



SPEED POST

No. CB/PR/PANEL/2019-20

October 09, 2019

To

As per list enclosed.

Sub : Notice Inviting Tender (Technical Bid and Financial Bid) for Empanelment of Printers in CPCB .

Sir,

It is proposed by Central Pollution Control Board (CPCB) to undertake 'Empanelment of Printers' for printing jobs. Accordingly, sealed Tenders (Technical Bid and Financial Bid) for empanelment of printers are hereby invited from DOP / DAVP empanelled printers located in NCR Delhi. Formats for submission of technical and financial bids are attached for reference at Annexure 1 and 2 respectively.

In this context, interested and eligible parties are requested to submit technical bid and financial bid as per formats enclosed in separate sealed covers along-with Earnest Money Deposit (EMD) in the form of Demand Draft of Rs. 5,000/- [Rs. Five Thousand only] in favour of Central Pollution Control Board. Exemption to this clause can be availed by the parties entitled as per existing rules. Details of other documents and information to be furnished with bids are also described in the Annexures 1 and 2.

The envelopes containing the bids should also be sealed and super-scribed as "Empanelment of Printers in CPCB - 2019".

The proposal may be submitted to "The Member Secretary, Central Pollution Control Board, 'Parivesh Bhawan', CBD-cum-Office Complex, East Arjun Nagar, Delhi-110032" and last date of submission is 04.11.2019, by 3:30 PM. The proposals shall be opened on the same day at 4.00 PM. For any kind of clarification in the matter, Undersigned may be contacted.


Encl : As above

Yours faithfully


[M.K. Choudhury]

Divisional Head - PR Division
[011- 43102454, 9868129126]

List of empanelled printer with Directorate of Advertising & Visual Publicity (D.A.V.P.)

- 1. M/s Aravali Printers & Publishers (P) Ltd.**
W - 30, Okhla Industrial Area, Phase-II
Unit II : A-129, Okhla Industrial Area, Phase-II, New Delhi-110020
 - 2. M/s Brijbasi Art Press Ltd.**
A-80/81, Sector - V,
Noida - 201301
Unit II : 20-21, Udyog Kendra, Greater Noida.
 - 3. M/s Delhi Press**
E-3, Jhandewallan Estate, Rani Jhansi Road,
New Delhi - 110055
 - 4. M/s India Offset Press**
A-I, Mayapuri Industrial Area, Phase-I,
New Delhi - 110064.
 - 5. M/s International Print-O-Pac Ltd.**
C-4, to 11, Hosiery Complex, Phase-II, Extension,
Noida-201305 (U.P.)
 - 6. M/s Nutech Print Services**
Regd. Office B-25/3, Okhla Indl. Area Phase-II,
New Delhi-110020,
Works-Plot No.3 & 4, Sector-59, Phase-II, Faridabad, Haryana-121004.
 - 7. M/s Paras Offset Pvt. Ltd.**
C-176, Naraina Industrial Area, Phase-1,
New Delhi - 110028
 - 8. M/s Rakmo Press (P) Ltd.**
C-59, Okhla Industrial Area, Phase-1,
New Delhi-110020
 - 9. M/s Rave Scans Pvt. Ltd.**
A-27, Naraina Industrial Area, Phase-II,
New Delhi - 110028
 - 10. M/s Universal Offsets**
B-3, Sector-67, Noida (UP)-201301.
 - 11. M/s AP India**
D-15/1, Okhla Industrial Area, Phase-1,
New Delhi-110020
 - 12. M/s Batra Art Press**
A-41, Naraina Industrial Area, Phase-II,
New Delhi - 110028
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13. **M/s Chaar Dishayen Printers**
C-42, Gulmohar Park, New Delhi - 110049
Press: G-39, 40&41 Sector-3, Noida-201301
14. **M/s Gita Offset Printer (P) Ltd.**
C-90, Okhla Industrial Area, Phase-I,
New Delhi - 110020.
15. **M/s Haploss Printing House**
A-33, Mayapuri Industrial Area, Phase-2,
New Delhi - 110064
16. **M/s I.G. Pinters Pvt. Ltd.**
104, DSIDC Complex, Phase-I,
Okhla Industrial Area, New Delhi - 110020
17. **M/s J.K. offset Graphic Pvt. Ltd.**
B-278, Okhla Industrial Area, Phase-I
New Delhi - 110020
18. **M/s Kriti**
B-279, Okhla Industrial Area, Phase-I
New Delhi - 110020
19. **M/s Niyogi Offset Pvt. Ltd.**
D-78, Okhla Industrial Area, Phase-I,
New Delhi - 110020
20. **M/s Salasar Imaging System**
A-97, Sector-58, Noida-201301(U.P.)
21. **M/s Sita Fine Arts**
A-16, Naraina Industrial Area, Phase-II,
New Delhi - 110028
22. **M/s VIBA Press (P) Ltd.**
C-66/3, Okhla Industrial Area, Phase-I,
New Delhi - 110020

