

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	20-08-2026 19:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	20-08-2026 19:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Education
विभाग का नाम/Department Name	Department Of Higher Education
संगठन का नाम/Organisation Name	National Testing Agency
कार्यालय का नाम/Office Name	Delhi
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :vijaykumarpatil@ord.gov.in Buyer Email id: rajesh.chelle@nta.ac.in
कुल मात्रा/Total Quantity	1
वस्तु श्रेणी /Item Category	Printing Services
GeMARPTS में खोजी गई स्ट्रिंग्स / Searched Strings used in GeMARPTS	Printing
GeMARPTS में खोजा गया परिणाम / Searched Result generated in GeMARPTS	Non Paper Printing Services - Quantity Based, Non Paper Printing Services - Area Based, 3D Printing Service, Promotional/Merchandise/ Office Gifting Printing Service, Printing and Photocopying Service, Paper-based Printing Services, Hiring of Agency for Providing Genetic Counselling Card/Tool, Leasing In of Assets, Issuance of Smart Cards/ID Cards, Supply, Printing and Personalization of ATM-cum-Debit Card with Starter Kit and Pin Mailer
अधिसूचना के लिए चयनित प्रासंगिक श्रेणियाँ / Relevant Categories selected for notification	Offset Printing Ink
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) /Minimum Average Annual Turnover of the bidder (For 3 Years)	150 Lakh (s)
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No

बिड विवरण/Bid Details	
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Past Performance,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC),Compliance of BoQ specification and supporting document *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	2
विगत प्रदर्शन /Past Performance	80 %
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
लागू आरसीएम/RCM Applicable	Yes
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
निरीक्षण आवश्यक (सूचीबद्ध निरीक्षण प्राधिकरण /जेम के साथ पूर्व पंजीकृत एजेंसियों द्वारा)/Inspection Required (By Empanelled Inspection Authority / Agencies pre-registered with GeM)	No
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
वित्तीय दस्तावेज की आवश्यकता है / Financial Document Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	600000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	27

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

(c). ईएमडी और संपादन जमानत राशि लाभार्थी के पक्ष में होनी चाहिए। / Earnest Money Deposit (EMD) shall also be accepted by the buyer in the form of a surety bond.

लाभार्थी /Beneficiary :

Director General
Fifth Floor, Government of India Press, Minto Road, New Delhi-110002
(Director General, Nta)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई खरीद वरीयता / MII Purchase Preference

एमआईआई खरीद वरीयता / MII Purchase Preference	Yes
मेक इन इंडिया विक्रेताओं को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ तक की सीमा में है / Purchase Preference to MII sellers available upto price within $L1+X\%$	20
मेक इन इंडिया खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Maximum Percentage of Bid quantity for MII purchase preference	50

सार्वजनिक खरीद (मेक-इन-इंडिया को प्राथमिकता) आदेश 2017 के अनुसार केवल क्लास 1/क्लास 2 के स्थानीय आपूर्तिकर्ताओं को ही भागीदारी की अनुमति है दिनांक 16.09.2020 (समय-समय पर संशोधित एवं लागू) / Allow participation only from Class 1/Class 2 local suppliers as per the Public procurement(Preference to Make-in-india) order 2017 date 16.09.2020(as amended and applicable time to time)	Yes, in compliance with the MII ORDER : DPIIT Order(as amended and applicable time to time)
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य $L1+X\%$ / Purchase Preference to MSE OEMs/ Service Provider available upto price within $L1+X\%$	15
सूक्ष्म और लघु उद्यम मूल उपकरण निर्माता/सेवा प्रदाता को खरीद में प्राथमिकता के लिए बिड की मात्रा का अधिकतम प्रतिशत / Percentage of Bid quantity/amount for MSE OEMs/ Service Provider Purchase preference	25

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Preference to Make In India products (For bids < 200 Crore):Preference shall be given to Class 1 local supplier as defined in public procurement (Preference to Make in India), Order 2017 as amended from time to time and its subsequent Orders/Notifications issued by concerned Nodal Ministry for specific Goods/Products. The minimum local content to qualify as a Class 1 local supplier is denoted in the bid document. If the bidder wants to avail the Purchase preference, the bidder must upload a certificate from the OEM regarding the percentage of the local content and the details of locations at which the local value addition is made along with their bid, failing which no purchase preference shall be granted. In case the bid value is more than Rs 10 Crore, the declaration relating to percentage of local content shall be certified by the statutory auditor or cost auditor, if the OEM is a company and by a practicing cost accountant or a chartered accountant for OEMs other than companies as per the Public Procurement (preference to Make-in -India) order 2017 dated 04.06.2020. Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. However, eligible micro and small enterprises will be allowed to participate .The buyers are advised to refer the OM No.F.1/4/2021-PPD dated 18.05.2023.

[OM No.1_4_2021_PPD_dated_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017 and its subsequent Orders/Notifications issued by concerned Ministry .Benefits of MSE will be allowed only if seller/service provider is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and

Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 25% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

4. Past Performance: The Bidder or its OEM {themselves or through re-seller(s)} should have supplied same or similar Category Products for 80% of bid quantity, in at least one of the last three Financial years before the bid opening date to any Central / State Govt Organization / PSU. Copies of relevant contracts (proving supply of cumulative order quantity in any one financial year) to be submitted along with bid in support of quantity supplied in the relevant Financial year. In case of bunch bids, the category related to primary product having highest bid value should meet this criterion.

जीएसटी की धारा 9(3)/Section 9(3) Of GST

Where ever RCM is applicable, sellers (Regular GST registered seller who opted out of FCM , unregistered seller, seller registered under composition scheme)will be forced to put Zero GST and GST cess in their bids. Buyer will have liability of paying the GST and GST cess to the government on the specified rate mentioned by them in this Bid.

जीएसटी की धारा 9(3) / Section 9(3) Of GST

Where ever RCM is applicable, sellers (Regular GST registered seller who opted out of FCM , unregistered seller, seller registered under composition scheme)will be forced to put Zero GST and GST cess in their bids. Buyer will have liability of paying the GST and GST cess to the government on the specified rate mentioned by them in this Bid.

If the buyer has mentioned MSE purchase preference in ATC then service provider is required to upload necessary documents for MSE purchase preference for verification by the buyer during evaluation.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

Financial - [1785408068.xlsx](#)

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
07-08-2026 11:00:00	Fifth Floor, Government of India Press, Minto Road, New Delhi-110002

Printing Services (1 Lot)

(क्रमशः श्रेणी 1 और श्रेणी 2 के स्थानीय आपूर्तिकर्ता के रूप में अर्हता प्राप्त करने के लिए आवश्यक/Minimum 50% and 20% Local Content required for qualifying as Class 1 and Class 2 Local Supplier respectively)

तकनीकी विशिष्टियाँ /Technical Specifications

क्रेता विशिष्टि दस्तावेज़ /Buyer Specification Document	Download
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इनपुट कर क्रेडिट(आईटीसी) तथा रिवर्स प्रभार (आरसीएम)/Input Tax Credit(ITC) and Reverse Charge(RCM) Details

जीएसटी पर इनपुट कर क्रेडिट /ITC on GST	जीएसटी उपकर कर क्रेडिट /ITC on GST Cess	लागू आरसीएम/R CM Applicable	रिवर्स प्रभार के अनुसार जीएसटी/GST as per RCM	रिवर्स प्रभार के अनुसार जीएसटी उपकर 1 /GST Cess 1 as per RCM	GST Cess 2 as per RCM	वैकल्पिक रिवर्स प्रभार /Optional RCM
NA	NA	Yes	18%	NA	NA	Yes

परेषिती/रिपोर्टिंग अधिकारी तथा मात्रा/Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	मात्रा /Quantity	डिलीवरी के दिन/Delivery Days
1	RAJESH KUMAR YADAV	110020,National Testing Agency, First Floor, NSIC-MDBP Building, Okhla Industrial Estate, Phase III	1	15

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions**1. Generic**

OPTION CLAUSE: The Purchaser reserves the right to increase or decrease the quantity to be ordered up to 25 percent of bid quantity at the time of placement of contract. The purchaser also reserves the right to increase the ordered quantity up to 25% of the contracted quantity during the currency of the contract at the contracted rates. The delivery period of quantity shall commence from the last date of original delivery order and in cases where option clause is exercised during the extended delivery period the additional time shall commence from the last date of extended delivery period. The additional delivery time shall be $(\text{Increased quantity} \div \text{Original quantity}) \times \text{Original delivery period (in days)}$, subject to minimum of 30 days. If the original delivery period is less than 30 days, the additional time equals the original delivery period. The Purchaser may extend this calculated delivery duration up to the original delivery period while exercising the option clause. Bidders must comply with these terms.

2. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

Final Specifications are given in Scope of work. Specifications and ATC points mentioned in the RFP in ATC will override all specifications and Terms and conditions mentioned anywhere in the bid

3. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs

and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

यह बिड सामान्य शर्तों के अंतर्गत भी शासित है /This Bid is also governed by the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा। In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



REQUEST FOR PROPOSAL (RFP)
FOR
COMPREHENSIVE PRINTING SERVICES
AT
NATIONAL TESTING AGENCY (NTA)

*(An Autonomous Organization under the Department of Higher Education,
Ministry of Education, Government of India.)*

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EMD: Rs. 6,00,000/-

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CHAPTER – I: NOTICE INVITING e-TENDER (NIT)

Tender Reference No B-13/2/2024 (P)-Proc

The National Testing Agency (NTA), an Autonomous Organization under the Department of Higher Education, Ministry of Education, Government of India, invites online bids through the Government e-Marketplace (GeM) under the Quality and Cost Based Selection (QCBS) methodology from eligible, experienced, and financially sound printing agencies for providing Comprehensive Printing Services.

The Empaneled agency shall provide end-to-end printing solutions including designing, typesetting, proofing, offset printing, digital printing, security printing, confidential printing, packaging, binding, numbering, barcoding, QR code printing, transportation, and delivery of printed materials at locations specified by NTA from time to time. The agency must ensure absolute confidentiality, high-security production control, quality assurance, and strict adherence to timelines for high-stakes national public examinations.

The contract shall initially remain valid for **Two (02) Years** and may be extendable for two additional periods of one year each, subject to satisfactory performance, operational requirements, mutual consent, and approval of the Competent Authority.

1.1 ABOUT NATIONAL TESTING AGENCY, NEW DELHI (NTA)

The Ministry of Education (MoE), Government of India (GoI), established the National Testing Agency (NTA) as an independent, autonomous, and self-sustained premier testing organization under the Societies Registration Act (1860). NTA's primary role is to conduct efficient, transparent, and internationally standardized tests to assess the competency of candidates for admission to premier higher education institutions.

NTA's mission is to enhance equity and quality in education and employment by developing and administering research-based, valid, reliable, efficient, transparent, fair, and internationally benchmarked assessments. The Agency upholds the principles of quality, efficiency, effectiveness, equity, and security in all its examinations, and continuously engages with its stakeholders including students, candidates, parents, teachers, experts, and partner institutions to maintain the highest standards in testing and evaluation.

The NTA is a professional organization that came into existence in 2018. It began by conducting examinations for admissions such as (JEE (Main), NEET (UG), CUET (UG), CUET (PG), UGC-NET, AISSEE, NCET, etc.) and has since expanded to conducting examinations for various prestigious entities.

1.2 Bid Information

Particular	Details
Tender Inviting Authority	National Testing Agency, Fifth Floor, Government of India Press, Minto Road, New Delhi-110002
Tender Title	Selection of Agency for Providing Comprehensive Printing Services
Evaluation Method	QCBS (70:30)
Bid System	Two Bid System
Contract Period	Two Years (Extendable)
Contract Type	Service Contract
Place of Delivery	NTA Headquarters (Minto Road) , Regional Offices (Okhla) and other notified locations
Estimated Contract Value	₹ 3 Crores plus GST (Tentative)
Earnest Money Deposit	₹ 6,00,000/- (Rupees Six Lakh Only)

Performance Security	5% of Contract Value
Bid Validity	180 Days from the last date of bid submission
Availability of Tender Document	Tender Document can be downloaded through GeM Portal https://gem.gov.in/ and link is also available on NTA's website www.nta.ac.in .

1.3 Important Dates:

The following schedule shall be applicable:

Activity	Date
Publication of Tender	As per GeM Portal
Start of Bid Submission	As per GeM Portal
Pre-Bid Meeting	As notified on GeM
Last Date of Submission	As per GeM Portal
Opening of Technical Bid	As per GeM Portal
Technical Presentation	To be intimated
Opening of Financial Bid	Only for Technically Qualified Bidders

1.4 Earnest Money Deposit (EMD)

a. The Bidder shall submit, along with their Bids, an Earnest Money Deposit (EMD) of INR 6,00,000/- (Rupees Six Lakh Only) through Online Transfer / Demand Draft / NEFT/RTGS/ Insurance Surety Bond (ISB) mode in favor of NTA payable at New Delhi.

Bank details are as follows:

- Beneficiary's bank Name: State Bank of India,
- IFSC Code: SBIN0000727
- Account Number: 37714486224
- Current Account
- MICR :110002422

b. A scanned copy of the payment instrument / online payment receipt shall be uploaded with the Technical Bid on the GeM portal. However, original copy of the payment instrument viz DD/FDR etc. shall be submitted to the NTA Minto Road office in physical form before bid opening date.

c. EMD of all unsuccessful Bidders would be refunded by the NTA to the Bidder being notified as unsuccessful. The EMD of successful bidder would be released upon the submission of the Performance Security and after signing of contract agreement.

d. The EMD amount is interest free and will be refundable to the successful/ unsuccessful Bidders without any accrued interest on it.

e. Exemption for Micro and Small Enterprises (MSEs): In accordance with Rule 170 of the General Financial Rules (GFR), Micro and Small Enterprises (MSEs), as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME), are exempt from submitting EMD (Bid Security). However, bidders claiming EMD

exemption under Rule 170 of the GFR must submit a signed Bid Securing Declaration accepting that if they withdraw or modify their bids during the validity period or if they are awarded the contract but fail to sign the contract or submit Performance Security before the defined deadline, they will be debarred for 12 months from being eligible to submit bids for Tenders with the National Testing Agency.

f. The bid submitted without the prescribed EMD or valid exemption documents/Bid Securing Declaration, wherever applicable, shall be summarily rejected.

g. The EMD may be forfeited in the event of:

- If the Bidder withdraws, modifies, or alters its bid during the period of bid validity specified in the Tender Document or any subsequent extension thereof.
- If the successful Bidder fails to sign the contract agreement or furnish the required Performance Security within the stipulated period as specified in this Tender Document/LOI.
- If the Bidder is found to have suppressed facts, furnished fraudulent or misleading information, or engaged in any form of misconduct, unethical, or dishonest activity in relation to this Tender Document process.
- If the Bidder attempts to influence the bid evaluation or selection process by any means, directly or indirectly.
- If Bidder quotes zero or unreasonably low prices that are inconsistent with prevailing market rates, thereby rendering the bid non-serious or non-competitive.

1.5 Performance Security

Performance Security will be submitted by the successful bidder after issuance of Letter of Intent (but before the signing of the Formal Contract Agreement) to the tune of 5% of the Contract Value for the entire contract period including any applicable warranty/ defect liability period and this Security should be in the form of Bank FDR/Bank DD/Pay Order/Banker's Cheque/RTGS/NEFT/BG/Insurance Surety Bond (ISB). PBG can also be submitted by the successful bidder towards the required amount of Performance Security. The Performance Security shall remain valid for a period of **three (03) months** beyond the date of completion of all contractual obligations of the successful bidder, including all warranty and maintenance obligations, if any.

The Performance Security shall be released, without any interest, after the successful completion of all contractual obligations and upon expiry of its validity period, subject to there being **no outstanding claims, dues, recoveries, penalties, or liabilities** against the successful bidder under the Contract.

Failure to furnish the Performance Security within the prescribed time shall result in cancellation of the award and forfeiture of the EMD, wherever applicable.

1.6 Clarification of Bidding Documents:

- Any clarification regarding the tender shall be sought only through the GeM Portal or to NTA's Email within the timeline specified in the Bid Schedule. No verbal communication shall be treated as official clarification. Any amendment or corrigendum issued by NTA shall form an integral part of the Tender Document and shall be binding on all bidders.
- NTA shall schedule a Pre-Bid meeting with the prospective bidders as per the timelines specified in the Clause 1.3 above.
- The prospective bidders desirous of attending the pre-bid meeting or sending queries may submit their request through email to procurement@nta.ac.in on or before the schedule specified in the clause 1.3. Thereafter, no queries will be entertained.
- A link for attending the pre-bid meeting via Video Conference/Offline will be sent to the interested bidders upon receipt of their email IDs.

