any respect or those that are not consistent with the requirements as specified in this document may be considered as non-responsive and may be liable for rejection.

4.7.2 Adherence to formats, wherever prescribed, is required. Non-adherence to formats may be a ground for declaring a Bid non-responsive.

4.7.3 All communication and information will be provided in writing and in English language only.

4.7.4 All financial data will be given (converted) in Indian Rupees only.

4.7.5 All communication and information provided should be legible, and wherever the information is given in figures, the same should also be mentioned in words. In case of conflict between amounts stated in figures and words, the amount stated in words will be taken as correct.

4.7.6 No bidder is allowed to modify, substitute, or withdraw the Proposal after its submission. However, iNDEXTb or any of its agencies reserves the right to seek additional information and/or certification from the bidders, if found necessary, during the course of evaluation of the bid. Non-submission, incomplete submission or delayed submission of such additional information and/or clarifications sought by iNDEXTb or any of its advisors / consultants, may be a ground for rejecting the Bid.

4.7.7 If any claim made or information provided by the bidder in the bid or any information provided by the Bidder in response to any subsequent query by iNDEXTb or any of its agencies, is found to be incorrect or is a material misrepresentation of facts, then the bid will be liable for rejection. Mere clerical errors or bona fide mistakes may be treated as an exception at the sole discretion of iNDEXTb or any of its agencies and if iNDEXTb or any of its advisors/agencies/consultant is adequately satisfied.

4.7.8 Bidders should read corrigendum/addendum and should submit their Bids in line with same.

4.8 Pre-Bid Meeting

4.8.1 The purpose of the pre-bid meeting will be to clarify queries of the Bidders related to the Project and bid document, if any.

4.8.2 Corrigendum if any, after the pre-bid meeting will be uploaded on https://indextb.com/ and https://tender.nprocure.com/ . Any amendments / corrigendum / modification will be binding on the Bidders.

5. Pre-qualification Criteria

No.	Basic Requirement	Specific Requirements	Documents Required
1	Experience	Minimum '5' years of experience as on 31/03/2026 in the field of printing for various requirements such as books, brochures, flyers, invitation cards, flex, vinyl, etc.	Work order/ Invoice/ completion certificate / LOI/ Agreement from client mentioning the work done for each of the 5 years to prove experience in printing Services along with a CA certificate verifying this experience and copy of Certificate of Incorporation. *(As per ANNEXURE-III)*
2	Turnover from Printing and related works.	Minimum average annual turnover from Printing and related works in India of ₹2 crore in the last 3 financial years (2023-24, 2024-25, 2025-26).	A CA certificate validating the turnover must be provided. *(As per ANNEXURE-IV)*
3	Letter Of Undertaking Regarding Debarment	Self-Certification on Rs. 300 Stamp Paper.	*(As per ANNEXURE-V)*
4	Sample Publication/ Paper	At least 5 printed jobs in four/five color and coating offset of different clients completely printed and produced by your firm.	*(To be sent along with Technical bid)*

6. Evaluation Methodology

6.1 Bids are ranked by their Grand Total Value Lowest total = L1, next = L2, and so on.

6.2 Even if a bidder wins overall (L1), they must match the lowest quoted rate (L1 rate) for every individual item in the tender.

6.3 The overall L1 bidder must confirm to the Tender Inviting Authority that they'll accept these item-wise L1 rates within a given deadline. If they refuse or don't respond, their bid is rejected and the offer moves to L2 (then L3, and so on), each time subject to matching item-wise L1 rates.

6.4 The Tender Inviting Authority will award work to up to 2 agencies (in rank order), as long as they agree to match item-wise L1 rates and follow all tender terms. The Tender Inviting Authority's decision is final.

6.5 The quantities and weightages shall be as provided in the Financial Bid format on the nProcure portal and are intended solely for bid evaluation.

7. Scope of Work

Industrial Extension Bureau (iNDEXTb) intends to select bidder for its various printing requirements for printing job in a very professional way. The scope of work may not be limited as described below but it may vary as per requirements and situations arising from time to time.

