

Cooch Behar Zilla Parishad (Press Unit)

Rajbari Complex :: P.O. & Dist. Cooch Behar :: Pin-736101 (West Bengal)

Phone & Fax : 03582-227445 :: E-mail : cobzillaparishadpress@gmail.com

Memo no: 2718/CZP-Press/XIII-68/16-17

Date : 22-09-2016

Application for Pre-qualification eligibility of Printing Press

Cooch Behar Zilla Parishad Press authorities invite application from reputed, bonafide and experienced printing press for selection of pre-qualification of the printing press for the purpose of printing work.

Application with the all documents in hard copy in a sealed cover to be dropped in the box (which kept in Secretary Chamber) or by post on or before 29-09-2016 at 2 pm and the same will be opened on the same day at 2-15 pm.

Documents required to be submitted with the application :

Non-statutory :

1. Having annual turnover of Rs. 50 Lac (average over the last 3 years) from transaction of printing works.
2. Professional Certificate (Photo Copy).
3. Credential in the last 5 years.
4. Audited Balance Sheet of last 3 years (Photo Copy).
5. Manpower availability.
6. Machinery availability.

Statutory :

1. IT return of last year (Photo Copy).
2. Valid PAN card (Photo Copy).
3. VAT registration. (Photo Copy)
4. PT return. (Photo Copy)
5. Service Tax Registration Certificate (Photo Copy).
6. Valid Trade License (Photo Copy).
7. Profile of the professionals available with the application.
8. One set photo of the all Machinery including Factory Shed.

Technical information to be submitted with the application (Machinery etc.) with photo of Machinery.

Machineries & Infrastructure required :

- (i) 4 Hi 4 Colour Web Offset 546 cutup – 3 Nos. and 508 cutup- 2 Nos. at least.
- (ii) Sheet Fed 4 Colour 23x36 size – 2 Nos. and 20x28 – 2 Nos. at least.
- (iii) Perfect Binding Machine – 6 Clamp – 2 Nos. and 15 Clamp – 2 Nos. at least
- (iv) Cutting Machine – 3 Knife Timer – 2 Nos. and Computer Programming Cutting – 2Nos.
- (v) Gaddaring –Auto – 2 Nos. and Normal – 2Nos. at least
- (vi) Wire Stitching Machine – ½- 12 Nos. , 1-1/2 – 2 Nos.
- (vii) Thread Sewing Machine – 2 Nos.
- (viii) Lamination Machine – Hot – 1No. Cool – 1 No.
- (ix) Plate Making CTP Machine (*Computer to Print*) At least – 2 Nos.
- (x) Embossing Machine – 1 No at least

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- (xi) Auto Perforation Machine – 1 No at least
- (xii) Spiral Binding Machine – 1 No at least
- (xiii) Printing Technology Engineer – 1 person at least
- (xiv) Electrical Engineer – 1 Person, Mechanical Engineer – 1 Person
- (xv) For keeping finished & un-finished Book – At least 80,000 sq.ft appropriate place to be kept adjacent to the Press.
- (xvi) At least 100 workers for all time to work.
- (xvii) Security arrangement for 24 hours for guarding the Press area.
- (xviii) Generator installed for making good of load shedding time of Electricity.

Terms & Conditions :

1. An agreement should be executed by the successful applicant with Addl.Executive Officer, Cooch Behar Zilla Parishad, Cooch Behar on a Non Judicial Stamp Paper worth Rs.50.00 (Fifty) only within 5 days from the date of acceptance letter.
2. The under signed reserves the right to cancel or accept any or all applications without assigning any reason thereof.
3. All documents are submitted proforma wise i.e., Forma 1,2,3, etc.



Addl. Executive Officer
Cooch Behar Zilla Parishad
Cooch Behar

Handwritten initials and date
22/9/16

Memo No: 2718/CZP-Press/XIII-68/16-17

Date : 22-09-2016

Copy forwarded for information and necessary action to :

1. The District Magistrate, Cooch Behar.
2. The Secretary, Cooch Behar Zilla Parishad, Cooch Behar.
3. The FC & CAO., Cooch Behar Zilla Parishad, Cooch Behar.
4. The DIO., NIC., Cooch Behar, with a request to upload the matter in www.coochbehar.nic.in
4. The President, Merchant Association, Cooch Behar/Jalpaiguri/Siliguri.
5. The Manager Creative Ads., Cooch Behar.
6. Office Notice Board.



