



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

(Under the Department of Electronics & IT, Govt. of Kerala)

www.cdit.org, email: headoffice@cdit.org

**INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR
“EMPANELMENT OF AGENCIES FOR PRINTING, PACKING AND DELIVERY
OF PDF DOCUMENTS”.**

E.O.I Notice No: C-DIT/10/EOI-EGSD/004/2025-26

Date of issue: 27.10.2025

Issued by
Centre for Development of Imaging Technology (CDIT),

**(Department of Electronics & IT, Govt. of Kerala) Chithranjali
Hills, Thiruvallam P O Thiruvananthapuram, Kerala – 695 027,
India**

Phone: +91-471-2380912, 2380910

Fax: +91-471-2380681

www.cdit.org

email: headoffice@cdit.org

GSTIN NP:32AAATC1823F1ZF

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1.0 INTRODUCTION

Centre for Development of Imaging Technology (C-DIT) is an autonomous society functioning under the E&IT Department, Government of Kerala, working in the area of convergence and beyond of Information and Communication Technologies (ICT). C- DIT is functioning as a Total Solutions Provider to the departments and agencies under the Government of Kerala in the areas of ICT applications.

C-DIT invites **Expression of Interest** for the ***“Empanelment of Agencies for Printing, Packing and Delivery of PDF Documents”*** for a project undertaken by C-DIT. The objective is to identify, empanel, and establish **rate contracts** with competent agencies possessing their **own** printing infrastructure and having expertise in printing and delivering materials to the **offices in 14 Districts of Kerala** (Separately for each District)

Printing Firms already Empanelled by C-DIT Tender No.T557 need not apply against this EOI notice.

2.0 OBJECTIVE

The objective of this EOI is to identify, empanel, and establish rate contracts with competent printing agencies across Kerala possessing their own printing infrastructure and expertise **to carry out the printing packing and delivery of PDF documents** for a project being implemented by C-DIT.

The empanelled agencies shall carry out the printing works providing the required printing infrastructure, manpower, and logistics support, and shall also be responsible for the delivery of the printed materials to the designated offices across the state, as per the requirements specified by C-DIT.

Agencies meeting the prescribed **eligibility criteria** are invited to submit their proposals for **empanelment**.

3.0 ELIGIBILITY CRITERIA

The following eligibility criteria must be met by the participating agencies while expressing their interest to be empanelled under C-DIT against this notice. Only those agencies which, in their individual capacity, satisfy the following eligibility criteria will be considered for further evaluation.

- 3.1 Agencies should be a registered business firm as per Indian Law, doing similar business.
- 3.2 The Agencies shall be a registered firm Proprietor ship/ Company/Society/Cooperative/Startup/Accredited agency of the Government having registered office in Kerala. The Agencies must have a currently valid GST registration certificate (if required as per law for business), Income Tax PAN and approval / permit required for conducting document printing business in the state of Kerala.
- 3.3 The agency should have an in-house high speed printing facility for printing large scale variable data with fully automatic digital printing, and adequate packing facility with a capacity to print a minimum of 1 lakh A4 size (21 cms x 29.7 cms) pages (dual side printing -both sides of paper included) per day.
- 3.4 The agency must be ready to commence the printing work as soon as the pdf data is delivered at their site for the printing and deliver the printed forms within 24 hrs to the designated offices in the districts.
- 3.5 The agency shall have **prior experience** in printing documents forms with variable data for atleast 5 lakh A4 size pages in the past one year. A copy of the relevant document must be submitted or uploaded along with the submission of the EOI documents.
- 3.6 The agency must have a minimum annual turnover of Rs. 5 Lakhs (Five Lakhs) in the last financial year (2024-25) or should have an total turnover of Rs. 10 Lakhs (Ten Lakhs) during the past three financial years (2022-23, 2023-24, and 2024-25) taken together. Documentary evidence should be submitted to prove the same.

