



अखिल भारतीय आयुर्विज्ञान संस्थान
ALL INDIA INSTITUTE OF MEDICAL SCIENCES
सकत नगर भोपाल (मध्यप्रदेश) – 462020
Saket Nagar, Bhopal (M.P.) – 462020
Website : www.aiimsbhopal.edu.in

Empanelment of Printing Agencies to carryout Printing Jobs for AIIMS Bhopal

Applications are invited from experienced and competent Printing Agencies & stationers located at Bhopal for empanelment to carryout Printing Jobs for AIIMS Bhopal

Printers fulfilling the following pre-qualification criteria may only apply.

- The printer should be Bhopal based.
- The printing press be equipped with four colour offset printing machinery, automatic binding, paper cutting machines and computerized designing facilities etc.
- The printer should be capable of handling screen printing jobs also.
- The printer should have minimum experience of last 5 (Five) years out of which at least 2 (two) years' experience in printing jobs of Central Government Institutions / Public Sector Undertakings / State Government institutes. Please attach documentary evidence of doing such works.
- The Printer must be registered with local/municipal body or should have a License/Registration to run the press (of all the premises where the machineries etc. are installed) issued by concerned local Govt. body or Declaration before the Police Commissioner/Magistrate for running /having a press
- The applicant printer should have PAN number issued by Income Tax Deptt, VAT registration with TIN number
- The applicant printer should have ownership documents in support of all equipment's, printing and binding machines.
- An affidavit on non-judicial stamp paper worth of Rs.100/- stating that no case is pending against the Printer under copyright act and the Printer has never been blacklisted by any Government/Semi Government/Government Undertaking or by any Autonomous Organization.

Minimum criteria for empanelment for offset printers are as under:

1. Plate Making: Printers must have Full-fledged Platemaking Unit with pasting table and Printing Down Frame at their premises.
2. **Printing Machines:** The Applicant Printer must have 2 (two) offset printing machines of the following specifications

- (a) 1 (One) Machine- 4 (four) colours Sheet Fed Offset Printing machine
- (b) 1 (One) Machine - single colour or multi colour machine

3. Binding Machinery and Equipment:

- (a) 1 (one) Automatic Folding machines capable of performing 3 (three) folds

or

- (b) 1 (one) semi-automatic Folding machines capable of performing 3 (three) folds.
- (c) 1 (one) Perfect Binding machines of 3 (three) clamps or 1 (one) machine of 1 (one) clamp.
- (c) Cutting machines or one 3 knife trimmer.



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Scope of work

Printing and supply of

- Office stationery such as letterheads, envelopes, plastic folders, visiting cards, files, registers, muster rolls, invitation cards etc
- Hospital stationary like OPD forms, in-patient forms, investigation slips, investigation reports, discharge cards etc
- Health education material like information leaflets, brochures, posters, banners etc
- Various reports, journals, magazines etc

How to apply

Application should be submitted in the prescribed form along with attested copies of the documents as stated in the application form. AIIMS Bhopal would consider only application of agencies that fulfill the pre-qualification criteria.

If considered necessary AIIMS Bhopal authorities would inspect the facility for verification of infrastructure.

Fees for empanelment

Category-I (i.e. for Screen Printers) is Rs. 1000/- (One Thousand Only) non-refundable in the form of DD in favour of “Director, AIIMS Bhopal”, payable at Bhopal and

Category-II (i.e. for Offset Printers/Offset Printers + Screen Printers) is Rs. 3,000/- (Three Thousand Only) non-refundable in the form of DD in favour of “Director, AIIMS Bhopal”, payable at Bhopal

The applications along with registration fees, tender cost, and supporting documents should be sent in sealed envelope to AIIMS Bhopal super scribing on envelope

“Application for empanelment of printers in Category-I (Screen Printer)”

Or

“Application for empanelment of printers in Category-II (Offset Printers/ Offset Printers + Screen Printer”.

The last date for receipt of such applications at AIIMS Bhopal is 16.06.2016 latest by 02:00 P.M. at Tender Box kept at the following address :-

Office of the Stores Officer,
1st Floor, E-Wing, Medical College Building,
All India Institute of Medical Sciences Bhopal
Saket Nagar, Bhopal-462020(MP)

Please note that

Applications received after the last date and applications that are incomplete in any respect are liable for rejection.



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AIIMS Bhopal reserves the right to reject any or all the applications without assigning any reason therefor and decision of the AIIMS Bhopal in this regard shall be final and binding. After empanelment of agencies, quotation for various printing / supply of stationery etc. jobs will be invited from empanelled agencies. However, AIIMS Bhopal reserves the right to split the order/s amongst the empanelled agencies for specialized jobs like printing of Magazine, Reports, Journals etc. Separate quotations will be invited only from empanelled printers (specialized printing agencies) who have experience in the similar jobs.

The submitted application will be examined at AIIMS Bhopal and the list of qualified Empaneled agencies will be uploaded in the AIIMS Bhopal website www.aiimsbhopal.edu.in all the Printing agencies, who will interested to participate, please visit above website for information.



