

INDIA TRADE PROMOTION ORGANISATION

(A Government of India Enterprise)

File No.130-ITPO(Ptg.)/Empan./2015-17

Date : 21st July, 2015**Tender Notice for Empanelment of Printers**

India Trade Promotion Organisation (ITPO), a Government of India Enterprise, invites applications from reputed Agencies who are experienced in conceptualizing, designing, printing etc. with sound financial and technical capabilities for the empanelment with ITPO for two years to undertake the jobs with effect from 1st October 2015 to 30th September 2017 with an option to increase it by one year for the following categories:-

A. Offset multicolor printing jobs

The printers under this head may apply who are capable to deal with high quality multi-colour jobs which are prestigious for ITPO such as printing of corporate folders, annual report, calendar of events, booklets, posters, fair guides, fair promotion folders for international exhibitions including all offset printing jobs.

B. Screen printing/digital printing jobs

The printers under this head may apply who are capable to undertake the jobs of printing of Invitation cards (1 colour + leaf printing), letter-heads, application forms (single colour), entry passes, badges, parking labels, handbills, visitor registration forms, stickers, etc.

2. The reputed printers who have relevant experience with the following facilities to handle the above jobs are eligible to apply category wise:-

Stages of jobs to be performed	Facilities for <u>Offset multicolor printing jobs</u>	Facilities for <u>Screen printing/digital printing jobs</u>
Pre-Press (Composing, designing & plate making, etc.)	<ul style="list-style-type: none">• Availability of facilities for designing & composing in both Hindi and English languages.• At least three PCs• Scanner, Proofer, Colour Printers• Computer to Plate (CTP)/ Image Setter,• Complete Plate making machines	<ul style="list-style-type: none">• At least one PC for designing.• scanner,• Printer
Printing	<ul style="list-style-type: none">• At least two four-colour Computerized Plate Control (CPC) off-set machines• At least one double colour off-set machine.• At least one single colour offset machine	<ul style="list-style-type: none">• At least one mini off-set printing machine.• At least one or more table for screen printing• Digital Ptg. arrangement

Post Printing (Binding/ Finishing)	<ul style="list-style-type: none">• At least one Perfect Binding machine• At least two Programme cutting machines,• At least one Section sewing machine,• At least one Stitching machine,• At least one folding machine,• At least one lamination machine.	<ul style="list-style-type: none">• At least one Cutting machine• At least one Center stitching machine
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3.. The agencies/printers who are interested may apply in the prescribed application form, which may be obtained from Sr. Manager/ Manager, Printing Unit, ITPO, Pragati Maidan, New Delhi (Tel : 23371545) on all working days (Monday to Friday) from 10.30 AM to 5.30 PM. by paying an amount of Rs. 5000/- (Rupees five thousand only) + DVAT, as applicable) for printing jobs of **category A (Offset multicolor printing jobs)** and Rs. 3000/- (three thousand) + DVAT, as applicable, for **category B (Screen printing/digital printing jobs)** by Demand Draft drawn in favour of 'India Trade Promotion Organisation', payable at New Delhi, which is non-refundable Those who intend to apply for both categories may submit separate application form for each category by making payment as applicable through demand draft in favour of ITPO. The application form can also be downloaded from ITPO's website www.indiatradefair.com, in that case the prescribed amount may be paid through Demand Draft while submitting the application form. DD should be enclosed alongwith Technical Bid only. The amount can also be deposited in Cash, at Cash Section of ITPO, the receipt of which should be enclosed alongwith Technical Bid.

4. The Application Form comprising of Technical Bid (Part A - i to v) and the Financial bid Part B (in separate sealed envelope), duly completed in all respects and signed by the authorized person should be placed in the tender box located at the Printing Unit, Ground Floor, Pragati Bhawan, Pragati Maidan, New Delhi category wise on or before **5th August, 2015 by 3.00 PM** on any working day from Monday to Friday.