3.7 The agency should not be a defaulter or should not have been blacklisted by Govt. agencies or public sector undertakings in the last two years. A self- declaration of the agency showing that they are not black listed in India/abroad shall be uploaded (In company letterhead)

3.8 Preference may be given to the agencies having a valid ISO 9001:2008, ISO 27001 or later certificate (issued in India). Valid Copy of the Certification stating the location and the scope of the certification shall be furnished.

4.0 TERMS OF EMPANELMENT

4.1 The agency shall provide all necessary support to the technical personnel deployed by C-DIT at the press for monitoring the printing process and the printing shall be done only under the direct supervision of C-DIT.

4.2 The selected agency shall execute a separate agreement to ensure the secrecy of data with Non-Disclosure Agreement (NDA).

4.3 The printing locations and action plan for printing shall be intimated by the agency to C-DIT in advance so that C-DIT technical manpower can be deployed for monitoring.

4.4 The document shall be printed in a minimum of 70GSM A4 size paper on the dual side (DUPLEX). **Financial rate per page for printing on each side of double sided A4 (70 GSM) page plus packing and delivery at the office may be quoted (exclusive of GST).**

4.5 The agency shall use only original printing ink/Toner of high quality for the printing work. Printed document shall be clear and legible. In case of any lack of clarity/ substandard quality, copies will be rejected and the contractor shall have to replace the copies with good quality copies at his own cost. Damaged sheets, partially printed sheets and rejected sheets if any shall be destroyed in the presence of C-DIT officials as per instructions.

4.6 The agency shall ensure to safeguard the secrecy of the data provided in softcopy by C-DIT and shall not communicate or disclose directly or indirectly the confidential information in full or in part to any third party nor shall alter the contents or take any other action which may lead to breach of confidential and proprietary nature of the confidential information. The agency shall be liable for prosecution in the event of contravening this.

4.7 The agency shall undertake all arrangements for the printing activities, including post-printing processes, shredding of waste papers, and packing and delivery of the printed documents in sealed covers to the **designated offices in the district**, as verified by C-DIT

officials, with packing done as per C-DIT instructions or in grouped batches within one day from the receipt of confirmed order along with data, at the concerned Offices.

- 4.8** The printout shall be in black and white form and in accordance with the data supplied. **The entire printing, packing & delivery will have to be completed within a span of 2 days or extended period as decided by C-DIT.** Time is the essence of this contract and any delay, unless condoned or due to no fault of the contractor, will lead to summary cancellation of work order and C-DIT shall be at liberty to take appropriate legal action combined with or without monetary penalties. In case of any default by any contractor, C-DIT also reserves the right to undertake the work through any other agency at the risk and cost of the delinquent agency.
- 4.9** During the evaluation of EOI, C-DIT may seek clarifications/details from any or all of the agency, if felt necessary and the bidder shall provide the same within the prescribed time limit.
- 4.10** The final acceptance/rejection of any one or all the agencies rests entirely be at the discretion of C-DIT.
- 4.11** The agency shall upload copies of the list of previous works if any.
- 4.12** The Agencies are responsible for effecting supply to the entire satisfaction of the undersigned or his authorized representatives. In case any defect in the item supplied is noticed, such item will be rejected at the risk and cost of the Supplier.
- 4.13** C-DIT reserves the rights of accepting the whole or any part of the EOI and the agency shall be bound to execute the work of the accepted item at the rates quoted.
- 4.14** On taxable items of supply, Tax shall be shown separately and taxes will be paid at the ruling rates applicable.
- 4.15** No advance payment will be made for the work.
- 4.16** The rate quoted by the Agency shall be inclusive of the transportation charges.
- 4.17** Rates quoted by the Agency shall be valid for a period of 6 months from the date of opening of the EOI.

