

Fax/Speed Post

No. L-15017/1/2012 -OP
Government of India
Directorate of Printing
B-Wing Nirman Bhawan

New Delhi, dated: 27-4-2012

NOTICE

Subject: Creation of panel of Private Digital Printers in Directorate of Printing.

Undersigned is directed to issue under mentioned forms/specifications as minimum requirement for Private Digital Printers, who wants to register their firm with Directorate of Printing as Private Digital Printers.

The requisite forms/specifications/list of required documents can be uploaded from website of Directorate of Printing, **www.dop.gov.in.**

Lalita Lall
27/04

(Lalita Lall),
Asstt. Director(Pub.)

FORM OF APPLICATION OF ENLISTMENT

1. Name of the Firm. :
2. Full Address. :
3. Head Office and Branch Office, if any
Address of Press Premises/work places :
4. Telegraphic Address. :
5. Telephone No. :
6. Date of Establishment of the firm :
7. Is your firm registered under :
 - (a) The Indian Companies Act, 1913 :
 - (b) The Indian Factories Act. :
 - (c) The Indian Partnership Act, 1932 :
 - (d) Police Declaration :
 - (e) Copy of Memorandum of Association,
(if applicable) :
 - (f) Statement in register of Firms showing
the name of Printers (if applicable)
(if applicable) :
 - (g) Registration Act No. and Date. (if applicable) :
8. Name and full Address of the Bankers :
9. Whether insured against fire, burglary, etc.,
if so, please state the amount and name of the
company with policy number etc. :
10. The total number of regular employees :
11. Are you on the list of approved contractors
of any other Govt. authority, if so, please
give detail. :
12. Give details of the Govt. jobs executed by you
during last twelve months. :
13. Any other information which you consider,
is necessary, to be furnish. :
14. Give details of equipments (on reverse) :
15. Please submit copies of documents mentioned at
Sl. No. 7 from (a) to (g) (which ever is applicable) :

Signature

Name

Designation.....

Contd.....2/-

Criteria for empanelment of Digital Printer

List of Machines & Equipment with minimum requirement for registration in the panel of Digital Printer

A.	Pre-Process:	8 Nos. of high speed computers with graphic designer for designing of printing jobs.
	Software:	Adobe Graphic Suite Photoshop CS 4 Illustrator CS 4, In design CS4. Acrobat 9.0 Professional. Corel Draw 15.0 Microsoft office suite 2007 and other software to undertake such work.
	Scanner:	(i) Multicolour Scanner capacity to scan the document upto 36" width: (ii) Flat bed A3 size.
B.	Digital Printing Machine:	(i) Two nos. of Digital Colour Printing Machine having minimum speed of 60 print per minutes with Auto Duplexing facility and auto scanning size A/6 to 13 x 19" suitable to accept maximum 300 gsm of paper. (ii) Four single colour Digital Printer of A/3 size having a speed of minimum 80 prints per minutes with Auto Duplexing, Auto Sorting and Scanning.
C.	Binding:	1. Auto Programming Cutting machine (30" or above) — 1 No.
		2. Perfect Binder — 1 No.
		3. Auto/Hand Folding Machine — 1 No.
		4. Stitching Machine — 1 No.
		5. Lamination (Thermal) — 1 No.
		6. Spiral Machines — 1 No.
		7. Spico Machine — 1 No.
		8. Wiro Machine — 1 No.
		9. Shrink Wrapping Machine — 1 No.
D.	Others:	Power Backups etc.

The following documents are required with the Form of Application of Enlistment:—

1. The list of machines and equipments installed in press with technical specifications, make, specifying the colours i.e. whether the machine is of one colour or more than one colour.
2. The Annual Income Tax Return for the last three years including current.
3. All Risks' Insurance Policy ranging from Rs. 50,000/- to 1,00,000/- which should cover six risks i.e. riots, fire, strike, theft, house-breaking and burglary.
4. Police Declaration from DCP (Licencing), Police Headquarters, New Delhi.
5. The documents with regard to Local Sales Tax (LST), Central Sales Tax (CST) and Work Contract Tax (WCT).
6. (a) The ownership documents, in case the firm is a Proprietorship concern or
(b) The Partnership Deed, in case the firm is a Partnership concern or
(c) The Memorandum and Articles of Association, in case the firm is a Pvt. Ltd. or Ltd. concern.
7. Some printed Sample, printed for Govt. Departments executed by you during last 12 months.
8. To submit copies of documents mentioned at serial No. 7 from (a) to (g) (whichever is applicable) of the form of Application of Enlistment.
9. Registration under Factory Act (if admissible).
10. Registration under Company Act (if admissible).
11. Papers relating to VAT.
12. Papers relating to Pollution.
13. It may also please be stated specifically that the Printing Press has not been situated in residential area.