



CONSORTIUM FOR EDUCATIONAL COMMUNICATION
IUAC Campus, Aruna Asaf Ali Marg, New Delhi – 110 067
Phone No: 011-2412 6418-19-20
Website: www.cec.nic.in



Advertisement No. 04/2026

23rd July, 2026

NOTICE INVITING TENDERS FOR EMPANELMENT OF AGENCIES
FOR PRINTING AND DESIGNING WORKS AT CEC.

Consortium for Educational Communication (CEC), an Inter University Centre of University Grants Commission (UGC), intends to create the panel of Printing Agencies for printing and designing jobs and thereby invites the sealed Tenders for Empanelment of Agencies for Printing and Designing works under Two Bid Systems (i.e. Technical Bid and Financial Bid) from interested and eligible Reputed Agencies having, at least minimum Three (3) years of experience, in conceptualizing, designing and printing of documents etc. with sound technical and financial capabilities for giving their offer, initially for the period of One Year, and which may further be extended, upon the satisfactory performance of the Agencies.

Tender Documents and other details may be down-loaded from the website www.cec.nic.in. Sealed Tenders should be addressed to the "Administrative Officer, Consortium for Educational Communication, IUAC Campus, Aruna Asaf Ali Marg, New Delhi – 110 067" and the same should be sent by Speed Post or may be dropped by Hand in the Tender Box placed at the Reception of CEC, latest by 07th August, 2026 before 02:30 PM, at the above address, well before, the specified Date and Time.

CEC reserves the right to reject any or all of the Tenders without assigning any reasons or what so ever.

Administrative Officer



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**NOTICE FOR EMPANELMENT OF AGENCIES FOR
PRINTING AND DESIGNING WORKS AT CEC**

1. Consortium for Educational Communication (CEC), an Inter University Centre of University Grants Commission (UGC), invites sealed Tenders for Empanelment of Agencies for printing and designing works having sound back-up for excellent designing, scanning, planning, and printing etc. of publication of various descriptions and for black and white and multi colour jobs including the Brochures, Bulletins, Reports, Posters, Pamphlets, Leaflets, Logos, Newsletter, Visiting Cards, Letter Heads, Bill Books, Banners, Glow Sign, Flex Boards etc. The Agencies must have the modern printing and designing facilities of international standards with available capabilities and track records of excellent delivery system.
2. The empanelment would be for the period of One Year and may be extended at the sole discretion of CEC, on the Terms and Conditions mutually agreed upon and acceptable to the Agencies.
3. The Agency should have full-fledged Unit of their own for usual design, preparation of Art Work, Translation in English, Hindi and other Regional Languages etc., proof reading, designing, composing and printing etc.
4. No sub contracts of the work either in full or in part to any other firm or person would be permissible, failing which the Agency would be debarred as the case may be.
5. The Agency would be responsible for collecting the manuscript and other material free of charge, preparation of designs, printing, proof reading, type setting, editing, spiral binding, and perfect binding etc. as per the directives of the CEC.
6. It would be the responsibility of the agency to return all the materials concerned like manuscript, Art Work, photographs, negatives and positives, pen drive, CDs/DVDs etc. after completion of the job, failing which, the costs of the items, would be recovered from the firm.
7. General Terms and Conditions are indicated, in detail, in the **Annexure-A** which is as under: -

Annexure – A

**General Terms and Conditions
Applicable to the Agencies on being selected
For Printing and Designing Works**

1. The Tenders are to be submitted as per Two Bid System i.e. **Technical Bid and Financial Bid**.
2. The Technical Bid should contain all the relevant / supporting documents as per **Annexure 'B'** and Financial Bid should contain the Rates quoted for the Services to be provided, as per **Annexure 'C'**.
3. The other details are as follows:

Last Date and Time for Receipt of Sealed : 07th August, 2026 by 02:30 PM
Tenders

Date and Time for opening of Technical Bids : 07th August, 2026 at 03:00 PM.

Date and Time of opening of Financial Bids : (To be intimated later).