- Queries submitted by bidder should necessarily be submitted in the following format.

BIDDER'S REQUEST FOR CLARIFICATION			
<<Name of Organization submitting query / request for clarification>>			
<<Full formal address of the Organization including phone and email points of contact>>			
S.No	TENDER DOCUMENT Reference	Content of TENDER DOCUMENT	Points of clarification
	(Section No. / Page No.)	requiring clarification	required

- Response to the queries and clarification shall be uploaded by the NTA on the GeM portal
- At any time prior to the last date of receipt of the bids, NTA may, for any reason, whether at its own initiative or in response to a clarification raised by a prospective bidder, modify the Bidding Document through a 'corrigendum'.
- Any such corrigendum shall become integral part of this tender document.
- To provide prospective bidder with reasonable time for taking the corrigendum into account while preparing the proposal, NTA may, at its discretion, extend the last date for the submission of the Bid.

1.7 Amendment to the Bid Document

- At any time prior to the last date of submission of bids, NTA reserves the right to update/amend/modify or supplement the tender document. All such amendments or modifications shall be notified on the website which shall be binding on the bidders. Bidders are requested to frequently visit the website for updates.
- In order to provide prospective Bidder reasonable time in which to take the amendment into account in preparing their bids, NTA may, at its discretion, extend the last date for the submission of Bids.
- The clarifications to the queries from all bidders shall be addressed only on the GeM portal. Communication in this regard by any other means shall be summarily rejected.

1.8 Clarification from Bidders

- When deemed necessary, NTA may seek clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the Bid submitted or value quoted.

1.9 Language of Bids

- The Bids submitted by the Bidder and all correspondence and documents relating to the bid exchanged between the Bidder and NTA, shall be written in the English language. It is further being clarified that any document submitted by the bidder in support of the bid if in any other language other than English, then the said document has to be accompanied by an English translation, in which case, for purposes of interpretation of the bid, the English translation shall prevail.

1.10 Bidder Authorized Signatory

- The individual signing the Bid or other documents in connection with the Bid must certify whether he/she signs as:
 - a. Constituted Attorney of the company, or
 - b. Duly Authorized Representative/Signatory of the company, in which case he/she shall submit a certificate of authority as Power of Attorney or Board Resolution on behalf of the company.
- The Bidder shall sign its Bids with the exact name of the Company to whom the contract is to be issued. Each bid shall be signed by a duly authorized signatory executed under seal.
- The Bidder shall clearly indicate their legal constitution and the person signing the Bids shall state his capacity and also source of his ability to bind the Bidder.
- The power of attorney or Board resolution of the firm as proof of the ability of the signatory to bind the Bidder shall be annexed to the bid. NTA may outright reject any bid not supported by adequate proof of the signatory's authority.

1.11 Right of Acceptance

NTA reserves the absolute right to:

- Accept or reject any or all bids without assigning any reason.
- Cancel or withdraw the tender at any stage.
- Modify the scope of work before award of contract.
- Split the work, if considered necessary in the public interest.
- Increase or decrease the quantity to any extent as per NTAs requirements.

The decision of NTA shall be final and binding on all bidders.

1.12 Disclaimer

This Request for Proposal (RFP) is intended solely to provide interested bidders with sufficient information to prepare and submit their proposals. While every effort has been made to ensure the accuracy of the information contained herein, NTA does not make any representation or warranty as to the completeness or accuracy of the information. Bidders are advised to conduct their own due diligence before submitting their bids.

The issuance of this RFP does not constitute a commitment by NTA to award a contract, nor does it entitle any bidder to claim reimbursement of costs incurred in the preparation or submission of the bid.

The bidder shall bear all costs associated with the preparation and submission of its bid. NTA shall not be liable for any such costs irrespective of the outcome of the tender process.

CHAPTER – II: ELIGIBILITY CRITERIA

The purpose of this Chapter is to prescribe the minimum eligibility criteria and evaluation methodology for selection of a technically competent, financially sound and experienced Service Provider for providing **Comprehensive Printing Service** at National Testing Agency (NTA).

Only those bidders meeting the eligibility criteria prescribed herein shall be considered for technical evaluation.

2.1 Minimum Eligibility Criteria

Bidders must fulfill the following technical and financial parameters. Documented evidence must be uploaded with the Technical Bid:

A. Legal Status: The Bidder must be a legal entity registered/incorporated in India under the Companies Act (1956/2013), Limited Liability Partnership Act (2008), Indian Partnership Act (1932), or registered Co-operative Society. **Joint Ventures and Consortiums are strictly prohibited.**

B. Statutory Registrations and Certifications: The bidder must possess a valid Certificate of Incorporation, PAN, GST Registration, EPF Registration, ESI Registration, ISO 9001:2015 certification.

C. General Experience: The bidder must have been actively engaged in providing professional printing production services for at least **five (05) years** as of the last date of bid submission.

D. Similar Work Experience: Within the past seven (07) years ending on the last date of bid submission, the bidder must have satisfactorily completed:

- Three similar works, each costing not less than **40%** of the estimated tender value; OR
- Two similar works, each costing not less than **60%** of the estimated tender value; OR
- One similar work costing not less than **80%** of the estimated tender value.
- *"Similar Work"* is defined as the secure printing of confidential documents, examination question booklets, answer booklets, OMR sheets, certificates, or high-volume security print publications for Central/State Government Ministries/ Autonomous Bodies/ PSUs/ Recognized educational boards/universities / Examination Bodies such as NTA, UPSC, SSC, RRB, IBPS, NCERT, CBSE, Universities.

E. Financial Capacity: The bidder must have an average annual turnover of not less than **Rs. 5 Crores** over the last three financial years (FY 2022-23, FY 2023-24, and FY 2024-25).

F. Blacklisting / Conflict of Interest: The bidder must not be blacklisted or debarred by any government body. Bidders must explicitly submit clean declarations as per **Annexure-VI** and **Annexure-VII**.

2.2 Submission of Bids

The bidder shall submit the following through the GeM Portal:

A. Technical Bid

- Letter of Bid and Bid Information sheet (**Annexure I and II**).
- Eligibility Documents. (**Annexure III and as described in para 2.1**).
- Experience Certificates. (**Annexure IV**).
- Turnover Certificate. (**Annexure V**).
- GST, PAN, EPF and ESI Registrations.
- ISO certifications.
- Declaration regarding Blacklisting. (**Annexure VI**).
- **Conflict of Interest Declaration (Annexure VII)**.
- Power of Attorney/Board Resolution, where applicable.

B. Financial Bid

The Financial Bid shall be submitted strictly in the prescribed format attached (**Annexure VIII**) with this RFP. Financial Bids submitted in any other format shall be liable to be rejected.

No condition, qualification, or deviation shall be attached to the Financial Bid. Conditional Financial Bids shall be summarily rejected.

The prices quoted by the successful bidder and accepted by NTA shall remain firm during the currency of the contract, except as otherwise specifically provided in the contract.



CHAPTER – III: EVALUATION METHODOLOGY (QCBS)

3.1 Evaluation of Bids

Considering the sensitive nature of NTA's examination ecosystem and confidentiality requirements, quality of service is of paramount importance. Thus evaluation on a Least-Cost (L-1) basis alone was assessed as inadequate to secure quality outcomes, and the **Quality and Cost Based Selection (QCBS)** framework (weightages and process) under Rule 192 has accordingly been adapted for this non-consulting procurement, with due administrative approval of the competent authority.

The evaluation shall be carried out in two stages:

1. Technical Evaluation
2. Financial Evaluation

Only those bidders securing the minimum qualifying marks in the Technical Evaluation shall be considered for opening of the Financial Bid.

The decision of NTA shall be final and binding.

3.2 Two Bid Open Tender System

The bids shall consist of:

Cover-I

Technical Bid

The Technical Bid shall comprise all documents required under para 2.2 above duly signed by the authorized signatory of the Bidder and submitted online only through the Government e-Marketplace (GeM) portal as part of the Technical Bid.

Cover-II

Financial Bid

Containing only the financial quotation in the prescribed GeM format. Financial Bids of technically disqualified bidders shall not be opened.

3.3 Opening of Technical Bids

The Technical Bids shall be opened on the date and time notified in the tender schedule.

The Technical Evaluation Committee (TEC) constituted by NTA shall evaluate the Technical Bids.

NTA reserves the right to seek clarification or additional documents from any bidder during evaluation.

