

To,

**As Per Attached List**

**Sub: Inviting quotations for printing of Desk Calendar 2012**

Dear Sir/Madam,

The Desk Calendar 2012 of the Institute is to be printed as per the following specifications:

**A Desk Calendar**

- |    |                           |   |  |
|----|---------------------------|---|--|
| 1. | Size of the Desk Calendar | : | 11" x 8.25" (When folded )   |
|    |                           | : | 11" x 20.5" (Open)   |
| 2. | Total Pages               | : | 28 (14 leaves)   |
| 3. | Calendar Leaf Size        | : | 11" x 8.25" (14 leaves in four colour printing on both side)   |
| 4. | Paper                     | : | 250 gsm Art Card Glossy<br>SINARMASS (BILT)  |
| 5. | Binding                   | : | Wiro   |
| 6. | Board                     | : | 36 ounce Mill Board white (Star Mill) smooth finish (80 gsm white map litho paper is to be pasted on the both sides of Mill board of desk Calendar. Folded Mill Board is to be prepared as per sample available in VP) |
| 7. | Quantity                  | : | 3000   |

**B Calendar Box (Die Cut)**

- |    |                   |   |                       |
|----|-------------------|---|-----------------------|
| 1. | Calendar Box Size | : | 11.25" x 8.5" x 0.75" |
| 2. | Paper             | : | 300 gsm duplex board  |
| 3. | Printing          | : | Two Colours, One side |
| 4. | Lamination        | : | One side laminated    |
| 5. | Quantity          | : | 3000                  |

### Terms & Conditions

- 32) Rates quoted by the tenderer shall be according to the specifications given in the enquiry only and no conditional tenders will be accepted.
- 33) **The rates shall include the cost of paper, printing, binding, packing, forwarding, tax** etc.
- 34) The paper sample of the specified GSM should be sent along with the quotation. If the paper sample is not enclosed, the quotation will not be considered.
- 35) The Tenderer will be responsible for collection of the input material, supply of the proof/dummy and the final printed copies of the desk calendars at the premises of VP.
- 36) The envelope containing the quotation should be super scribed "**Quotation for Desk Calendar 2012**".
- 37) The bid should be accompanied with an EMD in the form of DD, drawn in favour of Director, Vigyan Prasar, which should be 3% of the total value of the bid. The EMD of selected bidder will be kept as security deposit till completion of the work and the rest will be released after opening of the bids.
- 38) The tenders received late or do not fulfil the terms & conditions will be rejected.
- 39) There will be no compromise on the quality of paper & printing and in case the printing work is not found satisfactory, the job will not be accepted and no payment will be made.
- 40) VP reserves the right to accept or reject any or all quotation/s without assigning any reasons.
- 41) You will supply us printed version of the Desk Calendar , sample on the same GSM paper as specified in our quotation and dummy of the Desk calendar in actual and specified size and you will start the printing works only after Vigyan Prasar approves the print quality of the supplied printed samples and dummy by you.
- 42) If the official(s) of Vigyan Prasar visit to inspect the work at your press, the travelling expenses will be borne by you.
- 43) Payment will be released only after the completion of job and after the receipt of Negative/Positive or CD and the printed material in good condition and to the satisfaction of Vigyan Prasar. No partial job will be accepted for payment.
- 44) Place of delivery of the books is the Vigyan Prasar, A - 50, Institutional Area, Sector - 62, Noida (U. P.).
- 45) You are instructed to supply the Desk Calenders **within 10 days from the date of approval of the proofs by Vigyan Prasar**, failing which liquidated damage/delay charges will be imposed @ 0.5% per week maximum of 3% of total contract value.
- 46) All printed materials are to be packed in sizable cartons only. Materials packed in labelled cartons and duly wrapped in plastic jacket will only be accepted by us.

The last date of receipt of quotations is **26.12.2011 upto 12 PM**. The tenders will be opened on the same day at 3:00 PM at VP, Noida.

Yours Sincerely,

(Dr TV Venkateshwaran)  
Scientist-E & Registrar