4. Technical Bids would be scrutinized by the Evaluation Committee and only after scrutiny of Technical Bids, the Financial Bids would be opened. The Financial Bids of only those firms would be opened, whose Technical Bids are found technically qualified.
5. Both the bids should be submitted as per Specified Proforma in **Two separate sealed envelopes** super scribed as "**Technical Bid for Empanelment of Agencies of Printing and Designing Works**" and "**Financial Bid for Empanelment of Agencies for Printing and Designing Works**". An Earnest Money Deposit (EMD) of **Rs. 10,000/- (Rupees Ten Thousand Only)** in the form of Demand Draft/Pay Order in favour of **Director, CEC payable at New Delhi** should be in the Third Envelope along with covering letter and it should be super scribed "**EMD for Empanelment of Agencies of Printing and Designing Works**". All the Three Sealed Envelopes should be put in the Fourth Sealed Envelope and should be super scribed "**Tender for Empanelment of Agencies of Printing and Designing Works at CEC**". Sealed Tenders should be addressed to the **Administrative Officer, Consortium for Educational Communication, IUAC Campus, Aruna Asaf Ali Marg, New Delhi – 110 067. MSME Units are exempted from depositing of EMD. However, such units are required to submit the proof for the same.** The Tender documents should be sent by Speed Post to the above-mentioned address or may be dropped by Hand in the Tender Box placed at the Reception of CEC, New Delhi at the above address, well before the specified Date and Time.
6. The Tenderers shall quote for all the columns / items of Financial Bids (**Annexure-C**) failing which the bid shall be considered non-responsive, incomplete and Tender would summarily be rejected.



7. Each page of the Tender Document and papers submitted along with it, should be **serially numbered, signed and stamped by the authorized signatory.**
8. All entries in the Tender Form should be legible and filled up clearly. Any overwriting or correction, which is unavoidable, should be signed by the Authorized Signatory.
9. The printing agency should have its own printing facility either in Delhi or in NCR. The printing agency should fulfil the conditions and minimum criteria of equipment/machines as indicated in Sl. No. 09 to 11 in **Annexure-B** of this Document.
10. In case the successful Tenderer declines the offer of Contract, for what so ever Reason(s), his EMD would summarily be forfeited.
11. CEC Reserves the right to reject any Tender without assigning any reasons what so ever.
12. Proof of job execution of the minimum value of Rs. 50,000/- for printing and designing work in each year, during the last Three Years, should be attached by the Agency. Further the minimum Annual Turn Over for the last Three 3 years should have been Rs.20 Lakhs Per Year. Proof for the same needs to be enclosed.
13. The work of the CEC is Time Bound and the Agency which is assigned for the job would be required to complete the job within the Time – frame set by the CEC failing which the Agency would be liable to pay the penalty as decided by the Director, CEC. The Agency would keep the CEC informed about the status of the assigned job at every stage, now and then.
14. On completion of the job, the agency would be required to send / submit per-receipted bills in Triplicate (all originals) along with (i) delivery vouchers for the supply made (ii) manuscripts, photographs, graphs negatives and positives, Pen Drive, CDs/DVDs and other materials given by the CEC, and (iii) samples of the job executed.
15. In the event of detection of any error or defect made by the Agency, at any time, after the delivery of the work ordered, the agency shall be bound, if called upon to do so, to rectify such error or defect at its own cost, to the satisfaction of and within the time fixed by CEC. In the event of the delivery of any defective work which, owing to urgency or for any other reasons cannot be wholly rejected, the Director, CEC shall have the power to deduct from any payment due to the Agency or security deposit amount, such sum as he may deem expedient not exceeding 10% of the value of the particular portion or portions adjudged to be defective.



16. A schedule for the work and for the delivery of printing copies would be drawn by the CEC and intimated to the Agency while placing the order for the job. The Agency should accept the job only, if it is in a position to complete the job, according to the schedule. If the Agency is unable to adhere to the schedule, for reasons not attributable to the CEC, the Director shall have the power to cancel the Order and withdraw the printed (and folded) sheets, forms etc. the original Art Work, paste ups, photographs, manuscripts etc. of the job and shall have the power to assign the job to another printer and designer for completion of the remaining part of the job at the cost of the Agency, to which the job was originally assigned. The Agency shall extend all cooperation and facilities to the Director, CEC or his authorized representative for withdrawing the printed and unprinted materials.
17. Notice of the Printing Job could also be sent to the empanelled agency by mail/ e-mail/voice telephone/by-hand etc.
18. The Agency applying for empanelment should furnish all the Particulars related to its status and functioning as per **Annexure -B**.
19. The Agencies applying for empanelment would be required to mention validity of the registration with appropriate authority, PAN No. GST No. etc.
20. The Date of Declaration of qualified/empanelment agencies would be at the discretion of CEC.
21. The Agency should not have been placed in defaulter category by any of the Government Departments.
22. Conditional bids would not be accepted.
23. The successful Bidder would have to deposit the Performance Security Deposit of Rs. 25,000/- (Rupees Twenty-Five Thousand Only) in the form of Demand Draft drawn in favour of Director, CEC payable at New Delhi and shall commence the work within 15 days of acceptance of the Tender, otherwise the contract would be cancelled and EMD would be forfeited, without any further Notice or what so ever.
24. Tender should be valid for the period of Six (6) Months from the Date of Opening of the Tender. It may be extended on the basis of the satisfactory service, at the discretion of the CEC.



