



**THE JAMMU & KASHMIR STATE BOARD OF SCHOOL EDUCATION,
New Campus, Bemina, Srinagar (J&K)**

No:-F(PB/CTb-Emp)B/17

Dated: - 15-09-2017

Expression of Interest (EOI)

Application in Sealed quotations affixed with revenue stamp worth ₹ Ten are invited from the existing empanelled as well as other Delhi/NCR based printers for empanelment in J&K State Board of School Education for a period of five (05) years.

- A. Application forms and other details can be downloaded from the JKBoSE website www.jkbose.co.in.
- B. Applications duly filled in and supported by requisite documents/papers etc. as per Annexure I & II must be submitted in properly sealed cover to the:
Joint Secretary (Publication), J&K State Board of School Education, New Campus, Bemina, Srinagar within 21 days from the date of publication of the advertisement i.e. upto 6th of October, 2017 at 04.00 P.M. No application will be accepted after the above date. Incomplete applications/ without requisite documents is / are liable to be rejected.
- C. The application should be accompanied with Demand Draft of ₹ 2,000/- favouring Secretary, J&K State Board of School Education, Jammu/Srinagar as application fees (non-refundable).
- D. The sealed covers should be super scribed "Application for the Empanelment of Printers". The sealed covers containing the applications will be opened on 9th of October, 2017 at 3:00 P.M. in the presence of applicants or their authorised representatives who wish to be present.
- E. The right of selection rests absolutely with the JKBoSE and the JKBoSE's decision in this regard shall be final and binding.

- F. In case of necessity JKBoSE officials may visit Factory/Press of the applicants before /after considering enlistment/short listing.
- G. JKBoSE reserves the right to reject any or all the applications without assigning any reason whatsoever.
- H. The JKBOSE reserves the right to keep or remove any agency on the panel approved for designing and printing jobs.
- I. The printer will be responsible for collecting the manuscript and other materials free of charge, preparation of designs, printing, proof reading, typesetting, editing, perfect binding e.t.c as per the directions of the JKBOSE.
- J. It will be the responsibility of the press to return all materials concerned like manuscripts, art work, photographs, negatives & positives, floppies, CDs/DVDs etc after completion of the job failing which the cost of the items will be recovered from the firm.

Audit
15/09/17
SECRETARY
JKBoSE

SECTION I
GUIDELINES TO APPLICANTS

The Jammu & Kashmir State Board of School Education (JKBOSE) is an autonomous organisation under School Education Department, Government of Jammu & Kashmir and is engaged in development of various educational materials including textbooks for Class I – XII in Balti, Bhoti, Dogri, English, Gojri, Hindi, Kashmiri, Pahari, Urdu and Shina language for Government Schools under different Schemes/ Market Supply through registered Booksellers throughout the Jammu & Kashmir State and printing of Answer Books/Continuation Sheets for conduct of various JKBOSE examinations.

These textbooks are printed in single, double and four colours in various sizes. The print order of these books runs from 100 copies to 7,00,000 copies. The total quantity of the books produced in an academic session is One Crore Textbooks approximately. Since this work is a time bound programme, the printing is done through a large number of printers situated in Delhi, NCR and various other parts of the country.

The application forms received from the printers will be scrutinised with reference to the qualification criteria mentioned in Section II of this document. So, before applying for empanelment, please ensure that you fulfill the prescribed minimum qualification criteria and accept the printing schedule of rates, a copy of which is enclosed for your reference, and also confirm to abide by the conditions of contract.

All applicants have to submit a processing fee (non-refundable) in shape of a demand draft of ₹10,000/- (Rupees Ten Thousand only) in favour of Publication Division, JKBOSE payable at Jammu/Srinagar, failing which their applications will not be processed.

The applications of only such printers who fulfill the minimum criteria for empanelment and accept the JKBOSE's printing schedule of rates and confirm their acceptance to abide by the condition of contract will be considered. Their establishments will be inspected by a Technical Committee. After inspection of the presses, if the press is found suitable, the printer will be asked to submit a security Money of ₹ 1,00,000/- (Rupees One Lakh only).