4.18 The Agencies shall submit the price offers in the prescribed format.

4.19 Delivery and execution period (no of pages/ day—) shall be specifically indicated in the EOI and strictly adhered to. In case the Agency becomes unable to supply within the time limit prescribed by C-DIT, the supply order is likely to be cancelled.

4.20 If the Agency furnishes wrong and/or misleading data, statement(s) etc. about technical infrastructure and services offered by it, their offer will be liable to be ignored and rejected.

4.21 Any dispute / differences between the parties arising out of and about the contract shall be settled amicably by mutual negotiations. Unresolved disputes/ differences, if any, shall be settled by Arbitration and the arbitration proceedings shall be conducted at Thiruvananthapuram (India) in English language, under the Indian Arbitration and Conciliation (Amendment) Act, 2015. Costs will be borne by the parties equally.

4.22 Payment Terms

The following terms of payment shall be applicable for the contract

100% payment after certifying satisfactory printing and delivery.

4.23 Agreement:

The Successful Agency shall enter into an agreement with C-DIT in Rs.200/- worth non-judicial stamp paper, within 1 days of getting confirmed work order.

4.24 Authority:

The authority for the acceptance of the EOI rests exclusively with C-DIT. C-DIT does not undertake to accept the lowest or any particular EOI or to assign any reason whatsoever for the rejection of any tender.

CDIT reserves the right to terminate the empanelment in case of non-compliance with the terms of service or for any other reasons.

IN CASE OF DOUBT:

If the Agencies has any doubt on technical specifications or on terms & conditions stipulated above, may contact **Sri, Dinesh Murali, C-DIT, Phone: 8138912651**

5.0 SCOPE

This EOI is for empanelment of eligible agencies having facilities of printing infrastructure within the state with prior experience in printing document forms in the variable personalized data. **This EOI is also intended to award the work in a distributed manner, at C-DIT's discretion, to 10 or more technically qualified and empanelled agencies, subject to the acceptance to undertake the work at L1 rates.** It is explicitly stated that the work may not be awarded to L1 agency alone, even if the agency claims to have the machinery and capacity to deliver the entire printing work quantity (over 9 lakhs pages to be printed and delivered in 2 days) as stipulated. The work will be distributed among the empanelled agencies at the rates- to be fixed by C-DIT according to the assessed printing capability, logistic convenience or other monitoring parameters at the sole discretion of C-DIT whose primary responsibility is to ensure flawless printing , packing and timely delivery of the printing materials as per the requirement of CDIT. Empanelment and subsequent willingness of any agency to undertake the work at L1 rates does not guarantee the empanelled agency any fixed proportion of work.

6.0 BLACK LISTING

All the intending agencies shall agree that in the event of the documents furnished with the offer being found to be bogus or the documents contain false particulars, they shall be blacklisted from future association with C-DIT and / or legal proceedings will be initiated as the case may be

7.0 RATE INVOLVEMENT

Per page rates may be furnished including the following for costing purpose. **Work will be apportioned among the selected agencies at the uniform per page rate accepted by the empanelled agencies.**

- *Paper Cost*
- *Printing Charges*
- *Sorting Charges*
- *Packaging charges*
- *Manpower Charges*

- *Quality Check and Verification Charges*
- *Loading and Unloading Charges*
- *Transportation / Delivery Charges*
- *Taxes and Duties*

8.0 EVALUATION AND SELECTION FOR EMPANELMENT

The institutions will be evaluated based on:

- The availability of infrastructure and technical facilities of the agency.
- Location and accessibility of the printing units of the agency.
 - The experience and capability of the agency in printing large volumes of data.
 - The bidder shall meet the eligibility criteria to proceed with subsequent assessment/evaluation. Final selection and empanelment of agency shall be by following the evaluation criteria (details in Form A to E).
- Financial proposal and compliance with terms & conditions prescribed.

Selected agency will be empanelled after physical inspection of the facilities by CDIT officials, whenever required.

