

P-26/28/2025-Phil-DOP

Government of India

**Ministry of Communications
Philately Division, Postal Directorate
Dak Bhawan, Sansad Marg, New Delhi – 110001**

Tender for Annual Contract for Production, Printing and Supply of Information Brochure & First Day Cover (FDC)

On behalf of the President of India, the Assistant Director General (Philately), Philately Division, Postal Directorate, Dak Bhawan, New Delhi, invites online tenders from reputed Firms/Companies/Agencies for annual contract for Production, Printing and Supply of Information Brochure & First Day Cover (FDC) for a period of one year, extendable by another one year based on performance with an estimated tender value of Rs 45 lakhs, for the following:

“Production, Printing and Supply of Information Brochures and First Day Covers (FDCs)”

Brief Details of the NIT

Particulars	Details
Name of the Work	Annual contract for Production, Printing and Supply of Information Brochure and First Day Cover (FDC)
Period of the Contract	One year (extendable for one more year upon satisfactory performance)
Mode of Tendering	Online through GeM Portal
Bid System	Two Bid System (Technical Bid & Financial Bid)
Estimated Volume	~40-50 occasions annually for both FDCs and Brochures (may increase or decrease as per requirement)
Contact Person	Assistant Director General (Philately), Tel: 011-23096015
EMD	2% of the tender value(Non- MSEs)/Bid Security Declaration(MSEs/Startups)
Performance Security	3% of contract value
Estimated NIT Value	~45 Lakhs

Availability of the NIT document	(a) GeM Portal http://www.gem.gov.in (b) Website of the India Post is www.indiapost.gov.in (for reference only)
Mode of submission	Online only
Validity of bids	180 days from the date of submission of the bids
Cost of the NIT	Nil

Critical Date Sheet

Event	Date (Indicative)
Date of Tender Upload on GeM Portal	04.11.2025
Document Download Start Date	04.11.2025
Pre-bid Clarifications Meeting	26.11.2025
Bid Submission End Date	04.12.2025
Technical Bid Opening	08.12.2025
Evaluation & Minutes Upload	12.12.2025
Financial Bid Opening	16.12.2025
Offer to Qualified Bidders to Match L1	18.12.2025
Receipt of Acceptance of L1 Rates	23.12.2025
Contract Order Issue	Within one week after acceptance

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NOTICE INVITING TENDER

Sub: Bids are invited for Annual contract for Production, Printing and Supply of Information Brochure & First Day Cover (FDC) registered on GeM.

DETAILED TERMS AND CONDITIONS, PROCEDURE FOR SUBMISSION OF BIDS AND OTHER INSTRUCTIONS

1. Scope of Work

A. First Day Covers (FDCs)

- i. **Issues:** Approx. 40–50 per year
- ii. **Quantity:** Minimum 18,000 per issue (may vary as per DOP requirement)
- iii. **Sizes:**
 - o 11 x 22 cm (4 cm flap)
- iv. **Printing:** Multi-color wet offset, matte finish
- v. **Paper:** 130 GSM superior milky white art paper (matte finish) — no deviation allowed
- vi. **Packing:** As per distribution list, destination-wise labelling
- vii. **Delivery:** The copies will be packed fully covered with thick craft paper, into packets of 10 to 100 or even more copies as per the distribution list supplied and has to be supply to Sr. Postmaster, Philatelic Bureau, Sansad Marg HO, New Delhi-110001. The printed copies of FDCs are normally required within 3 (Three) days of the date of receipt of approved proof. In emergent cases, the delivery may be required in less than 48 hrs

B. Information Brochures

- i. **Issues:** Approx. 40–50 per year
- ii. **Quantity:** Minimum 12,100 per issue (may vary as per DOP requirement)
- iii. **Size (Finished - Folded):**
 - o 29.7 x 19 cm (having 2 folds)
- iv. **Text:** Bilingual (Hindi & English); Department will supply
- v. **Printing:** Multi-color wet offset, glossy finish
- vi. **Paper:** 130 GSM superior milky white art paper (glossy finish) — no deviation allowed
- vii. **Proofing:** Spell check, minimal corrections
- viii. **Delivery:** The copies will be packed fully covered with thick craft paper, into packets of 10 to 100 or even more copies as per the distribution list supplied and has to be supply to Sr. Postmaster, Philatelic Bureau, Sansad Marg HO, New Delhi-11000. The printed copies of Information Brochures are normally required within 3

(Three) days of the date of receipt of approved proof. In emergent cases, the delivery may be required in less than 48 hrs.

