



Empanelment of Printers

For

Printing of NIMI Books

NATIONAL INSTRUCTIONAL MEDIA INSTITUTE

(AN AUTONOMOUS INSTITUTION)

Directorate General of Training

Government of India - Ministry of Skill Development and Entrepreneurship

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1. EMPANELMENT OF PRINTERS

National Instructional Media Institute, Ministry of Skill Development & Entrepreneurship, invite applications from reputed printing firms/ Companies for empanelment of printers to print NIMI Books. The Application document containing details of eligibility criteria, submission requirement and brief objective & scope of work etc. it can be obtained from the website www.nimi.gov.in/tender. Further details/hard copies may be obtained from **The Executive Director, National Instructional Media Institute, Ministry of Skill Development & Entrepreneurship, CTI Campus, Guindy Chennai-600032. Telephone No: 044-22500256 & email: chennai-nimi@nic.in**. The eligible organizations may submit their responses in sealed envelopes in prescribed format to **The Executive Director, National Instructional Media Institute, Ministry of Skill Development & Entrepreneurship, CTI Campus, Guindy, Chennai – 600032 before 31.07.2017.**

2. LETTER OF INVITATION

Letter No: NIMI/MS/B-30016/ADMIN/2016
National Instructional Media Institute
Government of India
Directorate General of Training
Ministry of Skill Development & Entrepreneurship

Chennai , 27th June 2017

Dear Sir/Madam,

National Instructional Media Institute, Ministry of Skill Development & Entrepreneurship, Government of India invites applications from reputed Printing firms/ Companies having experience in printing of publication works". The Application containing details of eligibility criteria, submission requirement and brief objective and scope of work etc. is enclosed. The application document is also available on the website www.nimi.gov.in/tender.

You are requested to submit your responses in sealed envelopes on prescribed format to the undersigned before 31.07.2017

Yours sincerely,

Executive Director
National Instructional Media Institute
Directorate General of Training
Ministry of Skill Development & Entrepreneurship
CTI Campus, Guindy, Chennai – 600032
Telephone No.– 044- 22500256
Email – chennai-nimi@nic.in

SECTION I

GUIDELINES TO APPLICANTS

This **National Instructional Media Institute (NIMI)** comes under the aegis of Directorate General of Training (DGT), Ministry of Skill Development & Entrepreneurship, Govt. of India. This Institute is Developing, Printing and Publishing Instructional Material (Books) for the use of the **trainees and trainers of CTS trades** for securing overall improvement in the standard of training imparted in around **13,000 ITIs covering 18 lakhs trainees** in both Government and Private Industrial Training Institutes and for Industries & establishments implementing the Apprenticeship training programs

These text books are printed in single, two and four colours text in international A4 size. The print order of these books runs from 1000 copies to 20,000 copies. The detail requirements and specifications of the NIMI's print jobs are enumerated in Section III of the document.

The printers who fulfill the criteria of printing machineries mentioned in section-II and other terms and conditions only will be considered for empanelment after physical inspection. Those printers who are empanelled in NIMI will have to give a bank guarantee

After inspection of the printing press, if the press is found suitable, the printer will be asked to submit a bank grantee of Rs.50,000/- (Rupees Fifty thousand only). This Security will Remain with NIMI till the printer is on the panel of NIMI and no interest will be paid by the NIMI on the security money deposited by the printer.

This empanelment can be terminated if any violation of term and conditions are found, Before submitting the application form duly filled in, please ensure that you have attached the self attested photo copies of all the documents as listed in the Printer's Checklist enclosed in Annexure –II. Applicant has to submit section IV dully filed in all respect.

Note: The firms should have their own printing unit and the firms who have the real experience in printing industries only should apply. Offers from agent / middlemen will not be considered.

SECTION II

QUALIFICATION CRITERIA

1) Qualification Criteria for Empanelment on the panel of NIMI Offset Printers

- The NIMI is desirous to empanel Offset printers
- 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.
- 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.
- The applicant 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 for running /having a press.
- The applicant printer should have PAN number issued by Income Tax Deptt, VAT Registration with TIN number and Sales Tax Registration.
- The applicant printer should have ownership documents of the establishment.
- An Self affidavit on 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 body.

2) Minimum criteria for empanelment is as under:

a. Plate Making Unit:

Printers must have **Full-fledged Plate making Unit** with **pasting table, printing down Frame, processing unit** for developing the plates at their premises. **CTP or CTCP** system is desirable.

b. Printing Machines:

The Applicant Printer must have a minimum of **3 (three) offset printing machines** of the following specifications

- a) 1 (One) Machine- **4 (four) color Sheet Fed Offset Printing machine** of not less than 23"×36" size.
- b) 1 (One) Machine - **2 (two) colors or more colors Sheet Fed Offset Printing machine** of not less than 23"×36" size.
- c) 1 (One) Machine - **single color Sheet Fed Offset printing machine** of not less than size 23"×36" offset

c. Binding Machinery and Equipment:

- a) **1 (one) Automatic Combination 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.
- b) **1 (one) thread sewing machines** it should be have **minimum 8 rockets (needle head)**.
- c) **1 (one) wire stitching machines** it should be capable of stitching **spine of 1”** .
- d) **1 (one) Perfect Binding machines of 6 (six) clamps** (or) **2 (two) Perfect Binding machines of 3 (three) clamps** (or) **3 (three) Perfect Binding machines of 1 (one) clamp each**.
- e) **2 paper cutting machines** out of which one machine should be programmed cutting machine of not less than 36”size (or) **1 (one) 3 knife trimmer**.
- f) In packing section should have **2 (two) strip packing machine**.
 - d. Storage Space:** The press should have sufficient (**100 sq. meter minimum**) space for the safe storage of paper and printed forms.
 - e. Generator of at least 50 KVA**

SECTION III

SCHEDULE OF REQUIREMENTS AND SPECIFICATIONS

01. Requirements

The NIMI publishes about 1000 textbook pertaining to ITI and other educational Materials in Hindi, English and other regional languages every year in various quantities, the print order of which ranges from 1000 to 20,000 copies. These publications are printed in single colours, two colours and four colours by using pre-sensitized plates (PS) or CTP plate's .**The paper for printing of these publications is provided by the NIMI and to be lifted by the Printer from NIMI office / Place mentioned by NIMI.** The paper sizes and subsequent trimmed sizes noted against each are given below:

02. Text Paper and Book Sizes

Paper Sizes of Text Paper

61 CM X 86 CM (24''X34'')

Cover Board

48 CM X 68.5 CM (19'' X 27'')

Books Size

21 CM X 29.7 CM (8. 25' X 11.6'')

SPECIFICATIONS

1. Specifications for Printing Quality

The ink to be used in printing of NIMI Books should bear the following qualities:

1. The ink should be of a **good standard** in quality having sufficient quantity of **finely grind pigments**.
2. The ink should be **adequately viscous to fully transfer** and **stick on paper** but should not fully penetrate in the paper reflecting **“See Through”**.
3. The ink should have good drying quality to avoid **“Set off”** problems.
4. The ink should not be so **tacky to snatch/pick up the paper** or coating on paper while printing.

5. **Perfect registration** of colors should be maintained throughout while printing the jobs, **The folio line and or numbers**, given either on top or at the bottom of the pages, should be in perfect alignment with the folio lines and or numbers of the preceding pages of the book.
6. There should be **controlled release** of ink as per requirement of the job and suiting to the quality of paper to avoid “See Through” and uneven inking.
7. There should be **uniform/even inking** throughout the book without patches of over/under inking and fluff traces/spots.
8. There should be **no roller marks in shape of lighter/heavier color strips on solid or screen grounds** visible when printed.
9. The printing impression throughout the book should be **sharp and of full tonal values** of image areas as obtaining in the positives and match with machine/progressive proofs if supplied by the NIMI as samples.
10. There should be no **“Set Off”** and or any **“Scum”** and or any **spot** neither within the image area nor on the non-image area of any page of the book or on cover of the book, whether printed on single side or on both the sides.
11. In a job of special colors the **shade of color should match** with the **shade of color sample provided** by the NIMI and there should be **no variation** in any of the shades throughout the book.

2. Specifications for Binding Quality

1. The folding of formes should be done in such a manner that the folio numbers on odd pages (given right bottom of the page) fall exactly on the page having even pages on the other side.
2. Before folding the formes it should be ensured that no **such form is folded** which is torn or has **spots, scum** and or is not **perfect in printing**.
3. While gathering the forms it should be ensured that **only one forme** from each pile of forms, (arranged in sequence) is lifted/gathered, so that no **double or extra** forme of the same number is found in the book or no forme is found missing in sequence.
4. After gathering the sets of formes of the book it should be **pressed properly** to form a firm **crease** and get **compact** to **facilitate** the binding.
5. While **side-stitching** the books, the **two staples** should be put (leaving equal space at the head and tail of the book after trimming) **leaving 3 -5 millimeters space** (depending on thickness of the book) from the spine edge before do the **perfect binding**.

6. While section sewing the book, it should be ensured that the **thread and string/catgut** are **tough** and the **groves for catguts are appropriate in depth**.
7. Before drawing on the cover on the **Direct perfect (or) Side stitched (or) Section Sewn books**, all the covers should be properly creased at the two edges of the spine and also on 1st and 4th cover leaving 6-8 millimeters space (depending on size of the book) from the spine edge to facilitate proper opening of the cover of the book.
8. In **Side Stitched/Section Sewn Books** drawing on of cover and applying of **glue on spine** should be done on perfect binding machine. The glue applied on the spine of the book should be of a **good quality** and **adhere** with the **spine firmly to sustain frequent opening** of the book and **seasonal effects** leaving no possibility of separation of covers or any leaf of the book.
9. While perfect binding a book, it should be ensured that the **spine shaving knife** and the **groove making device** of the machine are sharp enough to form a smooth shave of the spine separating all the leaves of the book and make appropriate groove for filling in the glue to hold firmly the spine and cover of the book.
10. The glue used in perfect binding should be **fresh** and of a **high standard in quality, to hold the thickness of the books**.
11. The **glue** used should be **weather resistant**, firm binder of all the **leaves of the book** with **Cover** and **flexible** to bear the **frequent and flat opening** of the book.
12. **No leaf** or the **cover of the book** should come out while **flat opening of the book** or turning over the cover. **The glue** should not crack **under any circumstance**.
13. All the **three sides** of the books, to its **full thickness** should be **trimmed smoothly at right angle**.
14. **Each book** should be **trimmed** in the **exact international A4 (21CM X 29.7CM)**

Section IV
Application Form for Empanelment on the panel of NIMI offset printers
FORMAT-1

1.Organizational Details	
Name of Organization‡	
Address‡ Registered Office: Works:	
Ownership Details‡ Mention Proprietary concern (or) Partnership(or) P.Ltd Contact person: Name of the proprietor (or) MD (or) GM	
Number of Units of the press	
Telephone No./s‡	
Fax‡	
Email‡	
License No: (Issued by local govt.body of all the premises where the machinery are installed)	
Registration No:	
Pan No:	
Sales Tax Registration No:	
VAT registration No with TIN No:	

Signature of the applicant

Full name of the applicant

Stamp & Date

FORMAT2

2.Machinery Details

1. List of Machineries

Printing machineries (Single color & Multi color)

Sl.No	Make / Model	Size / Configuration	Year of manufacture	Speed per Hour	Production Per 8 hours shift
1					
2					
3					
4					
5					

Pre Press machineries (Plate exposing machine (or) CTP (or) CTCP, Plate Process.

Sl.No	Make / Model	No. of Machines	Size / Configuration	Year of manufacture	Production Per 8 hours shift

Post Press machineries (Folding machine, Section sewing machine, wire stitching machine, Perfect Binding machine & Cutting machines

Sl.No	Make / Model	No. of Machines	Size / Configuration	Year of manufacture	Production Per 8 hours shift

Packing machineries (Strapping machine, Shrink wrapping machine)

Sl.No	Make / Model	Size / Configuration	Year of manufacture	Production Per 8 hours shift

2. Total Area Of the Press

	Covered carpet area	Storage area
Unit 1:		
Unit 2:		

3. Electricity Details

4. Details about alternative power source if any, and additional details about machineries and equipments

Signature of the applicant

Full name of the applicant

Stamp & Date

Format-3

3.Financial Strength & Experience of the Firm/ Company

1. Turnover figure for last three years
2. Net profit figure for last three years

S.No.	Years	Turnover (in Lakhs of Rs)	Net profit (in Lakhs of Rs)
I	2013-2014		
II	2014-2016		
III	2016-2017		

1. Experience summary (Please attach it as an annexure if the space is not enough)

Note: Please attach auditor's certificate in support of your claim.

Signature of the applicant

Full name of the applicant

Stamp Date

FORMAT-4

4.List of Customers

1. List of your recent customers, Government organizations and work contract details if any

S.No.	Name of the organization and address	Month and year	Nature of job done

2. Additional information to support the eligibility. (Not more than 2 pages).

Signature of the applicant

Full name of the applicant

Stamp & Date

FORMAT-5

5.Total Number of Employees

No of employees working in your organization		
Regular	Contractual	Casual

Signature of the applicant

Full name of the applicant

Stamp & Date

Section V

Condition for Empanelment of printers

i) Terms & Condition

1. Copies for printing will range from a minimum of 1000 copies to 20000 copies.
2. The printer must ensure that the printing of text and **wrapper pages, lamination of wrapper pages**, stitching and perfect binding of books etc shall be done as per the NIMI specification.
3. Works should be carried out to NIMI's satisfaction and **PRINTED SAMPLES** of different forms/ pages including cover page must be **approved by Director, NIMI** before taking up printing of the entire lot and also a sample book should be given.
4. The Printers who are empanelled by NIMI should submit a **bank guarantee** for an amount of **Rs. 50000/- (Rupees Fifty Thousand only)**
5. Order quantity will **range from 1000 copies to 20000 copies**. All order quantity will vary from job to job based on the requirement.
6. No of pages of book pages to be printed is minimum **64 pages to maximum 500 pages**
7. Printers should do both **sewing with perfect binding** and **direct perfect binding** jobs based on needs of NIMI.
8. **Delivery date** of finished book should **not exceed 10 days** from the date of materials and positive received from NIMI.
9. Printers should **arrange the transport to collect the required raw materials** (CD, Positives, Paper & Board) from NIMI office at their own cost.
10. Printers should **arrange to deliver the finished books to NIMI office at their own cost.**

ii) Patent Rights

1. In order to effect the printing of the titles or publications owned by the publisher, the publisher shall issue printing work order to the printing house, that clearly states the titles, jobs involved, items supplied by publisher and the terms and conditions.
2. The printing house shall accomplish the printing work as stipulated by the publisher.
3. In order to keep the quality of the printing work effective, the publisher shall assure that the provision of scripts, photographs and other images that might be submitted in CD or any other acceptable electronic media are in the standard qualities. The Printing house shall verify the quality of the content in the CD, before printing.
4. None of the work shall violate any common law or any other rights, specifically the rules and regulations of the press law, and jeopardize the legal status of the publisher.
5. Payment shall be made in accordance with the payment terms as specified in the printing work order.
6. The printing house agrees to accept any provision of scripts, design, photograph and any other image after assuring their standard and qualities.
7. In accordance with the agreement, the printing house shall provide the printed books by assuring the quality of the printing, size of the book, and the number of copies in a given period of time.
8. The printing house shall not produce more copies than the publisher's order.
9. The Printing house shall not distribute or sell even a single copy to the third party.
10. The printing house shall not transfer the script to the third party in order to get illicit money.
11. The printing house shall be held responsible for errors which may appear during the printing process.
12. In case, the Publisher come to know that the Printing House violated the terms of this Agreement, damages will be claimed to the tune of Rs.3.5 lakhs per title and penal action will be initiated as per the appropriate statutory provisions.
13. All applicable rights to patents, copyrights, trademarks and trade secrets of the publication of the publisher are retained exclusively by the Publisher, and the Printing house shall acquire no rights or interests in the publications of the publisher. The Printing house acknowledges that the confidentiality of the publications of the publisher, including the contents in the publications, is essential to the business of the Publisher. The Printing house hereby agrees not to disclose to any person whatsoever at any time during or after the printing works of the publications and the contents of the publications or titles contained therein, or to permit any person whatsoever to examine or make copies of any part of the publications or other information regarding or generated by the publisher which come into the Printing house's possession or under the Printing house's control by reason of this agreement and printing work orders. The printing house acknowledges that disclosure of any information regarding the publications will give rise to irreparable injury to the Publisher, which will amount to breach of the agreement inadequately compensable in damages. Accordingly, the Printing house hereby consents to obtaining by the Publisher of injunctive relief against the breach or threatened breach of the undertakings of the Printing house contained herein.
14. At the conclusion of the printing works, the printing house shall, and hereby agrees to, erase or destroy copies of the contents either physical copy or digital copy of the

publications, or titles or any portions thereof, or any information generated thereby, whether such be in digital, electronic, magnetic, printed or other form. The printing house further agrees that, it will not copy or permit to be copied any contents of the publications or titles involved in printing works. The Printing house further agrees to take such steps as may be necessary or appropriate to maintain confidentiality of the works and the contents therein during such time as the publication may be evident on the Printing house's computer equipment or otherwise in the control of the Printing house or its employees, in a manner at least as secure as the Printing house maintains its own most confidential information and data.

iii) Entire Agreement

The Empanelment Agreement constitutes the entire agreement between the NIMI and the Printer and supersedes all communications, negotiations and agreements (whether written or verbal) of the parties with respect thereto made prior to the date of Empanelment Agreement.

No amendment or other variation of the Contract Agreement shall be valid unless it is in writing, is dated, expressly refers to the Contract Agreement, and is signed by duly authorized representative of each party thereto.

iv) Inspections and Tests

The NIMI has all the rights to enter into the premises of its empanelled Printers at Any time and day for inspection of the press and make on the spot inquiries whether any job assigned by the NIMI is in progress or not. The Printer shall extend his/her Full co-operation to facilitate the inspection and answer the queries of the inspecting Official to his/their fullest satisfaction.

The inspections and tests by the inspecting official(s) may be conducted on the Premises of the Printer or at point of delivery and/or at the final destination of the Goods. If conducted on the premises of the Printer, all reasonable facilities and Assistance shall be furnished to the Inspector(s) at no charge to the NIMI.

Should any inspected Goods fail to conform to the specifications, the NIMI may Reject them and the Printer shall either replace the rejected goods or make all Alterations necessary to meet specified requirements free of cost to the NIMI, within a period of 10 (Ten) days of intimating such rejection/or as instructed by the NIMI.

The NIMI's right to inspect, test and where necessary, reject the Goods after the Goods' arrival at the final destination shall in no way be limited or waived by reason of The Goods having previously been inspected, tested and passed by the NIMI or its Representative prior to the Goods dispatch from the place of the Printer.

v) Packing and Documents

Bundles should be packed properly with packing sheets with strips making across the bundles. Information slip (Name of the book and qty per bundle) duly printed should be pasted any one side of the bundles. The supply of books at NIMI office, Guindy, Chennai-32, will be taken between 10.00 a.m. to 4.00 p.m.

Shortage of books in the bundles is not acceptable. However the intact bundle in which short books were found the same shall be informed the respective printer to supply the short fall.

vi) Security and Insurance against Paper Issued by the NIMI

The paper for printing of text and cover of the assigned jobs will be issued by the NIMI and lifted by the Printer from NIMI's Godown / place mentioned by NIMI.

The Paper issued by the NIMI and received by the Printer shall be fully insured for its full value by the Printer at his/her own cost against loss or damage incidental to printing or acquisition, transportation, storage and delivery. The insurance policy should be made in the name of the Director NIMI.

vii) Rates

Empanelled printers will have to quote their rates through E-tender portal for which separate information will be send.

viii) Delays in the Printer's Performance

Delivery of the Goods and performance of the Services shall be made by the Printer in Accordance with the time schedule specified by the NIMI in the Job Order issued against each Job and accepted by the Printer.

Any inordinate delay by the Printer in its delivery obligations shall render the Printer liable to any or all of the following:

- a. cancellation of the order totally,
- b. forfeiture of its Security Money,
- c. liquidated Damages/Recoveries and/or
- d. Termination of the Empanelment Agreement.

If at any time during performance of the job, the Printer should encounter conditions impeding timely delivery of the Goods, the Printer shall promptly notify the NIMI in writing of the facts of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Printer's notice, the NIMI shall evaluate the situation and may, at its discretion, extend the time given to the Printer for only two jobs in a calendar year, in such case the extension shall be ratified by the parties by amendment of the Job Order placed by the NIMI.

ix) Removal from the Panel of Printer

Refusal of job by an empanelled Printer in two subsequent printing session to accept and execute the job, orders for which have been placed by the NIMI, for the reasons not Covered under Force Majeure shall be viewed as violation of the Empanelment Agreement and the NIMI has the right to remove the name of the Printer from the Panel of Printers after issuing a Show Cause Notice, and after considering the reply. If the Printer wants to be heard in person, NIMI will provide him an opportunity to do so.

Refusal of Printer to accept and execute low print order job(s) by preference shall be deemed as violation of the Empanelment Agreement leading to removal of the name from the Panel of Printers of such printers after issuing a Show Cause Notice.

A Printer failing to supply the books within the time period(s) as specified in the Job Order or within extension thereof granted by the NIMI in a printing session for any of the three out of every five jobs assigned to him/her for execution and liquidated damages in this regard has been imposed on him/her on all such occasions, shall be removed from the Panel of Printers in accordance with procedure .

Printers failing twice in a printing session in executing the print jobs out of every five jobs assigned to him/her to the satisfaction of the NIMI but the goods have been accepted by the NIMI with warning for unsatisfactory execution and or liquidated damages have been recovered for poor/unsatisfactory production is liable to be removed from the panel of NIMI Printers.

Use of paper by the Printer other than provided by the NIMI in any of the jobs assigned by the NIMI is a fraudulent action and in such cases Printer shall be removed from the Panel of Printers and Security Deposit forfeited.

The Printer involved in any fraudulent activity proved beyond doubt shall be removed from the Panel of Printers after issuing Show Cause Notice and not finding the reply satisfactory. In such cases the Printer may also be black listed and legal action against the Printer may also be initiated.

If the Printer shifts machinery and equipment after empanelment to a different place, without prior intimation to the NIMI, the Printer shall be liable for removal from the Panel of Printers.

If the printer disposes of the machine(s) thus falling short to fulfill the minimum criteria of empanelment shall be removed from the Panel of NIMI Printers after considering Printer's reply to the Show Cause Notice.

PRINTERS' CHECK-LIST FOR APPLICATION FORM

Before submitting the Application Form (duly filled in) please ensure that you have attached the following documents (self attested photocopy) and the said formalities completed.

1. Copy of the License / Registration to run the press (of all the premises where printing and binding machineries etc. are installed) issued by concerned local Govt. body.
2. Copies of Print Job Orders for book production received by printer in the last 2 (two) years.
3. Copy of the Registered Partnership Deed, if the firm is a Partnership concern.
4. Copy of the Memorandum of Association, if the firm is a Private Limited Company.
5. Copy of the document(s) establishing Proprietorship, if the firm belongs to an individual.
6. Copy of the Pan Card, VAT registration and Sales Tax Registration
8. Copy of the document(s) establishing the status of all the premises (owned/rented or on lease as the case may be) where the machines are installed.
 - (a) Copy of the House Tax payment receipt if the premise is/are owned by the printer.
 - (b) Copy of the Lease Deed/Rent Agreement if the premises are hired.
9. An Self Affidavit given by authorized signatory stating that no case is pending against the firm with regards to the Copy Right Act and the press/concern has never been black-listed by any Government/Semi Govt./Govt. Undertaking or by any Autonomous Organization.
10. An Self Affidavit given by authorized signatory stating that all the information provided in the Application are correct to the best of his/her knowledge and belief as per annexure-II.
11. Application for empanelment is to be given in the prescribed formats enclosed as Section-IV.

AFFIDAVIT

I/We.....S/o.....
aged..... Proprietor/Partners/Managing Director of
M/s..... and
having my registered/corporate office at.....do hereby solemnly affirm
and declare as under:

- 1. That all the machinery and equipment as listed below have been purchased by me/us, and are possessed by me/us in the name of M/s.....

PRINTING MACHINES

Sr.No Name of Machines Size Colour Make Model (year of. manufacture)
Unit-I
Unit-II
Unit-III

That the aforesaid printing machines are installed at (addresses)

Unit-I.....
Unit-II.....
Unit-III.....

BINDING MACHINES

- 1. No. of Folding machines Size(s)Folds.....
- 2. No. of Cutting Machines Size(s)
- 3. No. of Perfect Binding Machine No. of Clamps
..... No. of Clamps
..... No. of Clamps
- 4. No. of Stitching Machines Single Staple
Double.....

That the aforesaid binding machines are installed at (address).....
.....

- 2. That the contents of the accompanying application form and documents as submitted by me may be treated as part and parcel of this affidavit and it is stated that the said contents are true to the best of my knowledge, information and belief.

DEPONENT

VERIFICATION

Verified on this.....day of.....2013 at.....that
I/We.....S/o.....Prop./Partners/MD of
M/s.....(address).....
that all the information stated above is true and correct to the best of my knowledge and belief and nothing material has been concealed therefrom..

DEPONENT

