

Bureau of Outreach and Communication
(Erstwhile DAVP)
Ministry of Information and Broadcasting

Empanelment of Offset Printers, Diary Makers & Digital Printers

Bureau of Outreach & Communication (Erstwhile DAVP), Ministry of Information & Broadcasting wishes to empanel reputed Offset Printers, Diary Makers & Digital Printers for a period of three years who are located in five metropolitan cities ie. Mumbai/Navi Mumbai, Kolkata, Chennai/Sivakashi, Bangalore and Delhi/NCR (Sahibabad, Faridabad, Noida, Grater Noida, Gurgaon, Kundli, Manesar & Bhadurgarh) and are registered under the Factories Act for printing of Publicity materials in bulk like multi colour posters, folders, booklets, calendars, diaries etc. Interested printers and diary makers having suitable machinery/equipments and infrastructure with experience of producing quality jobs may apply for 'Empanelment' in the **prescribed online Proforma only.** Online Proforma should be submitted within twenty one days from the date of publishing of advertisement. The applicant has to deposit a Demand Draft/Pay Order of Rs. 5000/- (Non-refundable) for Offset Printer & Diary Makers and Rs. 2000/- (Non-refundable) for Digital Printer drawn in favour of Accounts Officer, BOC, New Delhi alongwith application as processing fee. The existing empanelled printers/Diary Makers will also have to apply fresh. **The printers who wish to be on the panel of Diary Makers or Digital Printers also have to apply separately as a Diary Makers or Digital printers.**

Prescribed proforma alongwith details of the category wise minimum requirements for manchinery and equipments etc. are available on our website under the head '**Printed Publicity**' and can be downloaded (www.davp.nic.in). The physical print of applications alongwith Processing fee/Enclosures/Attachment/Samples are to be submitted within 10 days of last date on online submission at the following address.

Facilitation Cell
Bureau of Outreach and communication
Room No. 041, Ground Floor,
Soochna Bhawan
CGO Complex, Lodhi Road,
New Delhi-110003

**ब्यूरों ऑफ आउटरीच एण्ड कम्युनिकेशन
(पूर्व में डीएवीपी)
सूचना एवं प्रसारण मंत्रालय**

ऑफसेट मुद्रकों, डायरी निर्माताओं और डिजीटल प्रिंटर्स की सूचीबद्धता हेतु

ब्यूरों ऑफ आउटरीच एण्ड कम्युनिकेशन (पूर्व में विज्ञापन एवं दृश्य प्रचार निदेशालय), सूचना एवं प्रसारण मंत्रालय थोक में प्रचार सामग्री जैसे मल्टी कलर पोस्टर्स, फोल्डर्स, बुकलेट्स, कैलेण्डर्स, डायरियों इत्यादि की छपाई हेतु उन प्रख्यात ऑफसेट मुद्रकों, डायरी निर्माताओं व डिजीटल प्रिंटर्स को तीन वर्षों की अवधि के लिए सूचीबद्ध करना चाहता है जो पांच महानगरों मुम्बई/नवी मुम्बई, कोलकाता, चेन्नई/शिवाकाशी, बैंगलोर और दिल्ली/एनसीआर (साहिबाबाद, फरीदाबाद, नोएडा, ग्रेटर नोएडा, गुरुग्राम, कुन्डली, मनेसर, बहादुरगढ़) में अवस्थित हैं तथा फैक्ट्री अधिनियम के तहत पंजीकृत हों। इच्छुक मुद्रक एवं डायरी निर्माता 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 इक्कीस दिनों के अंदर प्रस्तुत किए जाएं। आवेदक को प्रक्रिया शुल्क के रूप में आवेदन के साथ ऑफसेट मुद्रकों व डायरी मेकरों के लिए ₹5,000/- (अप्रतिदेय) तथा डिजीटल प्रिंटर्स के लिए ₹2,000/- (अप्रतिदेय) के डिमाण्ड ड्राफ्ट/पे ऑडर के रूप में जमा करना होगा। डिमांड ड्राफ्ट/पे आर्डर लेखा अधिकारी ब्यूरों ऑफ आउटरीच एण्ड कम्युनिकेशन, नई दिल्ली के नाम से देय होना चाहिए। मौजूदा सूचीबद्ध मुद्रकों/डायरी मेकर को भी पुनः आवेदन करना होगा। वे मुद्रक जो डायरी निर्माताओं या डिजिटल प्रिंटर्स के पैनल में भी शामिल होना चाहते हैं, उन्हें डायरी निर्माता या डिजिटल प्रिंटर के रूप में पृथक रूप से आवेदन करना होगा।

