

**NOTICE INVITING TENDER FOR PRINTING OF ANNUAL REPORT**

Vigyan Prasar, an autonomous organisation under Department of Science & Technology, Govt. of India, needs book "Annual Report" to be printed as per below mentioned specification .Eligible vendors (as per 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 **10th Jul 2017 up to 14:00 Hrs.** Technical bids will be opened at 15:00 Hrs & 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.

**SPECIFICATION OF BOOK " Annual Report"**

Size	:	8.5" X 11"
No: of Pages	:	108 + Cover
Paper	:	130 GSM imported art paper for text 300 GSM imported art card for cover
Colour	:	Four colour both text & cover
Binding	:	Perfect
Lamination	:	matt Finish lamination on cover
Input	:	Soft Copy
Quantity	:	200 English & 200 Hindi

Packaging : All book Annual Report are first to be shrink packed in set of 10 books. Then material to be packed in new, unused, sizeable cartons of 05 ply. In one box 40 books only to be packed. New, plain cartons only are to be used. All the cartons are duly labelled with title of the book" Annual Report" and quantity. Material packed in any other way will not be accepted. Or A penalty of Rs: 200.00 per box will be imposed.i.e (quantity/50) X200

## 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. Work will be awarded to the lowest bidder.
- 2) **The rates shall include the cost of paper, printing, binding, packing, forwarding, etc.** VAT/GST will be paid at actual at the time of delivery as applicable.
- 3) All the documents asked as per annexure –II, should be sent along with the technical bid. If any one of the documents asked 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 (IInd Floor) without form C&D.
- 5) The bid should be accompanied with an EMD of Rs: 5000.00 and non- refundable tender fee of Rs: 500.00 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 the rest will be released within 15 days from the date of opening of the bids.
- 6) The tenders received late or do not fulfil the terms & conditions will be rejected.
- 7) VP reserves the right to accept or reject any or all tender/s without assigning any reasons.
- 8) The Tenderer will supply us four pages printed version of the Book “Annual Report”, cover sample on the same GSM paper as specified in our quotation and dummy of the Book “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. There will be no compromise on the quality of paper & printing and in case the printing work is not found satisfactory as per sample approved, the job will not be accepted and no payment will be made. Or a penalty @ 20% of invoice value shall be imposed.
- 9) 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. In case there is any increase or decrease in number of pages, accordingly the payment will be released on pro-rata basis.
- 10) Place of delivery of the books is the Vigyan Prasar, A - 50, IInd Floor, Institutional Area, Sector – 62, Noida (U. P.).
- 11) The softcopy/Negative-Positive to be collected within two days after intimation of award of contract by telephonically or E-Mail. Ferro/Proof and printed samples to be submitted within 04 days from the date of collection of proof. The books will have to be supplied **within 07 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 5% of total contract value.
- 12) If the supplier does not accept the work order or does not deliver the item within given stipulated time, the EMD will be forfeited.
- 13) The Institute can Change the number of quantity to be printed at the time of issue of PO.
- 14) **Note: PAN/ CST/VAT registration, EMD and paper 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.**

Yours Sincerely,

**(Rajender Kumar)**  
**Administrative Officer**

## PRICE SCHEDULE

Name of vender:

NIT NO: VP/19/16/AR/15-16  
 DATE: 22-06-2017  
 VALIDITY OF BID: Three Months  
 EMD: 5000.00  
 TENDER FEE: 500.00  
 Date of Opening of tender: 10<sup>th</sup> Jul 2017

SL No:	Description/Title	Unit	Qty	Rate: inclusive all Expenditure(Paper,Printing,,Binding,P&F,loading/offloading etc.),FOR: IInd Floor, VP ,Noida
01	Annual Report, pages 108+cover Hindi	No:	200	
02	Annual Report, pages 108+cover English	No:	200	

**VAT/GST will be paid at actual at the time of delivery.**

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

**ELIGIBILITY CRITERIA FOR PRINTERS**

1. Only those vendors having adequate in house infrastructural facilities for four colours printing including high quality scanners, image setters, Shrink Packing Facility etc. along with experience of three similar works only need to apply. **List of Machines and Equipment held by the firm may be enclosed.** 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 are to be kept in separate sealed envelope. Price bid will be opened only of qualified vendors.
3. EMD of Rs: 5000.00 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 /CST registration certificate.
5. Certificate as per point-3 of eligibility criteria.
6. Signature of bidder on all the pages of tender document as acceptance of all the terms and condition of tender.
7. Proof of three similar works. Photocopy of work orders duly signed and authenticated by the bidder to be enclosed.