2. **Background**

India Post with a network of more than 1.6 lakh Post offices is the largest service delivery network of the country. With a host of mailing, financial, insurance, retail and a number of G2C services, India Post is the preferred choice of citizens for service delivery, especially in rural and semi urban areas. In last seven years, India Post has digitized its front end and back end operations and has launched new digital services for the citizens at the last mile. The range of services offered, along with details is available at www.indiapost.gov.in

India Post performs the sovereign function of the release of postage stamps. These stamps are issued under Commemorative, Definitive and My Stamp categories. Commemorative Postage Stamps are issued to commemorate national and international events, institutions, personalities, milestones etc. of national and international importance. These stamps are the most authentic source of information relating to culture, heritage, history, personalities and institutions working for the building of nation. Commemorative Postage Stamps (CPS) are collected by Philatelists in India and abroad for the very informative, artistic and economic values. Under the umbrella of Universal Postal Union, Postal Administrators of different Nations also share their stamps. Details of stamps issued by India Post are available at www.postagestamps.gov.in. Issue of Commemorative Postage Stamps (CPS) are sovereign function of Department of Posts and the entire cycle of Stamp design, proof reading, printing and delivery is executed with due diligence of highest order. Every CPS is released with an Information Brochure and First Day Cover which are required for the release of stamps.

3. Eligibility Criteria

- a) Annual Turnover of at least ₹50 lakhs in each of the last three financial years (CA-certified documents required)
- b) Minimum 3 years' experience in similar work of printing with Central/State Ministries/PSUs
- c) The Bidder should have executed same or similar kind of printing jobs of atleast 10% of bid value, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU.
- d) Full-fledged office in Delhi, NCR for printing and supplying the goods (Bidder to submit declaration on letter head).
- e) In-house capacity for translation, artist/personnel having knowledge of Coreldraw software, artwork preparation, and multi-color offset printing setup. (Bidder to submit declaration on letter head).
- f) Registration in India, valid PAN, GSTIN
- g) Not blacklisted (self-declaration required as per annexure-III)
- h) Capability to execute urgent jobs within 48-72 hours. In emergent cases, the delivery may be required in less than 48 hrs.

4. Submission of Bids

- a) Submission is strictly online via GeM Portal.
- b) No physical submission will be accepted.
- c) Documents to be submitted in PDF format, including:
 - i. Annexure I (Technical Bid Form)
 - ii. CA-certified turnover statements
 - iii. Work orders of past 3 years
 - iv. Self-declarations as per Annexure III and IV
 - v. PAN, GSTIN, Registration documents

5. Bid Security Declaration

- a) EMD required - 2% from applicants (excluding Non MSEs & Startups) in form of Demand Draft in favour of Assistant Director General (Philately), Dak Bhawan-110001.
- b) Submit Bid Security Declaration as per annexure IV (for MSEs/startups).
- c) Breach of conditions may lead to disqualification for one year.
- d) Non-successful applicant may collect the EMD by hand upon tender completion process.
- e) The successful bidder may collect the EMD by hand after 2 months of the tender completion process.

6. Evaluation Criteria

Technical Evaluation (Total: 100 Marks)

Criteria	Marks	Maximum Marks
Average Turnover (Last 3 FYs)	50 lakh to 60 lakh - 30 marks (>60 lakh) upto 75 lakh - 40 marks (>75 lakh) - 50 marks	50
Central Government/State Government/PSUs Experience (Maximum of Five projects/work to be submitted for technical evaluation in last 3 FYs)	>15 Lakh - 10 marks each (>10 lakh) upto 15 lakh- 8 marks each 4.5 lakh to 10 lakh- 6 marks each	50

Company scoring 60 marks or more, will be eligible for Financial bid opening.

7. Work Allocation

The work will be given to the L1 vendor on staggered basis as and when the need arises based on the approval of the stamps, timings of the release function. The L1 vendor is mandated to perform the work based on the requirements of the Department. The work order will be communicated to the vendor via e-mail.

