

Central Bureau of Communication

Ministry of Information and Broadcasting

Empanelment of Digital Printers

Central Bureau of Communication (erstwhile DAVP), Ministry of Information and Broadcasting wishes to empanel reputed Digital Printers for a period of three years who are located in Delhi/NCR and are registered under the Factories Act for printing of Publicity materials like multi colour posters, folders, booklets, calendars etc. Interested printers having suitable machinery/equipment and infrastructure with experience of producing quality jobs may apply for 'Empanelment' in the **prescribed online Proforma only**. Online Proforma should be submitted within ten (10) days from the date of publishing of advertisement. The applicant has to deposit a Demand Draft/Pay Order of Rs. 2000/- (Non-refundable) for Digital Printer drawn in favour of PAO, CBC, New Delhi alongwith application as processing fee. The existing empanelled Digital Printers will also have to apply afresh.

Prescribed proforma to be filled online alongwith details of the category wise minimum requirements for machinery and equipments etc. are available on our website (www.cbcindia.gov.in) under the head 'Partner Area' and can be downloaded. The physical printout/hardcopy of application alongwith Processing fee/Enclosures/Attachments/Printed Samples are to be submitted within 10 days after the application is accepted online at the following address:

Facilitation Cell
Central Bureau of Communication
Room No. 078, Ground Floor
Soochna Bhawan
CGO Complex Lodhi Road
New Delhi-110003

केंद्रीय संचार ब्यूरो

सूचना एवं प्रसारण मंत्रालय

डिजिटल प्रिंटर्स का सूचीबद्धता हेतु

केंद्रीय संचार ब्यूरो, सूचना और प्रसारण मंत्रालय प्रचार सामग्री जैसे मल्टी कलर पोस्टर्स, फ़ोल्डर्स, बुकलेट्स, कैलेंडर्स, इत्यादि की छपाई हेतु उन प्रख्यात डिजिटल प्रिंटर्स को तीन साल की अवधि के लिए सूचीबद्ध करना चाहता है जो दिल्ली/एनसीआर में स्थित हैं तथा फैक्ट्री अधिनियम के तहत पंजीकृत हों। इच्छुक मुद्रक केवल निर्धारित ऑनलाइन प्रारूप में 'सूचीबद्धता' हेतु आवेदन कर सकते हैं जिनके पास उपयुक्त मशीनरी/उपकरण तथा आधारभूत सुविधाएं हैं तथा उत्तम कार्यों को उत्पादित करने का अनुभव है। ऑनलाइन प्रारूप केवल इस विज्ञापन के प्रकाशित होने की तिथि से दस (10) दिनों के अंदर प्रस्तुत किया जाए। आवेदक को प्रक्रिया शुल्क के रूप में आवेदन के साथ डिजिटल प्रिंटर्स के लिए रु० 2000/- (अप्रतिदेय) के डिमाण्ड ड्राफ्ट/पे ऑर्डर के रूप में जमा करना होगा। डिमाण्ड ड्राफ्ट/पे ऑर्डर पीएओ, सीबीसी, नई दिल्ली के नाम से देय होना चाहिए। मौजूदा सूचीबद्ध मुद्रकों को भी पुनः आवेदन करना होगा।

ऑनलाइन भरा जाने वाला निर्धारित प्रारूप के साथ मशीनरी व उपकरणों इत्यादि हेतु संवर्गवार न्यूनतम अपेक्षाओं के विवरण के साथ 'पार्टनर एरिया' शीर्षक के अधीन हमारी वेबसाइट (www.cbcindia.gov.in) पर उपलब्ध हैं जिन्हें डाउनलोड किया जा सकता है। प्रक्रिया शुल्क/अनुलग्नकों/संलग्नकों/मुद्रित सैम्पलों के साथ ऑनलाइन आवेदन पत्रों का प्रिंटआउट / हार्डकॉपी ऑनलाइन स्वीकार करने की अंतिम तिथि के उपरांत 10 दिनों के अंदर निम्नलिखित पते पर प्रस्तुत करना होगा :-

सुविधा प्रकोष्ठ

केंद्रीय संचार ब्यूरो

कक्ष सं० 078, भूतल, सूचना भवन

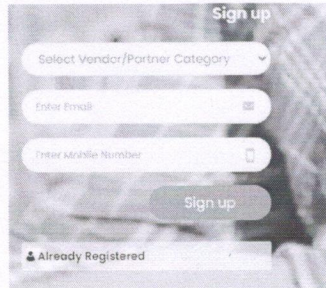
सी.जी.ओ. कॉम्प्लेक्स, लोधी रोड

नई दिल्ली -110003

Central Bureau of Communication

Online Application Form for Empanelment of Digital Printers located in Delhi/NCR.

