

EdCIL/Admin./Ptg. Stn./2026

03/02/2026

All Interested Bidder

Subject: Empanelment of agency on rate contract for supply of Printed Office Stationery Items for Noida/Delhi base project offices.

Dear Sir,

EdCIL (India) Limited is a Mini Ratna Category – I CPSE under Administrative control of Ministry of Education having its Corporate office in Noida at EdCIL House, Plot No. 18A, Sector 16A. EdCIL is interested to invites sealed quotations from qualified and eligible bidders to empanel agencies for '**Printing and Supply of Printed Stationery items'** against Rate Contract for one year.

Interested and eligible bidders with sufficient experience may submit their offer quoting their most competitive rates as per the terms & conditions and eligibility criteria given in this Bid document.

Last date & Time of Bid Submission: 18/02/2026 at 03:00 PM

(Before submission of the bid, kindly visit EdCIL, Noida to check the existing samples)

Date & Time of Bid Opening: 18/02/2026 at 04.00 PM


03 Feb 2026
Manager (HR & Admin.)

I. Scope of Work:

- i) Printing & supply of printed stationery items as specified in the description of items list as per make model mentioned and as per sample seen by bidder in this office lying with store of EdCIL, Noida.
- ii) **Quantity:** Estimated quantity of items required is mentioned in the Description of Items. However it should be clearly noted that EdCIL shall place the order only as per the actual requirements from time to time.
- iii) **Supply Requirement:** The supply of item shall be made to this office within 3-4 days of written order. In case of emergency, telephonic intimation shall be considered as order and delivery should be made within 24 hrs accordingly. EdCIL will have the authority to place order for supply of items beyond office hours and on holidays, for which, no additional payment will be made.

II. Instructions to the Bidder

A. 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. EdCIL 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	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: • 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	Registration documents of the Bidder as a company/firm or any legal entity along with: •Incorporation Certificate of the company, or • 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	The annual turnover of the bidder for the previous Three (03) financial years (2022-23, 2023- 24 and 2024-25) should not be less than Rs.20 lakhs per annum.	Turnover certificate by CA (original); or • Audited financial statements, P & L and balance sheet of the last three financial years (i.e.,2022- 23, 2023-24, 2024-25) to support the claim
3	Work Experience	The Bidder(s) must have relevant experience with reference to similar activities with Central or State Govt., Union Territory, PSU, CPSE, PSU Central universities, national institutes, autonomous	Contract/ Agreement/ Work Orders from client(s) providing the details of the project /contract.

		<p>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 01 Lakhs, or • Two (02) work order/completion certificate from client of value not less than Rs.50,000/- each or, • Three (03) work order/completion certificate from client of value not less than Rs.20,000/-each. <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.</p>	
4	Presence in Delhi-NCR.	The bidding entity must have an office in Delhi NCR Area	Proof of address
5	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)

B. Submission of Bid

- i) The bidder shall furnish an amount of Earnest Money of Rs. 25,000/- (Rupees Twenty Five Thousand only) by way of Demand Draft drawn in favour of "EdCIL (India) Limited" payable at Noida. Any bid received without EMD will be summarily rejected. The EMD will return interest free to the unsuccessful bidders after the award of the contract to successful bidder. However, Bidders registered with Micro & Small Enterprises only are exempted from payment of EMD. If L-1 bidder is unresponsive , the EMD amount will be Forfeiture.
- ii) Bid shall be enclosed in sealed envelopes addressed to the Manager, (HR & Admin.), EdCIL (India Ltd., Plot No. 18A, Sector- 16A, Noida. Bid should be sent either by registered post or by hand. All Bids should reach the office at the above mentioned address on or before **15:00 hrs on 18/02/2026**. Bids received after the specified due date and time shall not be accepted and summarily rejected.
- iii) All the interested agencies are advised to visit the store of EdCIL to have an idea of actual Printing work involved.
- iv) Bid must be submitted in sealed envelope & shall contain all the basic documents as mentioned in the eligibility criteria.
- v) It may be clearly noted that, in case the Bid submitted by agencies are not accompanied by all or any of the documents stated under eligibility criteria, along with the original Bid document duly signed and stamped on each page, the same will be rejected by EdCIL.