List of empanelled printer with Directorate of Printing (DOP)

23. **M/s Aegean Offset Printers,**
220-B, Udyog Kendra-I.
Greater Noida-201306 (UP).
E-Mail-aajaya@aegeanoffset.com
Phone No. 0120-6497892.
24. **M/s Amar Ujala Publications Ltd.**
C-121, Sector-59, Noida-201301
E-mail : response@amarujala.com
Phone No. 0120-4694000.



- 25. M/s Chandra Prabhu Offset Printing Works Pvt. Ltd.**
C-40. Sector-8. Noida-201301.
E-mail : appl40@gmail.com
Phone 0120-4316505.
- 26. M/s Gopsons Papers Ltd.,**
A-2 & 3, Sector-64, Noida-201301.
E-mail : sunilgoyal@gopsons.com
Phone No. 0120-4930100.
- 27. M/s Infinity Advertising Services (P) Ltd.,**
Plot No.171-172, Sector-58,
Faridabad-121004.
E-mail : Infinity@Infinityadvt.com
Phone No. 011-30888738.
- 28. M/s Nova Publications & Printers Pvt. Ltd.**
Plot No.9-10, Sector-59, Phase-II,
Faridabad, (Haryana).
E-mail : Kiran.kumar@apppl.in
Phone No. 0129-4317647.
- 29. M/s Dee Kay Printers, 5/37 A & 5/34,**
Kirti Nagar, Industrial Area,
New Delhi - 110015
- 30. M/s Saraswati Offset Printers Pvt. Ltd.,**
Saraswati House, A-5, Naraina Industrial Area, Phase-II,
New Delhi - 110028
- 31. M/s Educational Stores, S-5, Bulandshahar Road,**
Industrial Area, Site-I,(Near R.T.O. Office),
Ghaziabad U.P.-201009
- 32. M/s Jaina Offset Printers,**
A-33/2, Site - IV, Industrial Area, Sahibabad,
Ghaziabad-201010
- 33. M/s Current Print Productions Pvt. Ltd.,**
Head Office: 3 D & F, BIGJO's Tower,
A-8, Netaji Subhash Place, Pitampura,
New Delhi - 110034



Section 1 : General Terms and Conditions Applicable to the Printers

1. Central Pollution Control Board (CPCB) intends to prepare a panel of Printers for designing and printing jobs. The panel would be valid for a period of two years i.e. 2019-2021 in the first instance which may be extended on mutual consent.
2. Reputed printers experienced in conceptualizing, designing, printing of documents etc., who have sound back-up for excellent designing, scanning, planning etc. of publication of various descriptions/literature for black & white and multi-colour jobs are eligible to apply. The printing and designing jobs broadly include designing and printing of in-house magazines, Newsletters, guidelines, brochures, reports, posters, pamphlets, letter heads, envelopes, visiting cards, greeting cards, files, folders, registers etc., on the basis of modern facilities and standards available in the printing industry.
3. The printer should be in the profession of printing for the last 05 financial years.
4. Annual Turnover of the Printing firm/Printer should not be less than 30.00 Lakhs during any of the last three financial years.
5. The Printer should be on the current approved panel of Directorate of Advertising & Visual Publicity (DAVP) or Directorate of Printing (DOP).
6. The Printer should have multi-colours offset printing machines, in-house lamination, stitching & binding & Screen printing unit.
7. Printer should have full-fledged unit of its own for designing, preparation of art work, translation in English, Hindi, proof reading, composing and printing etc.
8. The rights to postpone/cancel/suspend/terminate the tenders or its process at any stage are reserved by CPCB.
9. Proposals of the interested Printers can also be rejected at the sole discretion of CPCB, if any application found incomplete or information provided by the Printer is not in the prescribed format and is inconsistent and inaccurate.
10. CPCB reserves the right to remove any Printer on the approved panel for designing and printing jobs etc., for any administrative reason.
11. Printers, if having any dispute with CPCB will not be entertained till settlement of the dispute.