8. Payment Terms

- a) No advance payment
- b) Bills to be raised after satisfactory completion of job
- c) Statutory deductions applicable
- d) GST reimbursed upon proof of deposit as per rules.
- e) No interest will be paid on delay payment
- f) Bills shall be submitted in duplicate in the name of:

Assistant Director General (Philately)
Department of Posts
Dak Bhawan, Sansad Marg
New Delhi-110001

9. Penalties

- a) Delayed supply = 100% penalty on that order
- b) Poor quality work = rejection or vendor-borne rectification
- c) 3 failed orders = forfeiture of bank guarantee and cancellation of the contract.

10. General Conditions

- a) No subletting in whole or in part to third-parties
- b) Paper procurement and quality assurance is vendor's responsibility
- c) Delivery timeline post approval of sample: 3 days, urgent: <48 hours
- d) Packing: Kraft paper, destination-wise labelling
- e) All materials remain property of Department of Posts.
- f) The value of the tender is an estimated value. The work will be allotted as per the number of commemorative stamps issued.
- g) Upon completion of one year of the contract. The Competent Authority may extend contract for one more year upon satisfactory performance and work completion .

11. Information Security

- a) The Service Provider shall not carry and/or transmit any material, information, application details, equipment or any other goods/material in physical or electronic form, which are proprietary to or owned by DEPARTMENT OF POSTS, out of premises without prior written permission from DEPARTMENT OF POSTS.
- b) Service Provider acknowledges that DEPARTMENT OF POSTS's business data and other DEPARTMENT OF POSTS proprietary information or materials, whether developed by DEPARTMENT OF POSTS or being used by DEPARTMENT OF POSTS pursuant to a license agreement with a third party (the foregoing collectively referred to herein as "proprietary information") are confidential and proprietary to DEPARTMENT OF POSTS; and Service Provider agrees to use reasonable care to safeguard the proprietary information and to prevent the unauthorized use or disclosure thereof, which care shall not be less than that used by Service Provider to protect its own proprietary information.
- c) Service Provider recognizes that the goodwill of DEPARTMENT OF POSTS depends, among other things, upon Service Provider keeping such proprietary

information confidential and that unauthorized disclosure of the same by Service Provider could damage DEPARTMENT OF POSTS and that by reason of Service Provider's duties hereunder. Service Provider may come into possession of such proprietary information, even though Service Provider does not take any direct part in or furnish the services performed for the creation of said proprietary information and shall limit access thereto to employees with a need to such access to perform the services required by this agreement. Service Provider shall use such information only for the purpose of performing the said services.

- d) Service Provider shall, upon termination of this agreement for any reason, or upon demand by DEPARTMENT OF POSTS, whichever is earliest, return any and all information provided to Service Provider by DEPARTMENT OF POSTS, including any copies or reproductions, both hardcopy and electronic form.
- e) The Appointed Printer will not disclose any information, to anyone in any form about software, hardware, network topology, IP Schema, and network security policies of DEPARTMENT OF POSTS. Information disclosure to anyone shall be only with prior written consent of DEPARTMENT OF POSTS/User.

12. Confidentiality

The hired Printer and their personnel shall not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or business or operations of DEPARTMENT OF POSTS or its clients without the prior written consent of DEPARTMENT OF POSTS.

13. *Micro, Small & Medium Enterprises Development Act, 2006*

If Printer falls under the Micro, Small & Medium Enterprises Development Act, 2006, then a copy of the valid certificate must be provided to DEPARTMENT OF POSTS. Further, the Printers must keep DEPARTMENT OF POSTS informed of any change in the status of the company.

