

**CENTRAL POLLUTION CONTROL BOARD  
(Ministry of Environment & Forests) Govt. Of India  
PariveshBhawan, East Arjun Nagar  
Delhi-110 032**

**NOTICE INVITING E-TENDER**  
**Tender Notice No.- CPCB/empanelment of Printers/2016-17**

**EMPANELMENT OF PRINTERS(2017-19)**

CPCB invites E-tender for empanelment of Printers in CPCB for the year 2017-2019 from offsets printer for printing jobs like Annual Report, Newsletters, Technical reports, Posters, Leaflets, Letterheads, Stock Registers, Ledgers, Report Photocopying, Framing of Photographs and Binding etc. The E-Tender Documents, Terms & Conditions etc. are available CPPP Website [https://eprocure.gov.in/eprocure/ app](https://eprocure.gov.in/eprocure/app) and at CPCB website: [www.cpcb.nic.in](http://www.cpcb.nic.in) (for reference only)

**Member Secretary  
Central Pollution Control Board  
Delhi**

### **Profile of Printers (Technical Bid)**

The necessary particulars required with regard to the firm for the purposes of panel of printers with the Central Board for printing various jobs of the Board.

- 1. Name of the Firm**
- 2. Address**
  - a. Office
  
  - b. Factory
- 3. Telephone No.**
  - a. Office
  
  - b. Factory
- 4. Name of the Proprietor/Partners/  
Directors**
- 5. Date of Starting Printing Business**
- 6. Registration Details (with directorate-  
of Printing )**
- 7. Sale tax number, VAT/PAN/TAN**
- 8. Income Tax Permanent account number enclosed copy**
- 9. List of Supporting Paper for empanelment**
  - I). List of client for the last two years .
  - li) . Turnover of the firm
  - iii). Balance Sheet for the year 2013-16
  - iv). Legal Case pending (if any) against Govt.  
Dep./Autonomous Body etc.
  - v). Past experience with CPCB
  - vi) Copies of the work orders for the year 2013-16
  - vii). List of the organizations in which empanelled.

**10. Type of jobs performed :**

**11. Whether studio and prepress activities being done in house.**

**12. Number of printing machine and  
Must have the facility of Computer to  
Plat (CTP) process .**

a. Offset press

b.

c.

d.

**13. Number of Staff employed:**

a. Skilled

b. Semi Skilled

c. Others

**14. Any Other relevant information which  
You wish to furnish :**

**15. Bidder selected must deposit an earnest money deposit (EMD) of Rs. 50,000/- with  
CPCB**

**We are fully aware that this submission to the Central Pollution Control Board tantamount putting us in the panel with the Board, but the Board shall inform us specifically in writing about the registration after due scrutiny and verification of the facts mentioned above which to the best of our Knowledge and belief are correct.**

**We undertake that if our name is put up in the panel we shall abide by the terms and conditions to be specified to us by the Board and security deposit or performance bond to be executed may be asked for by the Board.**

**Signature Seal of the firm with date**

## Financial Bid

Annexure-III

### Central Pollution Control Board (PR Division)

Performa for seeking the rates from the printers.

S. No.	Laser Composing with formatting in A4 size by conversion from MS Office/Corel draw/PageMaker/ etc.			Proposed Quoted Rates (Rs.)	
I.	English				
II.	Hindi				
<b>2.</b>	<b>Making Finished Art work</b>				
I.	A3/11" x 18"				
<b>3.</b>	<b>Processing/Film Making A4 Size</b>				
I.	Single Colour				
II.	Double Colour				
III.	Three Colour				
IV.	Four Colour				
<b>4.</b>	<b>Printing through Computer to plate (CTP) size 18" x 23"</b>				
I.	Printing per colour/thousand				
II.	1000 to 2000 copies				
III.	2000 to 5000 copies				
<b>5.</b>	<b>Finishing Item</b>				
I.	Lamination A4 Size Report				
II.	Plastic Jacket 11" x 17.5" (gauge 12)				
<b>6.</b>	<b>Binding each copy</b>	<b>Side stitch</b>	<b>Central stitch</b>	<b>Perfect Stitch</b>	<b>Spiral binding</b>
I.	Up to 96 pages				
II.	97 to 192 pages				
III.	193 to 496 pages				
IV.	497 & above				
<b>7.</b>	<b>Printing of posters in four color with designing and two color printouts (Excluding paper cost in Rs.)</b>		<b>11" x 17"</b>		<b>18" x 23"</b>
<b>8.</b>	<b>Designing of calendars size 18 x 23" with two colour printouts</b>				
<b>9.</b>	<b>Spiral Binding of Calendars with hanging device (Metal)</b>				
<b>10.</b>	<b>Xeroxing</b>				
I.	A4 size single color				
II.	A4 size In colour				

