

VIGYAN PRASAR
An Autonomous Body under Department of Science & Technology
Govt. Of India
A-50, Institutional Area, Sector 62
Noida - 201309 U.P.

Vigyan Prasara, an Autonomous Body under Department of Science & Technology invites Tenders for the following work: -

S.No.	Name of the Work	Estimated cost inclusive of taxes
1.	Printing of monthly Bilingual Magazine "VIPNET"	12,00000.00

GENERAL TERMS & CONDITIONS FOR PRINTING

1. **Class A & B printers registered with DAVP & DOP are only eligible.**
2. Earnest money deposit (EMD) of ` 25000.00 (Rupees Twenty Five Thousand Only) and non refundable tender fee of Rs: 500.00 along with the tender in favour of **Vigyan Prasara** and payable at **New Delhi** in the form of DD. EMD of unsuccessful bidders will be refunded after finalization of Tender. EMD of successful bidder will be retained by the Vigyan Prasara till the period of contract/submission of PBG. Successful Bidder has to submit the PBG of 10% amount of total contract value inclusive taxes and other expenses. If lowest one bidder does not accept the work order or fails to complete the work as per tender Terms & Condition his EMD/PBG will be forfeited.
3. The publishing houses/printers must also produce certificate duly numbered and signed to show that:
 - a. The publishing house/printer has good reputation and there is no complaint against it and should have not been black-listed from any of Govt. organisations.
 - b. List of at least two similar works executed in last three years of same or higher amount by them & the certificate of successful completion from the clients in this regard.
4. Tenders shall be received in the office of the Registrar, Vigyan Prasara, A-50, Institutional Area, Sector-62, Noida – 201309 upto **12:00 AM of 22nd Apr 2014** and Technical Bid and financial bid of qualified bidders shall be opened on the same day at **15:00 Hrs.**
5. PAN & GST/CST No. should be enclosed along with the tenders.
6. **Tenders received late or not fulfilling the Terms & Conditions will summarily be rejected and no conditional tenders will be accepted.**
7. The quoted rates will be valid for the complete period of the Work Order and no upward revision of rates will be allowed during the period.
8. The quantity of work can be increased/decreased or any work withdrawn according to the requirement and no claim on this account will be entertained.
9. The rates quoted shall include all charges such as paper, printing, binding, packaging, forwarding, tax etc. No extra payment related to above will be admissible.

10. Payment will be made monthly on actual basis for completed job only after receiving the satisfactory proof of dispatch from post office. No partial work will be accepted.
11. The work or part thereof will not be assigned/or sub-allotted to any other party, by the successful bidder.
12. Income Tax/Sales Tax or any other statutory deduction will be done as per rules prevailing at that time.
13. In case of any dispute between VP and the Printer arising out of or in relation to the Agreement, the dispute shall be referred for arbitration of a sole arbitrator to be appointed by the Director, Vigyan Prasar. The decision of the Arbitrator shall be binding on both the parties, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Secretary, Department of Science & Technology or any other officer when so authorized by the Secretary, Department of Science & Technology whose decision shall bind the parties finally and conclusively. The place of arbitration shall ordinarily be at New Delhi but may be changed by the arbitrator for sufficient reasons.
14. The work will be executed as per specifications provided by VP.
15. No modification to the bid shall be made by the bidder after opening of the bid.
16. **Penalty Clause:** If the Tenderer does not submit the job on or before 24th of every month (**Refer S. No. 10-14 in Special Terms & Conditions**); a penalty shall be imposed keeping in view the number of days, it has been delayed and the volume of damage it caused to the Vigyan Prasar with maximum of one month billing amount. If the Tenderer leaves the work/job in between the Contract period, the job will be got done from the open market and cost of the same is to be borne by the bidder. In the said case, the EMD /PBG shall stand forfeited.
Vigyan Prasar reserves the right to take away any part of work at any time of contract & same will be allotted to any other agency with due notice to the contract without compensation in case of non-performance.
17. VP reserves the right to reject any or all the tenders without assigning any reason.

