

**Personal Detail of the Printer**

1. Name of Press/Firm:
  
2. Address of the Press/Firm:
  
3. Name of Proprietor/Director:
  
4. Website of the Press/Firm:
  
5. E-mail address of the Press/Firm:
  
6. Telephone, Fax of the Press/Firm:
  
7. Name of contact persons of the Press (indicating designation/profile and Mobile number):
  - (a)
  - (b)
  - (c)
  - (d)
  
8. Address of the works (in case works & office are located separately) and landline telephone number:
  
9. Company job profile:

Signature of authorized person  
with Seal

## FORMAT OF APPLICATION FOR EMPANELMENT

1. Date of establishment of the Firm :
2. Date of registration of firm under Factory Act with actual location :
3. Name and full address of the Bankers :
4. Annual Income Tax Return for the last three years :
5. All Risk's Insurance Policy:- (which should cover the risks i.e. riots, fire, strike, theft, house-breaking, flood and burglary etc.) :
6. Detail of Tax registrations:- (Local Sales tax, Central Sales tax and VAT/GST etc.) :
7. Is your firm registered under: (a) The ownership Act (b) The Partnership deed (c) The Memorandum and Articles of Association (Attach copies of documents mentioned above, whichever is applicable) :
8. Police Declaration from respective Authority :
9. Total number of regular employees covered with ESI Act, PF & other statutory requirements :
10. Are you on the list of approved contractors of any other Govt. authority, if so, please give detail :
11. Give details of the Govt. jobs executed by you during last one year alongwith list of clients. :
12. Give details of machines/equipments installed in the Press with make year & model :
13. Undertaking that the Printing Press is not situated in residential area alongwith Pollution Certificate. :
14. The Firm should have complete unit under one roof i.e. pre-press, printing and binding units. (excluding composing/designing facility, if any) :
15. Affidavit that the firm has never been black listed by any Government Department, Ministry, Organization/PSUs etc. in last 5 years. :
16. The Affidavit/Certificate to the effect that the information submitted by the Printer is correct. :

**List of Machines and Equipment:**

**1. Pre-Press:-**

- (a) Computers (i5 or above) :
- (b) Software-Corel Draw, Pagemaker, photoshop & Indesign :
- (c) Colour Plotter :
- (d) Laser Printers :
- (e) Flat bed Scanners :
- (f) Composing in Languages available :
- (g) CtP :

**2. Printing:-**

- |                               | Number<br>of M/c | Make year<br>and size |   |
|-------------------------------|------------------|-----------------------|---|
| Single Colour M/cs            |                  |                       | : |
| Double Colour M/cs            |                  |                       | : |
| Four Colour M/cs              |                  |                       | : |
| Five Colour M/cs              |                  |                       | : |
| Web Offset M/cs               |                  |                       | : |
| Digital Colour Printing Press |                  |                       | : |
| U.V. Coating Facility         |                  |                       | : |
| Details of any other M/cs     |                  |                       | : |

**3. Post Press/Binding:-**

- (a) Cutting Machine :
- (b) Folding Machine :
- (c) Three side Knife Trimmer M/cs :
- (d) Section Sewing Machine :
- (e) Perfect binding Machine :
- (f) Lamination Machine :
- (g) Wire Stitching Machine :
- (h) Flow line Machine :
- (i) Spico Machine & Spiral Machine :
- Details of any other machines :

**4. Additional facilities:-**

- (a) Power Back-up :
- (b) Fire safety arrangements :
- (c) Storage capacity of Paper :
- (d) Security arrangements like CCTV, Camera etc. :

Signature.....

Name.....

Designation.....