निर्धारित प्रारूप के साथ मशीनरी व उपकरणों इत्यादि हेतु संवर्गवार न्यूनतम अपेक्षाओं के विवरण के साथ प्रिंटेड पब्लिसिटी शीर्षक के अधीन हमारी वेबसाइट (www.davp.nic.in) पर उपलब्ध हैं तथा जिन्हें डाउनलोड किया जा सकता है। प्रक्रिया शुल्क/अनुलग्नकों/संलग्नकों/सैम्पलों के साथ ऑनलाइन आवेदन पत्रों का प्रिंटआउट, ऑनलाइन प्रस्तुत करने की अंतिम तिथि के उपरांत 10 दिनों के अंदर निम्नलिखित पते पर प्रस्तुत करना होगा:-

सुविधा प्रकोष्ठ
ब्यूरों ऑफ आउटरीच एण्ड कम्युनिकेशन
कक्ष सं. 041, भूतल, सूचना भवन,

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

Subject: **Empanelment Guidelines for Offset Printers, Diary Makers & Digital Printers**

1) Short Title:

These guidelines may be adhered to for empanelment of Offset Printers, Diary makers & Digital Printers in the Bureau of Outreach and Communication, New Delhi.

2) Date of commencement and scope:

- 2.1. These guidelines shall come into force from the date of approval by D.G., BOC.
- 2.2. These guidelines shall apply for the empanelment of offset printers, Diary makers & Digital printers and shall supersede all previous guidelines/rules/norms/precedents in existence.

3) Amendments:

The Director General, BOC constitutes a Panel Advisory Committee to amend these guidelines from time to time as considered necessary.

4) Definitions:

- 4.1 The ‘Panel Advisory Committee’ is a committee chaired by the DG, BOC to finalize the panel of Offset Printers/ Diary Makers/Digital Printers in BOC.
- 4.2. Offset Printers / Diary Makers/ Digital Printers shall be those firms possessing the required machines and equipments, facilities, and resources to produce publicity material i.e. POSTERS, BOOKLETS, FOLDERS, BROCHURES, LEAFLETS, CALENDARS, DIARIES & WALL HANGERS etc. as required by BOC.
- 4.3. Director General BOC means head of the BOC, hereinafter referred to as the DG, BOC.
- 4.4. ‘Empanelment’ means recognition of the firm as Offset Printer/ Diary maker/ Digital printer by BOC for production/printing of publicity material for the Bureau of Outreach and Communication.

5) Composition of the Panel Advisory Committee:

- 5.1) The Chairman of the Panel Advisory Committee is the DG, BOC and also include:
 - i) ADG/Director BOC to be nominated by DG, BOC.
 - ii) Director (IP), M/o I&B
 - iii) Director, Directorate of Printing, M/o Urban Development
 - iv) Director (Accounts)/FA&CAO, BOC
 - v) Joint Director (Production), Publication Division, M/o I&B
 - vi) Joint Director (PP), BOC
 - vii) Production Manager (Printed Publicity), BOC

The committee approves and finalizes the panel of Offset Printers/ Diary Makers/Digital Printers.

6) Procedure for Empanelment:

- 6.1) DG, BOC will invite applications for empanelment of Offset Printers/ Diary Makers/Digital Printers through an advertisement published in leading news paper once in every three years.
- 6.2) DG, BOC will evolve the application form for empanelment (**Annexure -I**).
- 6.3) Applications received, complete in all respects by the due date, are scrutinized and examined by the Internal Screening Committee of BOC. The assessment for eligibility is based on machines & equipments possessed by the firm and printed samples submitted by them alongwith application form.
- 6.4) Those applications found eligible by the Internal Screening Committee will be physically verified by a team of officers of BOC and these cases are then placed before the Panel Advisory Committee for its consideration and approval.
- 6.5) On the basis of recommendations of Panel Advisory Committee DG, BOC will finally empanel the Printers/ Diary Makers/Digital Printers after receipt of Standing Security Deposits etc.