This Security will remain with JKBOSE till the printer is on the panel of JKBOSE and no interest will be paid by the JKBOSE on the security money deposited by the printer.

After the receipt of the Security Money by the JKBOSE and signing of the contract Agreement by the Printer, the empanelment process will be completed. This empanelment can be terminated if found guilty.

Before submitting the application form duly filled in, please ensure that you have attached the duly attested photo copies of all the documents and the original documents as listed in the Printer's Checklist.

You have to submit the application form, schedule of rates for offset printers-2012, conditions of contract and contract agreement in duplicate duly signed and stamped on each page.

The copy of the cash receipt against which the application form has been obtained from the Publication Division, JKBOSE should be attached with Application submitted by the Printer.

In case the application form has been downloaded from JKBOSE's website, a demand draft of ₹ 2000/- (Rupees Two Thousand) only from a scheduled bank in favour of Secretary, JKBOSE payable at Jammu/Srinagar be submitted (as cost of Application Form) with the application, in absence of which the application will not be considered.

Joint Secretary,
Publication

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SECTION II

QUALIFICATION CRITERIA

Qualification Criteria for Empanelment on the panel of JKBOSE Offset Printers

1.01 The JKBOSE is desirous to empanel Offset printers already having empanelment with NCERT & NBT, New Delhi.

1.02 The cut off year for the age of printing machine is 1990. Printing machine manufactured before the cut of year of 1990 should not be included in the list of printing machines (enclose proof).

1.03 The applicant printer must be in existence for the last 5 (Five) years out of which printer must have at least 2 (two) years experience in book production and it should be supported with documents (enclose proof).

1.04 The applicant printer must be registered with local/municipal body or should have a Licence/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 (enclose proof).

1.05 The applicant printer should have PAN number issued by Income Tax Deptt, GST registration with GSTIN number and Sales Tax Registration (enclose proof).

1.06 The applicant printer should have ownership documents in support of all equipment's, printing and binding machines (enclose proof).

1.07 An affidavit on non-judicial stamp paper of ₹ 20/- 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 Organisation (enclose proof).

1.08 Minimum criteria for empanelment are as under:

1. Plate Making:

Printers must have Full-fledged Plate making Unit with pasting table and Printing Down Frame at their premises. CTP or CTCP system is desirable (enclose proof).

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2. Printing Machines:

The Applicant Printer must have 3 (three) offset printing machines of the following Specifications

- (a) 1 (One) Machine- 4 (four) colours Sheet Fed Offset Printing machine of not less than 23"x36" size.
- (b) 1 (One) Machine - 2 (two) colours or more colours Sheet Fed Offset Printing machine of not less than 23"x36" size.
- (c) 1 (One) Machine - single colour or multi colour machine of not less than size 23"x36" or 1 (One) Web offset machine of 2 (two) colours or more colours of size 20" or 22.75" cut size (enclose proof).

3. Binding Machinery and Equipment:

- (a) 1 (one) automatic Folding machines of not less than 30" size capable of performing 3 (three) folds or 2 (two) semi automatic Folding machines of not less than 30" size each capable of performing 3 (three) folds (enclose proof).
- (b) 2 (two) wire stitching machines out of which one machine should be capable of stitching spine of 1" (enclose proof).
- (c) 1 (one) Perfect Binding machines of 3 (three) clamps or 2 (two) machines of 1 (one) clamp each (enclose proof).
- (d) 2 cutting machines out of which one machine should be programmed cutting machine of not less than 36" size or one 3 knife trimmer (enclose proof).
- (e) Press should have one strip packing machine (enclose proof).

4. Storage Space: The press should have sufficient (100 sq. meter minimum) space for the safe storage of paper and printed forms.

5. Generator of at least 50 KVA.

The firm/s after selection for empanelment with J&K State Board of School Education shall have to complete the other required formalities after execution of agreement & submission of Bank Guarantee e.t.c.

