



भारतीय बीमा संस्थान
INSURANCE INSTITUTE OF INDIA

NOTICE FOR EMPANELMENT OF PRINTERS

Enquiry No.III/2018-19/ESTB/Empanelment Period 01.01.2019 to 31.12.2021

Applications are invited from interested printers (including existing printers on our panel) having their Printing Press in Mumbai and/or Navi Mumbai and/or Thane and/or Palghar area, for empanelment on the Panel of Printers for Insurance Institute of India, for undertaking various (Prime and Regular) printing jobs.

The Successful Printers will be classified into 2 groups:-

1. Printers for Prime jobs - For designing and printing volumes of 'The Journal, Annual Report, COI Brochures, Compendiums etc.
2. Printers for Regular jobs - For printing Study material (books & keynotes), Letterheads, Envelopes, Visiting Cards, Forms, Registers etc.

The printers having printing press in Mumbai and/or Navi Mumbai and /or Thane and/or Palghar areas will be considered.

Printers desirous to be empanelled with us for printing of above jobs and fulfilling the conditions mentioned in Annexure 'A', may apply. Interested printers will be required to fill the questionnaire form placed below and submit all the details called for in the questionnaire form. Necessary supporting documents should also be enclosed along with the questionnaire form.

The applications received will be scrutinized on the basis of fulfillment of our conditions for empanelment as per Annexure 'A' and the in-house Stores Committee shall undertake the inspection visit for verification of records and information furnished in the Application Form of only those printing press who are found prima facie eligible for empanelment on the basis of documents / information submitted. The printers, who are currently on our panel and are desirous to be empanelled, also need to apply afresh. Further those printers who have already been blacklisted / delisted / removed permanently (if temporary, till their period of removal is over) from our panel, need not apply for empanelment.

The Institute reserves the right to call for any missing / additional information from the responding bidders and accept or reject any or all applications without assigning any reason there for.

15/12/21

Any dispute arising out of or relating to this empanelment shall be deemed to have arisen at the Insurance Institute of India's Office placing the order and shall be subject to adjudication by a Court in Mumbai City.

The Application in the Questionnaire Form along with the enclosures as per Annexure 'A', superscribed as "APPLICATION FOR EMPANELMENT OF PRINTERS FOR INSURANCE INSTITUTE OF INDIA" and addressed to:-

The Secretary - General,
Insurance Institute of India
C-46, G Block, Bandra Kurla Complex,
Bandra (E), Mumbai- 400051.

and should reach on or before 24.09.2018 up to 5.00 p.m. in a sealed envelope, applications received after the due date and time will not be considered.

All the applications received will be opened on 25.09.2018 at 3.00 p.m.


Secretary (Establishment Dept.)

ANNEXURE 'A'

Conditions for Empanelment:-

- 1) The printer should be in profession of printing for minimum 3 years (Copy of Registration Certificate must be enclosed).
- 2) Printers / Firms having printing press in Mumbai and/or Navi Mumbai and/or Thane and/or Palghar area may apply.

For Prime jobs: The printers having printing press in Mumbai and/or Navi Mumbai and/or Thane and/or Palghar areas will be considered.

For Regular jobs: The printers having printing press in Mumbai will be considered.

- 3) Applications received from printers located beyond mentioned jurisdiction will not be considered.
- 4) Annual Turnover in any one of the three preceding financial years, should be at least ₹ 20 lakhs and above.

Copies of P&L Account and Balance Sheets of last three Financial Years shall be attached.

- 5) The printer should have worked in Mumbai for at least 2 Public Sector or Govt. Undertakings or both, (attach order copies).
- 6) The printer desirous to be empanelled should have atleast two 4-colour offset machine and one single colour machine.
- 7) The printer desirous to be empanelled should have capacity to do all types of related jobs in-house, i.e. Stitching and Binding Unit and Screen / Digital Printing Unit.
- 8) The printer should have Registration with State/Local Authorities for undertaking the profession (Copies of respective registrations and BMC license to be enclosed).
- 9) The printer should have the below mentioned minimum area of operation for Printing, Binding, Storage etc. Either owned and / or rented, under one roof.