7) Eligibility Criteria:

- 7.1) Firms already empanelled with BOC shall have to apply afresh and also those seeking empanelment for the first time have to apply.
- 7.2) The firm must have the minimum number of printing machines and other equipment as per prescribed norms for each category (**Annexure – II**).
- 7.3) The firm should have a turnover worth of at least **Rs.20 Crores** for '**A**' Category & **Rs. 10 Crores** for '**B**' Category and **Rs. 50 lakhs** for **Diary Makers** in the three preceding financial years.
- 7.4) Applicant shall be required to submit copies of *Profit & loss account* of the previous years along with Turnover certificate for last three years by a Chartered Accountant.
- 7.5) The **jurisdiction** of headquarters will be within NCR i.e. Delhi, Faridabad, Sahiababad, Noida, Greater Noida, Gurgaon, Kundli, Manesar, Bahadurgarh & Bhallabgarh.
- 7.6) The firm shall have a **license** to run the factory issued by the competent authority.
- 7.7) The firm shall have a **Pollution Under Control Certificate (PUC)** issued by the competent authority.
- 7.8) "A" category printer shall have complete unit i.e. pre press, printing machines and binding unit under one roof. If pre-press facility is available at a different location then it should be electronically connected.
- 7.9) The firm shall have to submit an affidavit/certificate to the effect that the information submitted by him is correct and they will abide by the decision of DG, BOC 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 at the sole discretion of DG, BOC.

- 7.10) The firm found eligible for empanelment will be classified into Offset Printers A or B category/ Diary Makers/Digital Printers on the basis of infrastructures/documents/quality of their machines, equipments and performance.
- 7.11) Applicants shall submit a processing fee in the form of a Demand draft /Pay order drawn in favour of Accounts Officer, BOC, New Delhi as per details given below.
- i) For 'A' & 'B' category offset printer and Diary Makers category – Rs. 5,000/-
ii) For Digital Printers category – Rs. 2,000/-

8) Submission of Standing Security

The firm found suitable for empanelment shall be required to furnish standing security deposit before the formulation of the panel. The Security Deposit should be in the form of Fixed Deposit Receipts of any Nationalized Bank/ Reserve Bank of India Bond, Post office term deposit, Post Office National saving certificate as per details given below.

"A" Category Offset Printers	= ₹50,000/-
"B" Category Offset Printers	= ₹ 30,000/-
"Diary Makers"	= ₹10,000/-
"Digital Printers"	= ₹ 5,000/-

The Security Deposit is to be hypothecated to the President of India through the Director General, BOC.

9) Agreement Bond Bond to secure performance of Agreement is to be signed by the firm on stamp paper (Min. Rs.10/-)

Two copies of "Guidelines to Printers" on working procedure and terms & conditions of BOC's with the general Terms of Tender are to be supplied to all the printers empanelled on BOC for their guidance. One copy of each of above is required to be returned by the printer duly signed and stamped as token of their acceptance for records.

10) De-empanelment of Printers /Diary Makers/Digital Printers:

- 10.1) The Printers/ Diary makers/Digital Printers may be suspended/de-empanelled if they do not respond to the BOC tender enquiries. Details for the above are also given in 'Guidelines to printers'
- 10.2) The empanelment of Printer / Diary Maker/ Digital Printer may be suspended or de-empanelled for a certain period or permanently if the printer delays date value job or become habitual to delay jobs beyond the time limit set out in tenders, uses sub-standard paper/ material or if he does not execute the job as per the specifications or does not participate in tendering process/does not undertake any job. The above parameters are to be monitored through a benchmark system given in **Annexure-III**
- 10.3) DG,BOC may suspend/de-empanel the Printers/ Diary Maker/ Digital Printer for any other reason if it is found that their continuity is detrimental to Govt. interest.



BUREAU OF OUTREACH & COMMUNICATION

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Application form for Empanelment as Offset Printers/ Diary makers/Digital Printer in BOC [PR1924]

kindly provide N/A which fields is not applicable

Name of the Company

Category applied for

(Offset 'A', Offset 'B', Diary makers or Digital printers)

Name of Proprietor/Partners/Directors

Nature of Incorporation (Attach Documents)

Year of Establishment

Name of the Contact person

Mobile No. of the Contact Person

Address Office

Address Factory (I)

Address Factory (II)

Official email address

Telephone/Mobile No.

PAN No.

