

1	Printing & Stationery	Providing office Stationery & Printing of office stationery i.e. Letter Heads, Window Envelops, Plain Envelops with different sizes, Visiting Cards.	1. Bidder should be in operation for a minimum of 3 years. 2. Bidder should have a turn over of at least 75 lac for each year during the last 3 consecutive financial years (2011-2012, 2012-2013, 2013-2014)	1) Required to furnish documentary evidence of his capacity to supply the material(s) within the stipulated period. 2) Certificate of Incorporation. 3) Copy of audited financial statements for last 3 consecutive financial years. 4) List of clients along with the orders / business given in last one year. 5) Proof of printing machine and warehouse and manpower details- Direct & Indirect. 7) Registration certificate of factory or shop or approved contractor or approved supplier or SSI unit etc. 8) Photo copy of PAN Card. 9) Latest sales tax registration certificate with TIN NO.
2	Courier Agency	Appointment of Courier Agencies (Local and Domestic) Dispatch of Various Circulars, News letter, Invitation / Greeting Cards, Parcels to the local and domestic area.	1. Bidder should be in operation for a minimum of 3 years. 2. Bidder should have a turn over of at least 75 lac for each year during the last 3 consecutive financial years (2011-2012, 2012-2013, 2013-2014)	(i) Copies of Service Tax/ Registration certificate) Non relation certificate with GJEPC employees. (ii) Income tax clearance certificate, Experience Certificate, (iii) Registration certificate of factory or shop or approved contractor or approved supplier or SSI unit etc. iv) Photo copy of PAN Card. v) Latest sales tax registration certificate with TIN NO. vi) Online tracking system vii) Copy of audited financial statements for last 3 consecutive financial years. viii) List of clients' along with the orders / business given in last one year. ix) Standard operating process along with the delivery time scheduled for local and domestic area.