

INDIAN INSTITUTE OF TECHNOLOGY DELHI

प्रकाशन प्रकोष्ठ Publication Cell

June 5, 2013.

Sub:- Empanelment of Printers for the Institute Publications.

Applications are invited for empanelment of printers for printing of Institute Publications viz. Prospectus (English & Hindi), Courses of Study (UG & PG), Convocation Brochure (Eng.), Annual Report (Hindi & English), etc. for a period of two years. The Printers should satisfy the eligibility criteria enclosed herewith and submit their applications with all Technical specifications/facilities as per the format given.

Applications should be submitted to the undersigned at the following address in a sealed cover :

Publication Cell

Room No. AD-258,
Indian Institute of Technology Delhi
Hauz Khas, New Delhi-110016, India
Phone: 26591714, 26597268.

Applications (in a sealed cover) should reach the above address on or before June 26, 2013 during working hours. The Institute reserves the right to accept or reject any application without assigning any reasons thereof.

(N. Bhaskar)
Assistant Registrar
Publication Cell

Empanelment of Printers for IIT Delhi Publications

MINIMUM ELIGIBILITY

1. Annual turnover of the Printer.(Not less than 1crore per annum)
2. At least one graphic designer on your staff roll
3. Possessing PAN/TIN No. and Excise Registration No.
4. Number of skilled employees in the organization should be at least 25
5. Number of Computer Operators (at least 3)
6. All facilities should be available in house/at the same location.

TECHNICAL BID FOR EMPANELMENT OF PRINTERS FOR IIT DELHI

1	Details of the printing Agency		
	a) Name of the firm	:	
	b) Address	:	
	c) Telephone No. Mobile No. Fax No.	:	
	d) Email ID PAN No. (enclosed proof) TIN No. (enclosed proof)	:	
	e) Type of firm (Attach Proof)	:	Proprietary/Private/Private/Ltd./ MNC/Cooperative/Govt. undertaking
	f) Empanelment with DOP and/ or DAVP/any other Govt./Pvt.(Attach Proof)	:	Yes/No
	g) Type of empanelment (Attach Proof)		
	h) Name of the Proprietor/Partners	:	
2	Annual Turnover last three years (2010-2012) (enclose balance sheets of last three financial years)	:	
3	No. of important work executed	:	Enclose at least 5 samples of work done by the agency
4	Empanelment letters from organizations/performance certificate/printing orders from reputed government department and PSU's etc.	:	Enclose at least three documentary evidence
5	Has the firm ever been debarred/ Black listed by any organization? If yes, the details thereof.	:	Yes/No
6	Details of Award/certificate of Merit etc. received from any organization, if any. (Please attach the copy)	:	Yes/No

7	Pre-Press facility	:	
	a) No. of DTP Operators	:	
	b) No. of Computers for pre-press job	:	
	c) No. of Scanners/Drum Scanners	:	
	d) In-house processing facility like developing positives, plates	:	
	e) Types of Pre-Press Processing	:	
	f) In-house power backup	:	Yes/No
	g) In-house designing facility	:	Yes/No
	h) No. of Printers Laser/Colour	:	
	i) Copy Editor	:	Yes/No, If yes, Numbers: Experience:
8	Post-Press facility	:	
	a) No. and type of Printing Machines (4 colour/2 colour/1 colour)	:	
	b) No. of cutting machines	:	
	c) No. of stitching machines	:	
	d) No. of folding machines	:	
	e) No. of binding machines	:	
	f) No. of lamination machines	:	
	g) No. of shrink wrapping machine	:	
9	In house capacity to carry out work at short notice	:	Yes/No Any other comment

We agree to work as Printing Agency as per the terms and conditions of IIT Delhi for next two years.

Authorized Signatory
(With full name and designation)
Seal:

Note: The empanelment will be for next two years from the date of empanelment. It may be extended for the third year on mutually acceptable terms and conditions between printing agency and IIT Delhi. IIT Delhi reserves the right to cancel or accept the offer of empanelment, terminate or extend the empanelment without assigning any reason thereof.