

NOTICE INVITING TENDER FOR PRINTING OF Planet Earth Posters

Sub: Inviting quotations for printing of **Planet Earth Posters**

Vigyan Prasar,an autonomous body under Department of Science & Technology, Govt. of India,is in process to print the posters as per below mentioned specification .Eligible vendors as per annexure –II, are requested to send **technical and Commercial bids in two separate envelopes 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 08th Mar 2013 **up to 15:00 PM**. Technical & financial bids, both will be opened on same day ie 08th Mar 2013.(Refer Annexure-II for technical qualification) If technical and commercial bid not submitted separately, the same (Bid) will not be considered.

JOB SPECIFICATIONS:-

The required specifications of Posters are given below:

Size:	20" X 30"
Paper:	170GSM Magno Star Gloss Paper
Colour:	Throughout for four colour offset printing
Lamination:	Cosmo or Thermal Lamination
No of Titles:	21 Posters in Hindi
Quantity:	6000each poster (6000 x 21)
Input:	Ready to print Electronic file
Matter:	Text and images
Packing:	All Posters in a set of all 21 posters to be kept in a sizeable envelope without any folding, then 10 sets are to be packed in a new hard board sizeable carton.

Terms & Conditions

- 1) Rates/price bid is to be submitted as per **Annexure-I, inclusive of** paper,printing,binding,packaging,taxes etc, 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 duly stamped and signed should be sent along with the technical bid. If the paper sample is not enclosed, the quotation will not be considered.**
- 4) Tenderer must bid for all titles given otherwise tender will be rejected.
- 5) The Tenderer will be responsible for collection of the input material, supply of the proof/dummy and the final printed copies of the Posters at the premises of VP .

- 6) The Technical bid should be accompanied with an EMD of Rs: 50000.00 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 delivery of final printed copies. EMD of all the rest bidders will be released within 45 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 Posters, cover sample on the same GSM paper as specified in our quotation and dummy of the Posters 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) If the official(s) of Vigyan Prasar visit to inspect the work at your press, the travelling expenses will be borne by you.
- 12) 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.
- 13) Place of delivery of the Posters is the **Vigyan Prasar, , A - 50, Institutional Area, Sector – 62, Noida (U. P.)**.
- 14) The Posters will have to be supplied **within 10 days from the date of approval of the final proofs by Vigyan Prasar**, failing which liquidated damage/delay charges will be imposed @ 0.5% per week maximum of 5% of total contract value.
- 15) All Posters in a set of all 21 posters to be kept in a sizeable envelope without any folding, then 10 sets are to be packed in hard board sizeable carton.
- 16) If the supplier does not deliver the item within given stipulated time, the EMD will be forfeited.
- 17) The Institute can Change the number of quantity to be printed at the time of issue of PO.
- 18) Rates during the contract period will not be revised. In case supplier fails to supply the items/Posters ,his EMD will be forfeited.
- 19) **Note: PAN and CST/VAT registration , EMD and sample and all the pages of this document duly signed accepting all the terms & condition of the tender 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 big envelope. Please quote the tender no. with date and opening date on the top of the cover containing tenders.**

Yours Sincerely,

(TV Venkateswaran)
Registrar & Scientist-F

ANNEXURE-I

PRICE SCHEDULE

Name of Vender:

NIT NO: VP/19/20/PrintPlanet Earth Posters/12-13

DATE: 18th Feb 2013

VALIDITY OF BID: 01 Year from the Date of PO

EMD: ₹ 50000.00

Date of Opening of Tender: 08th Mar 2013

Total amount will be considered by rounding up to nearest ₹ one means less than 50 paise will be ignored and 50paise and above will be considered as Ruppee one.

Sl NO	Description/Title	Intial Quantity in Number	Rate in ₹ per poster	Total Amount in `
01	Planet Earth posters	Set 6000 or (6000x21 in numbers)		

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

- 1.1 Only those vendors having adequate in house infrastructural facilities for four colour printing including high quality scanners, image setters etc. along with experience only need to apply.
- 1.2 Vendors must have experience of similar works in any Central/State Govt Dept/Corporations/Autonomous body. Proof for three similar works to be enclosed.
- 1.3 PAN and CST/VAT registration certificate, EMD, Proof of similar work, all the pages of tender document duly signed and stamped accepting all the terms & condition of tender, Samples should be enclosed with the technical bid.
- 1.4 **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

- 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. Price bid will be opened only of qualified vendors.
- 2.3 **EMD of Rs: 50000.00 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 Paper Samples must be enclosed along with technical bid. If tenderer , does not submit any one among all these documents, his bid will be rejected.**
- 2.4 Proof of three similar works with any Govt Department.
- 2.5 Certificate as per point-1.4 of annexure-II above.
- 2.6 Signature of bidder on all the pages of tender document as acceptance of all the terms and condition of tender.
- 2.7 Paper samples as per specification.
- 2.8 **Submit all the pages of this tender document duly signed as accepting all the terms and condition of the tender.**

(TV Venkateswaran)
Registrar & Scientist-F