14. Indemnity

- a. The selected Printers shall indemnify and defend the DEPARTMENT OF POSTS against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied software/hardware, documents, other artifacts, deployed resources and related services or any part thereof ("Deliverables"). The selected Printers shall have no obligations with respect to any claims to the extent such claim results from:
 - (i) The selected Printers's compliance with DEPARTMENT OF POSTS specific technical designs, specifications or instructions where the selected Printers has notified DEPARTMENT OF POSTS in writing (with proper reasons) prior to implementation of such specific technical designs, specifications or instructions that the implementation of such specific technical designs, specifications or instructions will result in infringement claims;
 - (ii) Inclusion in a Deliverable of any content or other materials provided by DEPARTMENT OF POSTS and the infringement relates to or arises solely from such DEPARTMENT OF POSTS materials or provided material;
 - (iii) Modification of a Deliverable after delivery by the selected Printers to DEPARTMENT OF POSTSs if such modification was not made by or on behalf of the selected Printers and the claim arises solely due to such modification;

- (iv) Operation or use of some or all of the Deliverable in combination with materials not provided by the selected Printers and the claim arises solely due to such reason;

or

- (v) Use of the Deliverable for any purposes for which the DEPARTMENT OF POSTS have been advised in advance in writing that the same have not been designed or developed or other than in accordance with any applicable specifications or documentation on provided by the selected Printers;

or

- (vi) Use of a superseded release of some or all of the Deliverables or DEPARTMENT OF POSTS failure to use any modification of the Deliverable furnished under the contract including, but not limited to, corrections, fixes, or enhancements made available by the selected Printers provided that such modifications or new releases are made available by selected Printers free of cost and the use of such modifications or new releases does not adversely impact the performance / service levels
- b. DEPARTMENT OF POSTS stand indemnified from any employment claims that the hired manpower /Resources / Printers's manpower may opt to have towards the discharge of their duties in the fulfilment of the purchase orders.
 - c. Each party also stands indemnified from any compensation arising out of accidental loss of life or injury sustained by such party's manpower while discharging their duty towards fulfilment of the purchase orders caused by the negligence or wilful misconduct of the other Party or its agents and representatives.

15. Termination for Insolvency

DEPARTMENT OF POSTS may at any time terminate the purchase order/hiring by giving four weeks written notice to the vendor /hired Printer, without any compensation to the vendor /hired Printer, if the vendor /hired Printer becomes bankrupt or otherwise insolvent without assigning any reasons.

16. Force Majeure

If at any time, during the continuance of the hiring, the performance in whole or in part by either party of any obligation under the hiring is prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics quarantine restrictions, strikes, lockouts or acts of God (hereinafter referred to as "events"), provided notice of happenings of any such event is duly endorsed by the appropriate authorities/chamber of commerce in the country of the party giving notice, is given by party seeking concession to the other as soon as practicable, but within 21 days from the date of occurrence and termination thereof and satisfies the party adequately of the measures taken by it, neither party shall, by reason of such event, be entitled to terminate the hiring /contract, nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the hiring/contract shall be resumed as soon as practicable after such event has come to an end or

ceased to exist and the decision of the purchaser as to whether the deliveries have so resumed or not, shall be final and conclusive, provided further, that if the performance in whole or in part or any obligation under the hiring is prevented or delayed by reason of any such event for a period exceeding 60 days, the purchaser may at his option, terminate the Hiring.

17. Termination of Contract

DEPARTMENT OF POSTS reserves the right to suspend any of the services and/or terminate this agreement in one or more of the following circumstances by giving 30 days' notice in writing:

(i) TERMINATION FOR INSOLVENCY, DISSOLUTION ETC.

DEPARTMENT OF POSTS may at any time terminate the contract by giving written notice to the selected Printers without compensation to the selected Printers, if the selected Printers becomes bankrupt or otherwise insolvent or in case of dissolution of firm or winding up of company, provided that such termination will not prejudice or effect any right of action or remedy which has accrued thereafter to DEPARTMENT OF POSTS.

(ii) TERMINATION FOR DEFAULT:

DEPARTMENT OF POSTS may without prejudice to any other remedy for breach of contract, (including forfeiture of security deposit, Performance Bank Guarantee) by written notice of default sent to the hired Printers, terminate the contract in whole or in part after sending a notice to the hired Printers in this regard.

- a. If the hired Printers fails to accept the Purchase Order(s).
- b. If the hired Printers fails to deliver services within the time period specified in the purchase orders or during any extension thereof granted by DEPARTMENT OF POSTS.
- c. If the hired Printers fails to meet any other terms and conditions under the contract.

