

NOTICE INVITING TENDER FOR PRINTING OF POSTERS & Brochure

Vigyan Prasar, an autonomous body under Department of Science & Technology, Govt. of India, needs following items to be printed as per below specification mentioned each. Eligible vendors as per criteria given in annexure –II, are requested to send **technical and Commercial bid in separate envelope 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 dated 13th Sep 2019 up to 11:00 AM. Technical bids will be opened at 11:30 AM & Commercial bids of qualified vendors will be opened on same day. If technical and commercial bid not submitted separately, the same (Bid) will not be considered.

1. Brochure

| | | |
|-----------------|---|---|
| Size | : | 8.5" x 11" |
| Number of pages | : | 4/8/12/16/20/24 please quote rates separately as per No: of pages |
| Paper | : | 170 GSM Matt Finish Art Paper |
| Colour | : | Throughout four colour |
| Binding | : | Central Stapled/Stitching |
| lamination | : | Matt Lamination |
| Input | : | Soft Copy |
| Quantity | : | 1100/2000/3000/4000/5000 |
| Penalty | : | 0.5% per day will be imposed for time delay. |

2. Poster

| | | |
|-------------------|---|--|
| Size | : | A3 & A2 Please quote rate separately |
| No: of print side | : | Single |
| Paper | : | 200GSM Matt Finish Art Paper |
| Colour | : | Throughout four colour |
| Adhesive Glue | : | At Top & Bottom |
| Lamination | : | Matt Lamination |
| Penalty | : | 0.5% per day will be imposed for time delay. |

3. Leaflet

| | | |
|--------------|---|--|
| Size | : | Letter Size, A4 & 9" X 11" |
| No: of pages | : | 2 & 4 |
| Paper | : | 270 GSM Matt Finish Art Card |
| Colour | : | Throughout four colour |
| Lamination | : | Matt Lamination |
| Input | : | Soft Copy |
| Quantity | : | 1100,2000,3000,4000,5000 |
| Penalty | : | 0.5% per day will be imposed for time delay. |

4. Invitation Card

| | | |
|--------------|---|------------------------------|
| Size | : | A5 & A4 |
| No. Of Pages | : | 2 & 4 |
| Paper | : | 250 GSM Matt Finish Art Card |
| Colour | : | Throughout four colour |
| Lamination | : | Matt Lamination |
| Input | : | Soft Copy |
| Quantity | : | 1100,2000,3000,4000,5000 |

Packing : All the material must be packed in sizeable cartons in such a way that weight should not be more than fifteen Kg. **Penalty of Rs: 3000.00 will be imposed if material is not packed as per our requirement.**

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 should be sent along with the technical bid. 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 the books at the premises of VP.
- 5) The Technical bid should be accompanied with an EMD of Rs: 2000.00 and tender fee of Rs: 500.00 in the form of DD , drawn in favour of "**Vigyan Prasar**", payable at **New Delhi**. or can be paid through online by NEFT/RTGS/IMPS to Vigyan Prasar account as detailed below (kindly submit details of NEFT with the proposal the):-

Account Name/ VIGYAN PRASAR

ADDRESS- A- 50, NCMRWF BUILDING, SECTOR- 62, NOIDA.

NEFT/RTGS DETAIL

BANK NAME- UNION BANK OF INDIA.

BANK ACCOUNT NUMBER- 349902010040204.

IFSC CODE- FOR RTGS/NEFT- UBIN0534994.

BANK ADDRESS- SAFDARJANG DEVELOPMENT AREA,
C-4, COMMUNITY CENTRE, NEW DELHI- 110016

- 6) 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 15 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 printing material, sample on the same GSM paper as specified in our quotation and dummy of the printing material 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) 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.
- 12) Place of delivery of the books is the Vigyan Prasar, A - 50, IInd Floor, Institutional Area, Sector – 62, Noida (U. P.).
- 13) All the printed material will have to be supplied **within 05 days from the date of approval of the proofs by Vigyan Prasar**, failing which liquidated damage/delay charges will be imposed @ 0.5% per day maximum of 5% of total contract value.
- 14) If the supplier does not accept the work order or does not deliver the item within given stipulated time, the EMD will be forfeited.
- 15) The Institute can Change the number of quantity to be printed at the time of issue of PO.
- 16) **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 envelope. Please quote the tender no. with date and opening date on the top of the cover containing tenders.**
18. Tenderer may bid all or any title . Work Order will be issued to firm which is lowest in the given title of book, which means that the rate comparison for rate competition will be made title wise not on aggregate basis.

ANNEXURE-II

ELIGIBILITY CRITERIA FOR PRINTERS

1. Only those vendors having adequate in house infrastructural facilities for four colour printing including high quality scanners, image setters, Shrink Packing Facility etc. along with experience of three similar work only need to apply. Representatives of Vigyan Prasar may visit to check the above facility before awarding the work.
2. PAN/CST registration certificate should be enclosed with the technical bid.
3. 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

1. Vendors must ensure that they meet the eligibility criteria.
2. Both the bids, tech & Price bids as per annexure-I are to be kept in separate sealed envelope. Price bid will be opened only of qualified vendors.
3. EMD of Rs: 2000.00 and Tender fee of Rs: 500.00 in the form of DD in favour of "Vigyan Prasar" Payable at New Delhi must be enclosed along with technical bid.
4. PAN /GST registration certificate.
5. Certificate as per point-3 of annexure-II stating that his firm has a good reputation and there is no complaint against it and have not been blacklisted from any Govt organisation.
6. Signature of bidder on all the pages of tender document as acceptance of all the terms and condition of tender.
7. Paper samples as per specification.
8. Proof of three similar works. Photocopy of work orders duly signed and authenticated by the bidder to be enclosed.
9. Non compliance of anyone of above points, technical bid will be treated as non-responsive/Rejected and financial bid will not be considered.

PRICE SCHEDULE

Name of vender: NIT NO : VP/19/04/IISF/19-20
 DATE : 06 .09.2019
 VALIDITY OF BID: Three Months
 EMD : ₹ 2000.00
 TENDER FEE : 500.00
 Date of Opening of tender: 13th Sep 2019

| Sl No | Description with No of pages | Qty | Qty | Qty | Qty | Qty |
|--------------------------------|-----------------------------------|------|------|------|------|------|
| 01 | Brochure No of Pages 04 | 1100 | 2000 | 3000 | 4000 | 5000 |
| | Rates for Brochure Inclusive all | | | | | |
| Brochure No of Pages 08 | | | | | | |
| | Rates for Brochure Inclusive all | | | | | |
| Brochure No of Pages 12 | | | | | | |
| | Rates for Brochure Inclusive all | | | | | |
| Brochure No of Pages 16 | | | | | | |
| | Rates for Brochure Inclusive all | | | | | |
| Brochure No of Pages 20 | | | | | | |
| | Rates for Brochure Inclusive all | | | | | |
| Brochure No of Pages 24 | | | | | | |
| | Rates for Brochure Inclusive all | | | | | |
| | Rates for Brochure Inclusive all | | | | | |
| 02 | Rates for Posters Size A3 | | | | | |
| 03 | Rates for Posters Size A2 | | | | | |
| 04 | Rates for Leaflet Letter Size | | | | | |
| 05 | Rates for Leaflet A4 Size | | | | | |
| 06 | Rates for Leaflet 9" X 11" Size | | | | | |
| 07 | Rates for invitation Card size A5 | | | | | |
| 08 | Rates for invitation Card size A4 | | | | | |

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.

Tenderer has to bid for all titles. **Work will be awarded for all the titles to a single firm whose overall rates will be lowest.**

Signature of the contractor with stamp & date