ANNEXURE- I

Format for Application to be filled in and to be enclosed alongwith request for empanelment

1. Name and address:
of the press

Telephone No. :

Mobile No. :

E-mail Id :

2. Experience in this :
line of activity

3. S.S.I Registration No:

4. R.N.I Registration No:
(if any)

5. Name of the Proprietor/:
MD/Managing Partner

6. Constitution of your firm (Use Tick Mark)

a) Proprietary

b) Partnership

c) Private Limited

d) Public Limited

e) Public Sector

7. Type of Printing Press

a) Offset Press: Nos _____ Size _____

b) Any other : Nos _____ Size _____

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(Specify)

8. Other facilities
(Give details)

- a) Computers: _____
- b) DTP : _____
- c) Plate Making machine: _____
- d) Colour Scanner (Model/Type): _____
- e) Perfect binding machine: _____
- f) Others : _____

9. No. of Employees

- a) Printers : _____
- b) DTP Operator: _____
- c) Artists: _____
- d) Other skilled workers: _____
- e) Unskilled workers: _____

10. Annual Sales Turn over: ₹ _____

11. Permanent Account Number (PAN) _____

12. Goods & Services Tax Identification Number (GSTIN): _____

13. Major Clients: _____

14. Important works undertaken with number of copies: _____

Annexure II

Copies of Documents required to be submitted along with the proposal:

- i. Certificate of Registration, PAN Card, Service Tax Registration;
- ii. Memorandum/Articles of Association/Constitutional documents /Partnership Deed (as applicable)
- iii. The audited Balance Sheet, Profit & Loss A/c and Auditors Report for last three financial years i.e. F.Y 2014-15, 2015-16, 2016-17 to be attached.
- iv. Office Address Proof of Electricity Bill, Landline No., Shop & Establishment License, registered rent agreement/leased deed etc.
- v. List of Employees – Department wise viz. DTP, Admin, dispatch etc. & Break up of Permanent or on retainer ship basis employees.
- vi. List of Public Sector Undertakings(PSU)/ Public Sector Banks / Large Private Organization / Private Banks / Co-operative Banks / others etc where Printer is currently providing their services. A certificate from these Organization / company as per Annexure III (not more than 15 days old) in support thereof to be enclosed.
- vii. Copies of work order for major work done during the last three financial years along with sample of the work done.
- viii. Declaration-cum-Certificate on the letterhead of the printer as per Annexure III stating that
 - Company have all the requisite / necessary licenses, permissions, registrations, certificates etc. for carrying out the activity of printing.
 - the printer has not been blacklisted by any Central/State Government/Public Sector Undertakings/Banks or any other Corporate(s) or regulatory authority;
 - There are no defaults in payment of any Statutory dues.
 - No legal, civil, criminal, taxation and other cases pending against the firm/ Company that may have an impact affecting or compromising the delivery of services required.
- ix. Form charges of Rs.2,000/- (Rupees Two Thousand only) (non-refundable) to be paid by DD while submitting the application form.
- x. Sample of printing work done along with Release /Work Order done during last three years.

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Annexure III

(On the letterhead of the Printer duly stamped and signed)

DECLARATION-CUM-CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

This is to certify that our Company have all the requisite / necessary Licenses, permissions, registrations, certificates etc. for carrying out the activity of printing.

Further, our company has not been blacklisted by any Central/ State Government/ Public Sector Undertakings/Banks/ any other Corporates/any regulatory authority.

There are no defaults in payment of any statutory dues and there are no legal, civil, criminal, taxation and other cases pending against the Company.

(AUTHORISED SIGNATORY)

NAME : _____

DESIGNATION: _____

Date: _____

Annexure IV

(On the letterhead of the Printer duly stamped and signed)

Date : _____

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s is providing printing services to our Organisation / Company / Bank since years.

The performance of the printer is satisfactory.

(AUTHORISED SIGNATORY)

NAME : _____

DESIGNATION: _____

Date: _____