- vi) The rates should be conspicuously written in figures. Any overwriting, correction or insertion should be duly signed by the authorized signatories of the bidder. The Bidders shall quote rates for all the items in the Schedule of Rates (SOR) in Annexure-I. Omission or non quoting of rate for any single item will render the bid of the Bidder disqualified/rejected.
- vii) Bidder should clearly indicate the name & address of their Firm/Company/Enterprise as the case may be, on the envelop and should clearly indicate the name of job/Work for which Bid has been invited.
- viii) The Bid offer shall be valid for 120 days from the date of opening of Bids.
- ix) The Bid shall be opened at **1600 hrs on 18/02/2026** in presence of the agencies who may wish to remain present.

III. General Conditions of Work

- i) Rates shall be quoted in the Performa attached herewith in original in Annexure – I, otherwise their bids will be summarily rejected.
- ii) Make, brand and quality of printing and Stationery items including paper quality shall be strictly adhered to and any deviation shall be outrightly rejected by EdCIL at the risk and cost of the agency.
- iii) The contract will be initially for a period of one year, extendable by three more years on mutually agreed rates and terms & conditions.
- iv) EdCIL however, reserves the right to terminate the contract at any time during the currency of the contract period without assigning any reasons thereof.
- v) The rates quoted by the bidder shall be fixed during the period of the contract and in between no escalation will be considered.
- vi) The material shall be delivered at the nominated places without any additional cost.
- vii) No additional charges for preparation and submission of proof / revised proof / samples shall be payable as the cost thereof is presumed to be contained in the prices quoted in the price bid. No charges shall be payable even if proof is not approved or the Purchase Order is cancelled before supply.

- IV Performance Security Deposit:** EdCIL 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 Demand Draft of nationalized scheduled bank OR physical copy of Performance Guarantee at EdCIL within 20 days from the notification of award. 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. Performance Bank Guarantee (PBG) shall be allowed from Nationalized/Scheduled banks only.

V Liquidated Damage: The agency, to which the job will be awarded, is expected to complete the job within the timeline. If the completion period is exceeds the stipulated time as defined in the tender, a liquidated damage @ 0.5% per week subject to maximum of 5% contract value will be imposed (GST will be charged extra).

VI Adherence to the Bid:

- i) The Bidder is required to submit the acceptance of all the Bid conditions mentioned therein, within Ten days from the date of award of Work.
- ii) Samples of all the quoted items must be submitted, so as to reach us before the due date of opening of Bid or along with the Bid document. This must be submitted, either through post or in person. Samples must be carefully packed and labeled clearly with our enquiry number subject and sender's name for easy identification.
- iii) The successful Bidders/bidders shall not sub-let or assign this contract or any part thereof without obtaining prior written permission of the Corporation otherwise the Corporation shall have the right to cancel the contract and to purchase the goods elsewhere and the successful Bidders/bidders shall be liable to the Corporation for any loss or damage which the Corporation may sustain in consequence or arising out of such purchase.

VII Amendment of the Bid documents:

- i) EdCIL reserves the right to amend the Bid document, if considered necessary, with due intimation to respective Agencies prior to the last date of submission.
- ii) EdCIL also reserves the right to extend the date of submission and opening of Bid, if considered necessary to allow reasonable time to the Agencies in such cases.
- iii) EdCIL reserves the right to accept or reject any Bid in part or in full without assigning any reason whatsoever.

