

**CENTRAL POLLUTION CONTROL BOARD  
(Ministry of Environment & Forests)  
“Parivesh Bhawan”, East Arjun Nagar,  
Delhi – 110 032**

**Tender Notice  
Empanelment of Printers  
2014-2016**

Central Pollution Control Board (CPCB) invites sealed quotations / bids from Offset / Screen Printers for printing jobs like visiting cards, letter heads, bill books, stock registers, ledgers, envelopes, Report Photocopying and binding etc.

- \* The empanelment is valid for a period of two years only;
- \* The Offset / Screen Printers must have the press in Delhi / NCR;
- \* The Offset / Screen Printers must have PAN no. for income tax; and
- \* The Offset / Screen Printers must have at least 5 years experience in the field.

Interested parties may submit their technical and financial bids in the separate envelopes to the I/c. PR, Central Pollution Control Board, Parivesh Bhawan, East Arjun Nagar, New Delhi, within 30 days from the release of advertisement. The Performa for bids may be downloaded from CPCB website : [cpcb.nic.in](http://cpcb.nic.in).

**I/c. Public Relation**

## **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. **Sales tax number, VAT/PAN/TAN** : \_\_\_\_\_
8. **Income tax permanent account number enclosed copy** : \_\_\_\_\_
9. **List of Supporting papers for empanelment**
  - i) List of clients for the last two years. : \_\_\_\_\_
  - ii) Turnover of the firm
  - iii) Balance sheet- for the year 2012-13
  - iv) Legal cases pending (if any) against Govt. Dept./Autonomous Body etc.
  - v) Past experience with CPCB
  - vi) Copies of the work orders for the year 2012-13 & 2013-14
  - vii) List of the organizations in which empanelled.
10. **Type of job performed** : \_\_\_\_\_
11. **Whether studio and prepress activities being done art job, etc. being done at your press.** : \_\_\_\_\_  
\_\_\_\_\_

12. **Screen and Letter press facilities** : \_\_\_\_\_  
**including Xeroxing, spiral and spico**  
**binding in-house**  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
13. **Number of staff employed** : \_\_\_\_\_  
a) Skilled : \_\_\_\_\_  
b) Semi skilled : \_\_\_\_\_  
c) Others : \_\_\_\_\_
14. **Any other relevant information which** : \_\_\_\_\_  
**you wish to furnish** \_\_\_\_\_

We are fully aware that this submission to the Central 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 as may be asked for by the Board.

Yours faithfully,

**Signature Seal of the  
Firm with date**

**Date:**

**CENTRAL POLLUTION CONTROL BOARD**  
**(PR Division)**  
Parivesh Bhawan, East Arjun Nagar, Delhi – 110032

**Rates for Printing Items Valid for the Years 2014-2016 (Technical Bid)**

Rates should be quoted on this Performa only, duly typed, correction & overwriting of rates should be avoided.

Sr. No.	Items	Size	No. of Pages	Qty.	Paper	Binding	
1.	Fixed Assets Register	13"x16" 16"x26"	500	25	Ledger paper 90Gsm (Sunbeam Paper)	Hard Bound	
2.	Stationery, Chemicals & Spare Parts Register	14"x20" 20"x28"	500	25	Ledger paper 90Gsm (Sunbeam Paper)	Hard Bound	
3.	CPF Register	11"x12"	250	20	Ledger paper 90Gsm (Sunbeam Paper)	Hard Bound	
4.	Receipt Books	20"x30"/8	50+2	50	80 Gsm Maplitho in double colours	Hard Bound with Gutta	
5.	Visiting Cards	American	100 in each packet	100 & 200	Recycled 270 Gsm with both side printing (Screen in bilingual)		
6.	Letterheads	A4	100 in each pad	20-30 Pads	German D.O. 105 Gsm	Loose jacket	
7.	Letterheads of CPCB	A4	100 in each pad	500 pads	Super sunshine 80 Gsm	Loose Jacket	
8.	Envelopes	A4	1000 Nos.	1000	Super sunshine 80 Gsm with single colour printing		
9.	Envelopes for Filter Paper	5"x8"	10000 Nos.	10000	Super sunshine 80 Gsm with single colour printing		
10.	Xeroxing Black & White	A4					
11.	Xeroxing Colour	A4					
12.	Spiral Binding	A4 A3					
13.	Spico Binding	A4 A3					
14.	Wooden framing with glass and enlargement of pictures	A0 A1 A2 A3					

### **Terms & Conditions and criteria for empanelment of printers**

- The empanelment will be valid for a period of two years only i.e. March 2014 to February 2016.
- The printers must have the in-house facilities of xeroxing, spiral and spico binding etc.
- The printers must have at least two years experience in the field and only NCR printers will be considered.
- The printers must have the screen printing facility and have at least one single colour offset/Letter press/Digital printing facilities.

<b>S.No.</b>	<b>Item</b>	<b>% of weightage</b>
01.	The printer has more than five Govt. Clients	10%
02.	In-house facilities of xeroxing, spiral & spico binding	30%
03.	The printer having more than two years experience in the field	30%
04.	Screen printing facility and have at least one single colour offset machine	30%