

I. About HelpAge India

HelpAge India is a non-profit organization dedicated to serving the elderly population in India. It was established in 1978 and has since been actively involved in various initiatives aimed at improving the quality of life for senior citizens. The organization's programmes are focused on direct interventions in the areas of **Healthcare, Agecare, Livelihoods, Disaster Response, Digital Literacy & Safety**, as well as **Research, Advocacy** and **Awareness** on rights and policies relating to elders.

HELPAGE INDIA invites bids for **"Procurement of Printing materials" for the year 2026-2027 for 1 year** as per details, terms and conditions given below:

II. Terms and conditions

1. The agency can be an individual/HUF/Partnership firm/Company incorporated under the laws of India.
2. This RFP is not an offer by HelpAge India, but an invitation to receive responses from the eligible bidders.
3. No agency shall be entitled to submit more than one bid whether jointly or severally. If one does so, all bids wherein the agency has participated shall stand disqualified.
4. The agency shall bear all costs associated with the preparation and submission of bid.
5. The agency must have PAN (Permanent Account Number) and registered with GST and the document for the same is to be attached.
6. HelpAge India reserves the right to accept or reject any bid, select one or more agencies, and annul the bidding process at any time prior to award of contract without incurring any liability to the affected bidder(s)
7. The supplier should have all valid licenses, approvals, certificates, registration from all statutory authorities like Income Tax/GST/any other relevant and mandatory requirements.
8. Schedule of supply will be provided by HelpAge India while issuing Purchase Order/ email intimation to the selected bidder. In case of delay in supply, penalty will be levied.
9. HelpAge India reserves the right to cancel the contract based on performance without assigning any reason thereof.
10. Evaluation of the bids will be done by Purchase Committee from HelpAge India.
11. HelpAge India management reserves the right to change (increase or reduce) the quantities/units as per its sole discretion and Project requirement.
12. Average minimum turnover should be at least 2 crores.

13. Documents required to release the payment:

- a. Bill / Invoice mentioning Permanent Account Number of Income Tax Department
- b. Documentary proof of the delivery/ service including E-Way Bill, wherever applicable, as per Purchase order

14. Agencies that will be technically qualified would only be considered for opening of financial bids.

15. The bidder is expected to examine all instructions, forms, terms and specification in this RFP. Failure to furnish all information required under this RFP or to submit a bid not substantially responsive to this RFP in all respect will be at bidder's risk and shall result in rejection of the bid.

16. The bidder and their respective officers, employees, agents shall observe the highest standards of ethics during the bidding process. HelpAge India has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to HelpAge India personnel. Notwithstanding anything to the contrary contained herein, HelpAge India shall reject bid without being liable in any manner whatsoever to the bidder if it determines that the bidder has directly or indirectly or through an agent, engaged in corrupts/fraudulent/coercive/undesirable or restrictive practice in the bidding process.

17. Indemnity

The bidder shall indemnify HelpAge India against all actions, suits, claims and demands brought or made against HelpAge India in respect of anything done or committed to be done by the bidder in execution of or in connection with the work of this contract and against any loss or damage to HelpAge India in consequence of any action or suit being against the selected vendor for anything done or committed to be done in the execution of this contract.

18. The RFP shall be evaluated strictly based on the substantive information/credentials/documentary evidences submitted by the agencies.

19. HelpAge India Management reserves the Right to award the work to more than one Agency as per requirement. Delivery shall be made at locations communicated by HelpAge India through Purchase Orders.

20. All the bid needs to be submitted via mail only mail id **Procurement@helpageindia.org** on or before 10 June 2026 **at 23.59 hours IST**

21. Agencies would not be allowed to subcontract the work, either partially or fully of the work assigned to them. In such case the Management reserves the right to cancel the contract with the agency.

