

**NOTICE INVITING TENDER FOR REPLICATION AND DUPLICATION OF CD/DVD**

Vigyan Prasar an autonomous body under Department of Science & Technology, Govt. of India, needs replication, duplication and conversion work of various CDs and DVDs produced by Vigyan Prasar. Eligible vendors as per annexure –I, are requested to send **technical and Commercial bids in two separate envelopes and both should be put 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 up to 11:00 AM on 10 Feb 2014. Quotations will be opened on same day i.e. 03:00 PM on 10th Feb 2014. (Refer Annexure-I for technical qualification). If technical and commercial bid not submitted separately, the same (Bid) will not be considered.

Terms & Conditions: -

1. Blank CD/DVD of reputed brands like Sony/ Moser Baer etc is to be supplied by the bidder. Mention the name of company and enclose the samples as per check list given at Annexure-I.
2. The Technical bid should be accompanied with an EMD of Rs: 5,000.00 and Non refundable tender fee of Rs: 500.00 in the form of DD, drawn in favor of "**Vigyan Prasar**", payable at **New Delhi**. The EMD of selected bidder(s) will be kept as security deposit till completion of the contract period. If the supplier does not deliver the item within given stipulated time or not accepting the work order, the EMD will be forfeited. EMD of rest all the bidders will be released within 45 days from the date of opening of the bids.
3. For the period from collection to returning of Master Tape, firm must ensure the safety and safe custody of tapes. In case of any loss or damage firm will be held responsible.
4. Please quote your rates in the prescribed format as per annexure -II, the rates should be inclusive of all charges like taxes/raw material, collection of master, delivery , etc. and no conditional quotations will be accepted. After awarding the contract if bidder fails to complete the work within stipulated time or not accepting the work order/empanelment letter his EMD will be forfeited. Estimated annual work for whole year will be Rs: two lacs approximately.
5. The rates quoted by the vendor should be valid for one year. Contract will be awarded to qualified lowest bidder for a period of one year from the date of Work Order. Period of contract may be

extended for further period of two years on mutual acceptance. There will not be any revision during the contract period.

6. The quotations in a sealed cover addressed to “The Registrar, Vigyan Prasar, A – 50, Institutional Area, Sector – 62, Noida – 201 309” should reach VP on or before 10th Feb 2014 by 11:00 AM . The envelope should be superscripted with “replication, duplication and conversion work of CDs and DVDs.”

7. Quotations received late or incomplete shall summarily be rejected.

8. Vendor has to complete the job within the given period.

9. Payment to the vendor will be made on completion of work in all respect only and no part payment will be allowed.

10. Vigyan Prasar would provide master copy of the CD/DVD at the time of replication and conversion. The input material would have to be collected from VP by the vendor and finished goods are required to be delivered at VP office.

11. Any dispute or differences including those considered as such by only one of the parties arising out of or in connection with this work shall be, to the extent possible, settled amicably between the parties. If amicable settlement cannot be reached, then all disputes shall be settled by an Arbitrator. The Director Vigyan Prasar or any officer nominated by him will be the sole arbitrator and his/ her award shall be final and binding upon the parties without appeal and shall be in writing and set forth the findings of fact and the conclusions of Law.

12. In case of any proceedings/ Suits, Indian Law shall govern the contract and the ICADR, Basant Kunj, New Delhi shall only have the jurisdiction to hear such matters.

13. Vigyan Prasar reserves the right to accept or reject any of the quotations without assigning any reason.

(Somesh C Jhingan)  
Registrar

**ELIGIBILITY CRITERIA**

- 1.1 Only those vendors having adequate in house infrastructural facilities for the said work along with experience only need to apply.
- 1.2 Vendors must have experience of similar works. Proof for three similar works (Work Order) to be enclosed.
- 1.3 Vender should submit PAN and CST/VAT registration certificate, EMD, Tender Fee, Proof of similar work, all the pages of tender document duly signed and stamped accepting all the terms & condition of tender.
- 1.4 The vendor should 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 and then both envelope should be kept in another bigger envelope. Price bid only of technically qualified vendors will be opened.
- 2.3 EMD of Rs: 5000.00 and non refundable tender fee of Rs: 500.00 in the form of DD in favour of "Vigyan Prasar" Payable at New Delhi, PAN and CST/VAT registration certificate, Proof of similar work, all the pages of tender document duly signed and stamped accepting all the terms & condition of tender, Certificate as per point-1.4 of annexure-II and List of machines/Infrastructural facilities with firm must be enclosed along with technical bid. If tenderer , does not submit any one among all these documents, his bid will be rejected. Vigyan Prasar may verify the infrastructural facilities.**
- 2.4 Proof of three similar works.
- 2.5 Certificate as per point-1.4 of annexure-I above.
- 2.6 Signature of bidder on all the pages of tender document as acceptance of all the terms and condition of tender.
  - 2.6.1 Sample of the following should be provided along with the Tech Bid:
    - (i) Blank CD and DVD
    - (ii) CD and DVD Jwell cases
    - (iii) Art paper with 150 GSM for inlay card printing
- 2.7 Work Order will be issued to firm which is lowest in the given title of work, which means that the rate comparison for rate competition will be made title wise not on aggregate basis. Tenderer may bid any or all title.

### Annexure-II Price Bid

1. CD and DVD Replication				
	(Cost per CD in `)			
	CDs 500 to 1000 copies	CDs Above 1000 copies	DVDs upto 200 copies	DVDs 200 to 500 copies
(i) Replication of Audio, Video and Data CD/DVD. (ii) CD/DVD Face Embossing accordance with best of the industry standard quality. (iii) Multi coloured printing of inlay card on 150 GSM art paper (iv) Superior quality CD/DVD casing. (v) Shrink Wrap and Packing of the above stated material.				
2. CD and DVD Duplication				
	(Cost per CD in `)			
	CDs upto 200 Copies	CDs 200 to 500 copies	DVDs upto 200 copies	DVDs 200 to 500 copies
(i) Duplication of Audio, Video and Data CD/DVD. (ii) CD/DVD Face printing in sticker in accordance with best of the industry standard quality. (iii) Multi coloured printing of Inlay Card on 150 GSM art paper. (iv) Superior quality CD/DVD Casing. (v) Shrink Wrap and Packing of the above stated material.				
3. Audio/Video Conversion				
Video CD/DVD				
			Per CD (`)	Per DVD (`)
(i) Conversion from DAT format to WMV format for using them on internet and other media (ii) Data compression 235 MB to 30 MB (approx.) (iii) Editing: Removing advertisement slots from each episode to make it continuous.				
Audio CD/DVD				
(i) Conversion of CDA format to MP3 format. (ii) Data Compression: 30 MB to 20 MB. (iii) Editing: Removing advertisement slots from each episode to make it continuous				
4. Audio Cassettes Conversion			Per CD	Per DVD
1) Conversion of 60 Minutes audio Cassettes to Mp3 CD				
2) Conversion of 90 Minutes audio Cassettes to Mp3 CD				

Note: Please ensure the blank CDs and DVDs used are of reputed brands like Moser Baer/Sony etc only. The CD and DVD Jwell casing and packaging should be of superior quality.

**Signature & Stamp of the Bidder**