Failure to furnish the clarification within the prescribed time may render the bid liable for rejection.

3.4 Preliminary Scrutiny

The Technical Evaluation Committee shall first examine whether:

- the bid has been submitted within the prescribed time;
- the bid is complete in all respects;
- the bid has been signed by the authorised signatory;
- all mandatory documents have been uploaded;
- the bidder satisfies the eligibility criteria prescribed in Chapter-II;
- the bid is unconditional; and
- there are no material deviations from the provisions of the RFP.

Only responsive bids shall be considered for further evaluation.

3.5 Technical Evaluation

Technical bids shall be evaluated out of **100 Marks**.

The minimum qualifying marks shall be **70 Marks**.

Bidders securing less than 70 marks shall be treated as technically non-responsive.

3.6 Technical Evaluation Matrix

Sl. No.	Evaluation Criteria	Maximum Marks	Verification Method
1	Firm's Overall Experience (5–7 Years = 8 Marks; >7–10 Years = 14 Marks; >10 Years = 20 Marks)	20	Incorporation & Work Orders
2	Volume of Similar Government/Exam Printing (Minimum baseline = 5 Marks; Multi-year public execution = 7 Marks; Extensive Central/State Exam Body operations = 10 Marks)	10	Performance and Completion Certificates
3	Average Annual Turnover (Rs. 5 Cr baseline = 4 Marks; above Rs.5 Cr. To 25 Cr = 7 Marks; Above Rs. 25 Cr = 10 Marks)	10	CA Certificate with valid UDIN
4	In-house Printing Infrastructure & Machinery (Scale of Web-offset Printing =3 Marks , sheet-fed offset printing Machine = 3 Marks, CTP systems= 3 Marks, Variable Data and Barcode/QR machinery = 3 Marks, and digital Printing capacities= 3 Marks)	15	Infrastructure declarations & physical site audits
5	Quality & Security Certifications (ISO 9001 = 3 Marks; ISO 45001:2018=3 Marks, ISO 14001:2015 = 4 Marks)	10	Valid copies of certifications
6	Technical & Operations Manpower Strength (Qualified graphic designers, systems technicians, press operators, security print managers)	10	Payroll rosters and EPF records
7	Technical Presentation before the Committee (Proofing controls, secure packaging protocols, logistics tracking, and emergency surge printing capabilities) NTA may require bidders to demonstrate packaging quality, tamper-proof sealing, barcode printing, and secure dispatch during technical evaluation.	25	Technical Evaluation Committee Evaluation
	Total Marks Available	100	-

3.7 Financial Evaluation

Only technically qualified bidders shall be considered for financial evaluation.

The bidder quoting the **lowest evaluated price (L1)** shall be assigned a financial score of **100**.

The financial score of other bidders shall be calculated using the following formula:

$$Sf = (L1 \div \text{Financial Quote of Bidder}) \times 100$$

Where:

- **Sf** = Financial Score.
- **L1** = Lowest Evaluated Financial Bid.

3.8 Final QCBS Score

The final score shall be calculated using the following formula:

$$\text{Final Score} = (St \times 0.70) + (Sf \times 0.30)$$

Where:

- **St** = Technical Score.
- **Sf** = Financial Score.

The bidder obtaining the **highest combined score** shall be ranked **H1** and recommended for award of the contract, subject to fulfilment of all tender conditions.

3.9 Tie-Breaker

In case two or more bidders obtain identical Final Scores, preference shall be given in the following order:

1. Higher Technical Score.
2. Higher Similar Work Experience.
3. Higher Average Annual Turnover.
4. Draw of Lots, if necessary.

3.10 Award of Contract

The Contract shall ordinarily be awarded to the bidder securing the highest combined score under the QCBS evaluation methodology whose bid is found to be substantially responsive to the requirements of this RFP.

However, keeping in view the critical, time-sensitive, and confidential nature of examination-related printing work, NTA reserves the right, at its sole discretion, to empanel one or more technically qualified bidders under this RFP. Such empanelment may be made at the rates of the lowest evaluated financial bidder (L1), provided the concerned bidder(s) agree in writing to match the L1 rates, terms, and conditions.

The allocation of work among the empaneled agencies shall be structured such that the L1 bidder is allocated at least 60% of the total work volume, while the remaining volume of up to 40% may be split among the L2 and/or L3 bidders who agree to match the L1 rates. However the distribution of work shall be entirely at the discretion of NTA based on operational requirements, confidentiality considerations and performance.

Except for the baseline allocations specified above, the empanelment of multiple agencies shall not otherwise confer any right to receive a guaranteed minimum quantity or value of work, and NTA reserves the right to place work orders on any empaneled agency in the manner deemed fit in the absolute interest of the examination process. The decision of NTA in this regard shall be final and binding on all bidders.

3.11 Letter of Award (LoA)

The successful bidder shall be issued a Letter of Award (LoA) through GeM/e-mail. The bidder shall acknowledge the acceptance of the LoA within **Seven (7) days** of its issuance. Failure to accept the LoA within the stipulated period may result in cancellation of the award and action as deemed appropriate by NTA.

3.12 Failure of Successful Bidder and Award to Next Ranked Bidder

If the successful bidder fails to accept the Letter of Award, fails to furnish the required Performance Security, fails to execute the Agreement within the prescribed period, withdraws its bid during the validity period, or otherwise fails to comply with the requirements for award of the Contract, NTA shall be entitled to cancel the award, forfeit the Earnest Money Deposit (where applicable), and take such action as may be permissible under the tender conditions.

In such an event, NTA may, at its sole discretion, offer the Contract to the next highest-ranked technically qualified bidder under the QCBS evaluation (or the next eligible bidder, as applicable), provided such bidder agrees to execute the Contract at the rates, terms, and conditions of the original successful bidder. NTA shall, however, not be bound to do so and reserves the right to reject all bids and invite fresh bids, if considered necessary in the public interest.

3.13 Signing of Contract

The successful bidder shall execute a formal Agreement with NTA within **15 days** from the date of issue of the Letter of Award or within such extended period as may be permitted by NTA. The cost of stamp duty and execution of the Agreement shall be borne by the successful bidder.

3.14 Confidentiality

The Service Provider and its personnel shall maintain strict confidentiality regarding all information, records, examination materials, IT systems, security arrangements, and any other information obtained during the course of the Contract. No information shall be disclosed to any third party without the prior written approval of NTA. This obligation shall survive the expiry or termination of the Contract.

3.15 Proprietary Data

- All documents and other information provided by NTA or submitted by the service provider to NTA shall remain or become the property of NTA. The Service Provider shall treat all such information as strictly confidential. All information collected, analyzed, designed, developed, processed or in whatever manner provided by the service provider to NTA in relation to this project shall be the property of NTA.
- All Knowledge/Data which come to their notice as part of engagement shall not be used outside without permission of NTA.
- The Correspondence both Physical and Electronic shall be in the name of Director General, NTA.
- In case of termination of the contract or a new service provider is engaged by NTA then it would be responsibility of the previous service provider to hand over all data collected by the service provider as directed by NTA.

3.16 Subcontracting

The Service Provider shall not assign, transfer, subcontract, or otherwise part with the whole or any part of the obligations under this Contract without the prior written approval of NTA.

Any unauthorised subcontracting shall constitute a material breach of the Contract.

The Contract may also be terminated at any time during its currency if it is found that the successful bidder has subcontracted the Contract, in whole or in part, without the prior written approval of the Purchaser. Such termination shall be without prejudice to any other rights and remedies available to the Purchaser under the Contract or applicable law.

3.17 Fraud

If any forged document, manipulated experience certificate or fake statutory record is submitted, bid shall be rejected and bidder may be debarred for up to **three years**.

CHAPTER – IV: SCOPE OF WORK & TECHNICAL SPECIFICATIONS

4.1 Core Objective

The Empaneled agency must execute end-to-end processing and secure printing of all high-volume confidential and non-confidential materials required by NTA. The execution scope spans initial structural designing, prepress layout formatting, proof validation cycles, secure printing, finishing operations, tamper-evident packaging, and tracked delivery to designated safe drop-points.