22. The rate quoted by the agency will be valid for **One Year** from the award of the contract

23. Items not meeting the specified requirements has to be returned.

Annexure- 1 Technical Bid Format

(To be filled, sign & stamp by Agency)

A

S.No	Particulars	Remarks	Work Experience
1	Experience with HelpAge India/Govt. Agency/NGO/DevelopmentSector	Yes/No	
2	Experience in similar Type of Product/Service supply	Year	

B

S.No	Particulars	Last 3 Year		
		FY 2023-24	FY 2024-25	FY 2025-26
3	Annual Turnover as per Audited Financials (Copies of the Audited Financials needs to be attached or Turnover Certificate from Chartered Accountant)			

C

S.No	Particulars	Top 5 Client List with value (Rs)	
4	Clientele List		

D

S. No.	Particulars	Details (GST & PAN No.)
5	PAN	
6	GST	

HELPAge INDIA

C-14, Qutab Institutional Area, New Delhi-110016

Annexure- 2: Technical Bid Format

Location -: PAN India basis

	SPECIFICATION (TECHNICAL)	AGENCY'S REPOSE (in brief)
1.	Supply to be done according to the quantities, specifications, quality, schedule and locations approved by HelpAge India	
2.	The acknowledgement for delivery/services of supply to be submitted as proof along with invoice.	
3.	The agency is capable (as defined in RFP document) and agrees to complete the supply within specified time as agreed upon otherwise penalty clause will be invoked.	
4.	Past experience of the agency in supply of items or similar items, as listed in this RFP. Please give details or provide list of clients to whom similar goods have been supplied.	
5.	Management reserves the right to empanel one or more agencies (on the basis of quality consideration/experience of the agency) in addition to rates parameters.	
6.	Constitution of the agency whether Proprietorship/Partnership/Company. Give details of Proprietor/ Partner/Directors.	
7.	For how many years the agency is engaged in similar line of activities.	
8.	Registration certificate with GST need to be submitted along with the technical quotation.	
9.	Penalty clauses will apply as per the company's policy, as per terms of the purchase order: the decision of HelpAge India shall be final and binding in this regard.	
10.	The final price will remain valid for one year from the award of the Purchase order/ contract	

Please Note:-

- 1. Form must be completed in all respects; incomplete forms may liable to be rejection.**
- 2. The form must be duly stamped & signed by the Authorised signatory**
- 3. The form must be submitted on or before due date and time.**

HELPAGE INDIA

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Annexure-3: Financial Bid Format

We are submitting the below quotation for the above after understanding completely the technical specifications and other terms and conditions of the RFP.

	SPECIFICATIONS	AGENCY'S REPOSE (Agree/Disagree)
1.	Rates will be inclusive of all Taxes/Levies/Packing and Freight Charges etc.	
2.	TDS, as applicable will deduced as per Income Tax Act, 1961	
3.	Payment will be made through cheque / NEFT/ RTGS.	
4.	Duly Certified bills along with signed delivery challan/Eway bill will be submitted for every completed supply on monthly basis.	
5.	Payment shall be made within 30 days after submission of original invoice & proof of delivery of goods at our Head Office at Delhi.	
6.	Penalty clauses will apply as defined in the RFP: the decision of the HelpAge India/Project Management shall be final and binding in this regard	

Specification of Printing 2026-2027 for 1 year (Part A)

S.No.	Publication	Estimated Quantity	Specifications	Price per unit inclusive GST Freight
1.	<p>HelpAge Newsletter</p> <p><i>with Donor Insert Slip inside Pasted</i></p>	<p>English – 64,000</p> <p>Hindi – 1,000</p> <p>Tamil - 250</p>	<p>NEWSLETTER</p> <p>Size: A4 Size</p> <p>Paper: Imported Art (Matt) 100 GSM</p> <p>Color: 4 Color</p> <p>8 sides printing back-to-back</p> <p><i>Centre Stitched/Stapled</i></p> <p>DONOR INSERT (pasted inside)</p> <p>Size: 5.6 (h)'' x 7.6 (w)''</p> <p>Color: Single</p> <p>Paper: 80 GSM Maplitho Paper. <i>To be printed on both sides.</i></p> <p>Please mention translation charges for Hindi & Tamil separately</p>	
2.	<p>Brochure 1 (General)</p>	<p>500</p>	<p>Paper: 130 GSM Imported Art Paper (Matt)</p> <p>Pages: 8 pages/ sides (3 folds, 4 sides with back-to-back printing)</p>	

