



## **Subject: Empanelment of Printing presses**

Indira Gandhi National Centre for the Arts is publishing research papers and books written by eminent scholars on culture and related subjects, reports, proceedings, catalogues, brochures, thesis, pamphlets. IGNCA is known for its publications globally. All the titles are being printed with utmost precision and with the best quality.

IGNCA intends to prepare a panel of Printing Presses who are capable to print the work assigned, ensuring the good quality of printing within the given timeframe. The requirement/criteria to decide the empanelment may be as follows:

### **Offset cum Letter press Printer**

#### **(Minimum requirements)**

#### **Page setting capacity**

Press should have capacity to type minimum 50, A-5 pages per day and have all related accessories/fonts for typing in Hindi, English and Sanskrit language.

**Desirable:** Press should have arrangement for typing, Sanskrit (Devanagari) and other scripts with diacritical marks. Acquaintance of working with Vedic fonts will be an added advantage.

#### **Proof Reading & Editing**

Press should have well qualified team of proof readers for English, Hindi, Sanskrit and other regional languages.

Arrangement for editing of text, language editing of texts, caption making/marking etc. for improvement in the text and photographs, layout, designing etc. are expected to be available with the press.

### **Colour scanning planning equipment**

Press must have arrangement with sister organizations equipped with digitized sophisticated scanners etc. so as to handle multicolour reflection objects and colour transparencies up to A2 size.

Arrangement with other presses for execution on CTP system and other latest systems to avoid manual intervention for better calibered result is available. All the details/agreement with sister organizations/presses to be declared while submission of the proposal.

### **Process section**

Fully equipped Process Section capable for colour corrections, plate making or having arrangements with sister presses to undertake work on priority.

### **Printing Machine**

(Minimum requirements)

Two colour offset printing machine-A2 size-One number

Four colour offset printing machine-A2 size-One number

(with facility of lamination, aqua coating etc.) and numbering (optional)

### **Digital Printing machine**

Must have arrangement with sister presses having fully automatic Digital Printing machine-one number of A2/A3 size.

### **Colour Photo copier**

One colour Photocopier of A3/A4 size with minimum speed of 30 copies per minute.

### **Letter Press machine**

One small letter press automatic machines (Desirable)

### **Binding**

Full binding facility under one roof or with arrangement for binding with some reputed bindery firm.

## **Technical staff**

Absolute minimum strength of crews as required for running the machines and semi-skilled & unskilled staff required to assist in execution of jobs.

**In addition to the above technical requirements the following financial and administrative requirements are also to be fulfilled by the presses.**

Compulsory requirement of the Printer

### **PREREQUISIT REQUIREMENTS FOR REGISTRATION:**

- Press must have current certificate of ISO 9000
- Press should be located in Delhi/NCR.
- Press should have all the equipment, machinery to control pollution including STP running connection to dispose off the industrial waste.
- Valid registration and clearance from fire authorities, safety certificate, factory license and local police license to work as per the rule.
- Press must be registered with E S I as per government rule.
- A current certificate be attached that no child labour is engaged.
- Press should have annual turnover of Rs. 2 crores in total or the average for the last five years.
- Press to submit Rs. 10,000/- along with the application (refundable) in the form of Bank guarantee or DD.
- Application without deposit as mentioned above will not be considered at all.
- Deposited money will be returned within 30 days to the non-eligible presses.
- The registration of the press will be for two years only.
- Empanelment of press with IGNCA is not guarantee for allocation of work from IGNCA.
- The distribution of jobs will be done on rotation/roster basis based on entry in register after allocation.
- Competent authority may cancel; relax any or all terms/conditions without assigning any reason whatsoever.

### **REGISTRATION PROCESS**

- Presses to submit printed samples having print line on all samples.

- After scrutiny of the details submitted in the application form and examining the printed samples the category of the applicant will provisionally finalised.
- Once a provisional category of the firm is decided, physical verification of the press will be undertaken by team of officers/experts constituted by the competent authority.
- After technical examination and verifications of data, facts submitted and physical inspection, the eligible presses will have to deposit Rs. 25,000/- with the accounts department of IGNCA in the form of Bank Guarantee/DD (Non refundable).
- Money will be kept with IGNCA till expiry of term. This deposit will be kept to meet out any charges etc. levied to firm on any ground and after deductions, if any, the balance will be returned after expiry of term.
- No interest will be paid on the deposits.
- Unless the amount is deposited with IGNCA accounts, press will not be considered for empanelment.

#### **CANCELLATION OF REGISTRATION**

- For change of address during empanelment, if any, prior information to be submitted.
- On change of address, if not informed in advance, the registration of empanelment will be cancelled without extending any reasons.
- The registration of empanelment may be cancelled at any time by competent authority without assigning any reasons, whatsoever.
- After expiry fresh application with all requisite documents to be submitted for fresh consideration of registration. No extension of registration will be granted under any circumstances.

**\*The dully filled application form along with all self-attested documents/certificates in a sealed envelope should be sent to the Director (Admn), Indira Gandhi National Centre for the Arts, Janpath Building, Janpath, New Delhi 110001, so as to reach the office within 21 days from the date of release of advertisement in the newspapers.**



## **IGNCA Empanelment Form**

1. Name of the Firm/Press:
2. Address:
3. Contact Details (Mobile No with email id):
4. PAN/ITR/GST/ADHAR:
5. Arrangement for typing (Hindi, Sanskrit, English with diacritical marks):
6. Acquaintance of Vedic fonts:
7. Well qualified team of proof readers (for English, Hindi, Sanskrit and other regional languages)
8. Arrangement of editing of text
9. Language editing
10. Printing Requirements
  - a. Two Colour offset printing machine- A-2 size-One number
  - b. Four Colour offset printing machine- A-2 size-One number
  - c. Lamination Facility
  - d. Aqua Coating
  - e. Digital Printing Machine – one number of A2/A3 size
  - f. Colour Photo Copier of A-3 size with minimum speed of 30 copies per minute
  - g. One small letter press automatic machine (desirable)
  - h. Full binding facility
  - i. Minimum strength of manpower for running the machines
11. Order Copy of Past similar jobs from Govt./PSU/Autonomous Organizations
12. Registration Profile (attach latest certificate of ISO 9000)
13. ESI Registration
14. Annual Turnover (attach relevant documents of last five years)
15. Fire Clearance Certificate

16. Pollution Certificate (STP running connection)
17. Safety Clearance Certificate
18. Factory License Certificate
19. Local Police Station Certificate
20. Declaration of Child Labour Denial
21. Submission of Printed Samples (up to three)
22. Receipt of Bank Guarantee Fee/DD (INR 10,000/-refundable)
23. Acceptance of Terms & Conditions

Declaration: "I hereby declare that the above particulars of facts and information are true, correct and complete to the best of my knowledge. I shall abide by the rules and regulations of the Indira Gandhi National Centre for the Arts, New Delhi.

Date:

Place:

(Signature with stamp)