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Application Form for Empanelment on the panel of AIIMS Bhopal, Saket Nagar, Bhopal-462 020 (MP)

For Category-I : Screen Printers

Or

For Category-II: Offset Printers/Offset Printers + Screen Printers

S. No	Particulars	Please fill the appropriate details in the Empanelment application Form
1	Name of the Agency	
2	Address with telephone, e-mail, fax number & the name(s) of the contact person(s) ⁴	
3	Year of establishment (Please attach documentary evidence)	
4	Status of the firm (Proprietary Concern, The Indian Partnership Act 1932, The Companies Act 1956)	
5	Ownership Details (If Proprietary Concern Name of the Proprietor If Company, Name of the Managing Director If Partnership Concern Name of all Partners)	
6	Number of Units of the Press	
7	Details of Tender Fee of Rs. 525/- (including @5% VAT) Non Refundable in the Form of DD/Banker's Cheque in Favour of "Director, AIIMS Bhopal"	
8	Category for which the Agency want to be Empaneled at AIIMS Bhopal (Fill information in appropriate applicable Column given below)	
8.1	Category-I Screen Printer	
	If interested to be Empaneled in Category-I above, please fill details of Empanelment Fee of Rs. 1,000/- Non Refundable in the Form of DD/Banker's Cheque in Favour of "Director, AIIMS Bhopal"	
8.2	Category-II Offset Printer/Offset Printer + Screen Printer	
	If interested to be Empaneled in Category-II above, please fill details of Empanelment Fee of Rs. 3,000/- Non Refundable in the Form of DD/Banker's Cheque in Favour of "Director, AIIMS Bhopal"	
9	Income Tax - PAN No. (Please attach documentary evidence)	



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S. No	Particulars	Please fill the appropriate details in the Empanelment application Form
10	VAT/CST/TIN No. (Please attach documentary evidence)	
11	Registration details of the Agency (Please attach documentary evidence)	
12	EPF, ESIC Registration	
13	Service Tax Registration	
14	Customer Profile of the agency (Letters of Intent / Work Order / Certificate of other departments, details of work, value, etc., done in last two years should be enclosed)	
15	Total Number of Employees (as the case may be)	
16	Details of Machinery and Equipment	
17	Plate Making	
	Pasting Table	
	No. of Tables	
	No. of Pastors	
	Size/s_	
	Printing Down Frame	
	No. of Machines	
	No. of exposures	
	Size/s_	
	CTP Machines	
	No. of Machines	
	Size/s	
	Make & Model	
18	Details of Printing Machine Installed	
	4 Colour Sheet Fed	
	Size	
	Make	
	Model	
	2 Colour Sheet Fed	
	Size	
	Make	
	Model	
	Single Colour Sheet Fed	
	Size	
	Make	
	Model	
	Total staff on Machines	
	Four Colour	



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S. No	Particulars	Please fill the appropriate details in the Empanelment application Form
	Two Colour	
	Single Colour	
19	Binding Unit	
	Cutting Machines	
	No. of Cutting Machines	
	Size	
	Make	
	Three Side Trimmer	
	No. of Machines	
	Size/s	
	Stitching Machine	
	No. of Machines	
	Single Stapler	
	Double Stapler	
	Max. number of pages on	
	Single Stapler	
	Double Stapler	
	Section Swing Machine	
	No. of Machines	
	Folding Machine (Knife/Buckle)	
	No. of Machines	
	Size/s	
	Flow Line Binding Machine	
	No. of Machines	
	Perfect Binding Machine	
	Total Number of Machine	
	Single Clamp	
	Three Clamps	
	More than Three Clamps	
	Strapping Machine	
20	Whether Generator is installed? If so, indicate the Capacity	
21	Any other/additional information which the Printer wants to supplement	
22	Whether the agency is an income-tax assessee having filed its income-tax return for the last three assessment years.(Please attach documentary evidence)	
23	Annual turnover during last 3 years (Please attach documentary evidence)	



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S. No	Particulars	Please fill the appropriate details in the Empanelment application Form
24	Verification -The form should be signed by the authorized signatory verifying that all the details furnished in the application are true and correct to the best of his / her knowledge and that in case of furnishing any false information or suppression of any material information would lead to rejection of the quotations.	
25	Enclose some samples/Catalogue of Printed material along with Application form clearly mentioning the Agency name (i.e. Souvenir, CME Books, Glimpse, Annual Reports, Cards, Greeting Cards, Invitation Cards etc.) printed for reputed Organizations by the Agency in last 2-3 years period to judge their Quality of Printing, Paper Quality, Design Ability and Workmanship.	

Please attach photocopy of supporting documentary proof of purchase of these machinery e.g cash receipts or vouchers or warranty card or any other proof.

The information provided in this Application (above) is true and correct to the best of my knowledge and belief.

Date :

**Signature of the Proprietor / Partners/Director
with rubber stamp / seal**