7.1 Data collection and Analysis

The information required for the various jobs involved shall be supplied by iNDEXTb. However, the bidder shall take pro-active role to collect the latest information from concerned departments of iNDEXTb.

It may be the case that data supplied by iNDEXTb may require some editing, modification etc. at the stages of designing and publishing. The printing bidder should be able to manage at its facilities as instructed by the officer in charge of iNDEXTb for the particular printing requirements. However, final write-up, design, colour codes shall be approved by the iNDEXTb authorities.

7.2 Requirements of various jobs to be executed

7.2.1 Time Frame

- The various works/jobs assigned to bidder from time to time, shall be completed a specified in time frame and in case of emergencies; bidder has to complete the task in stipulated time limit.

7.2.2 Printing

- Bidder should have full service print studio offering printing solutions to iNDEXTb. Bidder should be capable of executing the task of printing promotional material, print ads and publications.
- Creative concepts, attractiveness, well-thought out layouts and persuasive impact approach is our prime requirement from printing work.

Following job works are sort out by iNDEXTb. In addition to these, other jobs related to such kind of activities shall be assigned if required:

7.2.3 Job

- Corporate brochure, event folder, posters, fliers, PVC stickers, Leaflet, Informatory Booklet, Administrative report, Inter office Memo, calendars, catalogues, invitation cards, diaries, Standees, backdrop, Paper carry bags, badges with plastic covers, envelopes etc. On instructions, booklets preparation may require hard bound, spiral binding, perfect binding, center pinning, UV laminations and other high quality jobs, etc. at no extra cost.

7.2.4 **Printing Mode**

- The bidder will have to mention the printing modes/ techniques available with them at their printing facilities such as offset printing, digital printing, and rotogravure, screen printing, etc.

7.2.5 **Printing jobs based on Colour requirements**

- Black & White, One colour, Two colour and Four colour and multi-colour (five and six colour). All the colours shall be used as per required resolution.

8. General Terms and Conditions

8.1 Rate must be written in figures and words, also in Indian Rupee only.

8.2 The selected bidder will not assign or sublet the assignment in its entirety or part to any other agency.

8.3 Rates quoted will be valid up to completion of the assignment from the date of Award.

8.4 Direct or indirect canvassing on the part of the bidder or his representative will lead to disqualification.

8.5 If a bidder imposes conditions, which are in addition to or in conflict with the conditions mentioned herein, his bid is liable for straight away rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of Bid issued by the iNDEXTb.

8.6 iNDEXTb reserves the right to accept or reject one or all bids without assigning any reasons.

8.7 Release of EMD: The EMD of unsuccessful Bidders will be released on request, after final acceptance of the successful bidder's proposal, i.e., acceptance of work order by the successful bidder.

8.8 Termination: The Assignment can be terminated at any time by iNDEXTb, if the services are not up to the satisfaction, after giving an opportunity to the selected agency of being heard and recording of the reasons for repudiation. The notice period for termination will be 30 days.

8.9 All legal proceedings, if necessity arises, by any of the parties needs to be lodged in courts situated in Gandhinagar and subject to Gandhinagar jurisdiction only.

8.10 The IPR and other rights of the material or documents developed during the course of the assignment will be the ownership of iNDEXTb. Rights of all deliverables as a scope of this assignment shall remain with the iNDEXTb. iNDEXTb can use all such deliverables in the way iNDEXTb wants without seeking any concurrence/permission of the agency.

8.11 For the purposes of this clause, "Force Majeure" means an event beyond the control of the Agency/Firm and not involving the agency's fault or negligence, and not foreseeable. Such events may include, but are not restricted to, acts of iNDEXTb

in its sovereign capacity, wars or revolutions, riot or commotion, earthquake, fires, floods, epidemics, quarantine restrictions and freight embargoes.

