



Council for Advancement of People's Action and Rural Technology (CAPART)

(Under the aegis of Ministry of Rural Development, Govt. of India)
Zone-5A (Core-C), 2nd Floor, India Habitat Centre, Lodhi Road, New Delhi-110 003
Phone: 011-24642395, Fax: 011-24648607, website: www.capart.nic.in

NOTICE FOR EMPANELMENT OF PRINTERS FOR PRINTING & DESIGNING WORK

CAPART invites from reputed and experienced printing firms applications on the prescribed format for empanelment of Printers for printing of in-house magazine, newsletter, annual report, guidelines, posters, brochures, booklets etc.

Details terms & conditions and application form can be downloaded from the Council's website www.capart.nic.in. The sealed application duly completed in all respects in the prescribed format marked "**Empanelment of Printers for printing & designing work**" and addressed to **Dy. Director (Media & Publication)** should be placed in the tender box located at Facilitation Centre of CAPART, 2nd Floor, India Habitat Centre, Lodhi Road, New Delhi-110 003 **latest by 12.09.2011 by 3:00 p.m.**

8x7 cm



लोक कार्यक्रम और ग्रामीण प्रौद्योगिकी विकास परिषद् (कपार्ट)

(ग्रामीण विकास मंत्रालय, भारत सरकार के तत्त्वावधान में)
जोन-5ए (कोर-सी), द्वितीय तल, भारत पर्यावास केन्द्र, लोधी रोड, नई दिल्ली-110003
दूरभाष: 011-24642395, फ़ैक्स: 011-24648607, वेबसाईट: www.capart.nic.in

मुद्रण एवं डिजाईन कार्य हेतु प्रिंटरों को सूचीबद्ध करने हेतु सूचना

कपार्ट अपने प्रकाशनों जैसे गृह पत्रिका, न्यूजलेटर, वार्षिक प्रतिवेदन, मार्गदर्शिका, पोस्टर, विवरणिका, पुस्तिका आदि को डिजाईन एवं मुद्रित करवाने के लिए प्रिंटरों को सूचीबद्ध करने हेतु प्रतिष्ठित एवं अनुभवी प्रिंटिंग फर्मों से प्रस्ताव आमंत्रित करती है।

विस्तृत नियम एवं शर्तें तथा आवेदन पत्र परिषद् की वेबसाईट www.capart.nic.in से डाउनलोड किया जा सकता है। पूर्ण रूप से भरा हुआ आवेदन पत्र मुहरबंद लिफाफे में जिसके ऊपर "मुद्रण एवं डिजाईन कार्य हेतु प्रिंटरों को सूचीबद्ध करने हेतु" लिखा हुआ हो और उप निदेशक (मीडिया एवं प्रकाशन) को संबोधित हो, कपार्ट के सुविधाकेन्द्र जोन-5ए (कोर-सी), द्वितीय तल, भारत पर्यावास केन्द्र, लोधी रोड, नई दिल्ली-110003 में रखे निविदा बाक्स में दिनांक 12.09.2011 को अपराह्न 3:00 बजे तक जमा किया जा सकता है।

8x7 cm

DOCUMENTS FOR EMPANELMENT OF PRINTERS FOR PRINTING & DESIGNING WORK IN CAPART

Council for Advancement of People's Action and Rural Technology (CAPART) which is an autonomous body under the aegis of Ministry of Rural Development, Govt. of India desires to empanel well qualified Printers experienced in conceptualizing, designing, printing of documents etc. who have sound back-up for excellent designing, scanning, planning etc. of publication of various descriptions/literature for black & white and multi color jobs needs to apply. The printing and designing jobs broadly includes designing and printing of in-house magazines, Newsletters, Guidelines, brochures, reports, posters, pamphlets, letter heads, envelopes, visiting cards, greeting cards, files, folders, bags etc. on the basis of modern facilities standards available the industry.

