

Special Conditions for Empanelment for Printed Forms/ Printed stationery/ Continuous Computer Stationery/ Envelopes/ Table Stationery/Flats files etc

1. The printer should be in profession of printing for at least 3 years. (Copy of registration certificate must be enclosed)
2. Annual Turnover should be up to Rs.2 lacs for small job, Rs.5 lacs to Rs.15 lacs for medium jobs and above Rs.15 lacs for big jobs, in any of 3 financial years (Attach Balance Sheet for 3 years)
3. The printer should be on the approved panel of at least 3 reputed Firms out of which at least one should be Public Sector or Government undertaking
4. The printer should have at least one single colour OR one 4-Colour offset machine, in-house stitching & Binding unit & Screen Printing unit
5. The printer should have at least 1500 sq. ft. area of operation for printing, binding etc, activities & sufficient storage space at one place only
6. The printer should have registration with State and Local authorities for undertaking the profession (Copies of State & local registration license, VAT / TAN No. & PAN No. should be enclosed)
7. Vendors should keep sufficient stock in hand so as to comply with the urgent needs without delay
8. Vendors should furnish the specific brand or make in case of authorized dealer (copy of authorized dealership to be enclosed)
9. Vendors must give their acceptance to the Terms & Conditions as attached.

Senior Divisional Manager