

**Sub: Inviting quotations for printing Annual Report.**

Dear Sir/Madam,

The Annual Report of the Institute is to be printed as per the following specifications:

**Annual Report**

**(A) Hindi & English separate**

Size	:	8.5" X 11"
Paper	:	110 GSM Imported Art Paper (Text) 300 GSM Imported Art Card (Cover)
Colour	:	Four Colour (Both Text & Cover)
Binding	:	Perfect
Lamination	:	Matt finish
Input	:	Soft copy (Text + Cover)
Quantity	:	300, 400 & 500 copies (Give the rates separately)
No. of Pages	:	64, 72, 80, 88, 96, 104 (Give the rates in separate columns)

**(B) Bilingual:**

Size	:	8.5" X 11"
Paper	:	110 GSM Imported Art Paper (Text) 300 GSM Imported Art Card (Cover)
Colour	:	Four Colour (Both Text & Cover)
Binding	:	Perfect
Lamination	:	Matt finish
Input	:	Soft copy (Text + Cover)
Quantity	:	300, 400 & 500 copies (Give the rates separately)
No. of Pages	:	64, 72, 80, 88, 96, 104 (Give the rates in separate columns)

**Terms & Conditions**

- 1) Rates quoted by the tenderer shall be according to the specifications given in the enquiry only and **no conditional tenders will be accepted.**
- 2) **The rates shall include the cost of paper, printing, binding, packing, forwarding, tax** etc.
- 3) 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.

- 4) The Tenderer will be responsible for collection of the input material, supply of the proof/dummy and the final printed copies of Annual Report at the premises of VP.
- 5) The envelope containing the quotation should be super scribed **“Quotation for Annual Report”**.
- 6) The bid should be accompanied with an EMD in the form of DD, drawn in favour of Director, Vigyan Prasar, which should be 10% 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.
- 7) The tenders received late or do not fulfill the terms & conditions will be rejected.
- 8) 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.
- 9) VP reserves the right to accept or reject any or all quotation/s without assigning any reasons.
- 10) You will supply us four pages printed version of the Annual Report, cover sample on the same GSM paper as specified in our quotation and dummy of the Annual Report 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.
- 11) If the official(s) of Vigyan Prasar visit to inspect the work at your press, the travelling expenses will be borne by you.
- 12) 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.
- 13) Place of delivery of the books is the Vigyan Prasar, A - 50, Institutional Area, Sector – 62, Noida (U. P.).
- 14) You are instructed to supply the Annual Report **within 06 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.
- 15) 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 **11.11.2011 upto 12 PM**. The tenders will be opened on the same day at 3:00 PM at VP, Noida.

Yours Sincerely,

**(T V Venkateswaran)**  
**Registrar**