

NOTICE INVITING TENDER FOR PRINTING OF POSTER & MEMENTO

Sub: Inviting quotations for printing of Poster & Memento

Vigyan Prasar, an autonomous body under Department of Science & Technology, Govt. of India, needs Poster & Memento to be printed as per below mentioned specification. Eligible vendors as per annexure –II, are requested to send **technical and Commercial bids in two separate envelopes and both should be put up in a another sealed envelope** and clearly marked on the cover of envelope Technical bid/ commercial or price bid, enquiry No., date of opening. Sealed envelope should reach to Vigyan Prasar latest by 31st Jul 2012 **up to 15:00 PM**. Technical & financial bids, both will be opened on same day i.e. 31st Jul 2012. (Refer Annexure-II for technical qualification) If technical and commercial bid not submitted separately, the same (Bid) will not be considered.

JOB SPECIFICATIONS:-

The required specifications of the poster, memento and badges are given below:

1. Poster (S. Chandrashekhar)/Hindi:-

Size	:	12.5" X 18"
Paper	:	170 GSM Magno star Gloss paper
Colour	:	Four Colour
Lamination	:	Gloss
Quantity	:	2000 copies
Input	:	Soft copy

2. Poster (S. Chandrashekhar)/ English:-

(Specs. as above)

Quantity : 3000 copies

3. Poster (S. Ramanujan) / Hindi:-

(Specs. as above)

Quantity : 2000 copies

4. Poster (S. Ramanujan) / English :-

(Specs. as above)

Quantity : 3000 copies

5. Memento paper with Laminated Framing:-

(i) S. Chandrashekhar:-

Size	:	10" X 12"
Quantity	:	500
Colour	:	Four Colour
Paper	:	170 GSM Magno star Gloss Paper
Lamination	:	Gloss
Input	:	Soft copy

(ii) S. Ramanujan :-

(Specs. and quantity as point 5(i) above)

**6. Badges: (I) S. Chandrashekhar- Size : 2.25" X 2.25, Colour : 4 Colour, Quantity : 2000
Input : Soft copy**

(iii) S. Ramanujan : (Specs. & quantity as point -6 above)

Note: Sample of Memento can be seen at VP,A-50,Sector-62, Noida at any working day till 25th Jul 2012 from 10.00 AM to 04 PM.

Terms & Conditions

- 1) Rates/price bid is to be submitted as per **Annexure-I**, 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 duly stamped and signed should be sent along with the technical bid. If the paper sample is not enclosed, the quotation will not be considered.**
- 4) **Tenderer have to bid for all all titles given otherwise bid will be rejected.**
- 5) The Tenderer will be responsible for collection of the input material, supply of the proof/dummy and the final printed copies of the Poster & Memento at the premises of VP.
- 6) The bid should be accompanied with an EMD of Rs: 2000.00 in the form of DD, drawn in favour of "**Vigyan Prasar**", payable at **New Delhi**. The EMD of selected bidder(s) will be kept as security deposit till completion of the work and delivery of final printed copies. EMD of all the rest bidders will be released within 45 days from the date of opening of the bids.
- 7) The tenders received late or do not fulfil 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 tender/s without assigning any reasons.
- 10) The Tenderer will supply us four pages printed version of the Poster & Memento, cover sample on the same GSM paper as specified in our quotation and dummy of the Poster & Memento 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 Poster & Memento is the **Vigyan Prasar, A - 50, Institutional Area, Sector – 62, Noida (U. P.)**.
- 14) The Poster & Memento will have to be supplied **within 10 days from the date of approval of the final proofs by Vigyan Prasar**, failing which liquidated damage/delay charges will be imposed @ 0.5% per week maximum of 5% 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.
- 16) If the supplier does not deliver the item within given stipulated time, the EMD will be forfeited.
- 17) The Institute can Change the number of quantity to be printed at the time of issue of PO.
- 18) **Work Order will be issued to firm which is lowest in on aggregate basis means order will be given to a single firm whose nett amount for all the title will be lowest.**
- 19) Note: PAN/ CST/VAT registration , EMD and sample must be in one envelope along with technical bid. Price bid must be put up in another separate envelope. Both sealed envelope should be kept in another big envelope. Please quote the tender no. with date and opening date on the top of the cover containing tenders.

Yours Sincerely,

(JK Chandel)
Accounts Officer

ANNEXURE-I**PRICE SCHEDULE**

Name of Vender:

NIT NO: VP/19/51/Print/11-12

DATE: 09th Jul 2012

VALIDITY OF BID: Three Months

EMD: ` 2000.00

Date of Opening of Tender: 31st Jul 2012

Sl NO	Description/Title	Quantity in Number	Rate in ₹	Total Amount in ₹
01	Poster (S. Chandrashekar)/Hindi	2000		
02	Poster (S. Chandrashekar)/English	3000		
03	Poster (S. Ramanujan) / Hindi	2000		
04	Poster (S. Ramanujan) / English	3000		
05	Memento S. Chandra Shekhar	500		
06	Memento S. Ramanujan	500		
07	Badges S. Chandra Shekhar	2000		
08	Badges S. Ramanujan	2000		
Nett Amount:				

Note: Rate quoted by the Bidder should be in figure as well as in words.

Submit all the pages of this tender document duly signed as accepting all the terms and condition of the tender.

Signature of the contractor with stamp & date

ANNEXURE-II

ELIGIBILITY CRITERIA FOR PRINTERS

- 1.1 Only those vendors having adequate in house infrastructural facilities for four colour printing including high quality scanners, image setters etc. along with experience only need to apply.
- 1.2 Vendors must have experience of similar works in any Central/State Govt Dept/Corporations/Autonomous body. Proof for three similar works to be enclosed.
- 1.3 PAN/CST registration certificate should be enclosed with the technical bid.
- 1.4 The printer/vendor also enclose a certificate stating that his firm has a good reputation and there is no complaint against it and have not been blacklisted from any Govt organisation.

CHECK-LIST FOR TECHNICAL BID

- 2.1 Vendors must ensure that they meet the eligibility criteria.
- 2.2 Both the bids, tech & Price bids as per Annexure-I&II are to be kept in separate sealed envelope. Price bid will be opened only of qualified vendors.
- 2.3 EMD of Rs: 2000.00 in the form of DD in favour of "**Vigyan Prasar**" Payable at **New Delhi** must be enclosed along with technical bid.
- 2.4 PAN /CST registration certificate.
- 2.5 Proof of three similar works with any Govt Department.
- 2.6 Certificate as per point-1.4 of annexure-II above.
- 2.7 Signature of bidder on all the pages of tender document as acceptance of all the terms and condition of tender.
- 2.8 Paper samples as per specification.

(JK Chandel)

Accounts Officer