12. In the event of delivery of any defective works/materials, owing to urgency or for any other reasons, CPCB shall have the power to deduct such suitable sum from any payment due to the Printer.
13. Work order(s) for printing jobs can also be sent to the empanelled Printers through fax/mail/e-mail/voice telephone/by-hand, in addition to speed post/registered post / courier etc.
14. The empanelment with CPCB can be terminated by either party prior to the duration of 24 months or as the case may be , by serving one month notice to the other party. In case of termination, the entire materials whatsoever pending with Printer will liable to be returned back to CPCB.
15. A schedule for completing the job and delivery of printed copies will be drawn by CPCB and will be intimated to the Printer while placing the work-order for the jobs. A Committee comprising of the following members will review the progress of work assigned to the Printer from time to time. The composition of the Committee will be as follows:
 - i) Chairman - CEP
 - ii) Any one member from CEP
 - iii) DH - PR
 - iv) Scientist 'D' - PR DivisionPrinter will strictly follow the schedule for completing the job and delivery of items, failing which name of the Printer will be de-listed from the panel by CPCB.
16. The Printers applying for empanelment should furnish all the details as per Technical and Financial bid format.
17. Based on the rates offered by the Printers, ' Schedule of Rates' shall be prepared by CPCB . These 'Schedule of Rates' shall be offered to qualified Printers for information and empanelment purposes. Printers having quoted the rates exorbitantly on higher-side as compared to 'Schedule of Rates' shall not be considered.
18. The ' Schedule of Rates' and list of qualified/ empanelled Printers will be declared at the discretion of CPCB which could be intimated through any means of communication as mentioned above.
19. The qualified and interested Printers shall be required to submit necessary ' Agreement Papers' along-with security deposit of Rs. 25,000/- [Rs. Twenty Five Thousand only] in the form of Bank Guarantee.
20. All the items to be received from the Printer would be checked by the PR Division to ensure that the ordered jobs confirmed to the approved specifications/quality as per samples approved by CPCB.

21. This empanelment of the printer be terminated if the printer is found guilty of breaching the Contract. Applicant must ensure that all the requisite documents mentioned in this ' Notice Inviting Tender' are enclosed before submitting the application.
22. The Printing press should have a valid License / Registration from the concerned Government Department.
23. The printer should have expertise in handling high quality printing and capable of delivering jobs in tight schedule and in exigencies to deliver the jobs over the night without any compromise with the quality of printing. The printer should submit quality publications printed by their press during recent years (the sample publications must show their imprint line at appropriate place).
24. The printing press / proprietor should have valid PAN and GST number issued by respective Authority.
25. The printing press should not blacklisted in the past by any Govt./Semi Govt. /Govt. Undertakings/Autonomous organisations.
26. Printer should be fully equipped with all facilities to handle the printing jobs in a given time-frame. Printer should have in-house creative designing facility. They shall collect manuscript / proof, etc., immediately when intimated even on odd hours and holidays and must be capable of executing urgent jobs round the clock in case of exigency.
27. Collection and delivery of manuscript, CRC, CD, Print Order, Proof, Ferro Proof, printed materials, etc.: The Printer entrusted with a print job shall make arrangements to elect and deliver all materials such as manuscripts, proofs, ferro proofs, CRC, CD, Print Order, printed material, photographs, etc. at their own cost and expenses.
28. Submission of proofs for approval: Rates quoted by the Printer should be inclusive of all proofs, ferro proofs. CPCB can ask for any number of proofs/ferro proofs for approval and will not pay separately for more proofs asked to supply before final printing.
29. Maintenance of High Standard of Publication: The Printer having entrusted the job for printing shall execute the work in the most professional manner maintaining high standards of printing.
30. Terms of Payment: The Printer shall submit a complete bill/tax-invoice along with Delivery Challans, and a copy of 'Work Order' issued to him. Payment will be made only after the job is delivered & completed in all respects. No part Payment or advance payment will be made. No interest will be payable on the delayed payments. E-payment will be made direct to the Printer's/Firm's bank account. No request for other mode of payment will be entertained.
31. Assignment: Once the job is assigned to the empanelled Printer, it cannot be refused by them. A penalty can be imposed on the printer if he fails to deliver the job in time beside other suitable action which will be ascertained at that particular situation. The job should be completed within schedule.