9.0 SUBMISSION OF EOI

Interested Agencies may submit their EOI applications along with the following documents in the prescribed format:

1. Covering letter on the letter head of the firm / company/ agency
2. Details of the institution, including contact information and location Infrastructure availability in the prescribed format (FORM A)
3. Copy of Registration Certificate/ Certificate of incorporation etc.
4. Copy of the PAN.
5. Copy of GST Registration.
6. Copy ISO 9001:2008, ISO 27001 or later certificate (issued in India) (if applicable).
7. Technical Infrastructure details (Form B)

8. Financial Information Details (Form C)

9. Details of all works of similar nature completed during past along with Copy of Work orders if any (Form D)

10. Financial Proposal (Form E)

11. Signed copy of the Terms and Conditions.

The EOI should be submitted to the address mentioned below in a sealed envelope

super scribing “EMPANELMENT OF AGENCIES OF PRINTING, PACKING AND

DELIVERY OF PDF DOCUMENT” so as to reach the office on

or before the closing date and time for submission, given below

In addition, the firms are also requested to register and fill up the online forms circulated in the following link <https://forms.gle/YtETp5xWuHT9DV6VA>

Financial proposal / rates need not be submitted in the online form.

To:

Registrar

Centre for Development of Imaging Technology (CDIT)

Chithranjali Hills, Thiruvallam.P O,

Thiruvananthapuram,Kerala - 695 027, India

Phone: +91 – 471 - 2380910, 2380912, 2380953

Important Dates

● **Early Closing Date** and time for submission of EOI in 1st phase : **29.10.2025, 11.00 AM**

● Shortlisting of first list of empanelled agencies: **29.10.2025. 5 PM**

● Commencement of printing:**30.10.2025**

Those who are unable to submit EOI in the first phase, can submit the EOI on or before 01.11.2025,11 AM. The evaluation and shortlisting of additional printing agencies will be decided later. For further information/ clarifications, **contact Sri, Dinesh Murali , C-DIT, Phone: 8138912651**

COVERING LETTER

(On the letterhead)

Letter No:.....

Date:

To

The Registrar,
Centre for Development of Imaging Technology (C-
DIT),Chithranjali Hills, Thiruvallom (PO),
Thiruvananthapuram, Kerala- 695027

Sub: EOI- Empanelment of agencies for undertaking printing , packing and
delivery of PRINTING AND DELIVERY OF PDF DOCUMENT IN DUPLEX
MODE at Offices all over Kerala-Reg:-

Ref: EOI Notification DATED 27.10.2025 published by C-DIT

Sir,

I/We hereby submit our application for undertaking the PRINTING PACKING AND DELIVERY OF
PDF DOCUMENT IN DUPLEX MODE as per the annexed terms and conditions of this
empanelment document. We confirm that we meet the criteria laid out in the EOI document.
We also confirm that the quoted rates shall remain valid for a period of One year w.e.f
29.10.2025.

Yours faithfully,

Signature

Place:

Name & Designation

Date:

(Office Seal)

Form A:
AGENCY APPLICATION FORM

| Data Field | Expected Response |
|---|--|
| Name of the Agency | |
| Type of Agency (Govt/ Govt-aided/ Private/ Company/ Trust/ Society/ partnership/ Proprietorship/ NGO, etc.) | |
| Registration Number/ Year of Establishment | |
| Address | Street/Locality: |
| | City: |
| | District: |
| | PIN Code: |
| | State: |
| | Location-Code/ Building No. |
| Contact Details | Authorised Signatory: |
| | Primary Contact Person's Name & Designation: Phone Number: |
| | Alternate Phone Number: Email ID: |
| | Website (if any): |
| Whether empannelled by any other agency for conducting printing works (presently or earlier). | |
| Other Locations if any: (If the Agency can provide additional location for printing) | |
| CCTV Surveillance | Number of Cameras Installed: Coverage Areas: |
| | |
| | |