For Regular printing jobs	-	1,000 sq.ft.
For Prime printing jobs	-	5,000 sq.ft.

Proof to be submitted - either Municipal Corporation Certificate in case of Owned property or Lease Agreement for rented property.

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- 10) The printer desirous of getting empanelled for the above job should submit the copies of their I.T. Returns for last 3 years.
- 11) The printer should comply with the provisions of Child Labour Act. The printer will be required to submit an Affidavit in compliance with this Act, if found eligible for empanelment.
- 12) Interested printers are required to submit an Earnest Money Deposit (EMD) of ₹ 25,000/- (Rupees Twenty-five Thousand only) (Non-Interest bearing) and shall be submitted necessarily alongwith their Application Form through Demand Draft drawn from any Nationalized Bank in favour of **"Insurance Institute of India"** payable at **Mumbai**, failing which the application shall be declared un-responsive. EMD shall be refunded to the unsuccessful bidders within 30 days of finalization of empanelment process with the successful bidder/bidders. Bidders shall not approach for refund of EMD till the finalization of the empanelment process is declared completed.

**QUESTIONNAIRE TO BE COMPLETED BY THE PRINTERS FOR GETTING
EMPANELLED FOR PRINTING JOBS**

PART I: GENERAL INFORMATION

- 1) Name of the Press _____
(In block letters):
- 2) Date of Establishment / Incorporation: _____
- 3) No. of the Units alongwith Addresses & Telephones, E-mail address to be registered with us (In case of multiple units, details for every unit should be furnished separately as an annexure to application form)
- 4) Corporate / Head Office Address (If separate) and Telephone Number: _____

- 5) Godown address (If separate) and Telephone Number: _____

- 6) Status: Whether Proprietary / Partnership / Private Ltd. Co. / Public Ltd. Co.
- 7) Names of Proprietor/ Partners / Directors: _____

- 8) Names of Chief Executives with their Present addresses & Telephone Nos. (Landline and Mobile): _____

- 9) Names and Phone Nos. of Representative (s), indicating designations who would be: Calling on us & Attending to our jobs: _____

- 10) Names of Bankers with Addresses & Telephone Nos.: _____

1002
05 / 10 / 20

- 11) Is the Press registered under the Factories Act? (Submit copy of the documents):
If so, state:

Date of Registration: _____

Licence No.: _____

Date of last renewal of License: _____

Validity of License up to: _____

- 12) Is the Press Registered under the following? (Submit copy of document):

GST Registration No: _____

PAN No: _____

ESIC No. (If any): _____

EPF Registration No: _____

- 13) Mention the type of printing job/s for which you wish to be empanelled:

Prime jobs: - _____

Regular jobs: - _____

- 14) Do you hold certificate under Shop & Establishment Act (Copy to be enclosed): _____

- 15) State & Submit the last 3 Income-Tax Assessment & the value of tax assessed:
(Copies of I.T. Returns for last 3 yrs. to be attached)

- 16) Mention the Annual Turnover of the Firm for the last 3 Financial Years 2015-16, 2016-17 & 2017-18 (Copies of P&L A/c. and balance sheets during last 3 years to be attached:

- 17) Are you agreeable to make delivery to the Institute's Offices within and out of Mumbai, when so directed? : _____

15/10/17

18) Whether all the Statutory requirements as directed by Government Authorities are fulfilled? : _____

19) A) Whether your firm belong to the category of Micro, Small & Medium Enterprises as defined in the Micro, Small & Medium Enterprises Development Act, 2006?

B) If yes, specify the category of Micro, Small or Medium Enterprises and whether the enterprise is in manufacturing or service industry.

C) Whether registration by filing Entrepreneurs Memorandum Part -II, with the respective District Industries Centre has been done OR is registered under Single Point Registration Scheme of NSIC?