## Miscellaneous Items

Sr. No.	Items	Size in Inches	Qty.	Paper	Binding	No. of Pages	Rates to be quoted by the printers
01	Fixed Asstes registers	13×16 16×26	50	Sunbeam 100GSM	Hard Bound with 44 ounce Gutta with Rixin		
02	Stationary Chemical register	16×26 14×20	50	Sunbeam 100GSM	Hard Bound with 44 ounce Gutta with Rixin		
03	CPF register	11×12	50	Sunbeam 100GSM	Hard Bound with 44 ounce Gutta with Rixin		
04	Receipt Book	20×30/8	50	3+1 maplitho	24 Ounce Gutta with paper psting		
05	Visiting Cards with Gold embossing	American	100	Recycled or Ivory	-		
06	Letterheads with embossing	A4	100	German DO 105 GSM	Fancy cover with top Opening		
07	Letterheads with offset	A4	100	Super Print 90 GSM	Cover with top Opening		
08	Envelops	A4, A3, A5, 5×8	100	100 GSM	-		
09	Xeroxes	A4 colour and Black in White	Per copy		-		
10	Spiral Binding	A4, A3 upto 200 pages	Per copy		-		
11	Wooden frame with enlarge Picture	18×23 20×26	Per piece		-		
12	Vinyl Board	18×23 23×36 20×30	Per piece		-		
13	File Covers	Regular 400 GSM	Per piece		-		
14	Printed Note sheet	100 Sheet in pad legal size Sunbeam Paper 100 GSM	Per pad		-		
15	Banners(Flex)	3ft×7ft	Per piece		-		
16	Banners Clothes	3ft×7ft	Per piece				

<b>11.</b>	<b>Detail of Paper</b>	<b>Size</b>	<b>Rates/Ream, Packet</b>
I.	Super Sun Shine 80GSM	23x36"	
II.	Map Litho 80GSM	23x36"	
III.	Chroma Art Paper 90GSM	23x36"	
IV.	Sun Beam 110GSM	17x27"	
V.	Indian Art Paper 90-95GSM	23x36"	
VI.	Indian Art Paper 110GSM	23x36"	
VII.	Indian Art Paper 135 GSM SINARMAS)	23x36"	
VIII.	Imported Art Paper 110GSM	23x36"	
IX.	Imported \Art Paper 110 GSM	23x36"	
X.	Imported Art Paper 135 GSM CONCORED	23x36"	
XI	Indian Art Paper 170GSM (Sinarmas)	23x36"	
XII	Imported Art Paper 170GSM	23x36"	
XIII	Indian Art Paper 210GSM (sinarmas)	23x36"	
XIV	Imported Art Paper 210GSM	23x36"	
XV	Indian Art Paper 270GSM (SINARMAS)	23x36"	
XVI	Imported Art Paper 270GSM	23x36"	
XVII	Indian Art Paper 300GSM (sinarmas)	23x36"	
XVIII	Imported Art Paper 300GSM	23x36"	
XIX	Recycled Paper 20KG/Sheet	23x36"	
XX.	Handmade Paper 25KG/Sheet	23x36"	
XXI.	Bible Paper 44 GM. (ITC Brand)	23x36"	
XXII	Bible Paper 54gm. (ITC Brand)	23x36"	

## **Instructions for Online Bid Submission**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

### **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link **“Online bidder Enrollment”** on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.



- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions, **Shri Satish Kumar, Publication Assistant may be contacted on Mob. 9560605902**
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general , please call the 24 x 7 Help Desk Number 0120-4200462, 0120-4001002 Mobile : +91 8826246593 and E-Mail : [support-eproc@nic.in](mailto:support-eproc@nic.in)

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