4.2 Material Printing Catalog & Specifications

Item No.	Category / Material	Page Thresholds	Color Settings	Sheet Layout Size	Binding Profile	GSM Basis
1	Cover Page Layout Design (IB, Research Profiles, Guidelines)	Variable	4-Colour Spectrum	11 × 8.5 inches	Loose / Pre-Bind Art	Art board
2	Interior Page Layout Typesetting	Variable	Monochrome / Color	11 × 8.5 inches	Internal Copy Set	Maplitho
3	Explanatory Leaflets & Pamphlets	2 Pages	Double-sided 4-Color	A4 Dimensions	No Binding Req.	130 GSM
4	Examination Guidelines Booklet	75 to 110 Pages	Full 4-Colour Print	11 × 8.5 inches	Section Sewn / Perfect	Cover : 300 GSM Art Card and Inner :80 GSM Maplitho.
5	Guidelines Technical Appendix	31 Pages	Monochrome (Black)	A4 Dimensions	Saddle-Stitch Style	80 GSM
6	Multilingual Information Bulletins (13 Languages)	80 to 108 Pages	Full 4-Colour Print	11 × 8.5 inches	Perfect Binding	Cover :300 GSM Art Card Inner :80 GSM Maplitho.
7	Official Security Examination Identity Cards with lanyard	1 Page	Full Color Front/Back	4 × 2.5 inches	Non-Laminate Heavy	300 GSM PVC/Art card with optional lamination
8	Customized Institutional Diary	Variable	Custom Multi-Color	8.25 × 5.5 inches	Premium Hard Bound	Cover: 300 GSM Hard Board Inner paper : 80 GSM
9	Security Examination Answer Booklets	Variable	Monochrome Black	Standard Exam Spec	Thread-Stitched Edge	70-80 GSM Security paper
10	Supplementary Answer Sheets	4 Pages	Monochrome Black	11.5 × 8.5 inches	Folded Sheet Profile	80 GSM
11	Annual Institutional Wall Calendar	12 Leaf Set	Full Color Spectrum	20 × 14 inches	Wiro Binding Top	100-300 GSM Art Paper

12	Official NTA e-Certificate Documents	1 Page	Full 4-Colour Print	11 × 8.5 inches	Individual Document	300 GSM
13	Previous Years' Question Papers Volumes	Variable	Color Cover / Mono Text	11 × 8.5 inches	Hard Case Binding	Cover: 300; Inner: 80
14	Official NTA Annual Financial Report	Variable	Full Color Print	11 × 8.5 inches	Perfect / Soft-Cover	Cover :300 GSM Art Card Inner :80 GSM Maplitho.
15-A	Reinforced Heavy Paper Envelopes (With Jali)	Variable	Yellow / Kraft / White/Brown	16 × 12 inches	Security Flap Seal	120 GSM
15-B	Standard Paper Envelopes (Without Jali)	Variable	Yellow / Kraft / White/Brown	16 × 12 inches	Adhesive Flap Seal	120 GSM
15-C	Security-Grade Tamper-Proof Envelopes	Variable	Co-Ex Opaque Finish	16 × 12 inches	Permanent Hot-Melt	High-Strength Poly
15-D	Advanced Barcoded Tamper-Evident Envelopes	Variable	Multi-Color Overlay	12 × 14 inches	Bubble-Closure Tape	Heavy Security Film
15-E	Small Format Reinforced Envelopes (With Jali)	Variable	Multi-Color Options	11 × 6 inches	High-Strength Flap	120 GSM
15-F	Medium Format Reinforced Envelopes (With Jali)	Variable	Multi-Color Options	15 × 10 inches	High-Strength Flap	120 GSM
16	Heavy-Duty Logistic Woven Fabric Bags	Variable	Pink / Green / Blue	16 × 18 inches	Industrial Stitched	High-Density Matrix
17.	Visiting Cards	Pack of 100	With Logo/Any Emblem	90mm X 54 mm	Thick high-quality card	300–350 GSM Art Card
18.	Conference Pad with NTA logo.	40-60 sheets	Cover: 4+0; Inner: 1+1 or 4+4	A5/A4 as specified in Work Order	Top Glued / Spiral Binding	Cover: 300 GSM; Inner: 70–80 GSM Maplitho.
19.	Pilot Pen with NTA logo	NA	Multi-colour and Logo Printing	Standard Pilot Pen (or equivalent)	Logo printing by UV/Screen Printing	NA
20.	Official Letter Pad	50-100 sheets	4+0 (Letterhead); Inner may be 1+0	A5/A4 as specified in Work Order	Bond Paper	100 GSM Bond Paper
21.	Booklets/Notes	Variable	Black and white	A4 size	Printing paper	50-100 GSM
22.	Booklets/Notes	Variable	Color page	A4 Size	Printing paper	50-100 GSM
23.	Laptop Bags with NTA logo	Variable	Blue and Black Color	15 inch approx.	NA	NA

24.	Blue Jute folder Bags	Variable	Blue	Approx. 15" × 16" × 4"	Screen/Heat Transfer Printing of NTA Logo, reinforced stitching, gusseted, reusable	Premium laminated jute (250–300 GSM) with cotton web handles
25.	Cream Jute Folder Bags	Variable	Natural Cream	Approx. 15" × 16" × 4"	Screen Printing of NTA Logo, reinforced stitching, gusseted, reusable	Premium natural jute (250–300 GSM) with cotton web handles
26.	File Folder (With NTA logo)	Variable	Multi-colour / Single Colour	A4 Size	Four-colour printing, die-cut, inside pocket(s), business card slot, NTA logo, matte/gloss finish	300–350 GSM Art Card / Imported Board with Matt Lamination
27.	File Cover (With NTA logo)	Variable	Single/Full Colour	A4/Foolscap	Offset printing with NTA logo and title, laminated where specified	250–300 GSM Art Card / Duplex Board

The estimated quantities are indicative only and do not constitute any guarantee of minimum work. Payment shall be made only for the actual quantities ordered and accepted by NTA.

Inspection and Acceptance

1. All printed materials supplied by the successful bidder shall be subject to inspection, verification, and acceptance by the National Testing Agency (NTA) or its authorized representatives at any stage, including during production, packing, dispatch, delivery, and final acceptance.
2. NTA reserves the right to inspect the bidder's manufacturing facility, printing process, quality control systems, storage arrangements, and security measures before commencement of work and at any time during the execution of the contract without prior notice.
3. The bidder shall provide all reasonable assistance, records, production samples, and access to machinery, materials, and relevant documents required for inspection.
4. The printed materials shall strictly conform to the approved specifications, artwork, colour standards, paper quality, GSM, dimensions, security features, packaging requirements, quantity, and other technical specifications prescribed in the Work Order or Purchase Order.
5. NTA may conduct random or stage-wise quality checks, including verification of:
 - Paper quality, GSM, and dimensions;
 - Printing quality, colour accuracy, registration, and alignment;

- Security features (where applicable);
- Barcode/QR code readability;
- Variable data accuracy;
- Numbering and sequencing;
- Packing and labelling;
- Quantity supplied; and
- Any other parameter considered necessary.

6. If any material is found defective, damaged, incorrectly printed, improperly packed, short supplied, or otherwise not conforming to the specifications, NTA may:

- reject the entire lot or any part thereof;
- require replacement at the bidder's own cost and risk within the time specified by NTA;
- recover all consequential costs arising due to such rejection;
- impose applicable penalties as per the contract; and/or
- terminate the contract in case of repeated or major deficiencies.

7. Replacement of rejected materials shall be completed by the bidder within the timeline specified by NTA without any additional financial liability to NTA. The bidder shall bear all transportation, loading, unloading, and incidental expenses relating to replacement.

8. In case of confidential examination materials, NTA may require destruction of rejected or defective printed material in the presence of authorized officials. No rejected, excess, waste, spoiled, or defective confidential material shall be retained, reused, or disposed of by the bidder without prior written approval of NTA.

9. Final acceptance of the supplies shall be deemed only after successful inspection, verification of quantity and quality, and certification by the authorized officer of NTA. Any latent defects or discrepancies discovered subsequently shall remain the responsibility of the bidder, notwithstanding such acceptance.

10. NTA reserves the right to engage any independent laboratory, third-party inspection agency, or technical expert for quality verification. The cost of such inspection, where non-conformity is established, shall be recoverable from the bidder.

11. The decision of the Director General, NTA, regarding inspection, rejection, acceptance, or quality compliance shall be final and binding on the bidder.

4.3 Confidentiality Controls and Waste Management

A. Access Limitations: All confidential printing assignments must be completed within separate, secure production zones monitored continuously by CCTV and protected by biometric entry controls.

B. Scrap Destruction: All defective prints, setup sheets, trimmings, test sheets, and plates generated during confidential operations must be systematically shredded and destroyed on-site in the presence of an authorized NTA representative. The agency must submit a formal **Certificate of Destruction** for every batch.

