



पं.सुं.श. केन्द्रीय व्यावसायिक शिक्षा संस्थान
PSS CENTRAL INSTITUTE OF VOCATIONAL EDUCATION
(राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद की इकाई,
शिक्षा मंत्रालय, भारत सरकार के अन्तर्गत)
Shyamla Hills, Bhopal (M.P.)- 462 002

NOTIFICATION

“Extension of Date for Empanelment of Offset Printers”

Please refer to our previous advertisement “Empanelment of offset printers” published dated 13th November 2022.
The last date of receipt of application is extended up to **30th December 2022**. The eligibility criteria, detailed terms and conditions will remain the same and are available on the Institute’s website www.psscive.ac.in.

Under Secretary

TENDER DOCUMENT FOR EMPANELMENT OF OFFSET PRINTERS

Pandit Sunderlal Sharma Central Institute of Vocational Education (PSSCIVE), Bhopal invites application from well established, competent, medium and large size reputed printing presses with experience of printing textbooks for empanelment on its panel of offset printers.

Details	Empanelment of offset printers and allied services-2022
Application Fee (Rs.)	100/- (non-refundable)
Earnest Money (Rs,)	15000/-
Tender type	Open
Tender Category	Goods and Related Services
Last date for submission of tender document application fee and other documents at institute	30.12.2022

***Applicants should regularly visit the website to keep themselves updated.**

GUIDELINES TO APPLICANTS FOR EMPANELMENT

1. PSS Central institute of Vocational Education (PSSCIVE), Bhopal is a constituent unit of National Council of Educational Research and Training (NCERT) under the Ministry of Education, Government of India and is engaged in development of various education materials including curriculum Journal etc.
2. The textbooks/Journals/Reference Books/Curriculum etc. are printed in single, two and four colours in various sizes. The print order of these books runs from 50 copies to 5000 copies. The printers are expected to complete the jobs of printing of books and miscellaneous jobs with good quality within the given time schedule, strictly.
3. PSSCIVE, Bhopal invites applications from well established, competent, medium and large size reputed printing presses with experience of printing textbooks for empanelment on its panel of offset printers.
4. The application forms received from the printers will be scrutinized with reference to the qualification criteria mentioned in the Annexure I (Part A) of this document. So, before applying for empanelment, please ensure that you fulfil the prescribed minimum qualification criteria. The application of only those printers will be considered who fulfil the prescribed minimum qualification criteria.
5. A complete set of Application form and other relevant documents may be downloaded by interested eligible applicants from the PSSCIVE website www.psscive.ac.in. A demand draft of Rs. 15,000/- (Rupees Fifteen Thousand Only) as Earnest Money Deposit (EMD) from a scheduled bank in favour of Joint Director, PSSCIVE Bhopal payable at Bhopal be submitted with the application, in absence of which the application will not be considered.
6. Interested eligible applicants may obtain further information in respect of the Application Form & Documents from the institute.
7. Application forms found incomplete in any manner will not be considered.
8. The Applications received from printers will be scrutinised by a committee appointed by PSSCIVE, Bhopal with reference to the qualification criteria. On the basis of evaluation, a tentative list of those printers will be prepared who fulfil the requirement. A team of technical officers will inspect the premises of these printers and verify the details provided by the applicant in respect of machinery, equipment, space and other relevant documents.
9. Panel of Printers will be valid initially for a period of three years. PSSCIVE, Bhopal will have the right to extend the panel of printers up to 2 (two) years on the given terms and conditions.
10. PSSCIVE, Bhopal reserves the right to accept or reject any application, and to decline the invitation of tender process and reject all the application.
11. All disputes are subject to BHOPAL JURISDICTION only.

Yours faithfully,

Incharge, Publication Division
PSSCIVE, Bhopal

(PART A)

QUALIFICATION CRITERIA

(Please note that one firm/printing press can submit only one application form)

Qualification Criteria Setout by PSSCIVE, Bhopal for Empanelment on the panel of PSSCIVE Offset Printers

1.01 PSSCIVE, Bhopal is desirous to empanel Offset printers.

1.02 The cut off year for the age of printing machine is 1990. Printing machine manufactured before the cut off year of 1990 should not be included in the list of printing machines. Printers having machines with latest technology will be preferred.

1.03 The applicant printer must be in existence for the last 3 (Three) years out of which printer must have at least 2 (two) year experience in book production and it should be supported with all relevant documents.

1.04 The applicants must be registered with local/municipal body or should have a Licence/Registration to run the press (of all the premises where the machineries etc. are installed) issued by concerned local Govt. body and Declaration before the Police Commissioner/Magistrate for running /having a press.

1.05 The Applicant printer should have PAN number issued by Income Tax Department in the name of the company/firm and GST Registration. (in case of proprietor ship firm PAN Card of proprietor will work), UID. Copy of the audited balance sheet for the three years i.e. Financial Year 2019-20, 2020-21, & 2021-22.

1.06 The applicants should have ownership/lease documents in support of all equipment's, printing and binding machines.

1.07 An affidavit on non-judicial stamp paper of Rs.100/- stating the following:

- No case is pending against the firm/printing press with regards to the Copy Right Act and the press/concern has never been black-listed by any Government/Semi Govt./Govt. Undertaking or by any Autonomous Organization.
- All the information provided in the Application are correct to the best of his/her knowledge and belief.
- Application remains valid for a period of 180 (One hundred and eighty) days reckoned from the last date of submission of application form.
- Printer will not refuse any assigned job irrespective of number of colours, pages and size.

1.08 Press/Printers should have the display board outside the press premises confirming the press name.

1.09 Copies of the Purchase documents of the Printing machineries confirming make and model of the machines and equipment. Moreover, submit an affidavit given by authorized signatory on non-judicial stamp paper of Rs. 100/- (one hundred) in the format enclosed (Annexure-IV) duly attested by the Notary.