5. The Technical bid shall be opened in the Conference Room of ITPO (First Floor), Pragati Bhawan, Pragati Maidan, New Delhi at **3.00 pm on 5th August, 2015**. Those applicants who wish to be present at the time of opening of Technical bids may do so at the time and date mentioned above.

6. The Financial bid shall be opened of those entities only who technically qualify. The date, time and venue shall be intimated to them in advance, accordingly.

7. ITPO reserves the right to accept or reject the applications received for empanelment without assigning any reason thereof.

Sr. Manager/Manager (Ptg.)

Enclosures:

Part A

- I: Technical details of Bid (to be submitted with application fee)
- II: Financial and business details of Company/Applicant
- III: Details of Machines & equipment
- IV: Clientele list of the Applicant
- V: General Terms & Conditions

Part B

Financial Bid (To be submitted in a separate sealed envelope)

INDIA TRADE PROMOTION ORGANISATION

APPLICATION FORM FOR EMPANELMENT OF PRINTERS

(Printers from Delhi Region only)

PART A – (I)
TECHNICAL DETAILS

1. Applied for : (please tick mark ✓)	Offset multicolor printing jobs	Screen printing/ digital printing jobs

(Separate application should be submitted for each category along with the demand draft in favour of ITPO by those who intend to apply for more than one category)

2. Name of the Agency :

3. (i) Postal address of the Registered Office:

(ii) Postal Address of Press Premises:

(iii) Postal Address of Branch Office, if any:

4. Nature of incorporation : Proprietorship/Partnership/Pvt. Ltd
(please tick mark ✓) Public Ltd./other

(Please enclose copy of Memorandum/Articles of Association/Partnership deed etc. as applicable)..

5. Year of establishment :

6. Work Experience in years :

7. Registration No. :

8. TIN No. :

9. Contact person with Designation :

(i) PAN No.

(i) Mobile No.

(ii) Telephone Nos.

(iii) E-Mail.

(iv) FAX No.

10. Number of Employees:

i. Regular :

ii. Temporary :

Contd..p.2/-

- iii. Daily wages :
- iv. Designers :
- v. Artists :
- vi. Printing technologists :

11. If Member of any Printers' Association, please state name of association and Membership No. & Date.

a)

b)

12. Please state whether your agency has received any 'Award for Excellence' in printing during the last three years (Please enclose copy of Certificates).

13. Is the press insured against fire, theft, burglary etc.? If so, please state the amount for which it is insured, the name of the insurance company and the policy No. etc.

14. The agencies should have the following facilities for various categories:

Stages of jobs to be performed	<u>Offset multicolor printing jobs</u>	<u>Screen printing/digital printing jobs</u>
Pre-Press (Composing, designing & plate making, etc.)	<ul style="list-style-type: none"> • Availability of facilities for designing & composing in both Hindi and English languages: • Minimum four PCs • Scanner, Proofer, Colour Printers • Computer to plate (CTP)/ Image Setter, • Plate making machines 	<ul style="list-style-type: none"> • At least One PC for designing. • scanner, • Printer
Printing	<ul style="list-style-type: none"> • Two four-colour Computerized Plate Control (CPC) off-set machines • One double colour off-set machine. • One single colour offset machine 	<ul style="list-style-type: none"> • At least one mini off-set printing machine • At least one table for screen printing
Post Printing (Binding/ Finishing)	<ul style="list-style-type: none"> • At least one Perfect Binding machines • At least one Programme cutting machine, • At least one Section sewing machine, • At least one Stitching machine, • At least one folding machine, • At least one lamination machine 	<ul style="list-style-type: none"> • At least one cutting machine • At least one center stitching machine

15. Please enclose latest specimen of multi-colour posters, folders, booklets, brochures etc duly certified, stamped and signed by the authorized person that these have been printed by your agency during the last one year. The specimen should not be older than one year. (Approximately 10-15 different specimens are required to be attached.)