**Note: Eligibility criteria of empanment for A-Class Offset Printers (Annexure-I), B-Class Offset Printers (Annexure-II) and Digital Printers (Annexure-III) alongwith Guidelines may be referred and documents (hard copy & soft copy) must be attached accordingly.**

## **Guidelines for empanelment of Private Offset Printers & Digital Printers with Directorate of Printing.**

### **Documents required with the form of Application of Enlistment:**

01. Name & address of the firm alongwith supporting documents i.e. Electricity bill, landline Telephone bill in the name of firm.
02. The list of machines and equipments installed including make year & model with their purchase bills in the name of the Press.
03. The Press should have average printing turnover for last three years as under:-
  - (a) A-Class Offset Printer – Rs. 7 crores.
  - (b) B-Class Offset Printer – Rs. 4 crores.
  - (c) Digital Printer – Rs. 1 crores.(The turnover should be certified by a Chartered Accountant).
04. Annual Income Tax Return for the last three years, alongwith balance sheet, Profit & Loss account.
05. The documents with regard to Local Sales Tax (LST), Central Sales Tax (CST) and VAT/GST etc.
06. All Risks' Insurance Policy:
  - (a) A-Class Offset Printers - Rs. 50,00,000/- and above which should cover the risks i.e. riots, fire, strike, theft, house-breaking, flood and burglary.
  - (b) B-Class Offset Printers - Rs. 25,00,000/- and above which should cover the risks i.e. riots, fire, strike, theft, house-breaking, flood and burglary.
  - (c) Digital Printers – Rs. 10,00,000/- and above which should cover the risks i.e. riots, fire, strike, theft, house-breaking, flood and burglary.
07. Police Declaration from respective authority.
08.
  - (a) The ownership documents, in case the firm is a Proprietorship concern, or if the premises are on rent/lease, the copy of registered agreement for a period of minimum 5 years shall be submitted.
  - (b) The Partnership Deed, in case the firm is a Partnership concern.
  - (c) The Memorandum and Articles of Association, in case the firm is a Pvt. Ltd. or Ltd.
09. Copies of documents mentioned at serial No. 8 from (a) to (c) (whichever is applicable) to be submitted alongwith Application for Empanelment.
10. Copy of a valid Registration certificate under Factory Act of the Press actually located.
11. Copy of Registration certificate under Company Act (if applicable).
12. Pollution clearance certificate/NOC from respective authorities.
13. The employees of the Private Printing Press should be covered with ESI Act, PF & other statutory requirements.
14. Undertaking that the Printing Press is not situated in residential area.
15. The Printers should have one complete unit i.e. pre-press, printing and binding alongwith paper storage facilities under one roof excluding composing/designing facility if any, failing which the proposal shall be summarily rejected.
16. Some printed samples of jobs executed by the Press during last 12 months alongwith list of Clients.
17. The Printer will submit an affidavit/certificate to the effect that the information submitted by him is correct and he will abide by the decision of Directorate of Printing in toto regarding empanelment. In the event of the information submitted by him is found to be false or fabricated in any manner whatsoever, they may be suspended and/or debarred from empanelment.

18. The Offset Printers found eligible for empanelment will be classified into A & B category on the basis of their machines, equipments and performance.
19. Affidavit that the firm has never been black listed by any Government Department, Ministry, Organization /PSUs etc. in last 5 years.
20. Directorate of Printing shall have the right to reject any or all applications for empanelment without assigning any reason thereof.
21. Jurisdiction – All disputes subject to the jurisdiction at Delhi Courts only.
22. Arbitration – In case of any dispute the matter will be referred to the Arbitration appointed by Directorate of Printing.
23. In absence of the requisite documents, the proposal will be outrightly rejected and no further communication will be entertained.
24. **Empanelment shall remain valid for three years and can be extended (in absence of fresh empanelment) for another 2 years on yearly basis.**
25. The Empanelment can be cancelled at any time by Directorate of Printing and no correspondence will be entertained.

**Machines/equipment required for empanelment of Private Offset Printers in A-Class category with Directorate of Printing.**

Name of the Printer.....

