

**NOTICE INVITING TENDER FOR PRINTING OF ANNUAL REPORT****Sub: Inviting quotations for printing of Annual Report**

Vigyan Prasar, an autonomous body under Department of Science & Technology, Govt. of India, needs to be printed "Annual Report" 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 Aug 2012 **up to 15:00 PM**. Technical & financial bids, both will be opened on same day ie 31st Aug 2012. (Refer Annexure-II for technical qualification) If technical and commercial bid not submitted separately, the same (Bid) will not be considered.

**JOB SPECIFICATIONS:-**

<b>Size</b>	:	<b>8.5" x 11" Closed</b>
<b>Paper</b>	:	<b>100 GSM art Paper for Text 300 GSM Art Card for Cover</b>
<b>Colour</b>	:	<b>Four colour Text &amp; Cover Both</b>
<b>Binding</b>	:	<b>Perfect</b>
<b>Lamination</b>	:	<b>Matt Lamination</b>
<b>Number of Pages:</b>		<b>120 ±</b>
<b>Quantity</b>	:	<b>300 copies in Hindi and 300 in English</b>
<b>Input</b>	:	<b>Soft Copy</b>

**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 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 Annual Report 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 and negative/positive etc. 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 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 Annual Report is the **Vigyan Prasar, A - 50, Institutional Area, Sector - 62, Noida (U. P.)**.
- 14) The Annual Report 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,

**sd**

**(TV Venkateswaran)**

**Registrar & Scientist-E**

**ANNEXURE-I****PRICE SCHEDULE**

Name of Vender:

NIT NO: VP/19/08/AR/12-13

DATE: 16th Aug 2012

VALIDITY OF BID: Three Months

EMD: ` 2000.00

Date of Opening of Tender: 31st Aug

2012

SI NO	Description/Title	Quantity in Number	Rate in ₹	Total Amount in ₹
01	Annual Report in Hindi	300		
02	Annual Report in English	300		
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.

Sd

**(TV Venkateswaran)**

**Registrar & Scientist-E**