The detailed terms & conditions for empanelment of Printers in CAPART are given in **Appendix - 'A'** (attached). Interested Printers may apply for empanelment in CAPART in the prescribed Performa given at **Appendix - 'B'**.

The documents for empanelment duly filled in all respects in a sealed envelop marked **"Empanelment of Printers for printing & designing work"** and addressed to Dy. Director (Media & Publication) should be placed in the tender box located at Facilitation Centre of CAPART, 2nd Floor, India Habitat Centre, Lodhi Road, New Delhi-110 003 latest by **12.09.2011 by 3:00 p.m.** on any working day. **The council remains closed on Saturdays and Sundays.**

Appendix - 'A'

Council for Advancement of People's Action and Rural Technology (CAPART)

(Under the aegis of Ministry of Rural Development, Govt. of India)
Zone-5A (Core-C), 2nd Floor, India Habitat Centre, Lodhi Road, New Delhi-110003
Ph.011-2464 2395, 93, Fax:011-2464 8607, Website:www.capart.nic.in

General Terms and Conditions applicable to the Printers

1. CAPART intends to prepare a panel of Printers for designing and printing jobs. The panel would be valid for a period of two years in the first instance, which may be extended on mutual consent.
2. Reputed printers experienced in conceptualizing, designing, printing of documents etc. who have sound back-up for excellent designing, scanning, planning etc. of publication of various descriptions/literature for black & white and multi color jobs are eligible to apply. The printing and designing jobs broadly include designing and printing of in-house magazines, Newsletters, Guidelines, brochures, reports, posters, pamphlets, letter heads, envelopes, visiting cards, greeting cards, files, folders, bags etc. on the basis of modern facilities and standards available in the industry.
3. The Printer should be in the profession of printing for the last 3 financial years.
4. Annual Turnover of the Printing firm/Printer should be up to Rs. 2 lacs for small jobs & Rs. 8 lacs for big jobs in any of the last three financial years.
5. The Printer should be on the approved panel of at least 3 reputed organizations of Govt. of India /State Govt./ Dept./PSUs.
6. The Printer should have at least one single color & one 4-Color offset machine, in-house stitching & Binding unit & Screen-printing unit.
7. The Printer should have registration with state & local authorities for undertaking the profession (Copies of all such registrations may be enclosed).
8. The rights to postpone/cancel/suspend/terminate the tenders or its process at any stage are reserved by CAPART.
9. Proposals of the interested Printers can also be rejected at the sole discretion of CAPART, if any application found incomplete or information provided by the Printer is not in the prescribed format and is inconsistent and inaccurate.

10. CAPART reserves the right to remove any Printer on the approved panel for designing and printing jobs etc. for any administrative reason.
11. The Printer should have full fledged unit of their own for visual design facility, preparation of art work, translation in English, Hindi etc., proof reading, designing, composing, printing etc.
12. Printers, if having any dispute with CAPART will not be entertained till settlement of the dispute.
13. In the event of the delivery of any defective works/materials, owing to urgency or for any other reasons, CAPART shall have the power to deduct such suitable sum from any payment due to the Printer.
14. Notice of the printing job can also be sent to the empanelled Printers through fax/mail/e-mail/voice telephone/by-hand in addition to speed post / registered post / courier etc.
15. The panel can be terminated by either party prior to the duration of 24 months by serving one month notice to the other party. In case of termination, the entire materials whatsoever pending with Printer will liable to be returned back to CAPART.
16. A schedule for completing the job and delivery of printed copies will be drawn by the Council and will be intimated to the Printer while placing the work-order for the job. A Committee comprising the following members will review the progress of work assign to the Printer, every fortnight. The composition of the Committee will be as follows:
 1. HoD (Media & Publication)
 2. CAO (FAD)/AO (FAD)
 3. HoD (Coordination Division)
 4. Representative of Printer

The Printer will strictly follow the schedule for completing the job and delivery of items, failing which the name of Printer will be de-listed from the panel by CAPART.
17. The Printers applying for empanelment should furnish all the particulars as per **Appendix - B**.
18. The date of declaration of qualified/empanelled Printers will be declared at the discretion of CAPART which could be intimated through any means of communication as mentioned above.
19. All the items to be received from the Printer would be checked by the officer-in-charge to ensure that the ordered jobs confirmed to the approved specifications/quality as per samples approved by CAPART.