Special Terms & Conditions :

1. Two bid system (Technical and Financial bid) will be adopted for the selection of Printer. The printers are advised to enclose both the bids separately i.e Technical and Financial Bid and both these envelopes be put in third bigger envelope and should be super scribed "**Tender for Printing of VIPNET**". Financial bids of technically qualified bidders only be opened and considered. Bids not conforming to the two bid system will not be considered and summarily rejected.
2. **Tenders for Printing of VIPNET as per format at Annexure – III will only be accepted.**
3. Before submitting the Tender Document, please ensure that the Terms & conditions mentioned at Annexure – I, Annexure – II and Annexure – III are duly fulfilled and **authorised signatory of firm has signed on each page and Technical and Financial Bid should be in separate duly sealed envelopes.**
4. The companies bidding for the tender must have complete in-house facilities (**Refer Para 1 of General Terms & Conditions**).
5. Companies bidding for the job have to attach the proof of experience of handling at least two similar works executed in last three years of same or higher amount from the clients.

6. There will be no compromise on quality of paper and printing.
7. Work will be monitored by VP and person deputed from the Organization may visit the press any time During production.
8. **The printer must collect the input materials of the VIPNET on 19th of the month from VP**, in case 19th is holiday, the material will be collected on next working day.
09. **The printer has to print 20,000 VIPNET addresses on envelopes.** For this, mailing list is to be collected by the printer every month from Vigyan Prasar before 19th of every month. The Printer has to sort the addresses on the envelopes as per the instruction given by VP.
10. The Printer should supply the FERRO within 24 hours of collection of input materials.
11. **Copies of the printed newsletter along with completed envelopes with addresses will have to be delivered to Post Office at ITO, New Delhi by 24th of each month for Concessional mass mailing on 26th – 27th of the month. In case the printer fails to deliver the copies within this stipulated time frame, the additional cost of postage will be borne by the printer. Date of dispatch or any other time schedule may change as per the requirement. Printer must have to follow the same after intimation from VP.**
12. **Delivery Clause**
 - (a) Printer will deliver all 20,000 VIPNET Newsletter and Envelopes to the Post Office at one go. No part delivery will be accepted. VP official will check the quality of paper, printing and quantity at the Post Office. The additional quantities exceeding 20,000, if any, will be delivered at VP, Noida.
 - (b) For random checking samples of "VIPNET" and envelope will be collected from Post Office.
 - (c) Mailing addresses printed envelopes(duly sorted) to be delivered along with the newsletter at the Post Office.
13. The period of Work Order will be for one year out of which first three months will be trial period and in case of unsatisfactory performance during the period, the Work Order will be terminated immediately without assigning any further reasons. The Work Order will be extendable on mutual acceptance for a period of one year but not more than beyond two years in any case.
14. Successful bidder will have to deposit Bank Guarantee @ 10% of the quoted value for one year as a performance guarantee which shall be valid for one month beyond the period of Agreement (i.e.12 months in the first instance) and the same will be refunded to him on successful completion of job and have to enter into agreement with VP on ` 100/- Non Judicial Stamp Paper containing detailed Terms & Conditions.
15. If two or more bidders quoting the same rate/Price, VP reserves the right to award the work to any one of them.

Signature & Stamp of the Bidder

TECHNICAL BID FOR PRINTING OF VIPNET

1. Pre – Qualification Requirement

1. Only Class " A & B" printers registered with DAVP & DOP are eligible. Self Attested Photocopy of registration certificate to be enclosed. The bidder should submit the proof of experience for printing of two newsletters, magazines during last three years.
 - a. The bidder should have successfully completed at least two similar works executed in last three years of same or higher amount and the certificate of successful completion from the clients in this regard is required to be enclosed.
 - b. Name & Number of other newsletter/magazines printed for last three years. Specify the name of the organisation(s) for the printing job done.
 - c. Sample copies for ready reference should be enclosed and along with copy of order and successful work completion.

2. Infrastructural, machinery and equipment requirement

The details of in house facilities must be submitted along with the complete configuration and number available as below:

Sl No	Name of Machinery	Minimum essential requirement of Infrastructure	No. available in-house
1	Four Colour CPC Offset sheet-feed Machine, Head set 23" x 36"	02	
2	Computers	04	
3	Scanning System	01	
4	Plate Making Unit or CTP	01	
5	Binding Machinery i.e. Flow line centre stitch full automatic	01	
6	Power Generator	01	
7	High Speed internet connectivity	Broadband	