8.12 If a Force Majeure situation arises, the Agency/Firm/Bidder will promptly notify iNDEXTb in writing of such condition and the cause thereof. Unless otherwise directed by iNDEXTb in writing, the Agency/Firm will continue to perform its obligations under the Contract as far as is reasonably practical and will seek all reasonable alternative means for performance not prevented by the Force Majeure event.

8.13 Purchase order for printing material/product/goods will be placed as and when required and work shall be carried out as per the direction of authority/representative of iNDEXTb.

8.14 Bidder has to get approval of the sample of final material/product/goods from iNDEXTb before printing including if any last moment changes are carried out.

8.15 iNDEXTb will pay only for the finished, clean and acceptable material/product/goods. If the material/product/goods is found completely unacceptable/ unfit for use or not as per the approved sample, iNDEXTb is bound to reject complete set of ordered without any financial burden on it and the bidder has to re-print the entire ordered material/product/goods as per approved sample at his own cost within the time limit as instructed by iNDEXTb.

8.16 iNDEXTb may not liable to accept any material/product/goods if no prior approval is taken before printing or supplying. These material/products/goods may be rejected and iNDEXTb is not liable to pay for same.

8.17 iNDEXTb may randomly test/assess the supplied material/product/goods before taking delivery. If randomly selected supplied material/product/goods is unacceptable/ unfit for use or as per the standard prescribed by iNDEXTb, whole or partial lot may be rejected and no payment will be made for whole or partial rejected lot.

8.18 No material/product/goods shall be supplied after delivery period specified in order without prior approval of iNDEXTb. If material/product/goods is for immediate use and in case of delay, it may lose its relevance, therefore, iNDEXTb reserves the right not to grant approval for delivery period extension, in such cases and purchase order shall be short closed with applicable penalties. iNDEXTb shall not be responsible for any consequent loss suffered by bidder.

8.19 Bidder has to deliver full or part material/product/goods within Ahmedabad or Gandhinagar as instructed by iNDEXTb.

8.20 Delivery of the Goods and performance of the services shall be made by the bidder in accordance with the instruction and time schedule specified by the iNDEXTb. In case the supply is not completed in the stipulated delivery period, iNDEXTb reserves the right to short-close/ cancel the order and/ or recover liquidated damage charges. The cancellation/ short-closing of the order shall be at the risk and responsibility of the bidder and the iNDEXTb reserves the right to purchase whole or partial unsupplied item at the risk and cost of the defaulting vendors.

8.21 Delay by the bidder in the performance of its delivery obligations shall render the bidder liable to any or all of the following sanctions:

8.21.1 Forfeiture and/or adjust of its security deposit,

8.21.2 Imposition of liquidated damages,

8.21.3 Short closure of the contract in part or full and / or termination of the contract for default.

8.21.4 Purchase the ordered material/product/goods from the open market at cost of bidder.

8.22 E-way bill number should be mentioned on the invoices, if applicable. It shall be the responsibility of bidder to obtain e-way bill in case of movement of goods exceeding limit as per the GST Act/Government Guideline. Bidder would indemnify iNDEXTb in case of any non-compliance or default or due to lack of diligence on the part of the bidder to comply with the e-way bill requirement.

8.23 iNDEXTb reserves the right to be indemnified for the credit loss in case if iNDEXTb is unable to claim the input tax credit for any non-compliance / default in raising appropriate invoice by supplier.

8.24 It would be the responsibility of the bidder to raise and send appropriate tax invoice to iNDEXTb and declare correct information on invoice as per the provisions of GST Act. Payment shall be made on receipt of goods by iNDEXTb. For claiming this payment the following documents are to be submitted to the iNDEXTb.

8.24.1 Bill/consolidated invoice (Original + Two copy) with all the details of bidder (Name, address, GSTIN, place of supply, SAC/ HSN code, Bank details, etc.) and other mandatory details shall be mentioned on the invoice.

8.24.2 Invoice clearly indicating break up details of composite price i.e. Basic, Goods and Services Tax (GST), delivery challan number any other Duties and Taxes, etc, if applicable.