CHAPTER – V

PERFORMANCE STANDARDS, PENALTIES & MONITORING

5.1 Purpose

The purpose of this chapter is to establish measurable performance standards and prescribe service credits/penalties for non-compliance with the Service Level Agreement (SLA). The penalties specified herein are without prejudice to NTA's right to recover actual losses, invoke the Performance Security, or terminate the contract in accordance with the provisions of this RFP.

5.2 General Principles

1. Penalties shall be imposed for non-performance, deficient performance, delayed performance or breach of contractual obligations.
2. Imposition of penalties shall not relieve the Service Provider of its contractual responsibilities.
3. Repeated violations shall be treated as a material breach of contract.
4. Penalties may be recovered from the monthly bills, Performance Security or any other amount payable to the Service Provider.

5.3 System Penalties Matrix

All assignments must comply with the established service levels. For deficiencies or non-performance, deductions will be calculated using the matrix below:

Sl. No.	Identified Breach / Deficiency	Required SLA Level	Penalty Clause Applied
1	Delay in submitting proofs for approval	Within the timeline specified in the work order	₹1,000 per calendar day of delay
2	Delay in starting production after proof approval	Immediate or within specified hours	₹2,000 per calendar day of delay
3	Delayed distribution of materials to locations	As per the work order delivery schedule	1% of the total Work Order value per day (capped at 10%)
4	Production deviations from approved proofs	100% adherence to specifications	Full reprint at vendor's cost + ₹10,000 per incident
5	Structural assembly defects (missing pages, mispagination)	Zero errors permitted	Full reprint at vendor's cost + ₹5,000 per incident
6	Deviations in paper density (GSM) or texture specifications	100% compliance with parameters	Rejection of the batch and complete replacement at vendor's cost
7	Layout and ink defects (smudging, poor registration)	Adherence to clean output standards	Full reprint at vendor's cost + ₹5,000 per incident
8	Inadequate packing leading to transit damage	Secure weather-resistant packaging	Material replacement at vendor's cost + ₹5,000 per incident
9	Delayed disposal or unauthorized retention of waste plates/sheets	Immediate destruction under supervision	₹10,000 per occurrence
10	Unapproved subcontracting of any production phase	No subcontracting allowed	Material Breach: Immediate contract termination and forfeiture of security
11	Breaches of data confidentiality or information security	Absolute data protection	Material Breach: Forfeiture of security, termination, and criminal prosecution

5.4 Critical Incidents

Critical incidents include data leaks, unauthorized sharing of materials, unauthorized printing of extra copies, missing materials, or unauthorized entry into secure production areas. If a critical incident occurs, NTA reserves the right to suspend operations, cancel all active orders, invoke the full Performance Security, blacklist the vendor from future procurements, and initiate criminal proceedings.

CHAPTER – VI

ANNEXURES

The following Annexures shall form an integral part of this RFP:

Annexure	Title
Annexure-I	Letter of Bid
Annexure-II	Bidder Information Sheet
Annexure-III	Eligibility Compliance Matrix
Annexure-IV	Undertaking regarding Year of Experience and Similar Work Experience
Annexure-V	Financial Turnover Certificate (CA Certified)
Annexure-VI	Declaration Regarding Non-Blacklisting
Annexure-VII	Declaration Regarding Conflict of Interest
Annexure-VIII	Financial Bid Format
Annexure-IX	EMD format
Annexure-X	Performance Bank Guarantee Format
Annexure-XI	Contract Agreement

LETTER OF BID

(To be submitted on the Bidder's Letter Head)

To,
The Director General,
National Testing Agency
Fifth Floor, Government of India Press,
Minto Road, New Delhi-110002

Subject: Submission of Bid for Providing Comprehensive Printing Services at National Testing Agency.

Sir,

Having examined the Request for Proposal (RFP), including all amendments and corrigenda, we hereby submit our Bid for providing Comprehensive Printing Services at the National Testing Agency.

We confirm that:

1. We have examined and understood all the terms and conditions of the RFP.
2. We fulfil all eligibility requirements prescribed in the RFP.
3. We agree to provide the services in accordance with the work order issued from time to time.
4. Our Bid shall remain valid for **180 days** from the last date of bid submission date.
5. We have not been blacklisted/debarred by any Central Government, State Government, PSU or Autonomous Body.
6. We accept that NTA reserves the right to reject any or all bids without assigning any reason.

Authorised Signatory
Name,

Designation:
Seal of Bidder

BIDDER INFORMATION SHEET

Particular	Details
Name of Bidder	
Registered Office Address	
Corporate Office Address	
Production Printing Unit Location Address	
Telephone Number	
Email Address	
Website	
Legal Status	
CIN/Registration Number	
PAN	
GSTIN	
EPF Registration No.	
ESI Registration No.	
Name of Authorised Signatory	
Mobile Number	

ELIGIBILITY COMPLIANCE MATRIX

Eligibility Requirement	Complied (Yes/No)	Reference Page no. in uploaded PDF
Legal Status		
Certificate of Incorporation		
PAN		
GST Registration		
EPF Registration		
ESI Registration		
Experience		
Turnover Requirement/Financial Capacity		
Similar Work Experience		
Non-Blacklisting Declaration		
Conflict of Interest Declaration		

UNDERTAKING REGARDING YEAR OF EXPERIENCE and SIMILAR WORK EXPERIENCE

We hereby undertake that our firm/company has been continuously engaged in providing Comprehensive Printing Services for the last ____ years as on the last date of submission of the bid. We further certify that we possess the requisite experience of successfully executing similar works as prescribed in the RFP and that all details and supporting documents submitted in support of our experience are true, genuine, and authentic. We understand that furnishing any false or misleading information shall render our bid liable for rejection and may invite action as per the terms and conditions of the RFP.

The bidder shall furnish details of similar Comprehensive Printing Service contracts executed during the last 7 years.

Sl. No.	Name of Client/Organization	Nature of Services	Contract Value (₹)	Contract Period (From–To)	Status (Completed/Ongoing)	Documentary Proof (Work Order/Completion Certificate)
1						
2						
3						
4						
5						

Certified that the above information is true and correct. Copies of the relevant Work Orders, Agreements, Completion Certificates, or Client Certificates are enclosed in support of the above details. NTA reserves the right to verify the authenticity of the information furnished.

Place: _____

Date: _____

Signature of Authorized Signatory: _____

Note: NTA reserves the right to verify any work order, completion certificate, turnover certificate or statutory document from the issuing authority. Any false declaration shall lead to rejection/termination/debarment.

TURNOVER CERTIFICATE

(To be provided on the bidder's letterhead, accompanied by a certificate from the bidder's Chartered Accountant (CA), certifying the same information with a valid UDIN)

TO WHOM IT MAY CONCERN

Below Details are furnished duly supported by figures in Balance Sheet/ Profit & Loss Account for the last three years and certified by the Chartered Accountant

S. No.	Details	(1) 2022-23	(2) 2023-24	(3) 2024-25	Average
i)	Gross annual turnover				
ii)	Net Worth				

Please attach -

- Audited Balance Sheet
- CA Certificate

Yours faithfully,

Name of the Bidder:
Authorized Signatory:
Seal of the Organization:
Date:

ANNEXURE – VI

DECLARATION REGARDING NON-BLACKLISTING

In Non-Judicial Stamp Paper of ₹100 (Rupees One Hundred only) in the prescribed format.

I/We hereby declare that our firm has not been blacklisted, debarred or banned by any Central Government Ministry, State Government, PSU, Autonomous Body or Statutory Authority as on the last date of submission of bids.

I/We further declare that the information furnished is true and correct.

Authorised Signatory

Date:

Place:



ANNEXURE – VII

DECLARATION REGARDING CONFLICT OF INTEREST

In Non-Judicial Stamp Paper of ₹100 (Rupees One Hundred only) in the prescribed format.

(To be submitted on the Bidder's Letterhead)

We, M/s _____, hereby declare that:

1. We have carefully examined the provisions relating to Conflict of Interest contained in the RFP.
2. We hereby declare that:
 - ☐ No Conflict of Interest exists in relation to this tender.
 - ☐ Potential Conflict(s) of Interest exist, details of which are provided below:

3. We undertake to immediately inform NTA in writing if any actual or potential Conflict of Interest arises during the bidding process or during the execution of the Contract.
4. We understand that failure to disclose any Conflict of Interest or furnishing false or misleading information may result in rejection of our bid, termination of the Contract, forfeiture of EMD, Performance Security, debarment, and any other action deemed appropriate by NTA.