20. Payment will be released on presentation of correct bill supported with the copy of the work order of the authorized officers of CAPART and upon such certification to the effect that the jobs got printed from the Printers are as per approved specifications.
21. Additional/modified/revised terms & conditions can also be made applicable to the empanelled Printers including those who are being awarded any job / work by CAPART at any stage as per requirements of CAPART, if felt necessary.
22. It will be the responsibility of the Printer to return all materials concerned like manuscript, art-work, photographs, CDs/DVDs etc. after completion of the job failing which the costs of the items will be recovered from the Printer.
23. The empanelled Printer should have adequate arrangements for packing and dispatching the documents, if so required. The packing/postal charges of courier service/postal department will be admissible as per actual rates.
24. Printers must have office in Delhi and press should be located in the NCR of Delhi.
25. The Printer should not have been placed in defaulter category by any Govt. department.
26. No proposal will be entertained / received after the prescribed due date and time.
27. In case of the dispute, the decision of the Director General, CAPART would be final and binding.

**Performa to be filled by the Printers applying for Empanelment in
CAPART for printing & designing work etc.**

I. General Information

(i) Name of the Company / Firm :

Address (including e-mail, telephone
and fax numbers)

a. Administrative/Corporate Office

b. Printing Press

c. Landmark

d. Contact Persons

Name(s)

Tel/Mobile Nos.

(ii) Type of Organisation

Whether Private Limited Company, Partnership
or Proprietary

(iii) Name of Directors / Partners/ Proprietors etc.

(iv) No. of years in the business

(v) Financial Details: (last 3 years)

a. Annual Turnover

b. Annual Net Profit

c. Name of the Bankers/& Address(es)

(vi) No. of Employees:

a. Administrative

b. Technical (Give details)

II. Pre-press facilities

(i) Typesetting (in English and Hindi)

(ii) Designing and colour Processing

- (a) Whether typesetting is done in-house or from outside

III. Translation

Facilities available for translation into Hindi/other vernacular languages

1. Whether translators employed by the press
2. If there is arrangement with outside translators, details to be furnished

IV. Printing

1. No. of printing machines
(one colour/two colour./four colour/five colour)
For each of the machines,
 - a. Make
 - b. Year of Purchase
 - c. Type
 - d. Capacity
 - e. Speed – Actual
2. Whether all the machines are located in the same premises or at different premises, details to be furnished.
3. Whether facility for jobs like preparing positives, colour works, binding and varnishing is available, in-house. In case of these works being outsourced, details to be furnished.
4. Details of other machines – Cutting, binding, laminating machines, others
5. Location/s of the printing presses

V. Credentials

1. Whether the Printer has done any work for CAPART in the past. If so, details
2. A list of organisations that have used the press for similar jobs in the past. Please give details of type of work done and samples of work.
3. Current work, if any, being done for large organisations

VI. Documents to be enclosed

1. a. Documentary evidence regarding the organisational set up

- b. List of similar major works executed/in hand
 - c. Copies of I.T. and Sales Tax returns
for the last 3 years
 - d. 2 years audited Balance Sheet/Annual Report
2. Has your organisation been placed in defaulter category by any Govt. Department? If not, please submit a self attested certificate to this effect.

VII. Additional information, if any

Date: _____ Signature of the Proprietor/Authorized Signatory
Name: _____
Designation: _____
Rubber Seal indicating complete address

CAPART reserves the right to accept or reject any or all application without assigning any reason.