Bank DetailsName of the Account Holder
Complete Address/Fax/E-mail /
IFSC CODE
Branch Name with Address/Phone No/E-mail
Type of Bank Account
▼Complete Bank Account Number
MICR Code of Bank
Infrastructure Details

Give List of machinery and equipment with details of Size, Model, Machines, name & year of make etc., as laid down in the prescribed criteria for category applied for

Note:- Complete details of essential criteria needs to be enumerated below. The separate list will not be entertained

1.
2.
3.
4.
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9.

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11

12

Details of other machinery & equipments possesed by the press

1.

2.

3.

The Following physical documents alongwith a print copy of the online application are to be submitted:

(1) Names of important clients/Advertising Agencies for which you have done printing jobs during last three years.

(2) Licenses to run the factory issued by competent authority

(3) Pollution under Control certificate

(4) Specimens duly stamped & signed with date (Preferably multi colour posters, folders, booklets, brochures etc. with your imprint line) of print jobs executed by you during the last one year.

(5) Annual Turnover of last 3 years duly certified by CA alongwith seal and membership number in original.

(6) DD/Pay order of Rs. 5,000/- (Non refundable) as application Processing fee for 'A' and 'B' category offset printer and Diary maker and Rs. 2000/- (Non refundable) for Digital printer.

I/We hereby certify that all the particulars given above are correct. I/we shall also abide by all the terms and conditions of empanelment required by BOC.

RWN5G0

Please enter above code

SUBMIT**EXIT**

**GOVERNMENT OF INDIA
BUREAU OF OUTREACH COMMUNICATION
MINISTRY OF INFORMATION & BROADCASTING**

Norms for Empanelment of offset Printers, Diary Makers & Digital Printers

A. For 'A' Class Offset Printers

1. DTP with four terminals (Core i5 or above) alongwith A-3 size, colour ink jet/colour laser printer of 600 DPI or above with the latest updated version of licensed software viz. Corel Draw, Photoshop, Indesign, Pagemaker and other publishing softwares.
(To be supported by relevant certificates)
2. One High end Flat Bed scanner having resolution of 4000 dpi or above alongwith system having two or more work stations for planning
3. One CTP machine with automatic processor
4. Two CPC Four colour machine in size 28" x 40" (out of which one should not be older than 12 years)
5. One CPC four colour machines in size 25" x 36"
6. One CPC four colour 19"x25"
7. One single colour machine in size 25"x36" or two single colour machines in size 19"x25"
8. Two programmatic paper cutting machines
9. One Flowline machine with minimum 6 stations with gathering, stitching & 3 side trimmer
10. Two fully automatic folding machines
11. Two section sewing machines
12. Two perfect binding machines out of which, one should be of 6 clamps
13. Thermal Lamination
14. Aqueous coating, UV coating facility
15. In-house Wiro Punching, locking and spiral binding facilities
16. Quality control mechanism/staff at pre press, on press, finishing and despatch
17. Power back-up of 250 KVA or above
18. Printers should have one complete unit i.e. pre press, printing machines and binding under one roof.

B. For 'B' Class Offset Printers

1. DTP with two terminals (Core i5 or above) alongwith colour ink jet/colour laser printer of 600 DPI or above with the licensed software Corel Draw, Photoshop, Pagemaker & Indesign etc. (To be supported by relevant certificates)
2. One High end Flat Bed scanner of 4000 dpi or above alongwith system having two or more work stations for planning etc.
3. CTP unit (Either in house/dedicated arrangement)
4. Two four colour machines in size 28"x40" and 25"x36" out of which one should be CPC
5. One single colour machine in size 25"x36" or two single colour machine in size 19"x25"
6. One programmatic and one power driven paper cutting machine
7. Two power driven wire stitching machines
8. Two fully automatic folding machines
9. One section sewing machine

10. One perfect binding machine
11. Thermal lamination Machine
12. Quality control mechanism/staff at pre press and finishing
13. Power back-up of 100 KVA or above

C For Diary Makers

1. Two single colour offset printing machines in size 25"x36" and 20"x30"
2. One four colour offset printing machine in size 19"x25" either inhouse or dedicated arrangement
3. Pre Press (Designing, Page making & Ripping etc
4. CTP machine (either in house or dedicated arrangement
5. Two automatic folding machines
6. Two section sewing machines
7. One Gold embossing/leaf printing machine
8. Hard case sewing machine
9. Fabrication - One corner cutting, index cutting & perforating machine each
10. Spiral and Wiro binding equipment
11. One programmatic cutting machine
12. Adequate Power back-up