Annexure-B

TECHNICAL BID

Details of the Tenderer:

1.	Name of the Tenderer	
2.	Name of Proprietor / Director / Partner / Joint Venture / Consortium / Pvt. Ltd./ Limited.	
3.	Full Particulars of the Company/Firm/Agency	
	(a) Address	
	(b) Mobile No./Telephone No.	
	(c) E-mail Address	
4.	Type of Firm (Proprietor / Director / Partner / Joint Venture / Consortium / Pvt. Ltd., / Public Ltd./ Limited – Co-Operative / NGO /PSU / Government owned).	
5.	The firm should have been registered with the Registrar of Companies and Company Registration No.	
6.	Registration Details	
	(a) PAN No.	
	(b) Registration No.	
	(c) GST No.	
	(d) Any other registration which is mandatory for such agencies stipulated by concerned authorities.	
7.	Details of Earnest Money Deposit	
	(a) Amount in Rupees	
	(b) DD / Pay Order No. and Date	
	(c) Drawn on Bank	
	(d) Valid Up to	
8.	Total Turnover of Three Preceding Years	
	(a) 2023-2024	
	(b) 2024-2025	
	(c) 2025-2026	



9.	Minimum Annual Turnover Rs. 20 Lakhs or above	YES ☐ NO ☐
10.	Description of In-House Facilities of the Agency	a) Personnel: YES ☐ NO ☐ b) Equipment: YES ☐ NO ☐
11.	Minimum machinery required (Give details)	
	(i) Computers	YES ☐ NO ☐
	(ii) Processing Equipments/Scanner / Image set-up	YES ☐ NO ☐
	(iii) Plate making machinery	YES ☐ NO ☐
	(iv) Offset machine – Four colours	YES ☐ NO ☐
	(v) Cutting and binding	YES ☐ NO ☐
	(vi) Any other items	YES ☐ NO ☐
12.	Has your organization been placed in defaulter category by any Government Department? If not, kindly the submit self-attested Certificate to this effect.	YES ☐ NO ☐
13.	Firm shall provide the customer satisfaction letters from customers from Government Departments / PSUs / Autonomous Bodies while submitting the Technical Bids.	YES ☐ NO ☐
14.	Sample of work done to show the creativity and designing capabilities etc.	YES ☐ NO ☐

Copies of Certificates / Documents in support of proof of above, shall be attached with Annexure – B'.

I declare that all the information provided/mentioned/stated in the Technical Bids (Annexure – 'B') are True to the best of my knowledge and belief.

Signature of the Proprietor/Authorized Signatory

Place:

Date:



FINANCIAL BID

Annexure – C

Sl. Nos.	Name of the item(s)	Specifications	Size	GSM	Quantity	Amount (in Rs.) to be filed by the vendors (Exclusive of taxes)	Taxes	Total Rates (Rs.)
1.	Newsletters, Envelopes and Postal Address stickers	Consisting of minimum of 24 pages, Multi-Color printing on both sides, glossy paper / Matte finish White envelope with CEC address and logo. Printing in Single Color.	11.75" x 8.25" 9" x 12"	170 90	i) 2100 Nos. ii) Rate for every extra 100 Nos.			
No separate rate / quote for newsletter, envelope and postal address. Postal address sticker bearing address must be pasted on each envelope.								
2.	Letter Heads	(i) Multi-Color Embossing printing (ii) Multi-Color with Logo Embossing printing (Golden)	A-4 A-4	100	Rate per 100 Nos.			
3.	Visiting Cards	(i) Logo Embossing (ii) 3D Logomockup (iii) UV (Spot) (iv) Single Color – Handmade (v) Single Side / Double Side Printing (vi) Multi Color –Handmade (vii) Matte Finish / Glossy (viii) Natural Grained paper	Standard Size	300	Rate per 100 Nos.			
4.	Posters (Multi-Colors)	(i) Vinyl Poster (Outdoor use) (ii) Flex Poster (iii) Star Flex (iv) Matt finished paper with multi-color printing (v) Glossy paper with Multi-Color printing	9" x 11" 12" x 18" 18" x 24" 24" x 36" A-3 A-2 A-1	170	Rate per 100 Nos.			