32. Delays in the Printer's performance: Delivery of the printed material shall be made by the Printer in accordance with the time schedule specified by CPCB in the Work Order issued against each job and accepted by the Printer. Any inordinate delay by the Printer in its delivery obligations shall render the Printer liable to any or all of the following actions:

- a) Cancellation of the Work Order totally or partially.
- b) Forfeiture of its Security Money
- c) Imposition of penalty,
- d) Termination of the contract Agreement.

33. Enhancement/reduction of Print Order: CPCB reserves the right to enhance/reduce/restrict/cancel the purchase order in the following situations by revising the purchase order:

- a) Inordinate delay committed by printer in collecting or delivery of manuscript/proof/printed material, etc. from CPCB
- b) Unsatisfactory progress of the job at the printer's end noticed during monitoring by the CPCB
- c) Sub-standard quality of printing, binding, paper, etc. noticed at any stage.
- d) Reduction in requirement.

34. Removal from the Panel of Printer: Printer can be removed/blacklisted from the panel of printers for following reasons:

- i. Refusal of job by an empanelled Printer,
- ii. Inordinate delay in executing the job,
- iii. False/forged submission of documents,
- iv. Poor quality/unsatisfactory execution of printing, short supply of printed material.

33. The interested Printer shall submit its Profile including the following information :

- i. Name of the Firm
- ii. Address
 - a. Office
 - b. Factory
- iii. Telephone No.
 - a. Office
 - b. Factory
- iv. Name of the Proprietors/Partners/Directors
- v. Date of Starting Printing Business
- vi. Registration Details (with Directorate- of Printing and DAVP)
- vii. Documents required to be enclosed with the application.

- a. Earnest Money Deposit (EMD) in the form of Demand Draft of Rs. 5,000/- [Rs. Five Thousand only] in favour of Central Pollution Control Board. Exemption to this clause can be availed by the parties entitled as per existing rules. This EMD will be returned to unsuccessful bidders after completion of the bidding process. EMD of qualified bidders be returned after completion of empanelment process.
 - b. Self-attested copy of Registration of the Press as per existing norms from Government Department.
 - c. Self-attested copy of PAN & GST issued by respective authority.
 - d. Self-attested copies of complete Income Tax Returns filed during the last three financial years.
 - e. Self - attested copies of Audited Balance Sheet for last three financial years.
 - f. An affidavit on non-judicial stamp paper of Rs.100/- stating that the printer has never been blacklisted by any Government/Semi Government/ Govt. Undertakings/Autonomous organisations.
 - g. Name, address (with residential proof), and mobile/telephone no. of the designated person(s) responsible to deal with CPCB in connection with printing of job.
 - h. List of client for the last three years.
 - i. Legal Case pending (if any) against Govt. Dep./Autonomous Body etc.
 - j. Past experience with CPCB.
 - k. Copies of the work orders for last 03 years.
 - l. List of the organizations in which empanelled.
 - m. List of Jobs undertaken :
 - n. Whether studio and prepress activities being done in house :
 - o. Number of offset printing machines
 - p. CTP Machines [Must have the facility of Computer to Plate (CTP) Process].
 - q. Details of Lamination Machines
 - r. Details of Binding Machines
 - s. Details of screen printing unit
- viii. Numbers of Staff employed:
- Skilled
 - Semi-Skilled
 - Others
- ix. Any Other relevant information, is wish to furnish :
- x. The Interested parties shall submit the undertaking to the following effects :

“ We are fully aware that this submission to 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”

35. In the event of any dispute, the decision of the Chairman, CPCB , shall be final and binding to all the parties.

A handwritten signature in black ink, consisting of a vertical line on the left and a series of loops and curves on the right.