			Size: 8.5"(h) x 5.5" (w): <i>Closed</i> Color: 4 Color	
3.	Brochure 2 (Case Stories)	200	Paper: 130 GSM Imported Art Paper (Matt) Pages: 8 pages/ sides (3 folds, 4 sides with back-to-back printing) Size: 8.5"(h) x 5.5" (w): <i>Closed</i> Color: 4 Color	
4.	Brochure 3 (Marketing)	300	Size: 11.69" (<i>width</i>) x 8.26" (<i>height</i>) - A4 (landscape) Pages: 6 pages/ sides (2 folds, 6 sides with back-to-back printing) Color: 4 Color Paper: 130 GSM	
5.	Annual Review	60,500	Size: A5 (closed) Pages: 16 (including cover & centre spread) Color: 4 Color Paper: 130 GSM Imported Art (Matt) <i>Centre Stitched / Stapled</i>	
6.	Annual Report (AR)	4000	Size: A4 (closed) Pages: 44 (including cover & centre spread)	

			<p>Color: 4 Color</p> <p>Paper: Cover - 170 GSM Sinarmas Art (Matt)</p> <p>Inside Pages - 130 GSM Sinarmas (Matt)</p> <p><i>Centre Stitched / Stapled</i></p>	
7.	Audited Accounts Booklet	1,500	<p>Option 1:</p> <p>Size: 9" x 7" (to be inserted in the inside back pocket of the Annual Report)</p> <p>Pages: 44 including cover</p> <p>Color: Cover – 4 Color</p> <p>Inside Pages – Single Color</p> <p>Paper: Cover - 130 GSM Imported Art Paper Matt</p> <p>Inside Pages - 100 GSM Imported Art Paper Matt</p> <p><i>Centre Stitched / Stapled</i></p> <p>Option 2:</p> <p>Size: 9" x 7" (to be inserted in the inside back pocket of the Annual Report)</p> <p>Pages: 48 including cover</p> <p>Color: Cover – 4 Color</p> <p>Inside Pages – Single Color</p>	

			Paper: Cover - 130 GSM Imported Art Paper Matt Inside Pages - 100 GSM Imported Art Paper Matt <i>Centre Stitched / Stapled</i>	
8.	Folder	3000	Size: 9" x 12" (Closed) Pocket: Two Inside Color: 4 Color Paper: 300 GSM Sinarmas Art Card Matt Lamination	

Estimated quantity will be printed as and when required and not in one go. Estimated quantity are liable to change.

Specification of Printing 2026-2027 for 1 year (Part B)

Sr. No.	Name of Printing items	Full Specification i.e. size, gsm, colour, b/w etc	Estimated quantity required in a year	Price per Unit inclusive GST and Freight	Total Price inclusive GST and Freight
1	Envelope(Without window) with HelpAge India's logo, name and address	Size- 9" X 4.5" 80 GSM offset printing			
1.1	Single colour		10,00,000		
1.2	Double colour		1,00,000		
1.3	4 colours		1,00,000		
2	Envelope(With window) with HelpAge India's logo on the top and name & address on the back side	Size- 9" X 4.5" 100 GSM offset B/W printing	4,00,000		
3	Envelope (Brown/White) with HelpAge India's name and address	Size-9" X 7.5" 90 GSM Star Paper B/W printing	50,000		