Sl. No.	Minimum requirement of Machinery & Equipments		Available list of Machinery/Equipments including make & model
1.	Pre-Press	<p>(a) Minimum capacity of 100 (A-4) pages per day with all related facilities for Hindi and English Languages.                      (b) Numbers of computers (i5 or above) - 5 Nos.                      (c) Software: Corel Draw, Photoshop, Pagemaker and Indesign etc.                      (d) Colour Plotter (Size 40") – 1 No.                      (e) Laser Printer (Monochrome)–A4 size - 2 Nos. (600 x 600 DPI or above)                      (f) Laser Printer (Monochrome) – A3 size - 1 No.                      (g) Flat bed scanner 1200 DPI or Above - 1No.                      (h) CtP – 1 No.</p> <p><b>Desirable</b>-Arrangement for composing in other Indian languages.</p>	
2.	Printing	<p><b>(a) Multi colour machine:</b>                      (i) Four Colour CPC sheetfed offset machines in 25" x 38" /28" x 40" size or above – 1 No.                       (ii) Four Colour sheetfed offset machines in 25" x 38" /28" x 40" size or above – 1 No.                       OR                       5 colour sheetfed offset machine in 20" x 28" size - 1 No.                       (iii) Four colour CPC sheetfed offset machines in 19" x 26"/20" x 28" size or above – 1 No.</p> <p><b>(b) Single Colour sheetfed offset machine:</b>                      (i) Size 25" x 38"/28" x 40" or above – 1 No.</p> <p><b>Desirable:</b>                      (i) Four colour Web Offset machine with Reel width 61 cm or above with folding attachments – 1 No.                      (ii) Colour Digital printing machine with provisions of printing on all stocks i.e. 40 GSM to 300 GSM – 1 No.                      (iii) UV coating facility.</p>	

3.	Post Press/ Binding	<p>(a) Automatic (Programmable) cutting machines size-42" or above – 1 Nos.</p> <p>(b) Semi-automatic/Manual cutting machine size-42" or above.-2 Nos.</p> <p>(c) Three side knife trimmer (size 12" or above) – 1 No.</p> <p>(d) Fully Automatic folding machines with four fold - 2 Nos.</p> <p>(e) Section sewing machines – 2 Nos.</p> <p>(f) Perfect binding machine (minimum 4 clamp) – 1 No.</p> <p>(g) Lamination machines (thermal &amp; cold) – 1 No. each or Two in one</p> <p>(h) Wire stitching machines – 3 Nos.</p> <p>(i) Flow line machine 6 station or above – 1 No.</p> <p><b><u>Desirable:</u></b></p> <p>(a) Facility for Die cutting, Punching, Perforation, Eyeletting &amp; Numbering etc.</p> <p>(b) Gold embossing machine – 1 No.</p> <p>(c) Strapping machine – 1 No.</p>	
4.	Addl. Facilities	<p>(a) Minimum 250 KVA Generator set for Power backup.</p> <p>(b) Security arrangements like CCTV Camera etc.</p> <p>(c) Fire safety arrangements.</p> <p>(d) Storage capacity of paper : 1000 Reams or above.</p>	

**Machines/equipment required for empanelment of Private Offset Printers in B-Class category with Directorate of Printing.**

Name of the Printer.....

Sl. No.	Minimum requirement of Machinery & Equipments		Available list of Machinery/Equipments including make & Model
1.	Pre-Press	<p>(a) Minimum 75 (A-4) pages per day by DTP with all related accessories for Hindi and English Languages.            (b) Numbers of computers - 3 Nos.            (c) Software: Corel Draw, Pagemaker, photoshop and Indesign etc.            (d) A4 size Laser Printer (Monochrome) –2 Nos.            (e) A3 size Laser Printer (Monochrome) – 1 No.            (f) CtP – 1 No. or arrangement for Platemaking.</p> <p><b>Desirable</b>-Arrangement for composing in some other Indian languages.</p>	
2.	Printing	<p><b>(a) Multi-Colour machines:</b>            (i) Four Colour sheetfed offset machine in 25" x 38" /28" x 40" size or above – 1 No.            (ii) Four colour sheetfed offset machine in 19" x 26" /20" x 28" size or above - 1 No.</p> <p>Out of above one machine mentioned at (i) &amp; (ii) should be having CPC facilities.</p> <p><b>(b) Single Colour sheetfed offset machine:</b>            (i) Size 25" x 38"/28" x 40" or above – 1 No.</p> <p><b>Desirable:</b>            (i) Colour Digital printing machine with provisions of printing on all stocks i.e. 40 GSM to 300 GSM – 1 No.            (ii) Facility for screen printing.</p>	