VIII Payment:

- i) Payment shall be made after receipt of complete materials mentioned in the purchase order and due inspection by the nominated official of EdCIL. Payment will be made direct to the supplier through **NEFT/RTGS** only. No request for other mode of payment will be entertained. **No advance payment will be made in any case.**
- ii) Payment will be made after deduction of the Income Tax and any other dues, as applicable, at source.

IX Termination of the Work:

- i) During the period of the contract, if the services of the successful Bidder are not found to be satisfactory, EdCIL reserves the right to terminate the Work with one month prior notice without payment of any compensation or whatsoever.
- ii) Security deposit will be forfeited in case of premature termination of the Work.



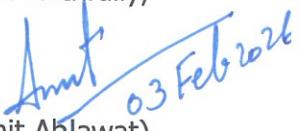
X Force Majeure

- i) Should any force majeure circumstances arise, each of the contracting parties shall be excused for the non-fulfillment or for the delayed fulfillment of any of its Contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party.
- ii) Force Majeure shall mean fires, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lock-outs beyond the control of either party.

XI Arbitration:

In the event of any question, dispute or difference arising between EdCIL and the company relating to any matter arising out of or connected with the servicing, maintenance and installation/delivery, job assigned to the firm for execution under the contract agreement, the same shall be referred to the Sole Arbitration of an officer to be nominated by Chairperson & Managing Director, EdCIL. The decision of the Arbitrator shall be final and binding on both the parties to the agreement.

Yours faithfully,



(Amit Ahlawat)
Manager (HR & Admin.)

ANNEXURE – I

Price Bid for Printing and Supply of Stationery items

S.No.	Description	Minimum Quantity required	Price (Rs.)
1	White envelopes (120 gsm.) with window with company's address printed in Two color (bilingual) - (Size: 5" X 11")	Upto 500	
		Upto 1000	
2	White envelopes (120 gsm.) without window with company's address printed in Two color (bilingual) - (Size: 5" X 11")	Upto 500	
		Upto 1000	
3	Laminated A4 size envelope (Yellow colour only) to be printed in single colour (bilingual) screen printing-100 gsm	Upto 500	
		Upto 1000	
4	Laminated A3 size envelope (Yellow colour only) to be printed in single colour (bilingual) screen printing-100 gsm	Upto 500	
		Upto 1000	
5	Cloth bound A4 size envelopes (yellow colour only) to be printed in double colour (bilingual) screen printing- 100 gsm	Upto 500	
		Upto 1000	
6	Cloth bound A3 size envelopes (yellow colour only) to be printed in double colour (bilingual) screen printing- 100 gsm	Upto 500	
		Upto 1000	
7	Self adhesive Laminated A4 size envelope (Yellow colour only) to be printed in single colour (bilingual) screen printing-100 gsm	Upto 500	
		Upto 1000	
8	Self adhesive Laminated A3 size envelope (Yellow colour only) to be printed in single colour (bilingual) screen printing-100 gsm	Upto 500	
		Upto 1000	
9	Letterheads in two colour offset printing (Bilingual) on Executive Bond paper 80 gsm (A4 size)	Upto 500	
		Upto 1000	
10	Letterheads in two colour offset printing (Bilingual) on Executive Bond Paper 100 gsm (A 4 size)	Upto 500	
		Upto 1000	
11	Continuation Sheet for letter head in double color on Executive Bond Paper 80 gsm (A 4 size)	Upto 500	
		Upto 1000	