(iii) TERMINATION FOR CONVENIENCE

DEPARTMENT OF POSTS may by written notice, sent to the selected Printer, terminate the work order and/or the Contract, in whole or in part at any time of its convenience. The notice of termination will specify that termination is for DEPARTMENT OF POSTS's convenience, the extent to which performance of work under the work-order and/or the contract is terminated and the date upon which such termination becomes effective. DEPARTMENT OF POSTS reserves the right to cancel the remaining part and pay to the selected Printers an agreed amount for partially completed Services.

(iv) TERMINATION PROCESS.

- a) Upon occurrence of an event of default as set out in above clauses, DEPARTMENT OF POSTS will deliver a default notice in writing to the other party which shall specify the event of default, and give the hired Printers an opportunity to correct the default.

- b) At the expiry of notice period, unless the party receiving the default notice remedied the default, the party giving the default notice may terminate the agreement.
- c) DEPARTMENT OF POSTS on unsatisfactory service, may terminate the contract without assigning any reason.

(v) Payments for all satisfactorily completed services till the **time** of termination shall be made to the vendor in the event of termination.

18. Applicable Law

- a. The hired Printers shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.
- b. All disputes in this connection shall be settled in Delhi jurisdiction only.
- c. DEPARTMENT OF POSTS reserves the right to cancel this hiring or NIT or modify the requirement at any stage of NIT process cycle without assigning any reasons. DEPARTMENT OF POSTS will not be under obligation to give clarifications for doing the aforementioned.
- d. DEPARTMENT OF POSTS reserves the right that the work can be allocated to any of the hired vendors.
- e. DEPARTMENT OF POSTS also reserves the right to modify/relax any of the terms & conditions of the hiring or by declaring / publishing such amendments in a manner that all prospective vendors / parties to be kept informed about it.
- f. DEPARTMENT OF POSTS, without assigning any further reason can reject any proposal(s), in which any prescribed condition(s) is/are found incomplete in any respect and at any processing state.
- g. DEPARTMENT OF POSTS also reserves the right to award work orders on quality/technical basis, which depends on quality, capability and infrastructure of the firm.
- h. All procedure for the purchase of stores laid down in GFR and DFPR shall be adhered-to strictly by the DEPARTMENT OF POSTS and subordinates and Printers are bound to respect the same.

19. Non-solicitation

The hired Printer and DEPARTMENT OF POSTS each agree that during the term, hired Printers personnel or DEPARTMENT OF POSTS employee is associated with the services under the Contract and for a period of twelve months after such person ceases to be so associated, neither the hired Printers nor DEPARTMENT OF POSTS shall, directly or indirectly, solicit for hire or knowingly hire or retain such personnel of the other party as an employee or independent contractor, except with prior written consent of the other party.

20. Intellectual Property Rights

- i. Subject to the other provisions contained in this Clause, the hired Printers shall agree that all deliverables created or developed by the hired Printers, specifically

for the Department of Posts, together with any associated copyright and other intellectual property rights, shall be the sole and exclusive property of the Department of Posts.

- ii. The DEPARTMENT OF POSTS shall acknowledge that:
 - a. In performing services under the Contract, the hired Printers may use hired Printers's proprietary materials including without limitation any software (or any part or component thereof), tools, methodology, processes, ideas, know-how and technology that are or were developed or owned by the hired Printers prior to or independent of the services performed hereunder or any improvements, enhancements, modifications or customization made thereto as part of or in the course of performing the services hereunder, ("the hired Printers's Pre-Existing IP").
 - b. Notwithstanding anything to the contrary contained in the Contract, the hired Printers shall continue to retain all the ownership, the rights title and interests on all the hired Printers's Pre-Existing IP and nothing contained herein shall be construed as preventing or restricting the hired Printers from using the hired Printers's Pre-Existing IP in any manner.
 - c. If any of the hired Printers's Pre-Existing IP or a portion thereof is incorporated or contained in a deliverable under the Contract, the hired Printers hereby grants to the User Department/DEPARTMENT OF POSTS non-exclusive, perpetual, royalty free, fully paid up, irrevocable license of the deliverables with the right to sublicense through multiple Categories, to use, copy, install, perform, display, modify and create derivative works of any such deliverables and only as part of the deliverables in which they are incorporated or embedded.
 - d. DOP being the owner of all the IPs created in the deliverables, except the Pre-Existing IPs of the hired Printers used in the development and deployment, shall have exclusive rights to use, copy, license, sell, transfer, share, deploy, develop, modify or any such act that the user department/DEPARTMENT OF POSTS may require or find necessary for its purpose, The IP rights of the DOP shall indefinitely subsist or continue in all future derivatives of the deliverables.
 - e. The hired Printers shall have no claims whatsoever on the deliverables and all the IPs created in deliverables or in course of development of the applications except its Pre-Existing IPs for which it shall grant all authorizations to the User department/DEPARTMENT OF POSTS for use as detailed in the Clause(c) above.
 - f. Except as specifically and to the extent permitted by the hired Printers, the DEPARTMENT OF POSTS will not engage in reverse compilation or in any other way arrive at or attempt to arrive at the source code of the Printers's Pre-Existing IP, or separate hired Printers's Pre-Existing IP from the deliverable in which they are incorporated for creating a standalone product for marketing to others.
 - g. The DEPARTMENT OF POSTS shall warrant that the materials provided by the DEPARTMENT OF POSTS to hired Printers for use during development or deployment of the application shall be duly owned or licensed by the DEPARTMENT OF POSTS.