3.	Post Press/ Binding	<p>(a) Cutting Machine - 2 Nos. (Out of which one cutting machine should be automatic &amp; Programmable)</p> <p>(b) Folding Machine – 1 No.</p> <p>(c) Wire Stitching Machine - 2 Nos.</p> <p>(d) Sewing Machine - 1 No.</p> <p>(e) Perfect Binding Machine – 1 No.</p> <p>(f) Lamination machines (thermal &amp; cold) – 1 No. each</p> <p><b><u>Desirable</u></b></p> <p>(a) Facilities for punching, perforation, eyeletting &amp; numbering etc.</p>	
4.	Additional Facilities	<p>(a) 150 KVA Generator for Power backup.</p> <p>(b) Fire safety arrangements.</p> <p>(c) Storage capacity of paper : 600 Reams or above.</p> <p><b>Desirable:</b></p> <p>(a) Security arrangements like CCTV camera etc.</p>	

**Machines/equipment required for empanelment of Digital Printers with Directorate of Printing.**

Name of the Printer.....

Sl. No.	Minimum requirement of Machinery & Equipments		Available list of Machinery/Equipments including make & model
1.	<b>Pre-Press</b>	<p>Minimum 100 (A-4) pages per day by DTP with all related accessories for Hindi and English Languages.                      Numbers of computers(i5 or above) - 8 Nos.                      A4 size Laser Printer (Monochrome) –2 Nos.                      A3 size Laser Printer (Monochrome) – 1 No.</p> <p><b>Software:-</b>                      Adobe Graphic Suite                      Photoshop CS 6 or above                      Illustrator CS 6 or above                      In Design CS 6 or above                      Acrobat 11 or above                      Corel Draw X8 or above                      Microsoft office suite 2007 or above</p> <p><b>Scanner:-</b>                      (i) Multi-colour Scanner capacity to scan the document upto 36” width – 1 No.                      (ii) Flat bed A3 size – 1 No.</p> <p><b>Desirable</b>-Arrangement for composing in some other Indian languages.</p>	
2.	<b>Digital Printing Machine</b>	<p>(i) Two nos. of Digital Colour Printing Press with Auto Duplexing facility and auto scanning having following specifications:  <b>Print speed &amp; Resolution</b>                      (a) A4 size – 100 pages per minute or above.                      (b) 11 x 17”– 56 pages per minute or above.                      (c) 12 x 18” – 53 pages per minute or above.                      (d) 13 x 19” – 51 pages per minute or above.                      (e) Print resolution should be 600 x 600 dpi or above.                      (f) Suitable to print upto 350 GSM of various substrate.</p> <p>(ii) Two Monochrome Digital Printer of A/3 size having a speed of minimum 80 or above prints per minutes with Auto Duplexing and Scanning. Suitable to accept paper up to 210 GSM or above.</p>	

3.	<b>Post Press/ Binding</b>	(a) Cutting Machine - 1 No. (b) Lamination machines (thermal & cold) – 1 No. each (c) Spiral Machine – 1 Nos. (d) Spico Machine – 1 Nos. (e) Wiro Machine – 1 Nos.	
4.	<b>Additional Facilities</b>	(a) Generator for Power backup. (b) Fire safety arrangements.  <b>Desirable:</b> (a) Security arrangements like CCTV camera etc.	