Sl. Nos.	Name of the item(s)	Specifications	Size	GSM	Quantity	Amount (in Rs.) to be filed by the vendors (Exclusive of taxes)	Taxes	Total Rates (Rs.)
5.	Invitation cards (with lamination & 100 GSM Envelopes (without lamination)	(i) Handmade paper single (ii) Ivory Paper (iii) Art cards tock folder (iv) Matte Finish / Glossy (v) Foil Printing Gold / Silver (vi) Laser Cut (vii) UV/ Spot UV (viii) Transparent Card (ix) Folded Invitation Card	6"x4" 8"x5" 7"x5" A-5	300	i) Rate per 100 Nos.			
6.	Annual Reports	Invitation cards – Printing in Multi-Color. Envelopes – Printing in single color. Consisting of minimum 100 pages, Glossy and Matte paper with both sides multi-color printing, cover page in 300 GSM with lamination (one side) and binding.	A-4	150	i) 40 Nos. ii) Rate for Extra 10 Nos.			
7.	CEC Brochures	Consisting of minimum 12 and 24 pages, multicolour printing on both sides, glossy / Matte finish papers with only cover page lamination	8 x 10 A-4	300 Cover 170 inside page	ii) 1000 Nos. iii) Rate for extra 100 Nos.			
8.	CD Covers	Class Art Paper Digital Printing in Multi-Colors	12.5 x 12.5 cms	170	i) 1000 Nos. iv) Rate for extra 50 Nos.			
9.	File Covers (Spring)	Front page printing with logo	Standard size	400	500 Nos.			
10.	Gate Passes	Triplicate (with number) (copy 1+2)			10 nos. book {150 pages each book}			
11.	Forms	(1) Single pages (2) Pages (front & back)	A-4	90	10 nos. book {150 pages each book}			

Sl. Nos.	Name of the item(s)	Specification	Size	GSM	Quantity	Amount (in Rs.) to be filed by the vendors (Exclusive of taxes)	Taxes	Total Rates (Rs.)
12.	Posters	Gumming strips on top and bottom with lamination	A-3	170	Rate per 100 Nos.			
13.	Flyers	(Front & back) Imported Art Papers Single Side and Double Side Matte Finish and Glossy.	10" – 7"	135	Rate per 500 Nos. Rate per 200 Nos.			
14.	ID Cards	Delegate / Organiser Plastic cover with string print / PVC (Video Competition, CEC)	5" - 3"	300	Rate per 300 Nos. Rate per 50 Nos.			
15.	Standeers	With aluminium frame and carry bags Flex / Star Flex / Vinyl / Fabric / Sunbard/ Aoristic Wide leg. Support Heavy Base Roll / Irion Frame Base Standee	2 ft x 5 ft 2 ft x 6 ft 2.5 ft x 6 ft 3 ft x 6 ft		Rate per 01 No.			
16.	Banners	Flex / Star Flex / Vinyl / Fabric / Sunbard / Aoristic	3 ft x 4ft 3 ft x 6ft 4 ft x 6ft 5 ft x 8ft		Rate per 01 No. Rate per Sq. fit			
17.	Event Brochures	36 Page with matt lamination, imported art paper centre stitching booklet	9" – 7"	Cover 300 Inner 135	Rate per 200 nos. Rate for extra 50 Nos.			
18.	Journals	104 pages (Cover in matt lamination)	7.5" x 10.5"	Cover 300 Inner 135	Rate per 100 Nos.			



Sl. Nos.	Name of the item(s)	Specifications	Size	GSM	Quantity	Amount (in Rs.) to be filed by the vendors (Exclusive of taxes)	Taxes	Total Rates (Rs.)
19	Brochures (Vertical / Horizontal)	(Portrait / Landscape) Matte Finish / Glossy Finish Spot UV / Cover 300 GSM With Lamination.	7 x 10 inc.					
20	Coffee Table Books (Horizontal)	Perfect Binding / Hard Case Binding Matte Finish and Glossy Finish with Lamination. Embossing, Velvet Finish, Foil, Sport UV Ribbon Book Mark Page 250 and 300 GSM Premium Art Papers	12 x 12 inc. 12 x 18 inc. 12 x 9 inc. A-4	Hard Cover				
21	Conference Pad	Front and back side pages CEC address printing with logo (Ruled paper) (25-30 pages)	A5	Cover 300 / 250 GSM	1000 Nos.			

Note:

- (i) The Rates would be quoted in the above format as per the Annexure-C.
- (ii) The quotes should be mentioned with percentage of Taxes for each items.
- (iii) The increase / decrease in number of pages, size and quantity would be considered on proportionate basis (on pro-rata basis).
- (iv) Address must be printed on postal address stickers and should be pasted on each of the envelopes. No additional payment would be allowed in this regard.

Copies of Certificates / Documents in support of proof of above, shall be attached with Annexure – 'C'.

I declare that all the information provided/mentioned/stated in the Financial Bid (Annexure – 'C') are True to the best of my knowledge and belief.

Signature of the Proprietor/Authorized Signatory

Place:

Date:

