

FORMAT FOR SUBMISSION OF INFORMATION
Printer shall submit their information in the below format only
(ON LETTER HEAD)

Ref.No.

Date:

To,
The Secretary,
Textiles Committee
P.Balu Road, Prabhadevi Chowk
Prabhadevi
Mumbai- 400 025

Sub:- Registration of Printers for 3 financial years for printing and supply of various forms/
formats/ registration/ envelops/ magazines etc. for Textiles Committee Mumbai
Ref:- 59/35/2012-AD dated.....

Sr. No.	Particulars	Detailed Description		
1	Full Name of the Firm			
2	Name of the contact person with Landline/ Mobile & email ID			
3	Permanent Office Address with pin code & contact No.	Address: Tel. No. Mobile No. email		
4	Nature & Status of the Company			
5	Year of Establishment			
6	Functions of Printer (Services Rendered)			
7	Manufacturing Capability (Please tick & give Nos.)	No. of machines	Tick	
		Out sourcing of printing job	Tick	
8	Quality Control Systems (Own Lab/ ISO Certification)			
9	Past Experience (No. of years)			
9.1	Registration Particulars - VAT No.			
9.2	Registration Particulars - TIN No.			
9.3	Registration Particulars - PAN No.			

9.4	Registration Particulars - Service Tax No.	
9.5	Registration Particulars - CST No.	
6	Registration Particulars – State Sales Tax	
9.7	Copy of MoA or MoU (in case of Partnership firms)	
9.8	Details of previous purchase order/ work contract awarded	
10	Financial Background etc.	
10.1	Annual turnover for previous F.Y. (in Rs. Lakhs)	
11	Sales Tax Clearance Certificate/ ITCC (Receipt)	
12	Whether Company/ Firm is currently having any arbitration case, If yes, give brief details	
13	Have you been blacklisted in last 5 years. If yes, give details	
14	Name of the organizations you are empanelled with. Please mention the amount upto which you are empanelled and the type of work for which you are empanelled. A certificate from this organization must be attached.	
15	Non-refundable Registration Fee of Rs. 500/- (Non submission shall disqualify the printer's claim for registration at Textiles Committee)	DD/Pay Order No. _____ dt. _____ Amount Rs.500/- Drawn on _____ Payable at _____

I confirm that I have enclosed all necessary documents for proof as required to withstand my claim for registration with Textiles Committee.

I hereby declare & confirm that the information given above for registration with Textiles Committee is complete true and correct in all respect & have enclosed the proper proof of documents in this regard.

Yours faithfully

Name, Signature & Stamp of Printer/ Authorized signatory
Seal of Company/ firm

Textiles Committee
(Govt. of India, Ministry of Textiles)
Administration (House Keeping)
P. Balu Road, Prabhadevi Chowk,
Prabhadevi, Mumbai – 400 025.
Tel No. 022 66527523, 66527532
Email – tchkmumbai@gmail.com

No. 59/35/2012 – Ad

Date: 04.10.2016

To,

Sub: Registration of Printers for 3 financial years for printing and supply of various forms/formats/registers/envelops/magazines etc. for Textiles Committee, Mumbai.

Sir,

Textiles Committee intends to register printers for the period of three financial years i.e. F.Y. 2016-17, 2017-18 & 2018-19 for printing & supply of various forms/format/registers/envelops/magazines etc. to its HQ Mumbai.

Printers are requested to furnish the information on following criteria in the enclosed format on their letterhead with proper proof of documents:

Sr. No	Criteria	Documents required for proof	Maximum Marks
1.	Functions of Printer (Services Rendered)		
2.	Manufacturing Capability (No of Machins/ Outsourcing of printing job)	<ul style="list-style-type: none">In case of owned machines- copy of purchase order of machine OR other relevant document.In case of outsourcing of printing job-list of printers with name, address & contact details from where the outsourcing of printing job is done.	30
3.	Quality Control Systems (Own Lab/ISO Certification)	<ul style="list-style-type: none">Copy of ISO certificate ORCopy of own Laboratory Registration certificate ORCertificate or Copy of own Laboratory Report	10

4.	Past experience (No. of years)	<ul style="list-style-type: none"> • Copy of Firm Registration Certificate. • Copy of MoA or MoU in case of Partnership Firm • Other Relevant Documents proving past experience for e.g. purchase order etc. 	30
5.	Financial background etc. (Turnover in Rs. Lakhs)	<ul style="list-style-type: none"> • Copy of Income Tax Return (ITR/ITCC) OR Balance Sheet for F.Y. 2015-16. 	30

Terms & conditions:

1. Printers shall make sure to submit true and correct information. The declaration in this regard shall be given by the printer on their letterhead. In case of incorrect and false information, the registration of printers shall stand cancelled immediately and those printers shall be blacklisted for future registration and participation in any tendering process of Textiles Committee.
2. Performance and conduct of every registered printer will be examined by the House Keeping Division of Textiles Committee, Mumbai. The registered printer (s) are liable to be removed from the list of approved printers if they fail to abide by the terms and conditions of the registration or fail to supply the goods on time or supply sub-standard goods or make any false declaration to any Government agency or for any ground which, in the opinion of the Textiles Committee, is not in public interest.
3. Textiles Committee shall reserve the right to reject or accept any or all requests for registration without assigning reasons thereof.
4. Interested printers shall submit Rs. 500/- (Rupees Five hundred only) towards non refundable fee of registration at Textiles Committee by way of Demand Draft/Pay Order drawn in favour of "Textiles Committee" payable at Mumbai. Printers shall note that above registration fee is non refundable whether printer will register or not with Textiles Committee. Non submission of requisite registration fee shall disqualify the printer from registration process & in such case the information submitted by printer shall not be considered for subsequent evaluation & registration.
5. It is at sole discretion of Textiles Committee to make site visit, if desire so, for verification of information provided by printers. Printer shall make arrangements for site visit at their own cost and permission thereof.
6. Printers who will score 45 marks and above will be registered with Textiles Committee for the period of 3 financial years for printing & supply of various materials as mentioned above.
7. Marks criteria are enclosed herewith.
8. Submission: - Printers shall send their information along with registration fee in sealed envelope by post/ courier/ hand superscribing "Registration of Printers" at Textiles Committee, 4th floor, Housekeeping Division, P. Balu Road, Mumbai – 400025.
9. Opening by Purchase Committee:- Sealed envelopes received from printers will be opened by Purchase Committee of Textiles Committee every month and if found successful they will be registered with Textiles Committee for period of 3 F.Y. Further, it is reiterated that mere registration does not confer any right for placement of work order and they have to participate in the tendering process as and when taken up by Textiles Committee.

Yours faithfully,
Sd/-
Asstt. Director (EPQA/Admn-HK)

Textiles Committee
(Govt. of India, Ministry of Textiles)
Administration (House Keeping)
P. Balu Road, Prabhadevi Chowk,
Prabhadevi, Mumbai – 400 025.

No. 59/35/2012 – Ad

Date: 04.10.2016

Marks Criteria for Registration of Printers.

Sr. No.	Criteria	Marks allotted
1.	Manufacturing Capability	
	For more than 3 Machines	30
	For 1 to 3 Machines	20
	Outsourcing of Printing job	10
	Nil	0
2.	Quality Control Systems	
	Own lab / Quality control system & ISO Certified	10
	Only ISO Certified	05
	Nil	0
3.	Past Experience	
	More than 10 years	30
	More than 05 years	15
	More than 03 years	10
	01 to 03 years	05
	Upto 1 year	02
4.	Financial Background (for F.Y. 2015-16)	
	Turnover more than Rs. 30 lakhs	30
	Turnover Rs. 20 to 30 lakhs	25
	Turnover Rs. 10 to 20 lakhs	20
	Turnover Rs. 05 to 10 lakhs	10
	Turnover upto Rs. 5 lakhs	05

Selection Criteria: Printers who will score 45 marks and above will be registered with Textiles Committee for the period of 3 financial years.