16. Clients (attaché list with name, address & contact details, as per Part-III format)

Signature of the authorized person
(with designation & Rubber
Stamp indicating complete
address of the Office.)

Note : Please attach separate sheet, if the space under any column is insufficient.

PART A – (II)

Company's financial/business details

(On the letter-head of the Company to be submitted in a separate sealed cover)

1. Turnover for the last two financial years (indicate year wise)

2. Please indicate name of the client(s), address and contact details thereof, for whom any single job of minimum following value executed by the agency during the last three years, with supporting documents for considering in the relevant category.
 - (a) Good track record with clients. Please indicate the same with complete details and attach supporting documents, if any.
 - (b) Have you attached quotation in the prescribed format for the relevant category?
 - (c) Has your agency been placed in defaulter category by any Govt. Department?
 - (d) Details of payment made to ITPO for the Application Form:
 - Category under which applied for :
 - Demand Draft No. and date :
 - Drawn on (name of the Bank) :

I/We hereby certify that all the particulars given above are correct to the best of our knowledge.
I/We shall also abide by the terms & conditions of ITPO for empanelment.

Signature of the authorized person
with designation &
Rubber stamp indicating complete address of the Office

PART A – (III)

**DETAILS OF MACHINES & EQUIPMENT WHICH ARE UNDER WORKING CONDITION
AND OWNED BY THE APPLICANT)**

Items	Name and make of Machines/ Equipments with year of their manufacture	Year of Installation	Number of Machine(s)
<u>Pre-press</u> Composing Graphic designing/ system work/ facilities			
Processing, Plate making/Computer to Plate (CTP) machineries/image setter.			
<u>Press</u> Digital Printing Machineries			
Printing machineries			
<u>Post Press</u> Binding - Finishing including cutting, stitching, sewing, Varnishing, UV coating, lamination, etc.			

PART A – (IV)

CLIENTELE LIST OF THE APPLICANT

Sl. No.	Detail of the Clients with their names and Addresses	Type of printing jobs	Approximate value in Rupees per annum in the last two years
1.	Public Sector undertakings/ Government Departments		
2.	Companies under Private Sectors.		

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PART A – (V)

GENERAL TERMS & CONDITIONS

1. The printing job is time bound. The agency which is assigned the job would be required to complete the same within the time-frame set up by ITPO, failing which the agency will be liable to pay the penalty as decided by ITPO.
2. The agency would keep the ITPO informed about the status of the assigned job at every stage. In the event of detection of any error or defect made by the agency at any time after the delivery of the copies ordered, the agency shall be bound, if called upon to do so to rectify such error or defect at its cost to the satisfaction of and within the time fixed by ITPO.
3. In the event of the delivery of any defective work which owing to urgency or for any other reasons cannot be wholly rejected, the ITPO shall have the power to deduct the amount towards penalty, as it may deem expedient from the payment due to the agency.
4. A schedule for the work and the delivery of printed copies will be drawn by ITPO, which will be intimated to the agency while placing the order for the job. The agency should accept the job only if it is in a position to complete the same according to the schedule.
5. ITPO reserves the right to assign any job to any agency in the panel or to keep or remove any agency which will be in the approved panel of ITPO.
- 6.. In case of any claim by the agency found incorrect for the empanelment, the concerned authority will be informed for review of its registration and suitable action as deemed fit will be initiated against the concerned.
7. The successful bidder would undertake and enter into an agreement on the stamp paper of Rs. 100/- duly attested by the appropriate authorities, that they will not disclose ITPO's designing display work, or any paper, including entry tickets to others in any manner and also would not sublet the material to be printed to other printers for safety reasons. In case, it comes to notice of ITPO at any stage, suitable action will be taken against the party.
8. The successful party (i.e. empanelled party) will have to inform ITPO at least three months before it has desired/planned to quit/withdraw the name from the empanelment of ITPO.

(S. K. Goel)
Manager (Ptg.)

[Offset multicolor printing jobs](#)

[Screen printing/digital printing jobs](#)