Part A : Rates for offset printing:

S. No.	Item	Quoted Rates (Rs.)			
1.	Formatting size by conversion from MS Office/Corel draw/PageMaker/ etc.				
I.	English (Per page)	A4		A5	
II.	Hindi (Per page)				
2.	Art work (Per page)	A4		A5	
3.	Printing through Computer to Plate (CTP) size	18" x 23"		20X30"	
I.	Printing per colour/thousand				
II.	Subsequent 1000 impression				
4.	Finishing Item				
I.	Lamination A3 Size Report				
II.	Plastic Jacket 11" x 17.5" (gauge 12)				
5.	Binding each copy	Side stitch	Central stitch	Perfect Stitch	Spiral binding
I.	Up to 96 pages				
II.	97 to 192 pages				
III.	193 to 496 pages				
IV.	497 & above				
6.	Printing of posters in four color with designing and two color printouts (Excluding paper cost in Rs.)		11"X17"	18X23"	20" x 30"
7.	Designing of calendars in 04 col. with 02 col. proofs		9 x 11"	11X17"	18X23"
8.	Spiral Binding of Calendars with hanging device (Metal)		11"	17"	20"

Part B : Rates of Other items:

Sr. No	Item	Size in Inches	Paper	Binding	No. of Pages	Rates to be quoted
01	Fixed assets registers	13×16 16×26	Sunbeam 100 GSM	Hard Bound with 44 ounce Gutta with Rexine	Upto = 250 Leaves Upto = 350 Leaves Upto = 450 Leaves	Rates per register
02	Stationary Chemical register	16×26 14×20	Sunbeam 100 GSM	Hard Bound with 44 ounce Gutta with Rexine	Upto = 250 Leaves Upto = 350 Leaves Upto = 450 Leaves	Rates per register
03	Receipt Book	20×30/8	3+1 Maplitho 2+1 Maplitho 1+1 maplitho	24 Ounce Gutta with paper pasting	Upto = 50 Leaves	Rates per book
04	Visiting Cards with Gold embossing	Standard	Ivory			Rates per 100 cards
05	Letterheads with embossing	A4	German DO 105 GSM	cover with top Opening		Per pad containing 100 leaves
06	Letterheads (CPCB)	A4	Super Print 90 GSM	Cover with top Opening		Per pad containing 100 leaves
07	Envelops	A4, A3, A5, With single colour printing on top	100 GSM	-		Per piece

08	Xeroxing	A4 size single colour A4 size four colour A3 size single colour A3 size in four colour	A4 colour and Black in White	-		Per page
09	Spiral Binding	A4, A3		-	upto 200 pages up to 400 pages	Per book
10	Wooden photo framing with Glass	18×23 20×26				Per frame
11	File Covers	Regular 400 GSM		Single colour printing		Per cover
12	Printed Note sheet	100 Sheet in a pad legal size Sunbeam Paper 100 GSM		Single colour printing on each leaf		Per pad
13	Stickers (square & rectangle) with both sides gumming			-		Rates per sq. inch
14	Stickers (round) with both sides gumming					Rates per sq. inch
15	Digital print	A4	A3	18"X23"	20"X30"	Per print
16	Banners/ sq.inch.	Cloth Banners	Flex	Synthetic		Rates per sq. inch
17	Mounted vinyl Board with double sided tape					Rates per sq. inch

Part C : Rates of Different Sized Papers

S.no.	Detail of Paper	Size		Rates per Ream containing 500 Sheets
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"	20X30	
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"		