4	A4 size Mailer	Size- A4 70GSM offset printing			
4.1	Single Colour		1,00,000		
4.2	Double Colour		1,00,000		
4.3	4 Colours		10,00,000		
5	Donation Coupon - 80 gsm Size : 7" X 5"	80 gsm offset printing Size : 7" X 5"			
5.1	Single Colour		2,00,000		
5.2	Double Colour		2,00,000		
5.3	4 Colours		2,00,000		
6	Planner/Diary	Size : 4" X 7.25" No of Pages : 24 inside + 4 Cover Paper : 95 GSM Super Print for inside pages and 170 GSM Imported Art for Cover Printing : 4+4 Colour Offset Binding : Centre Stitch	2,00,000		
7	Donor Form and Donor Checklist Form (F2F)	on carbon less paper in set of 3 sheets with one page double side printing. Each set (book form)include packing & forwarding. Freight will be charged extra.	25,000		
8	Greeting Cards	Size – 5" x 7" (folded size), Paper- 230 GSM SBS card Printing - 4 cols. + 2 cols. Inside Fabrication – Without or multiple perforations and die cutting AND Envelopes- Size 7.25" X 5.25" Paper – 80 GSM Maplitho	2,00,000		

		Printing – 4 cols. Offset			
9	Presenter(F2F)	Size - 8.5" X 11 Pages - 8 self Cover Colour - 4 cols. Binding - Centre stitch Paper - 100 gsm sinar art paper (F2F)	10,000		
10	Table Calendar	Size 8.5 x 5.5 finish colour 4+4 pages 7 leaf +stand paper 220 gsm card and stand on 2.5 mm board with Spiral Binding	60,000		
11	Wall Calendar	Size : 7.8' X 33' (Open) Paper : 250 gsm art card Printing : 4+4 Col. Offset Fabrication : Lamination(matt) and folded	60,000		
12	Book Mark	Size- 8" X 2" 300 GSM Imported Art Card 4+4 Colour printing Lamination on both side	70,000		
13	ID Badges as per sample (F2F)	Size - 9.5 cm X 6.5 cm as per sample (F2F)	5,000		

Estimated quantity will be printed as and when required and not in one go. Estimated quantity are liable to change.

Annexure-4

To be submitted by bidder/Vendor /Tenderer

(On Rs.10 stamp paper)

This has reference to the RFP dated In response to the RFP, we have submitted our technical & financial bids on.....at your email address..... In connection with the above bids, we hereby declare as under: -

- i- That we are neither related to any of your Board Members, Officers and other employees nor do we have any financial, commercial or other interests with any of the above persons in any capacity whatsoever.

- ii- That we have submitted the bids in the name of M/S..... and declare that no other bids have been submitted by us in the name of any other firms/companies/proprietors/individuals which comes under the same management and related parties.

- iii- We undertake that:
 - a. All information furnish by us in respect of fulfilment of eligibility criteria and qualification information of the Bid is complete, correct and true.
 - b. All copy of documents, credentials and documents submitted along with this Bid and genuine, authentic, true and valid.

- iv- We undertake that
 - a. We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.

- b. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India/Public Sector Undertaking/ any Regulatory Authorities/ Multilateral Funding agency in India for any kind of fraudulent activities.
- c. No Criminal proceeding are pending against the Proprietor / Partner /Director of the firm/ company (Agency) and also against the firm/ company.

(Indicate any convictions if any against the above persons or Agency.)

- d. The firm/company has not been declared insolvent, bankrupt, not in receivership, or being wound up, not have its affairs administered by a court or a judicial officer

v. We hereby undertakes that If any information and document submitted is found to be false/incorrect or we violate any declaration at any stage of contract, HelpAge India has right to cancel my/our Bid and action as deemed fit may be taken against me/us, including termination of the contract, forfeiture of all dues and banning of our firm etc.

We understand that HelpAge India is not bound to accept any bid received against RFP and HelpAge India has right to reject all or any bid without assigning any reason or giving any explanation whatsoever.