8.24.3 Acknowledged Delivery Challan in original/ Proof of receipt.

8.24.4 E-way bill as prescribed in the GST Act, if applicable.

8.24.5 Proof of payment of GST, if applicable.

8.25 TDS/TCS shall be deducted at the prescribed rate, if any

8.26 Decision of MD, iNDEXTb will be final in case of any dispute, difference, question or disagreement arises between iNDEXTb and bidder. In this case, decision of MD, iNDEXTb will be final and it will be binding to all.

8.27 Dispute Resolution and Arbitration

8.27.1 The Parties shall endeavor, in the first instance, to resolve any dispute, disagreement or difference arising out of or in connection with this Agreement and subject tender, including any question regarding its interpretation, performance, existence, validity, termination and the rights and liabilities of the Parties to this Agreement and subject tender (a "Dispute") through good faith negotiations.

8.27.2 All questions, disputes, differences and/or interpretation of this Agreement and subject tender whatsoever, which may at any time arise between the parties to this Agreement and subject tender in connection with the agreement or any matter arising out of or in relation thereto, shall be referred to Sole Arbitrator as per the provisions of Arbitration and Conciliation Act, 1996 and subsequent amendment thereto.

8.27.3 The venue of arbitration shall be Gandhinagar only, subject to the above, the Civil Courts in Gandhinagar only shall have exclusive jurisdiction in this matter. The expense of the arbitration shall be paid as may be determined by the Arbitrator.

8.28 Intellectual Property Rights

8.28.1 The agency warrants and represents that all materials and works created, used, or provided by the agency in the course of the services, including but not limited to software, algorithms, designs, and other intellectual property, do not infringe upon any third-party intellectual property rights.

The agency agrees to indemnify and hold harmless the client against any claims, damages, costs, or expenses arising from any actual or alleged infringement of third-party intellectual property rights caused by the agency's materials or works.

8.28.2 The client shall own all intellectual property rights, including but not limited to copyrights, patents, trademarks, and trade secrets, in any materials or works created, developed, or provided by the agency under this contract. The agency shall promptly assign and transfer to the client all such intellectual property rights and shall execute any documents and take any other actions reasonably requested by the client to perfect and protect such rights.

8.28.3 All the soft copies and print materials shall be property of iNDEXTb. All rights will be reserved by iNDEXTb. The material in any form shall not be used by the bidder without prior permission of competent authorities of iNDEXTb and indemnify iNDEXTb about any use of copy-write material, banned material, losses, etc.

8.28.4 This clause shall survive the termination or expiration of this contract.

9. Award of Contract

9.1 Contract will be awarded to up to two Bidders (please refer Methodology Evaluation Methodology section of this tender document). The Managing Director, iNDEXTb will be the competent authority in this regard whose decision will be final & binding to all.

9.2 Notification about Award of Contract will be made in writing to the successful Bidder.

10. ANNEXURES

ANNEXURE I: COVERING LETTER

(To be provided on the company's letterhead)

Date

To,
The Managing Director,
iNDEXTb
Gandhinagar

Subject: Selection of an Agency for Printing Job

Dear Sir/ Ma'am,

1. We, the undersigned, having carefully examined the referred Tender Document, offer to provide the required services, in full conformity with the said Tender Document.
2. We have read all the provisions of this Tender Document and confirm that these are acceptable to us.
3. If a Bidder is nominated as Selected Bidder, we understand that it is on the basis of the technical, financial & organizational capabilities and experience of the Bidder taken together. We understand that the basis for our qualification will be the complete bid documents submitted along with this letter and that any circumstance affecting our continued eligibility as per Tender Document or any circumstance which would lead or have led to our disqualification, will result in our disqualification under this bidding process.
4. We agree that if we fail to perform according to the conditions/stipulations of the Tender Document, iNDEXTb or its representative will be at liberty to take action in accordance with the tender.
5. We agree to abide by this bid for a period of 180 days from the Due Date fixed for receiving the same and it will remain binding upon us and may be accepted at any time before the expiry of that period.
6. We agree that if we fail to fulfill any of the conditions mentioned above, iNDEXTb has the right to forfeit the EMD being furnished by us along with this Bid.

