

NOTICE INVITING TENDER FOR PRINTING OF BOOKS**Sub: Inviting quotations for printing of Books**

Vigyan Prasar, an autonomous body under Department of Science & Technology, Govt. of India, needs books 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 21 Jan **2014 up to 14:00 PM**. Technical bids will be opened at 15:00 PM & 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.

i. Compendium (2011)

Size	:	A4
No. of Pages	:	168 + Cover
Colour	:	Four colour (text and cover)
Paper	:	110 GSM Imported Art Paper for text and 300 GSM Matt Art Card for cover
Lamination on cover	:	Matt Lamination
Binding	:	Perfect
Input	:	Soft copy
Quantity	:	350 copies

ii. Compendium (2012)

Size	:	A4
No. of Pages	:	168 + Cover
Colour	:	Four colour (text and cover)
Paper	:	100 GSM Imported Art Paper for text and 300 GSM Matt Art Card for cover
Lamination on cover	:	Matt Lamination
Binding	:	Perfect
Input	:	Soft copy
Quantity	:	350 copies

- 2) **Packaging:** All printed materials are first to be shrink packed in set of 50 books. Then material to be packed in new, unused, sizeable cartons of 05 ply. In one box 50 books only to be packed. New, plain cartons only are to be used. All the cartons are duly labelled with title of the books and quantity. Material packed in any other way will not be accepted.

Terms & Conditions

- 3) 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.
- 4) **The rates shall include the cost of paper, printing, binding, packing, forwarding, tax etc.**
- 5) 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.
- 6) Tenderer may bid any or all titles.
- 7) 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.
- 8) The tenders received late or do not fulfil the terms & conditions will be rejected.
- 9) 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.
- 10) VP reserves the right to accept or reject any or all tender/s without assigning any reasons.
- 11) The Tenderer will supply us four pages printed version of the Books, cover sample on the same GSM paper as specified in our quotation and dummy of the Books 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.
- 12) If the official(s) of Vigyan Prasar visit to inspect the work at your press, the travelling expenses will be borne by you.
- 13) 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.
- 14) Place of delivery of the books is the Vigyan Prasar, A - 50, Institutional Area, Sector – 62, Noida (U. P.).
- 15) The books will have to be supplied **within 03 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.
- 16) 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.
- 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 the given title of book, which means that the rate comparison for rate competition will be made title wise not on aggregate basis.
- 19) **Note: PAN/ CST/VAT registration, 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.**

Yours Sincerely,

(Rajender Kumar)
Administrative Officer

ANNEXURE-I

PRICE SCHEDULE

Name of vender:

NIT NO: VP/19/16/Print-146/12-13

DATE: 17.01.2014

VALIDITY OF BID: One Month

Date of Opening of tender: 21 Jan 2014

SL No:	Description/Title	Unit	Quantity	Rate: inclusive all taxes and Expenditure(Paper,Printing,,Binding,P&F,loading/offloading etc.),FOR: VP ,Noida
01	Compendium 2011	Nos	350	
02	Compendium 2012	Nos	350	

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. 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 only need to apply. Representatives of Vigyan Prasar may visit to check the above facility before awarding the work.
2. Must be registered with any central/state Govt. department/corporations autonomous bodies. Proof to be enclosed.
3. PAN/CST registration certificate should be enclosed with the technical bid.
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

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.
PAN /CST registration certificate.
3. Registration certificate with any Govt Department.
4. Certificate as per point-4 of annexure-II.
5. Signature of bidder on all the pages of tender document as acceptance of all the terms and condition of tender.
6. Paper samples as per specification.
7. Proof of three similar works. Photocopy of work orders duly signed and authenticated by the bidder to be enclosed.