12	D.O. (imported D.O. paper of 105 gsm.) Letter heads in double colour embossed screen printing bilingual - A4 size	Upto 100	
		Upto 500	
13	D.O. (imported D.O. paper of 105 gsm.) Continuation sheets in double colour embossed screen printing bilingual - A4 size	Upto 100	
		Upto 500	
14	Desk Slip (bond paper-3"x4") with double colour printing	Upto 100	
15	Visiting cards - single side (on Matt card) - on good quality card in two colour digital printing	Upto 100	
		Upto 200	
16	Visiting cards - both side (bilingual) (on Matt card) - on good quality card in two colour screen printing	Upto 100	
		Upto 200	
17	Visiting cards - both side (bilingual) (on Khadi card) - on good quality card in four colour emboss printing	Upto 100	
		Upto 200	
18	Visiting Card - both side (bilingual) embossed printing (Multicolor) Card Quality – IVORY	Upto 100	
		Per 200	
19	Visiting card thin plastic - both side (bilingual) embossed printing (Multicolor)	Upto 100	
		Upto 200	
20	Good quality imported galgo paper, Both side multi colour Digital printing, thermal Matt lamination, UV coating, name in Golden block printing	Upto 100	
		Upto 200	
21	Conference Pad A-5 size containing 20 sheets on 70 gsm. Superwhite paper duly printed with logo in blue colour printing and cover on hard cardboard duly printed in single colour with the name and address of Ed.CIL	Upto 100	
		Upto 500	
22	Spiral Pad A-5 size containing 50 sheets on 70 gsm. Superwhite paper duly printed with logo in blue colour printing and cover on hard cardboard duly printed in single colour with the name and address of Ed.CIL	Upto 100	
		Upto 500	
23	Spiral Pad A-5 size containing 100 sheets on 70 gsm. Superwhite paper duly printed with logo in blue colour printing and cover on hard cardboard duly printed in single colour with the name and address of Ed.CIL	Upto 100	
		Upto 500	

24	L-shape Plastic folder (solo/worldwide) on the top logo of company and below in the centre is company address is to be printed in single colour printing	Upto 100	
		Upto 500	
25	32 kg special Cobra Office File (Double punch) with single color printing <i>(Between inside of each file, the matter will be printed (bilingual) in both side and cover pages)</i>	Upto 100	
		Upto 500	
26	32 kg special Cobra Office File [Single Punch] with single color printing <i>(Between inside of each file, the matter will be printed (bilingual) in both side and cover pages)</i>	Upto 100	
		Upto 500	
27	Good quality Identity cards with card holder	Per 01 card	
28	Lan Yard for ID card with printing of logo and name of company	Upto 100	
		Upto 500	
29	Certificate multi color printing (paper quality: 250 gsm Important Matt)	Upto 25	
		Upto 50	
30	Gate pass Book Single Color Printing (1+3) – 50 leafs with hard binding	Per Book	
31	Square Sticker Printing on gum sheet	A4 size paper	Upto 25
		2 sticker on A4 size paper	Upto 50
		8 sticker on A4 size paper	Upto 100
		16 sticker on A 4 size paper	Upto 100
32	Laminated Sticker	6 x 4 cm	Upto 50
		8 x 11 inch	Upto 50
32	Round Sticker printing on gum sheet	A4 size paper	Upto 25
		2 sticker on A4 size paper	Upto 50
		8 sticker on A4 size paper	Upto 100
		16 sticker on A 4 size paper	Upto 100
34	Flyer (Type 2)	Page Size: A4 Printing: 4-Color Paper: Matte Paper (150 250 GSM) Bleed Area: 3mm Lamination: Matt/Gloss	500 nos.

35	Flyer (Type 3)	Page Size: A5 Printing: 4-Color Paper : Glossy Paper (130 170 GSM) Bleed Area: 3mm Lamination: Gloss	500 nos.	
36	Paper Bag	Paper: 350 GSM Art paper Printing: 4 Color Lamination: Thermal Gloss Handle: Thread String	100 nos.	
37	Jute Folder	Fabric - Imported jute Inner Pocket – 2 & side chain Printing – EdCIL Logo	100 nos.	
GST extra as applicable				

NOTE: 1. PLEASE QUOTE FOR PER UNIT COST ONLY

**2. BEFORE SUBMISSION OF THE QUOTES, KINDLY VISIT EdCIL, NOIDA
TO CHECK THE EXISTING SAMPLE**

Signature of authorized person on each page with Stamp & Date