Place: _____

Date: _____

Authorized Signatory

Name: _____

Designation: _____

Seal of the Bidder

ANNEXURE – VIII

FINANCIAL BID FORMAT (BOQ TEMPLATE)

(Bidders must quote itemized rates on the GeM portal. Financial offers submitted in any other format will be rejected.)

Item No.	Deliverable Service Item Description	Unit Type Basis	Estimated Qty	Quoted Unit Rate (₹)	Total Computed Price (₹)
1	Design & Layout Formulation for Covers	Per Job	500		
2	Inner Page Typesetting & Page-Layout Work	Per Page	1,500		
3	Leaflet Multi-Color Double-Sided Printing	Per Copy	2,50,000		
4	Guidelines Booklet Production (Cover 300GSM /Inner 80 GSM)	Per Copy	25,000		
5	Technical Appendix Document Printing (Monochrome)	Per Copy	7,500		
6	Multilingual Information Bulletins Printing	Per Copy	10,000		
7	High-Security Candidate/Official Identity Cards	Per Card	3,00,000		
8	Custom Institutional Diaries (Hard Cover Bound)	Per Book	500		
9	Security Thread-Stitched Answer Booklets	Per Book	7,000		
10	Supplementary Examination Sheets (4-Page Set)	Per Set	5,000		
11	Annual Wall Calendar Production (12-Leaf Wiro)	Per Unit	500		
12	Official NTA e-Certificate Documents	Per Unit	5,000		
13	Previous Years' Question Volumes (Hard Bound)	Per Book	1,000		
14	Annual Financial Report Booklets	Per Book	100		
15-A	Reinforced Heavy Envelopes (With Jali, 16 × 12)	Per unit	6000		

15-B	Standard Paper Envelopes (Without Jali, 16 × 12)	Per unit	6000		
15-C	Security Poly Tamper-Proof Envelopes (16 × 12)	Per unit	5000		
15-D	Barcoded Tamper-Evident Envelopes (12 × 14)	Per unit	1,000		
15-E	Small Format Jali Envelopes (11 × 6)	Per unit	25,000		
15-F	Medium Format Jali Envelopes (15 × 10)	Per unit	25,000		
16	Heavy-Duty Logistic Woven Fabric Bags	Per Bag	20,000		
17	Visiting Cards	Per 100	50		
18	Conference Pad with NTA logo.	Per Unit	2500		
19	Pilot Pen with NTA logo	Per Unit	1000		
20	Official Letter Pad	Per 100	50		
21.	Booklets/Notes Black and white	Per Page	10000		
22.	Booklets/Notes coloured	Per page	10000		
23.	Laptop Bags with NTA logo	Per unit	500		
24.	Blue Jute folder Bags	Per unit	1000		
25.	Cream Jute Folder Bags	Per unit	1000		
26.	File Folder (With NTA logo)	Per unit	2000		
27.	File Cover (With NTA logo)	Per unit	2000		
Grand Total					

Note: Quoted rates must include all operational costs, raw materials (paper, ink), processing overheads, binding, secure packaging, and logistics/delivery to NTA facilities, excluding GST, which will be paid extra at current statutory rates. The estimated quantities are indicative only and do not constitute any guarantee of minimum work. Payment shall be made only for the actual quantities ordered and accepted. Rates shall remain firm throughout the contract period and no escalation shall be admissible except statutory variation in GST.

ANNEXURE IX

DETAILS OF BID SECURITY (EARNEST MONEY DEPOSIT)

(To be submitted on the Bidder's Letterhead)

To,
The Director General,
National Testing Agency
Fifth Floor, Government of India Press,
Minto Road, New Delhi-110002

Subject: Earnest Money Deposit (EMD) / Bid Security Declaration

We, M/s _____, hereby declare that we have submitted the Earnest Money Deposit (EMD) of ₹ _____ (Rupees _____ only) through the prescribed mode as specified in the RFP.

Details of EMD :.....

We further undertake that the EMD shall remain valid in accordance with the provisions of the RFP and understand that the same may be forfeited in the circumstances specified therein.

Certified that the above information is true and correct.

Place: _____

Date: _____

Signature of Authorized Signatory

Name: _____

Designation: _____

Seal of the Bidder

PERFORMANCE BANK GUARANTEE FORMAT

(To be executed on Non-Judicial Stamp Paper of appropriate value)

To,
 The Director General,
 National Testing Agency
 Fifth Floor, Government of India Press,
 Minto Road, New Delhi-110002

PERFORMANCE BANK GUARANTEE

Bank Guarantee No.: _____

Date: _____

This Deed of Guarantee made on this ____ day of, **2026 by** _____ Bank, having its Registered Office at _____ and one of its Branch Offices at _____ (hereinafter referred to as the "**Bank**", which expression shall include its successors and assigns).

In favour of

NTA, an autonomous organization under the Ministry of Education, Government of India, having its office at **Fifth Floor, Government of India Press, Minto Road, New Delhi-110002** (hereinafter referred to as the "**Beneficiary**").

WHEREAS

M/s _____ (hereinafter referred to as the "**Contractor**") has entered into Contract No. _____ dated _____ with NTA for providing **Comprehensive Printing Services**.

As per the terms of the Contract, the Contractor is required to furnish a Performance Bank Guarantee by way of an unconditional and irrevocable Bank Guarantee for an amount of ₹ _____ (**Rupees** _____ only).

NOW THEREFORE

We, _____ **Bank**, hereby irrevocably and unconditionally guarantee and undertake to pay to NTA, on first written demand without demur, protest, contest, or delay, any sum or sums not exceeding:

₹ _____ (**Rupees** _____ only)

without requiring NTA to prove or establish the reasons for such demand.

Bank's Undertaking

The Bank hereby agrees that:

1. This Guarantee shall remain valid and enforceable until _____.
2. NTA shall be entitled to invoke this Guarantee in whole or in part.
3. Payment shall be made immediately upon receipt of a written demand from NTA.
4. The Bank shall not question the validity or correctness of the demand.
5. The Contractor shall have no right to restrain payment under this Guarantee.

Unconditional Guarantee

The obligations of the Bank under this Guarantee shall be:

- absolute;

- unconditional;
- irrevocable.

The liability of the Bank shall not be affected by:

- any amendment to the Contract;
- extension of time;
- waiver granted by NTA;
- any dispute between NTA and the Contractor;
- insolvency, liquidation, or winding up of the Contractor.

Invocation

This Bank Guarantee may be invoked in the event of:

- breach of Contract;
- failure to perform contractual obligations;
- breach of confidentiality;
- statutory violations;
- termination due to Contractor's default;
- any other event specified in the Contract.

Payment

Upon receipt of written demand from NTA, the Bank shall make payment within **three (3) working days** without requiring any further proof.

Maximum Liability

The maximum liability of the Bank under this Guarantee shall not exceed:

₹ _____

(Rupees _____ only)

Validity

This Guarantee shall remain valid up to:

Date: _____

The claim period shall remain valid for **three (3) months** beyond the expiry of the Guarantee, unless otherwise specified in the Contract.

Extension

Where the Contract is extended, the Contractor shall ensure extension of this Bank Guarantee before its expiry.

Failure to extend the Guarantee shall entitle NTA to invoke it.

Governing Law

This Guarantee shall be governed by the laws of India.

Courts at **New Delhi** shall have jurisdiction, subject to the arbitration provisions of the Contract.

Non-Revocation

This Guarantee shall not be revoked during its validity except with the prior written consent of NTA.

Bank's Declaration

We certify that:

- We are authorized to issue this Guarantee.
- The Guarantee has been issued in accordance with the applicable banking regulations.
- The signatory is duly authorized.

Authorized Signatory

For _____ Bank

Signature: _____

Name: _____

Designation: _____

Branch: _____

Official Seal

Witnesses**Witness No. 1**

Name:

Address:

Signature:

Witness No. 2

Name:

Address:

Signature:

Important Conditions

1. The Bank Guarantee shall be issued by:
 - A Scheduled Commercial Bank in India.
 - A bank acceptable to NTA.
2. It shall be:
 - Unconditional.
 - Irrevocable.
 - Payable on first demand.
3. Any amendment shall require the prior written approval of NTA.
4. The Bank Guarantee shall remain valid for the entire contract period plus the additional 60 days beyond completion of all contractual obligations, including warranty.

