

## NOTICE INVITING QUOTATIONS FOR PRINTING AND SUPPLYING OF MEMBERSHIP CERTIFICATES OF INDIAN RED CROSS SOCIETY

1. Indian Red Cross Society (IRCS) invites sealed quotations for “**printing and supplying of Membership Certificates of IRCS, NHQ**”. The sealed quotations should be submitted along with company’s profile, copy of registration, GST registration number, PAN number and sample print **on or before 18<sup>th</sup> August, 2025 by 5:00 pm** at IRCS, 1 Red Cross, Road, 5th floor, New Delhi-110001. For any clarification the bidder may write to [geetataneja@indianredcross.org](mailto:geetataneja@indianredcross.org)

2. Outer Envelope for the proposal shall be sealed and super subscribed as “**Quotation for printing and supplying of Membership Certificates of IRCS**”. The Name of bidder, contact person, designation, mobile number and email ID shall be clearly written on the envelope. There should be two envelopes inside outer envelope. One envelope should contain Price quotation as per Part 1 and be marked as financial bid. Second envelop should be marked as technical and contain the 3 copies of certificate that will be finally printed as per the specifications at para 4 in the bid document along with company’s profile, copy of registration, GST registration number, PAN number.

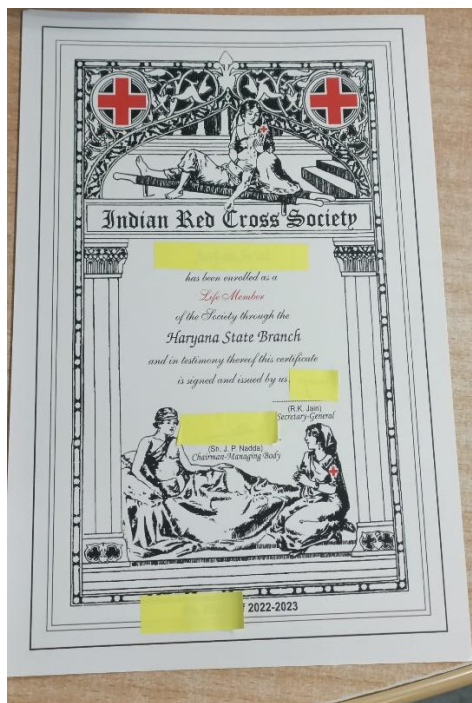
3. Price Quotation should be submitted in the format given in Part 1. Bidder shall be disqualified incase the copy of certificate that shall be actually printed is not provided in the technical bid envelop.

### 4. Scope of work

i. Number of copies: Minimum 10000 over the period of 1 year. There is no maximum limit. Certificates needs to be printed in tranches. The number of records/certificates in 1 tranche is not fixed. It can range from 2 records to 5000/10000 records.

ii. Size of certificates: A4 size

iii. Design: The template of the certificate in which data is to be printed is as follows :



The image file of template can be requested by sending email “request of template for Life Member certificate” at [geetataneja@indianredcross.org](mailto:geetataneja@indianredcross.org). The facsimile signatures to be inserted on the certificate shall be provided by IRCS NHQ. The data to be printed on the certificate will be provided in Excel format by IRCS. Sample data is as

Member_reference_id	Member_name	Membership_no	Membership_type_name	Members_hip_id	Mobile_no	Father_name	Address	Enrollment_date	Financial year	Allotment date	State name	District name
2376	P RAJESH	MEMMLTN56839870	Life Member	197235	9444116152	PAKKIAM PILLAI	Asian Garden Flats, B-104, B Block, MTH Road, Villivakkam, Chennai	6/13/2025 12:00:00 AM	2025-2026	6/18/2025 12:00:00 AM	Tamil Nadu	Chennai

- i. Paper thickness: 300 GSM
- ii. Paper Finish: Matt Finish
- iii. Packaging: Certificates must be packed in order of Serial number. State wise packets must be formed. Certificates must be packed in corrugated box in case of large number of certificates for the state and in paper packs in case of small number of certificates. Any wear and tear during the transportation of certificates shall be the responsibility of the printer.
- iv. Color: 4 color printing
- v. Sides: Single side printing
- vi. Type of Printing: Digital
- vii. The contract will be valid for a period of two years with effect from the date of signing the contract.
- viii. Delivery date: Within 1 week of providing the tranche of data to be printed alongwith the soft copies of the certificates printed preferably state-wise.
- ix. Delivery Place: 1 Red Cross Road, Delhi-110001
- x. The Secretary General, Indian Red Cross Society, National Headquarters, New Delhi reserves the right to terminate the contract even before its expiry due to the reasons (a) unsatisfactory services (b) deviation from the approved quality of paper (c) deterioration in the quality of printing of the certificates and (d) any other dispute/person which will justify termination of the contract before the expiry of the period as indicated above.

**5. Award of Contract**

- i. IRCS shall open Financial bid of only qualified bidders whose certificates (to be printed as per the specifications in para 4) are approved. The decision of approval of certificate shall be sole discretion of IRCS and no communication in this regard will be entertained.
- ii. Final selection would be made based on L1
- iii. In case any of the qualified bidders have quoted same L1, they will be given opportunity to revise the quotes. Even after that if quotes are same, the selection will be the sole discretion of IRCS.
- iv. IRCS will release the payment of the agreed Professional Fees to the selected Bidder after deduction of applicable taxes at source
- v. The decision of the IRCS regarding selection of agency will be final and binding and no communication in this regard will be entertained.

**Part 1 : Price Quotation Format**

Bidders should quote price in following manner

Sl.No	Scope of Work	Cost in INR including GST	
		In figurers	In words
1	Total cost per certificate as per the scope of work		

Yours faithfully,

Authorized Signatory

Name:

Designation:

Agency’s corporate name:

Address:

Email:

Contact No:    M/o    Landline