3. Details and other necessary materials/documents to be submitted by the bidder along with technical bid:

- a. Sales Tax Certificate (attach photocopy)
- b. PAN number (attach photocopy)
- c. Bank Details: Name of the Bank with address, Account Number, Bank Code Number, IFSC Code of the Bank.
- d. Proof of experience of handling at least two similar works executed in last three years of same or higher amount from the clients
- e. Certificate having good reputation and no complaint against it and should not have been blacklisted from any Govt. organizations.
- f. Empanelled with the organisation (provide the copy of the empanelment letter)
- g. Earnest money deposit (EMD) of ` 25000.00 and Non refundable Tender fee ` 500/- to be enclosed in the form of Demand draft in favour of **Vigyan Prasara** and payable at **New Delhi**
- h. **Duly sign on each page of the Terms & Conditions as Annexure I.**
- i. **Sample Paper of the 90 GSM Art Paper for newsletter Printing and 100 GSM Sunshine super for envelope of the newsletter duly certified and signed with date.**
- j. Physical Verification of the equipment and the facilities will be done by Vigyan Prasara. Non compliance of any of the above points , technical bid shall be considered nonresponsive and financial bid will not be considered/opened. In case any details provided are found to be false or incorrect, the bid shall be rejected and EMD will be forfeited. Vigyan Prasara reserves the right to award the work to any other bidder other than lowest.

Signature & Stamp of the Bidder

FINANCIAL BID

Sealed Tender (Financial/Price) for Printing of Newsletter “VIPNET”

Jobs Specifications & Format :-**Job Specification and Format for VIPNET**

Size	:	Closed	:	8.25” x 10.75”
Paper	:	*(i) 90 GSM Art paper		
Language	:	Hindi & English		
Colour	:	Throughout four- colour		
Input	:	Ready electronic file for text on CD.		
Binding	:	Centre stapled		
No of Pages	:	12		

2. Envelopes for VIPNET

Specification for printed envelope are as under:

Size	:	30cm x 22cm
Paper	:	100 GSM Sunshine Super printing
Colour	:	Single
Quantity	:	20000

3. Rates may be quoted in following format: -

S. No	Description(VIPNET)	Estimated Quantity	Unit	Rate	Amt
1.	* Rates for printing of 20,000 copies comprising 12 pages	20,000 Nos.	Per Copy		
2.	Rate for additional page printing above 12 pages	20,000	Per Page		
3.	** Charges per 1,000 envelopes including printing of addresses and other information on the envelope or part thereof and handling charges	20,000	Per Envelope		

* Rates must be inclusive of paper, printing, binding and all taxes etc.

** The above rates include handling charges for packing the newsletter in the envelopes and printing of the address on the envelopes, the despatch of the same duly sorted through the Post Office and any incidental charges, related to despatch, at the Post Office. Vigyan Prasar will provide the soft copy of the addresses every month well in time.

*** Work will be awarded to tech qualified lowest bidder as per magazine wise inclusive of rates for printing, charges for printing of additional pages and handling charges.

Signature & Stamp of the Bidder

I confirm that all the points, terms & conditions etc. mentioned in the Tender Notice place in the Vigyan Prasar's website vide letter no. **No.VP/19/01/ VIPNET/15-16 dtd 06.04.2015** have been taken into consideration while submitting this tender in sealed cover.

- (a) Signature : -----
- (b) Name & Designation of the person : -----
- (c) Name of the Agency/ Organisation : -----
- (d) Address of the Agency/ Organisation : -----
- (e) Telephone Nos, Fax Nos And e-mail address : -----
- (f) Stamp of the Agency/ Organization : -----

NOTICE INVITING TENDER FOR PRINTING OF VIPNET

Vigyan Prasar, an autonomous body under Department of Science & Technology, Govt. of India, needs monthly magazine "VIPNET" to be printed. Tender Document is hosted on our website "vigyanprasar.gov.in/tender and Proposals" and "eprocure.gov.in". Other important details are as under.

Last Date for submission of Bid: 22nd Apr 2015 up to 12:00 Hrs
Date of Opening : 22nd Apr 2015 at 15:00 Hrs
EMD : Rs: 25000.00
Tender Fee : Rs: 500.00
Eligibility Criteria : Only class "A&B" printers registered with DAVP & DOP are eligible.

Interested bidders may download the tender document from our above mentioned websites and may bid as per specification and terms & conditions of tender. For any query please contact Mr Dheerendra Kumar, Assitant-I, E-Mail: dheerendra@vigyanprasar.gov.in Tele: 0120-2404430 Extn: 220

Yours Sincerely,

(Somesh C Jhingan)
Registrar