



**PETROLEUM CONSERVATION RESEARCH
ASSOCIATION**

(MINISTRY OF PETROLEUM & NATURAL GAS)

**TENDER DOCUMENT
FOR
EMPANELLMENT OF PRINTERS**

(TENDER NO: PCRA/EC/2008-09/EMP.PRINTER/T-02)

Prepared and Issued By:

**EDUCATION CAMPAIGN DEPARTMENT
PETROLEUM CONSERVATION RESEARCH ASSOCIATION
(MINISTRY OF PETROLEUM & NATURAL GAS)
SANRAKSHAN BHAVAN, 10 BHIKAJI CAMA PLACE
NEW DELHI – 110 066**

TENDER COST: RS. 750/-

Total pages - 9 (Nine)

GENERAL TERMS AND CONIDTIONS OF EMPANELMENT

1. The application form is non-transferable. The cost of the application form is Rs.750/-, which will be payable in the form of Demand Draft in favour of PCRA, New Delhi. Those, who download the application form, shall be required to submit Demand Draft of Rs.750/- along with the application form.
2. All the details of application form are required to be supported with relevant documents and should be attested by a Gazetted Officer.
3. The printer will be required to offer their premises for inspection by PCRA officials whenever required.
4. Quality samples are also to be shown to the Committee during their visit to the printing press.
5. Terms and conditions for printing of PCRA's literature will be issued after empanelment.
6. Incomplete application will outrightly be rejected.
7. PCRA reserves the right to reject, accept or prefer any or all the offers, without assigning any reason whatsoever.
8. For any dispute decision of ED, PCRA will be final.
9. A Demand Draft amounting to Rs.50,000/- (Rs. Fifty thousand only) in favour of PCRA, payable at New Delhi is required to be submitted along with the application. This amount shall be returned to those who are not found suitable for empanelment. For others, this amount will be released after the empanelment period is over. This amount shall be kept by PCRA as security deposit against empanelment.
- 10 The last date for receipt of completed application is **27.02.2009 upto 1700 hours.**

PRE-QUALIFICATION CRITERIA

1. MACHINERY/LICENCES ETC.

S.No	Details of equipments/facility required	Minimum requirements for empanelment
1	Printing Machine a. Five Colour/Four Colour b. Two Colour c. Single Colour	2 No. 1 No. 1 Nos.
2	Complete Plate making machine	1 set
3	Image setter/Outputting Unit	1 No.
4	Computer with laser colour printers	1 No
5	Scanner	1 No
6	Automatic sewing machine	1 No
7	Automatic Folding Machine	2 No
8	Perfect Binding Unit – six clamps	1 No
9	Program cutting machine	1 No.
10	Wire stitching machine	1 No.
11	Lamination Machine (Optional)	1 No
12	Valid Pollution Certificate	
13	Valid Registration of the firm/factory	
14	PAN No.	
15	ST/TIN Number	
16	Proof of turn over (sales) during last three years (audited copies of Balance sheet, P&L, R&P a/c etc. & certified copies of ITR for the last three years i.e.2005-06, 2006-07 & 2007-08)	Minimum Rs.2.00 crore per annum from printing jobs
17	Good storage space capacity	Committee to be satisfied
18	Security Deposit	Rs.50,000/-

2. The printers, who are having their printing press in the State of Delhi or NCR, are eligible for applying for empanelment with PCRA.

Sr No. _____

PETROLEUM CONSERVATION RESEARCH ASSOCIATION

(Ministry of Petroleum and Natural Gas)

'Sanrakshan Bhavan' 10, Bhikaji Cama Place, New Delhi-110066

Phone : 6198809, 6198856 Fax : 6109668 E-mail : pcra@pcra.org

Web: www.pcra.org

APPLICATION FORM FOR EMPANELMENT OF PRINTERS

1. Name of Printing press _____
2. Year of incorporation _____
3. Address of Printing press _____

4. Address of Head Office _____

- Delhi offices _____

5. Telephone Nos. _____
Fax No.(s) _____
E-mail address, if any _____
6. DD No. _____ Date _____ Amt. _____
Name of Issuing Bank _____

7. Name of the owner/owners/Directors/Chief executives and telephone Nos.

8. Name of contact person(s) with designation and telephone Nos. at press

9. Whether your firm is registered under any act? If so, please give details.

10. Registration No. of your firm/Company_____

11 (a) PAN No. _____ST/TIN No. _____

12. Your CST Regn. No. _____Valid upto_____

13. Pollution Certificate_____

14. Press Declaration _____

13. List of Machinery (Infrastructure) (Give size wherever applicable)

1	Printing Machine a. Five Colour/Four Colour b. Two Colour c. Single Colour	Type	Model No.	Size	Nos.
2	Complete Plate making machine				
3	Image setter/Outputting Unit				
4	Computer with laser colour printers				
5	Scanner				
6	Automatic sewing machine				
7	Automatic Folding Machine				
8	Perfect Binding Unit – six clamps				
9	Program cutting machine				
10	Wire stitching machine				
11	Lamination Machine (Optional)				
12	Proof of turn over (sales) during last three years (audited copies of balance sheet, P&L, R&P a/c etc. & certified copies of ITR for the last three years)				
13	Good storage space capacity				
14	Security Deposit	Name of Bank	DD No.	Date	Amount

All the above declaration, details must be supported with authentic documents. (Use separate sheets in case of insufficient space).

15. FINANCIAL STANDINGS:

Printings turn over ((Please attach copies of audited balance sheet, P&L, R&P accounts and certified copies of IT clearance certificate for the relevant years)

Year	Turn Over (figures in lakhs)
2005-2006	
2006-2007	
2007-2008	

16. MANPOWER EMPLOYED:

- a. Supervisory Staff : _____ (Nos.)
- b. Others : _____ (Nos.)

17. REFERENCES (give minimum 5 references for whom similar jobs have been executed by the printer)

Sr No	Name of Party	Nature of Job	Work Order Value	Executed during (Month & year)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

18. List of major clients (give minimum 5 references)

19. Were you empanelled by PCRA at any time in the past:

20. Are you on the approved list of printers with:-

a. DAVP/Directorate of Printing etc. if so, attach documentary proof.

b. State Govt./Central Govt. undertaking etc. if so, please give details and documentary proof.

21. Have you won any award of excellence in Printing? If so, please give details.

22. Have you ever been black listed by any client? If so, give complete details:

23. Any other relevant and useful information, you want to give.

I hereby certify that all the particulars given above are correct.

Yours faithfully,

Signature
(with rubber stamp of the firm)

Name: _____

Designation _____

Date _____