| | |
|-----------------------------------|--|
| | Recording/Storage Facility (Yes/No): |
| Physical Security | Number of Security Personnel Available: Security Shift Arrangements (if any): |
| | Access Control Measures: |
| Emergency Exits & Safety Measures | Number of Fire Extinguishers: Evacuation Plan in Place? (Yes/No) |
| | First Aid Facility Available? (Yes/No) |
| Any other relevant information: | |
| Declaration | <p>1. I hereby declare that I am the Authorised Signatory to submit this Expression of Interest to C-DIT on behalf of</p> <p>2. I, the undersigned, hereby declare that the information provided in this application is true and correct to the best of my knowledge. iii) I understand that providing false or misleading information may result in rejection of this application or termination of the empanelment at any stage.</p> |
| Applicant's Name & Designation | |
| Signature (with Office seal) | |
| Place: | |
| Date: | |

FORM B

TECHNICAL INFRASTRUCTURE

| | | | | | | | | | | | | | | |
|---|--|---------------------------|----|----|----|----|----|----|----|----|----|----|----|----|
| 1 | Name of the Agency | | | | | | | | | | | | | |
| 2 | Available Technical Infrastructure for Printing | Make & Model of Printer/s | | | | | | | | | | | | |
| 3 | Print speed of the available printer | ppm | | | | | | | | | | | | |
| 4 | Number of Printers available | | | | | | | | | | | | | |
| 5 | Capacity of the agency for printing, sorting and packing per day | per day | | | | | | | | | | | | |
| 6 | Power Backup facility | | | | | | | | | | | | | |
| 8 | Preferred districts proposed for undertaking printing packing and delivery(tick) | | | | | | | | | | | | | |
| | Tv | Kl | Al | Pt | Kt | Id | Ek | Tc | Pk | Mp | Kk | Wn | Kn | Kg |

(To be filled in by the agency)

Documentary evidence for the bid qualification requirements are submitted along with this document and the details furnished above are true and correct.

Signature of authorised

Signatory Name

Designation

Date:

Place:

(office seal)

FORM C

FINANCIAL STATUS

Financial Analysis - Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last one/three years.

| Financial Year | Income | Expenditure | Profit/Loss | Remarks |
|-----------------------|---------------|--------------------|--------------------|----------------|
| 2022-2023 | | | | |
| 2023-2024 | | | | |
| 2024-2025 | | | | |

Signature of authorised :

Signatory

Name:

Designation:

Date:

Place:

(office seal)

FORM D

DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED IN THE PAST.

(To be filled in by the agency)

| Sl NO | Name of work / project and location | Owner or sponsoring organization | Cost of work | Date of commencement as per contract | Stipulated date of completion | Actual date of completion | Name and address / telephone number of officer to whom reference may be made | Remarks |
|-------|-------------------------------------|----------------------------------|--------------|--------------------------------------|-------------------------------|---------------------------|--|---------|
| | | | | | | | | |
| | | | | | | | | |

Note: Attach documentary proof to support the details given in table above. C-DIT reserves the right to seek further documents or resort to cross verification, if deemed necessary.

Signature of authorised :

Signatory Name:

Designation:

Date:

Place:

(office seal)

FORM E

FINANCIAL PROPOSAL FOR PRINTING , PACKING AND DELIVERY OF PDF DOCUMENT

Mode: Duplex Printing (double sided)

Paper: 70 GSM A4

Includes: Printing, Sorting, Packing& Delivery

Terms and Conditions: as prescribed in the EOI

Rate per Page (B&W Printing, sorting, packing and delivery of PDF documents in A4 size (70 GSM), duplex mode exclusive of GST):

Declaration

I hereby declare that I am the Authorised Signatory to submit this Expression of Interest to C-DIT on behalf of I am willing to undertake the work at the L1 rate approved by C-DIT if empanelled for this work.

Signature of authorised :

Signatory Name:

Designation:

Date:

Place:

(office seal)