Last Date of Submission: _____



Enter your User ID and Password to log in

*** This is a temporary Login ID, which is being generated for the process of Empanelment. This is for all Digital printers (including printers who are already empanelled with CBC). ***

Points to Note while filling the Application

- 1) All Printers have to register for a Login ID and PASSWORD at cbcindia.gov.in Website under the head **Partner Area**.
- 2) Enter your e-mail ID and mobile in the dialogue box. An OTP will be sent to your e-mail id and mobile to get an ID and a Password to LOGIN to fill the Online Application Form.
- 3) The online form is to be filled giving full details as required and submit the same.
- 4) Digital Printers after submitting the ONLINE FORM should take a PRINT OUT of the FORM and submit the same after duly signing and stamping it with Company seal alongwith Turnover certificate duly verified by CA with seal and license number in original, hardcopy of all the other ENCLOSURES, printed samples alongwith application & processing fees of Rs. 2000/- (non-refundable) with covering letter should be submitted **within 10 days of last date of online submission** to the facilitation cell in CBC, Sochna Bhawan, CGO complex, Lodhi Road, New Delhi 110003.
- 5) All ENCLOSURES/ATTACHMENTS as mentioned in the ONLINE FORM must be submitted in the form of hardcopy also, otherwise, the Application shall be considered incomplete.
- 6) Digital Printers may clearly flag the ENCLOSURES/ATTACHMENTS in the hardcopy submission and they may also provide a check list with the page number at which a particular ENCLOSURE/ATTACHMENT is placed.

Government of India
Central Bureau of Communication
Ministry of Information & Broadcasting

Subject: **Guidelines for empanelment of "Digital Printers" with CBC**

1) **Short Title:**

These guidelines may be adhered to in empanelment of Digital Printers in the Central Bureau of Communication, New Delhi.

2) **Date of commencement and scope:**

2.1. These guidelines shall come into force from the date of approval by Pr. D.G. CBC

2.2. These guidelines shall apply for the empanelment of Digital printers at the Head Qtrs. and shall supersede all previous guidelines/rules/norms/precedents in existence.

3) **Amendments:**

The Panel Advisory Committee / Pr. Director General, CBC may amend these guidelines from time to time as considered necessary.

4) **Definitions:**

4.1 The Panel Advisory Committee means a committee constituted by the Government of India under these guidelines to consider and recommend the Digital Printers for empanelment with CBC.

4.2. Digital Printers shall be those possessing the required machines and other equipment, facilities, and resources to produce publicity material like POSTERS, BOOKLETS, FOLDERS, BROCHURES, LEAFLETS etc. as required by CBC.

4.3. Principal Director General CBC means head of the CBC, hereinafter referred to as the Pr. DG, CBC.

4.4. 'Empanelment' means recognition of the Digital Printers by CBC for production/printing of publicity material for the Directorate.

5) **Composition of the Panel Advisory Committee:**

5.1) The Chairman of the Panel Advisory Committee will be the Pr. DG, CBC and will include:

- i) ADG/Director CBC to be nominated by DG, CBC.
- ii) JD Campaign
- iii) Deputy Director (PP)
- iv) Two technical experts from other Govt. departments
- v) Jt. Director (PP), CBC
- vi) APrM's (PP) CBC

The committee will submit its recommendations to Pr. DG, CBC for his consideration and approval.

5.2) Pr. DG, CBC will constitute an internal screening committee of its own technical officers to scrutinize, examine and screen the applications and printed samples received from Digital Printers for empanelment.

6) **Eligibility Criteria:**

6.1) The Digital printers already empanelled with CBC and those seeking empanelment for the first time shall apply afresh every time. The applications invited by CBC for empanelment shall be valid for 3 years from the date of approval by Pr. DG, CBC or till such time the new empanelment is effected, whichever is earlier.

6.2) The Digital printers must have the minimum printing machines and other equipment as per norms fixed for Digital printers. **See (ANNEXURE-II)**

6.3) The printer should have a minimum turnover of **Rs. 25 Lakh** in the preceding 2 (Two) financial years.

6.4) Applicant shall be required to submit copies of *Income Tax Returns* of the previous 2 years along with Turnover certificate from a Chartered Accountant.

6.5) The **location** of Digital printer will be within Delhi/NCR.

6.6) The applicant should have **license** to run the factory issued by the competent authority.

6.7) The applicant should have **pollution under control certificate** issued by the competent authority

6.8) In case of multiple units, each unit of the printer should have adequate power back-up.

6.9) The applicant will submit an affidavit/certificate to the effect that the information submitted by him is correct and he will abide by the decision of Pr. DG, CBC in toto regarding empanelment. In the event, the information submitted by the applicant is found to be false or fabricated in any manner whatsoever, they may be suspended and/or debarred from empanelment, as decided by the competent authority.

6.10) The applicant is to confirm in writing to accept CBC terms and conditions given in Annexure-II for consideration of his application for empanelment.