7. We understand that iNDEXTb is not bound to accept any or all Bids it may receive.
8. We declare that we have disclosed all material information, facts and circumstances, which would be relevant to and have a bearing on the evaluation of our bid and selection as Agency.
9. We do also certify that all the statements made and/or any information provided in our proposal is true and correct and complete in all aspects.
10. We declare that in the event that iNDEXTb discovers anything contrary to our above declarations, it is empowered to forthwith disqualify us and our Bid from further participation in the Bid evaluation process and forfeit our EMD & Bid Security.

(Signature)
(Name of the person)
(In the capacity of)
Company Seal
(Name of firm)
Duly authorized to sign Proposal for and on behalf of (Fill in block capitals)

ANNEXURE II - ORGANIZATION DETAILS

Name of the Bidder	
Address of the Bidder	
Date of Incorporation / Establishment	
Phone No of the Bidder	
Email id of the Bidder	
Name of the Authorized contact person	
Mobile No of the Contact person	
Email id of the Contact person	
PAN Number (Provide attested Photocopy)	
GST Identification No(Provide attested Photocopy)	

SIGN OF AUTHORISED SIGNATORY AND STAMP OF THE BIDDER

ANNEXURE III: EXPERIENCE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that (Name of the Company) is engaged in the Printing and related business works in India at from the year_____ .

At least one work order/ Invoice/ completion certificate / LOI/ Agreement from client mentioning the work done in Printing and related works for each of the last 5 years to prove experience in Printing and related works are as under:

No.	Financial Year	Project Name	Project Amount
1.			
2.			
3.			
4.			
5.			

A copy of Certificate of Incorporation is also attached.

(SIGN AND STAMP OF THE CHARTERED ACCOUNTANT)

Name of Chartered Accountant:
Date:
UDIN:

ANNEXURE IV: AVERAGE ANNUAL TURNOVER

TO WHOMSOEVER IT MAY CONCERN

This is to certify that (Name of the Company) is engaged in the business of Printing and related works. Average Annual Turnover from the activities related to printing in the last three financial years is as under: (As per pre-qualification criteria)

No.	Financial Year	Amount in Rs.	Amount in Words
1.	2023-24		
2.	2024-25		
3.	2025-26		
Average Annual Turnover			

(SIGN AND STAMP OF THE CHARTERED ACCOUNTANT)

Name of Chartered Accountant:
Date:
UDIN:

ANNEXURE V– LETTER OF UNDERTAKING REGARDING DEBARMENT

Date:

To,
Managing Director,
iNDEXTb
Gandhinagar

Subject: Selection of an Agency for Printing Job

Dear Sir,

I hereby confirm that my/our firm/company M/s _____ is not blacklisted/delisted or banned/debarred by any Institution/State/Central Government Department/Public Sector undertaking during the last ten years till the bid due date.

During the tenure, if above information found incorrect/false/fraudulent, iNDEXTb has a right to terminate our empanelment including forfeit our EMD and carry out any penal action on us, as deemed fit.

Yours faithfully,

(Signature of Authorized Signatory) (Name, Title, Address, Date)

Annexure VI – FINANCIAL PROPOSAL(Only on nProcure)

Submission to be made online only on the website https://tender.nprocure.com/ in the prescribed format therein:

- The quote submitted below should be inclusive of taxes, transportation, loading & unloading & duties. (Free on Board (FOB) Destination)
- The agencies are required to fill the financial bid online only at https://tender.nprocure.com/ as per the prescribed format (Financial Bid), **submission of the financial bid in any other mode will lead to straight away disqualification.**
- The bid should be indicated in Indian Rupees. Bid in any other currency would not be accepted and is liable to be rejected.
- All bidders are requested to submit the rates only 5 decimal points.