Addl. Executive Officer
Cooch Behar Zilla Parishad
Cooch Behar

Handwritten initials and date
22/9/16

ANNEXURE-I**List of important Date, Time & Venue of Application
for Pre-Qualification of Printing Press**

1	Date of Publication Notice	Date – 22-09-2016 Time 18 Hours.
2	Period and Time Downloading of Application Documents	Date – 22-09-2016 Time 18 Hours. to Date 29-09-2016 Time 12 Hours.
3	Date & Time of Submission Application in the Dropped Box By Hand	Date – 22-09-2016 Time 18 Hours. to Date 29-09-2016 Time 14 Hours. (2PM)

Date & Time of Opening

1	Date & Time of opening application	Date – 29-09-2016 Time 2.15 PM
2	Place of Opening	Cooch Behar Zilla Parishad Office
3	Officer Inviting Application	Addl.Executive Officer, Cooch Behar Zilla Parishad, Cooch Behar- 736101 (West Bengal)


 22/9/16
 Manager
 Cooch Behar Zilla Parishad Press
 Cooch Behar

Form – 1
Financial Capability of Applicant

		In Rs. Crores /Lakh	
1.	Annual Turnover (Last 5 Year)	FY 2011-2012	
		FY 2012-2013	
		FY 2013-2014	
		FY 2014-2015	
		FY 2015-2016	
2	Solvency	FY 2015-2016	

Note : Please submit audited Financial Statement of last 5 Years
(FY 2011-2012 to 2015-2016)


Manager
Coast Bihar Zila Panchayat Praso
Gosch Sahar

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Form-2
DETAILS OF APPLICANT

1	Details of Applicant : (a) Name : (b) Date of incorporation and / or commencement of Business : (c) Country of incorporation : (d) PAN No., VAT Reg.No., Sales Tax No., Service Tax No. (e) Address of the Corporate and Registered Office(s), if any, in India :																												
2	Details of individual(s) who will serve as the point of contact / communication for the Authority : (a) Name : (b) Designation : (c) Address : (d) Telephone Number : (e) E-mail Address : (f) Fax Number :																												
3	Particulars of the Authorised Signatory of the Applicant : (a) Name : (b) Designation : (c) Address : (d) Telephone Number : (e) E-mail Address : (f) Fax Number :																												
4	Manpower Availability																												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 35%;">Designation</th> <th style="width: 15%;">No.</th> <th style="width: 50%;">Qualification</th> </tr> </thead> <tbody> <tr><td>1. Printing Technologist</td><td></td><td></td></tr> <tr><td>2. Machineman</td><td></td><td></td></tr> <tr><td>3. Engineer (Electrical)</td><td></td><td></td></tr> <tr><td>4. Engineer (Mechanical)</td><td></td><td></td></tr> <tr><td>5. Supervisor</td><td></td><td></td></tr> <tr><td>6. Semi Skilled</td><td></td><td></td></tr> <tr><td>7. Un-skilled</td><td></td><td></td></tr> <tr><td>8. Others</td><td></td><td></td></tr> </tbody> </table>	Designation	No.	Qualification	1. Printing Technologist			2. Machineman			3. Engineer (Electrical)			4. Engineer (Mechanical)			5. Supervisor			6. Semi Skilled			7. Un-skilled			8. Others			
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Generator : Yes No

Security Arrangement : Yes No


 22/9/16
 Manager
 Cochin Bahar Zila Parishad Press
 Cochin Bahar

Form-3**Machineries Availability**

Sl.No.	Description of Machineries	Number
1	4 Hi 4 Colour Web Offset 546 cutup	
2	Sheet Fed 4 Colour 23x36 size	
3	Sheet Fed 4 Colour 20x28 size	
4	Perfect Binding Machine -6 Clamp	
5	Perfect Binding Machine -12 Clamp	
6	Cutting Machine – 3 Knife Trimmer	
7	Computer Programming Cutting Machine	
8	Gaddaring	
9	Wire Stitching Machine -1/2 Inch	
10	Wire Stitching Machine -1- 1/2 Inch	
11	Thread Sewing Machine	
12	Lamination Machine	
12	Plate Making CTP Machine (<i>Computer to Print</i>)	
14	Embossing Machine	
15	Auto Perforation Machine	
16	Spiral Binding Machine	


 22/9/16
 Manager
 Cash Sales Zilla Panchayat Press
 Cash Sales