D) If yes, then the Entrepreneur Memorandum Number is to be mentioned and copy of Acknowledgement of Entrepreneurs memorandum -II AND/OR Single point registration certificate to be submitted.

20) A) Business Premises:

Whether owned or rented: _____

B) Area in Sq. ft. of

Office : _____

Press : _____

Godown: _____

21) Total No. of Permanent Employees (1) Skilled _____
(2) Unskilled _____

22) Number of shifts you work normally: _____

23) Timings of Shifts: _____

11/2
13
14

24) Weekly Holiday: _____

25) Names, Addresses and Telephone) 1)
Nos. of five of your most valued 2)
Clients: 3)
4)
5)

26) Approximate value of your Output per year:

27) Do you carry stocks of papers and other material :

If so, what stocks do you generally hold?

28) State the nature of printing jobs undertaken by you:
(full details to be given)

29) Do you undertake manufacture of:

Envelopes

Office Files

Stickers

If any please specify:

30) Mention any other specialities of your Establishment / Firm:

31) Please furnish detailed particulars of any other agreements you may have entered into which are subsisting and are likely to have a bearing on the jobs which may be entrusted to you.

32) Has your company been under litigation or any Action has been initiated by any authority for violation of any provisions of law, or have you been blacklisted by any Organization (If yes, give details)

MS
15 Jan. 20

PART II: TECHNICAL INFORMATION

1. Particulars of composing facilities:-

D.T.P. SYSTEMS

Make	Packages	Languages	Other features, if any

2. Particulars of scanning machines being used :- (Make and year of purchase)

3. PRINTING MACHINES :

a) Offset Machines :-

Make	Size	Colour	Speed	Other features, if any

b) Web Machines :

Make	Size	Speed	Other features, if any

c) Screen printing facility : _____

d) Pre-printed continuous stationery machines : _____

4. Particulars of Positives and Plate-making facility: _____

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5. BINDING & FINISHING :

a) Cutting Machines :-

Make	Size of Blade	Hand / Power Driven

b) Punching machines :-

Sr. No.	Make	Year of purchase

c) Perforating machines :-

Sr. No.	Make	Year of purchase

d) Particulars of machines:

- 1) Binding: _____
- 2) Pinning: _____
- 3) Section sewing: _____
- 4) Perfect binding: _____

6. Have you got photo-typesetting machine? If so, please furnish full details of typefaces :-

7. Do you have independent DTP Section?

8. Do you have independent C.T.P. ?

Handwritten signature and initials

I / We, M/s. _____ request Insurance Institute of India, Mumbai, to consider inclusion of my / our name in list of their approved printers.
I / We, further, state that the information submitted above are true and correct, to the best of my / knowledge.

Date: _____

Signature & Seal

NOTE :

1. It may be noted that the printers, who are presently on our panel and are desirous to get empanelled, are also required to apply afresh for their empanelment provided, they fulfill our conditions.
2. Further, the printers who have already been Blacklisted/ de-listed/ removed permanently (if temporary, till their period of removal is over) from our panel, as also those who have been issued Show Cause Notice, need not apply for empanelment. Their applications will not be considered.
3. Even after the empanelment is done the Institute reserves the right to cancel the name of the printer from its approved list for unsatisfactory working or non-response to our enquiry, at its absolute discretion.
4. Though the Panel is for 3 years, periodical review will be undertaken and if job not found satisfactory, Institute reserves the right to cancel the name from the panel.
5. The Institute reserves the right to call for missing / additional requirements from the printers at the time of analysis of the application form received in response to this enquiry.
6. Each page of the Questionnaire form should be signed and stamped with company seal by the authorized person.

GST (Vendor details)	
Name	
State(complete State Name)	
State Code	
Pan Number	
GSTIN Number	
Composite/Regular Dealer	
Contact person	
Phone Number	
Mobile Number	
E mail ID	