Sr No	Item / Job	Specification	Size and Pages	Approx Qty(A)	Weightage(B)	Rate per Sq. inch (C)	Total (A*B*C)
1	Booklet-1	**Paper(Cover) :** 250 GSM *Mont Blanc* **Paper (inside):** 170 GSM Mont Blanc **Color:** 4 color **Finish:** Centre Stapling/*Loop pin coating with Varnish*	Approx.: A4 Pages: 24(4 Title+20 inside)	1000	0.35		
				2000	0.65		

Sr No	Item / Job	Specification	Size and Pages	Approx Qty(A)	Weightage(B)	Rate per Sq. inch (C)	Total (A*B*C)
2	Booklet-2	**Paper(Cover) :** 210 GSM *Sinar Matt* **Paper (inside):** 130 GSM *Sinar Matt* **Color:** 4 color **Finish:** Centre Stapling	Approx.: A4 Pages: 24(4 Title+20 inside)	1000	0.35		
				2000	0.65		
3	Brochure	**Paper(Cover) :** 250 GSM Mont Blanc **Paper (inside):** *170 GSM* Mont Blanc **Color:** 4 color **Finish:** Silky satin varnishing on all pages, *Spot UV* on front cover (Logo), Centre stapling	Approx.: A4 Pages: 24(4 Title+20 inside)	1000	0.35		
				2000	0.65		

Sr No	Item / Job	Specification	Size and Pages	Approx Qty(A)	Weightage(B)	Rate per Sq. inch (C)	Total (A*B*C)
4	Notepad	**Paper(Cover) :** 250 GSM Sinar Matt **Paper (inside):** 100 GSM Royal Ex Bond **Color (Cover):** 4 Color **Color (inside):** Single Color **Finish:** Binding with Matte/ Gloss lamination	Approx.: A5 Pages: 34(4 Title+30 inside)	1000	0.4		
				3000	0.6		
5	Invitation Card with Envelope-1	**Paper:** 300 GSM Insize Dali Candido **Color:** *4 +1 Color* **Finish:** Die Cutting 2 Creasing, Folding with coating **Envelope Paper:** 200 GSM Insize Dali Candido	Approx. Size:5.5 Inch x 8 Inch	500	0.3		
				1000	0.7		

Sr No	Item / Job	Specification	Size and Pages	Approx Qty(A)	Weightage(B)	Rate per Sq. inch (C)	Total (A*B*C)
		Finish: Envelope Making					
6	Invitation Card with Envelope-2	**Paper:** 300 GSM Insize Dali Candido **Color:** *4 Color* **Finish:** Die Cutting 2 Creasing, Folding with coating **Envelope Paper:** 200 GSM Insize Dali Candido **Finish:** Envelope Making	Approx. Size:5.5 Inch x 8 Inch	500	0.3		
				1000	0.7		
7	Certificate	**Paper:** 170 GSM Sinar Matte art paper **Color:** 4 color **Finish:** with hot lamination	Approx. Size: A4	1000	0.3		
				2000	0.7		

Sr No	Item / Job	Specification	Size and Pages	Approx Qty(A)	Weightage(B)	Rate per Sq. inch (C)	Total (A*B*C)
8	Visiting Card	**Paper**: 240 GSM Nutural Evolution White **Color**: 4 color **Finish**: cut to size	Standard Size	100	1		
9	Letter Head	**Paper**: Executive Bond **Embose**: Golden embossing of national Emblem **Printing**: Multi color	Approx. Size: A4	500	0.6		
				1000	0.4		
	Envelope	**Paper**: Executive Bond **Printing**: Multi color		500	0.6		
				1000	0.4		
10	Standee	Printing and supply of complete standee **Size**: 6 X 3 ft flex **Printing**: Eco-solvent vinyl printing	Roll Scroll 6 ft. x 3ft.	150	1		