21. Right of Acceptance:

- a. The Department of Posts reserve all rights to reject any bidder including those proposals who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the highest or any specific proposal. The decision of Department of Posts in this regard is final and binding.
- b. Any failure on the part of the bidder to observe the prescribed procedure and any attempt to canvass for the work will prejudice the bidder's quotation.

22. Communication of Acceptance:

Successful bidder(s) will be informed of the acceptance of his proposal. Necessary instructions regarding the amount and time provided for Security Deposit will be communicated.

23. Performance Bank Guarantee/Security Deposit:

- a. The successful bidder will have to deposit in cash in any post office under Unclassified receipt a sum EQUIVALENT TO 3% of the total price of the work in favour of Department of Posts towards Security Deposit within 21 days from the date of acceptance of the tender and produce the receipt in original to the Department of Posts. The Security Deposit will not be adjusted against any payment due to the firm from the Department or the Central Government.
- b. Alternatively, the security deposit can be deposited in the form of an Account Payee Demand draft, Performance Bank Guarantee duly pledged in favour of **Assistant Director General (Philately), Department of Posts, Dak Bhawan, New Delhi 110 001**. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier / provider including warranty obligations.
- c. This Security Deposit is in the nature of Security for satisfactory completion of the Agreement. On successful completion of the contract, the amount will be refunded after adjusting dues, if any, within a reasonable time. If the contractor fails or neglects any of the bid obligations under the contract, it shall be lawful for Department of Posts to forfeit either whole or any part of Security Deposit furnished by the bidder as penalty for such failure, as decided by Department of Posts.

24. Disclaimer:

- I. This **tender document** is neither an agreement nor an offer by the Department of Posts. The purpose of this **tender document** is to provide information to the applicants that may be useful to them in the formulation of their proposal pursuant to this **tender document**.
- II. Though adequate care has been taken in preparation of this **tender document**, Consultancy Company/ Firm/ Consortium (Applicant) submitting detailed financial proposals in response to this **tender document** should satisfy itself that the information provided in the **tender document** is complete in all respects.
- III. Neither DEPARTMENT OF POSTS nor their employees will have any liability to any prospective Consultancy Company/ Firm/ Consortium (Applicant) or any other person under the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this **tender document**, any matter deemed to form part of this **tender document**, the award of the Project/Assignment.