1.10. Printers should be located in Bhopal.

1.11. All existing Printers in PSSCIVE, Bhopal panel are also required to apply afresh.

Minimum criteria for empanelment is as under:

1. Number of Printing Machines

1 (One) Single Colour /two color sheet fed offset printing machine which should not be less than 18" x 23" in size.

OR

1 (One) four colours Printing Machines not less than 18" x 23" in size.

2. Other Allied Facilities

i. In- House Processing facility

ii. In- House Plate making*

iii. In- House Binding arrangement; Perfect Binding, Centre Stitch Binding and other type of binding.

iv. Cutting Machine

iv. Power Backup

v. Photocopy/Xerox Machine*

vi. Lamination Machine

3. Storage Space: The press should have sufficient space under the same roof for the safe storage of paper and printed forms and books within the press premises.

4. Other Prepress facilities desirable

(i) Composing facilities also with Coral draw, Photoshop, Pagemaker and indesign etc.

(ii) Scanner/Image setter Note: All facilities / machinery must be the property of the applying press.

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(a constituent unit of NCERT under Ministry of Education under Government of INDIA)
Shyamla Hills, Bhopal (M.P.) 462002

APPLICATION FORM FOR EMPANELMENT OF OFFSET PRINTERS

I) GENERAL QUESTIONNAIRE

1. Name of the Press :
2. Full address with telephone, mobile,
and E-mail :
 - a) Head/Regd. Office :
 - b) Branch office (if any) :
 - c) Address of Press Premises :
3. No. of Units of the Press :
4. Constitution of the Press :
 - (a) Proprietorship/Partnership/
Pvt. Ltd/ Ltd. Company,
(Attach Photocopy of the proof) :
 - (b) Name(s) of the Owner/Partners/Directors :
 - (c) Name and designation of the Person managing
the Printing Press :
5. Location: Residential/Commercial/Industrial/Municipal/None
Belongs to the owner of the Press - YES No
On lease/rent – YES No
Total covered area : _____sq./m.
Storage space : _____sq./m.

Note: Photocopy of the ownership/Lease/Rent deed may be provide.

6. Date of Establishment : _____

7. Is the Press registered :
(Attach photocopy)

(a) With DM : _____

(b) Under SSI : _____

(c) With Shop and Establishment Act : _____

(d) Declaration before the Police Commissioner/Magistrate for running/having a press : _____

(e) Under any other Act : _____
(Please specify)

8. Name and address of the bankers :
Stating the name in which the account stands with IFSC code for RTGs

9. Permanent Account Number. (PAN)
(Attach attested copy of latest ITRs) : _____

10. UID Number : _____

11. GSTIN No. : _____ (enclose copy)

12. Total number of employees

13. No. of shifts and shift-timings :

14. Power Connection : KVA

15. Give Names and address of three reputed clients of Govt./Semi Govt./Autonomous Organization : a) _____
: b) _____
: c) _____
(enclose copy of recent orders)

16. KYC (Aadhar Card, PAN Number, GSTIN, PF, ESIC etc.) Registration Proof and any other information which you consider necessary to furnish in support of your application (Attach separate sheet, if necessary):

Certified that :

1. I/We have read all the terms and conditions, governing the Printing work of the PSSCIVE, Bhopal as given in Annexure I & II and hereby agree to abide them and also sign an agreement later.
2. The informations provided by me/us with regard to the details of equipments and manpower is correct and if the information found by the physical inspection team of your office to be incorrect should lead to the cancellation / rejection or removal of our press from your panel.

Signature:
(With Date)

Name :

Designation :

Seal :

II) Details of Equipments and Machines

B: Plate Making : Surface/Deep etch/P.S./CTP

(Whether own arrangement of the press or done from outside)

If owned by the Press, the details of machines thereof.

S.No.	Particulars	Name & Model	Size	Number
01.	Pasting Table (s)			
02.	Printing Down Frame (s)			
03.	CTP Machines			

Above machines are Installed at :

Address :

Phone :

Contact Person
(Name) & Designation :

(III) Details of Offset Printing Machines Installed at

(A) Address Unit-I / Unit-II : _____

Phone Nos. : _____

Contact Person (Name) : _____

Four Colour Sheet Fed Offset Printing Machine/CPC Machine					
S.No.	Size	Make	Maximum Sheet Size	Minimum Sheet Size	Speed per Hour

Single Colour Sheet Fed Offset Printing Machine					
S.No.	Size	Make	Maximum Sheet Size	Minimum Sheet Size	Speed per Hour

Two Colour Sheet Fed Offset Printing Machine					
S.No.	Size	Make	Maximum Sheet Size	Minimum Sheet Size	Speed per Hour

(IV) Binding and Warehousing Department (Unit-I & II)

Type of Machine	Size	Number of Machine
(a) Cutting Machines		
(I) Single side cutter <input type="text"/>		
(II) Three side cutter <input type="text"/>		
(b) Section Sewing Machines		
(c) Wire Stitching Machines		
(I) Single Stapler <input type="text"/>		
(II) Double Stapler <input type="text"/>		
(d) Folding Machines		
(e) Perforating Machines		
(f) Perfect Binding Machines (No. of clamps)		
(g) Punching Machines		
(h) Shrink Packing Machine, if any.		
(i) Lamination Machines		

(V) Any other facility available like Laser Composing (DTP), Designing, Digital, Digital Printing and spiral binding etc.

DECLARATION

I hereby state that all the information given above in the application form are true to the best of my knowledge and belief.

Signature : _____

Name : _____

Seal : _____

Place : _____

Date : _____