Sr No	Item / Job	Specification	Size and Pages	Approx Qty(A)	Weightage(B)	Rate per Sq. inch (C)	Total (A*B*C)
		along with flex					
11	Car Pass-1	**Paper**: 170 GSM Sinar Glossy **Color**: *4 + 1 color* **Finish**: Cut to size with 2 gumming strip on top and bottom	Approx. Size:4 Inch x 7 Inch	1000	0.4		
				2000	0.6		
12	Car Pass-2	**Paper**: 170 GSM Sinar Glossy **Color**: *4 color* **Finish**: Cut to size with 2 gumming strip on top and bottom	Approx. Size:4 Inch x 7 Inch	1000	0.4		
				2000	0.6		
13	Program Schedule	**Paper**: 170 GSM Sinar Matte **Color**: 4 color **Finish**: 3 Creasing /	Approx. Size: A4 Close: 3.5 inch x 4 inch. Open:	2000	1		

Sr No	Item / Job	Specification	Size and Pages	Approx Qty(A)	Weightage(B)	Rate per Sq. inch (C)	Total (A*B*C)
		Door Folding with coating	14 inch x 6 inch				
14	Food Coupon/ Lunch Pass	**Paper**: 100 GSM SSP (sun shine printing) **Color**: 4 color **Finish**: Perforation pin binding and numbering 100 pages in one binding *Note: Required 50 books of 100 pages each (submit rate per book)*	Approx. Size: 4 inch x 7 inch	50	1		

Sr No	Item / Job	Specification	Size and Pages	Approx Qty(A)	Weightage(B)	Rate per Sq. inch (C)	Total (A*B*C)
15	Bus/Ferry Stickers	**Substrate**: Standard sticker sheet **Printing**: Digital variable number printing 4 stickers of each number category wise (Red, Yellow, Grey, Blue, Green)	Approx. Size: 12 inch x 18 inch	200	1		
16	Letter Head	**Paper**: Executive Bond 75 GSM **Printing**: Multi color	Approx. Size: A4	5000	1		
17	File Folder- One Pocket with Printing & *Golden Foiling*	**Paper**: Imported file paper 300-350 GSM approx.	For A4 Size Paper	500	1		

Sr No	Item / Job	Specification	Size and Pages	Approx Qty(A)	Weightage(B)	Rate per Sq. inch (C)	Total (A*B*C)
18	File Folder- One Pocket with Printing	**Paper**: Imported file paper 300-350 GSM approx.	For A4 Size Paper	500	1		
19	File Folder- Two Pocket with Printing & *Golden Foiling*	**Paper**: Imported file paper 300-350 GSM approx.	For A4 Size Paper	500	1		
20	File Folder- Two Pocket with Printing	**Paper**: Imported file paper 300-350 GSM approx.	For A4 Size Paper	500	1		
21	Seminar invitation card with Envelope	**Paper**: 230 GSM Sinar matt **Color**: 4 +1 Color **Finish**: Die Cutting 2 Creasing, Folding with coating	Approx. Size: A5	500	0.35		
				1000	0.65		

Sr No	Item / Job	Specification	Size and Pages	Approx Qty(A)	Weightage(B)	Rate per Sq. inch (C)	Total (A*B*C)
		Envelope Paper: 170 GSM Sinar Matt **Finish**: Envelope Making					
Grand Total Value							

Note :

- Bids are ranked by their Grand Total Value Lowest total = L1, next = L2, and so on.
- Even if a bidder wins overall (L1), they must match the lowest quoted rate (L1 rate) for every individual item in the tender.
- The overall L1 bidder must confirm to the Tender Inviting Authority that they'll accept these item-wise L1 rates within a given deadline. If they refuse or don't respond, their bid is rejected and the offer moves to L2 (then L3, and so on), each time subject to matching item-wise L1 rates.
- The Tender Inviting Authority will award work to up to 2 agencies (in rank order), as long as they agree to match item-wise L1 rates and follow all tender terms. The Tender Inviting Authority's decision is final.
- The quantities and weightages shall be as provided in the Financial Bid format on the nProcure portal and are intended solely for bid evaluation.

--:End of the Document:--