6.11) The applicant will submit his application along with a Demand draft/Pay order of Rs. 2,000/- as processing fee (non-refundable) for consideration of his application for empanelment.

7) Procedure for empanelment:

7.1) Pr. DG, CBC will invite applications through advertisement in news paper once in every three years for empanelment of Digital printers for printing/production of publicity materials for the Directorate.

7.2) Pr. DG, CBC will evolve the application form for empanelment.

7.3) Applications received complete in all respects by the due date, will be scrutinized and examined by the Internal Screening Committee of CBC. The performance is to be assessed from the printed samples and the machines etc.

7.4) Those applications found eligible by the internal screening committee will be physically verified by the officers of CBC and the inspection report along with samples collected during inspection will then be placed before the Panel Advisory Committee for its consideration and recommendations.

7.5) On the basis of recommendations of Panel Advisory Committee Pr. DG CBC will empanel the Digital printers subject to submission of Standing Security and a bond to secure performance of agreement.

8) Submission of Standing Security

The printers found suitable for empanelment will be required to furnish standing security as given below before their name is taken on the panel of Digital printers;

Digital printers = Rs. 50,000/

9) Agreement Bond A Bond to secure performance of Agreement is to be signed by the printers (**ANNEXURE-III**) on stamp paper (Min. Rs.100/-)

Two copies of "**Guidelines to Printers**" on CBC's empanelment with the general Terms of Tender are to be supplied to all the printers empanelled on CBC for their guidance and to get aware with the procedure in vogue in CBC for printing jobs. One copy of General Terms of Tender & the Guidelines to Printers is required to be returned by the printer duly signed and stamped for record.

10) De-empanelment of Digital Printers:

10.1) The Digital printer may be suspended/de-empanelled if they do not respond to the CBC tender enquiries.

10.2) The empanelment of Digital printer may be suspended or de-empanelled if the printer delays date value job or become habitual to delay jobs beyond the time limit set by CBC, uses sub-standard material and if he does not execute the job as per the specifications / the specified paper material has not been used in the job.

10.3) Pr. DG, CBC may suspend/de-empanel the Digital Printers for any other reason if it is found that their continuity is detrimental to Govt. interest.

11 Liquidated Damages: For liquidated damages penalty will be imposed on Digital Printer by the CBC in case of delay, use of substandard paper/material and poor workmanship.

12 Notwithstanding any of the provisions mentioned above for empanelment of Digital Printers decision of the Pr. DG, CBC will be final and binding on all. No queries will be entertained and the printers selected for empanelment will be intimated by post and the list will be available on CBC website at [http:// www.cbcindia.gov.in](http://www.cbcindia.gov.in).

13. With regard to selection of empanelled Digital Printers for production of printed publicity material and payment of the printer's bill on completion of the job to the full satisfaction of the CBC and the client, decision of the Pr. DG, CBC shall be final and binding on all.

14. Pr. DG, CBC in his discretion may consider any printer on merits duly recorded on file, for provisional empanelment at any time subject to recommendations by the Panel Advisory Committee in its next meeting.

15. Any dispute arising out of any approval or rejection, etc. of empanelment or payment for jobs etc. will be subject to the jurisdiction of courts in Delhi only.

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Norms for Empanelment of Digital Printers

1. DTP with two terminals (Core i7 or above) alongwith A-3size, colour ink jet/colour laser printer of 600 DPI or above with the latest updated version of licensed software viz. Corel Draw, Photoshop, Indesign, Illustrator, PageMaker and other publishing softwares (To be supported by relevant certificates).
2. One High end Flat Bed scanner alongwith system having two or more workstations for planning.
3. Two nos. of Digital Colour printing machine with Auto Duplexing facility and auto scanning having following Specifications:-
 Print Speed & resolution
 - a) A4 size – 120 pages per minute or above
 - b) 11" x 17" – 60 pages per minute or above
 - c) 12" x 18" – 60 pages per minute or above
 - d) 13" x 19" – 60 pages per minute or above
 - e) Print resolution should be 1200 x 1200 dpi or above
 - f) Suitable to print upto 300 GSM of various stock.
4. Binding:
 - a) Programmatic cutting machine
 - b) Perfect binding machine (single clamp or above)
 - c) Saddle stitching machine (semi-automatic)
 - d) Section sewing machine
(in-house/dedicated arrangement).Finishing
 - a) UV, aqueous coating machine (in-house/dedicated arrangement)
 - b) Case making machine (in-house/dedicated arrangement)
 - c) Foiling/Gold leafing, Embossing, die cutting machine (in-house/dedicated arrangement)
5. Thermal Lamination Machine
6. Spiral and wiro machine – One each
7. Adequate Power back-up
8.
 - a) Turnover - 25 Lakhs per year for last two Financial Years 2021-22 & 2022-23.
 - b) The firm should not be blacklisted/suspended in last three years by any organization (an affidavit from the firms/vendors must be submitted that they have not been Blacklisted/suspended by any Govt. Deptt/Organisation)
 - c) Standing security - Rs. 50,000/- in the form of FD/Bank guarantee.
 - d) Licence to run the factory
 - e) GST Registration/Number
 - f) PAN Card/ Number
 - g) Pollution Under Control Certificate
 - h) Only registered firms/LLP/company will be eligible.