- IV. DEPARTMENT OF POSTS will not be responsible for any delay in receiving the proposals and reserves the right to accept/reject any or all of proposals submitted in response to this **tender document** at any stage without assigning any reasons whatsoever.
- V. DEPARTMENT OF POSTS also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the **tender document** and it reserves the right to change/modify/amend any or all provisions of this **tender document**.
- VI. The information is not intended to be exhaustive. The interested agencies/contractors are required to make their own inquiries and also visit the Office of ADG(Philately), Dak Bhawan-110001 for any clarification. The information is provided on the basis that it is non-binding on the Department of Posts or any of its authorities or persons or any of their representatives or employees etc.
- VII. No contractual obligation on behalf of the Department of Posts, whatsoever, shall arise from this Tender unless & until a formal contract is signed and executed by duly authorized officers of Posts and the bidder in due course after the invitation of tenders. DoP may modify any / all of the terms of this tender process giving due notification through the DoP website.
- VIII. The Department of Posts will not be liable for any costs incurred by the bidders in the preparation of the tender and its presentations. The preparation of Bidder's proposal will be made without obligation by DoP to acquire any of the items included in the Bidder's product, or to select any Bidder's proposal, or to discuss the reasons why a particular Bidder's proposal is accepted or rejected. All information included by the bidders in their proposals will be treated in strict confidence.
- IX. A certificate from Chartered Accountant only should be submitted certifying that *Average Annual Turnover of the bidder for the last 3 financial years (2022-23, 2023-24 & 2024-25) is a minimum of Rs. 50 Lakh.*
- X. The bidding Printers must have an office in the NCR of Delhi (copy of electricity bill/landline bill to be submitted), with adequate dedicated staff strength A clear photocopy of GST Certificate.
- XI. A clear photocopy of PAN Number.
- XII. The Bidder shall not have been declared ineligible for corrupt or fraudulent practices with any Government departments/ agencies/ ministries or PSU's and should not be blacklisted at the time of submission of bid. A declaration by the authorized representative of the bidding Printers, on the letter head of the Printers, to be submitted. as per format given in Annexure-3
- XIII. An undertaking to be submitted on the letter head of the Printers and signed by the authorized representative of the Printers that the Printers will undertake the assignment, in accordance with the Scope of Work detailed in the NIT document and at the cost submitted by the Printers in its financial proposal (the cost is not to be mentioned in the undertaking), as per format given in Annexure-4.

25. Contact Details

Assistant Director General (Philately)

Philately Division, Postal Directorate
Dak Bhawan, Sansad Marg, New Delhi – 110001
Phone: 011-23096015

Annexure I – Technical Bid Form

(To be submitted by bidder on letterhead)

S. No.	Parameters	Details/Document Attached
1.	Name of Agency	
2.	Address of Registered Office in Delhi NCR	
3.	Contact Person/Mobile No	
4.	Email Address	
5.	Year of Incorporation /Establishment	
6.	Constitution of the Firm – Public Ltd/Private Ltd./Prop.	
7.	PAN No.	
8.	GSTIN No.	
9.	Self-Declaration for Non Blacklisting	
10.	EMD declaration document	
11.	Experience in manufacturing and supply of: Albums/Envelopes/First Day Covers/Brochures/Packs/Folders etc. (Scanned copies of minimum five Purchase orders with financial implications performed during the period for the last three years)]	
12.	Deposit of earnest Money	

Annexure II – Financial Bid (To be submitted online separately)

(Only _____ by _____ technically _____ qualified _____ bidders)
Rates to be quoted for FDC & Brochure

S.No.	Description	Unit price (In INR) inclusive of all taxes
1	Printing and supply of First Day Covers (FDCs)	
2	Printing and supply of Information Brochures	

Annexure III – Declaration of Non-Blacklisting

(To be printed on company letterhead)

To,

Assistant Director General (Philately)

Department of Posts

Dak Bhawan, Sansad Marg New Delhi -110001

Sub: Declaration for Non-Blacklisting Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

We hereby declare that 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.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

Annexure IV – Bid Security Declaration(to be submitted by MSEs/Startups)

Format of Bid Security Document

Date: [insert date (as day, month and year)]

Bid No.: [.....]

To,

Assistant Director General (Philately)

Department of Posts

Dak Bhawan, Sansad Marg New Delhi -110001

I, the undersigned, declare that:

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

I accept that we will automatically be suspended from being eligible for bidding in any contract with the Bank for the period of time of 3 years from the date of opening of bid (s)., if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Letter of Bid; or
- (b) having been notified of the acceptance of our Bid by the Bank during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Signed: [insert signature of person whose name and capacity are shown] In the capacity of [insert legal capacity of person signing the Bid-Securing Declaration]

Name: [insert complete name of person signing the Bid-Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder] Dated on ___day of _____[insert date of signing]

Seal (where appropriate)