Notes for Bidders

- The original Bank Guarantee shall be submitted to NTA before signing the Contract Agreement.
- The format shall not be altered without the prior written approval of NTA.
- Expenses incurred in obtaining the Bank Guarantee shall be borne by the Contractor.
- Failure to furnish a valid Performance Bank Guarantee may result in cancellation of the award, forfeiture of Bid Security (if applicable), and/or termination of the Contract.



DRAFT CONTRACT AGREEMENT

THIS AGREEMENT is made on this ____ day of _____, **2026** at New Delhi.

BETWEEN

National Testing Agency (NTA), an Autonomous Organisation under the Department of Higher Education, Ministry of Education, Government of India, having its office at **Fifth Floor, Government of India Press, Minto Road, New Delhi-110002** (hereinafter referred to as the "**NTA**" or the "**Employer**", which expression shall, unless repugnant to the context, include its successors and permitted assigns),

AND

M/s _____, a Company/Firm registered under the provisions of the applicable laws of India, having its Registered Office at _____ (hereinafter referred to as the "**Service Provider**", which expression shall, unless repugnant to the context, include its successors, legal representatives and permitted assigns).

NTA and the Service Provider are hereinafter individually referred to as a "**Party**" and collectively as the "**Parties**."

1. RECITALS**WHEREAS:**

- a. NTA had invited bids through Request for Proposal (RFP) No. _____ dated _____ for providing Comprehensive Printing Services at its offices and other designated locations.
- b. The Service Provider submitted its bid, which was found to be the successful bid under the QCBS evaluation process.
- c. NTA has issued a Letter of Award (LoA) dated _____, which has been accepted by the Service Provider.

NOW, THEREFORE, the Parties agree as follows.

2. SCOPE OF CONTRACT

The Service Provider shall provide Comprehensive Printing Services in accordance with:

- The RFP;
- Corrigenda/Addenda issued, if any;
- Letter of Award;
- Technical Bid;
- Financial Bid;
- Service Level Agreement (SLA); and
- This Agreement.

All the above documents shall form an integral part of this Agreement.

3. CONTRACT PERIOD

The contract shall initially remain valid for **Two (02) Years and shall be extendable** for two additional periods of one year each subject to satisfactory performance, mutual consent and approval of the Competent Authority.

4. CONTRACT VALUE

The estimated value of the Contract is ₹_____ (Rupees _____ only).

The Contract value is indicative only, and payment shall be made based on the actual requisition certified by NTA.

5. OBLIGATIONS OF THE SERVICE PROVIDER

The Service Provider shall:

- a. Maintain strict confidentiality of all artwork, manuscripts, designs, examination-related material, and other documents entrusted by NTA.
- b. Execute the printing, finishing, packing, and delivery of materials strictly in accordance with the Scope of Work, specifications, quality standards, and timelines prescribed by NTA.
- c. Replace, at its own cost, any defective, damaged, incorrect, or rejected printed material within the stipulated time.

6. OBLIGATIONS OF NTA

NTA shall:

- Issue Work Orders and approved artwork/specifications
- Certify satisfactory performance.
- Process payments in accordance with the Contract.
- Facilitate access to authorised locations.

7. PERFORMANCE SECURITY

Performance Security will be submitted by the successful bidder after issuance of Letter of Intent (but before the signing of the Formal Contract Agreement) to the tune of 5% of the Contract Value for the entire contract period including any applicable warranty/ defect liability period and this Security should be in the form of Bank FDR/Bank DD/Pay Order/Banker's Cheque/RTGS/NEFT/BG/Insurance Surety Bond (ISB). PBG can also be submitted by the successful bidder towards the required amount of Performance Security. The Performance Security shall remain valid for a period of **three (03) months** beyond the date of completion of all contractual obligations of the successful bidder, including all warranty and maintenance obligations, if any.

The Performance Security shall be released, without any interest, after the successful completion of all contractual obligations and upon expiry of its validity period, subject to there being **no outstanding claims, dues, recoveries, penalties, or liabilities** against the successful bidder under the Contract.

8. PAYMENT TERMS

Payments shall be released on a bill to bill after:

- Certification of satisfactory services;
- Submission of complete invoice;
- Verification by NTA.

Applicable deductions, penalties and recoveries shall be made in accordance with the Contract.

9. SERVICE LEVEL AGREEMENT

The Service Provider shall comply with the Service Levels prescribed in the RFP.

Failure to achieve the prescribed Service Levels shall attract penalties in accordance with the Penalty Matrix.

10. Intellectual Property Rights:

All artwork, layouts, designs, templates, proofs, digital files, printing plates, negatives, positives, QR/barcode databases, and any material created for NTA under this contract shall remain the exclusive property of NTA. The Service Provider shall not reproduce, retain, or use the same for any purpose without prior written approval of NTA.

11. Security Audit:

NTA shall have the right to inspect, audit, or surprise-inspect the printing premises, security arrangements, CCTV recordings, access control systems, storage areas, and production processes at any time during the currency of the contract without prior notice. The Service Provider shall provide full cooperation during such inspections.

12. CONFIDENTIALITY

The Service Provider shall maintain strict confidentiality regarding all information relating to NTA, examination processes, records, infrastructure and operations.

The confidentiality obligations shall survive the expiry or termination of this Agreement.

13. INDEMNITY

The Service Provider shall indemnify and keep indemnified NTA against all claims, losses, damages, liabilities and expenses arising out of:

- Negligence;
- Misconduct;
- Breach of Contract;
- Violation of statutory provisions;
- Third-party claims attributable to the Service Provider.

14. FORCE MAJEURE

If either Party is prevented from performing its obligations due to an unforeseen event beyond its reasonable control, including but not limited to war, hostilities, acts of public enemy, civil commotion, sabotage, fire, flood, explosion, epidemic, quarantine restrictions, strikes, lockouts, or acts of God, the affected Party shall notify the other Party in writing within **7 days** of the occurrence, along with reasonable evidence.

Unless otherwise directed by NTA in writing, the Service Provider shall continue to perform its obligations to the extent reasonably practicable and shall use all reasonable alternative means to perform the Services not affected by the Force Majeure event.

If the Force Majeure event continues for **30 days or more**, either Party may terminate the Contract by giving **15 days' written notice**. In such case, neither Party shall be liable for damages arising from such termination, except for liabilities accrued under any other provision of the Contract prior to termination.

Neither Party shall be liable for any delay or failure to perform its obligations to the extent caused by a Force Majeure event. However, the Service Provider shall be entitled to payment for Services satisfactorily rendered prior to the occurrence of the Force Majeure event, and NTA shall make such payment.

15. TERMINATION

NTA may terminate this contract by giving 15 (fifteen) days advance written notice to the Agency on the ground of breach of any material terms and conditions of the Tender/Agreement. Notwithstanding anything written herein, the NTA shall provide 7 working days' cure period to the Agency to materially cure the deficiency/breach, failing which NTA shall be entitled to terminate the Agreement, without any further notice.

16. DISPUTE RESOLUTION

The Parties shall make every effort to resolve amicably, through mutual consultation and negotiations, any dispute, difference or claim arising out of or in connection with this Contract. Further in case the dispute is not resolved amicably then Arbitration shall be conducted by a Sole Arbitrator appointed in accordance with the Arbitration and Conciliation Act, 1996 (as amended). The fees of the same will be mutually shared equally. The seat and venue of arbitration shall be **New Delhi**.

17. GOVERNING LAW

This Agreement shall be governed by the laws of India. The Courts at **New Delhi** shall have exclusive jurisdiction.

18. ENTIRE AGREEMENT

This Agreement, together with the RFP, Corrigenda, Letter of Award, Technical Bid, Financial Bid and all other Contract Documents, constitutes the entire agreement between the Parties.

19. AMENDMENT

No amendment to this Agreement shall be valid unless made in writing and signed by the authorised representatives of both Parties.

20. NOTICES

All notices under this Agreement shall be in writing and shall be sent by Registered Post, Speed Post, recognised courier, official e-mail or through GeM (where applicable).

21. EXECUTION

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the day, month and year first above written.

For National Testing Agency

Signature: _____

Name: _____

Designation: _____

Date: _____

Seal

For M/s _____

Signature: _____

Name: _____

Designation: _____

Date: _____

Seal

Witnesses

Witness No. 1

Name: _____

Address: _____

Signature: _____

Witness No. 2

Name: _____

Address: _____

Signature: _____