Besides the above, the printing Press to be empanelled should essentially have:

1. License to run factory issued by competent authority
2. Copy of last two years Income Tax return
3. The press should have minimum turnover for last three years as per following:
 A class offset printers - ₹ 20 crore P.A.
 B class offset printers - ₹ 10 crore P. A.
 Diary makers - ₹ 50 lakh P. A.
 (Turnover is to be certified by a Chartered Accountant supported with relevant Papers)
4. Copy of pollution under Control Certificate
5. Printed samples of different jobs ie., booklets, posters, folders, diaries, Wall & Table calendars, coffee table books etc. recently printed with Imprint line or self certified should be enclosed
6. Possession of specified minimum machinery does not guarantee empanelment. The samples submitted alongwith the application/collected at the time of physical inspection from the presses/firms and recommendation of inspecting team will also be the basis of short listing for empanelment. Past performance of existing printers and performance in other organisations/departments of new printers will also viewed.
7. Performance certificate from five major clients indicating number and value of jobs printed and performance thereof.

D. For Digital Printers

1. DTP with two terminals (Core i5 or above) alongwith A-3 size, colour ink jet/colour laser printer of 600 DPI or above with the latest updated version of licensed software viz. Corel Draw, Photoshop, Indesign, Pagemaker and other publishing softwares.
(To be supported by relevant certificates)
2. One High end Flat Bed scanner alongwith system having two or more work stations 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 -100 pages per minute or above
 - b) 11"x17"- 56 pages per minute or above
 - c) 12"x18"-53 pages per minute or above
 - d) 13"x19"-51 pages per minute or above
 - e) Print resolution should be 600x600 dpi or above
 - f) Suitable to print upto 300 GSM of various substance
4. Cutting Machine - One
5. Lamination Machine - One
6. Spiral and Wiro Machine - One each
7. Adequate Power back-up

The firm should be registered under Factories Act/Shop Act. Those interested for empanelment are required to furnish the required necessary details and shall have to submit a DD of Rs. 2000/- in favour of Accounts Officer DAVP as processing fee.

**Directorate of Advertising and Visual Publicity
PP wing**

Subject: - Guidelines for bench marking of Printers

(A) Submission of Tenders

- | | |
|---------------------------|----|
| 1. If quoted 90% or above | 20 |
| 2. If quoted above 80% | 15 |
| 3. If quoted above 70% | 12 |
| 4. If quoted above 60% | 10 |
| 5. If quoted below 60% | 5 |

(B) %age of jobs quoted lowest

- | | |
|---------------------------------|----|
| 1. If quoted lowest in 20% | 20 |
| 2. If quoted lowest in 15% | 15 |
| 3. If quoted lowest in 10% | 10 |
| 4. If quoted lowest in 5% | 5 |
| 5. If quoted lowest in below 5% | 0 |

(C) Delay in Supplies

- | | |
|---------------------------------|----|
| 1. If 90% or above jobs in time | 20 |
| 2. If 80% or above jobs in time | 15 |
| 3. If 70% or above jobs in time | 12 |
| 4. If 60% or above jobs in time | 10 |
| 5. If below 60% jobs in time | 5 |

(D) Short Supplies

- | | |
|-------------------------------------------|----|
| 1. Ordered quantity supplied in 90% cases | 20 |
| 2. Ordered quantity supplied in 80% cases | 10 |
| 3. Ordered quantity supplied in 60% cases | 5 |

(E) Quality/Paper

- | | |
|-------------------------------------|----|
| 1. If Penal action 20% or less jobs | 5 |
| 2. If Penal action 15% or less jobs | 10 |
| 3. If Penal action 10% or less jobs | 15 |
| 4. If Penal action 5% or less jobs | 20 |

Qualifying marks for continuation in panel 75

Review period: 1. Overall review to be done annually

2. Submission of tenders to be reviewed in every 6 months and if tender performance of printer is below 60 %, further tender enquiries to be stopped for 2 months and resumed automatically by the monitoring section. In case it is repeated in 2nd review, the printer is to be suspended from the panel and revoking of suspension to be approved by DG.