BOND TO SECURE PERFORMANCE OF AGREEMENT

Know all men by these presents that Iof.....am held and firmly bound unto the President of India (hereinafter called the President) in the sum of ₹.....to be paid to the President, his successors or assigns or his or their certain attorney or attorneys for which payment well and truly to be made. I bind heirs, my executors, administrators, representatives and myself firmly by these presents duly signed by me dated this...day of...2023.... Whereas the above bounden.....has agreed with the President to execute and perform the jobs tendered to be performed by him under the existing agreement/or agreements made between him and the President and any other agreement or agreements that may be made between him and the President in the future and to observe perform and fulfill the provisions, stipulations and conditions on his part to be observed, performed and fulfilled and contained in the said existing agreement or agreements and any other agreement or agreements that may be entered into by him as aforesaid to the satisfaction of the Principal Director General, Central Bureau of Communication (Ministry of Information and Broadcasting, Govt. of India) for the time being in charge of the jobs.

And whereas the said.....has endorsed and delivered to the CBC (hereinafter called the Registering Officer) acting in the premises for and on behalf of the President a sum of ₹..... in Government securities of the market value of ₹.....for the purpose of securing and indemnifying the President, his successor and assigns against any loss and damage which he or they might in any way suffered by reason of default being made by the said.....in observing, performing and fulfilling the provisions, stipulations and conditions contained in the aforesaid agreement or agreements or by reason of any property belonging to Govt. and under the control of the said CBC.....or advances made by Government to the said.....being in any way consumed, wasted, embezzled, stolen, mis-spent, lost, mis-applied or otherwise dishonestly, negligently or by or through oversight or violence made away or parted with by himself, the said or by any person acting for him during his absence or otherwise or by any servants, clerks, coolies, or by any other person or persons nominated or accepted

by or serving under him the said.....or by other person or persons whomsoever whether in the service of Government or otherwise and whereas the aid..... Has entered into the above bond in the panel sum of Rs...conditioned as hereinafter stated NOW THE CONDITION OF the above written bond is such that if the said.....shall well truly execute the work or works described in the aforesaid agreement or agreements and well and truly observe, perform and fulfill all the provisions, stipulations and conditions in the aforesaid agreement or agreements contained to the satisfaction of the CBC for the time being in charge of the said job or jobs and shall fully indemnify and save harmless the President, his successors and assigns from all the every loss and damage which shall or may at any time or time hereafter happens to or be sustained by the President his successors or assigns through any default of the said.... in carrying out the aforesaid agreement or agreements or by, from....through the neglect, failure, misconduct, disobedience, omission or insolvency of the said.....or any person nominated, accepted by or serving under him the said wasting, embezzling, stealing, mis-spending, losing mis-applying or otherwise dishonestly or negligently or through oversight or violence making away or parting with any Government property under the control of the said CBC or advances made by Government to the said.... or any part or parts thereof by any person or persons whomsoever, then this obligation shall be void and of no effect otherwise the same shall be and remain in full force and virtue provided always and it is hereby declared and agreed by the said.....with the President that the deposit of ₹..... so made as aforesaid shall be and remain with the Registering Office as and for security to the President, his successors and assigns for the purposes aforesaid with full power to the President, his successors or assigns or his of their officers and servants duly authorized in that behalf from time to time as occasions shall require to apply the same and the interest thereon towards the indemnity as aforesaid of the President, his successors and assigns as the case may require, and in the event of any such application being so made the said.....shall within 14 days of the date of any such applications/deposits with the CBC a sum sufficient to make up the said deposit to ₹.....either in cash or Government Securities, of the market value of such sum.

And it is hereby lastly agreed and declared by the between the said...and the President that on the completion of the aforesaid agreement or agreements by said.....the said deposit of ₹.....shall not be at once returned to him but shall be and remain with thefor the period of 12 months from the date of such completion

as security against any loss that may have been incurred by the President in connection with the aforesaid agreement or agreements and which may not have been discovered until after the completion of the aforesaid agreement or agreements or any over payments made by Government provided always that the return at any time of the said deposit shall not be deemed to affect the right of the President to take proceedings upon the above written bond or otherwise against the said.....in case any breach of the conditions of the said bond shall be discovered after the return of the said deposit.

Signed and delivered by
in the presence of

Signature of Contractor
The above named.....

Signature of two witnesses:

1.....

2.....