

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

Vigyan Prasar(VP), 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 "Dream 2047" and envelope | 5500000.00 Approx per month |

GENERAL TERMS & CONDITIONS FOR PRINTING OF DREAM 2047

1. The reputed publishing houses/printers empanelled with Central/State Govt. Organization, Autonomous Bodies/PSUs who have the sufficient printing infra-structure (**As per Annexure – II**) and good experience of publishing/printing works of books, newsletters, posters, etc. (**Proofs to be enclosed**).
2. Earnest money deposit (EMD) of Rs: 1, 50,000.00 (Rupees One Lac Fifty Thousand Only) and non-refundable tender fee of Rs: 1000.00 in favour of **Vigyan Prasar** and payable at **New Delhi** in the form of DD along with the tender. EMD of unsuccessful bidders will be refunded after finalization of Tender. EMD of successful bidder will be retained by the Vigyan Prasar till the period of contract/submission of PERFORMANCE BANK GUARANTEE. If lowest one bidder does not accept the work order or fails to complete the work as per tender Terms & Condition his EMD/PERFORMANCE BANK GUARANTEE 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 monthly magazine of 35000 and above quantities monthly executed in last three years.
4. **Tenders shall be received in the office of the Registrar, Vigyan Prasar, A-50, Institutional Area, Sector-62, Noida – 201309 up to 10:30 AM of 10th Sep 2018** and Technical Bid shall be opened on the same day at 11:00 Hrs.
5. Certified copy of PAN Card & 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 **The quantity of work can be increased/decreased or any work withdrawn according to the requirement and no claim on this account will be entertained.**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. The courts in Delhi shall have the jurisdiction for deciding suits if any.
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.

Penalty Clause: If the Tenderer does not submit the job on or before 24th of every month (**Refer S. No. 10-12 in Special Terms & Conditions**); Dream 2047 Magazines are posted on concessional rate by India Post Office provided all the magazines are delivered on 24th of every month. Hence any delays after 24th, the magazines are to be posted on full postage of periodical rate. **In case the printer fails to deliver the newsletter together with addressed envelopes within this stipulated time frame, the additional /periodical cost of postage, if any will be borne by the printer and a penalty of 2.5% of total invoice value will be imposed for per day delay** 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. The printer will ensure that the complete addresses as supplied by VP are printed on the stickers and pasted on envelopes. Any return of the newsletter attributable to incomplete and improper printing of addresses stickers will be counted and details thereof shared with printer. The cost of printing these newsletters as well as envelopes along with the handling charges will be recovered from the printer. Printer has to ensure that good quality of stickers, address printing and pasting on envelopes. In case of poor quality of envelopes, not found as per specification like poor lamination, less grammage of paper, or pasting of stickers a penalty of 15% of total envelope value will be imposed. There will be no compromise on quality of paper and printing. If VP finds that there is less grammage of paper is used or quality of printing is inferior, a penalty of 15% of total value of printing of magazines will be imposed.

16. If the Tenderer leaves the work/job in between the Contract period, VP will get the job done from the open market and cost of the same is to be borne by the bidder. In the said case, the EMD /PERFORMANCE BANK GUARANTEE 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 Dream 2047**”. 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 Dream 2047 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. **Physical Verification of the equipment and the facilities will be done by Vigyan Prasar. In case any details provided are found to be false or incorrect, the bid shall be rejected and firm will be debarred from doing the business from this office for a period of three years.**

6. 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.

7. There will be no compromise on quality of paper and printing as well as with the supply of magazine & envelope to the post office.

8. Work will be monitored by VP and person deputed from the Organization may visit the press any time during production.

09. **Collection of Camera Ready Soft Copy of Dream 2047: The printer must collect the camera ready soft copy of the Dream 2047 on 19th of the month from VP, Noida.** In case 19th is a holiday, the material will be made available one day before.

10. The Printer should supply the FERRO within 24 hours of collection of input materials and get it cleared from the concern official of VP.

11. **Collection of Mailing List (Addresses):** The printer has to print 35,000 addresses on stickers for Dream 2047. For this, mailing list is to be collected by the printer every month from Vigyan Prasar before 10th of every month from the concerned official of VP. In the month of January, VP will be supplying input material by 17 January to facilitate printing of the newsletter and addresses of envelopes to ensure timely supply to Post office and to avoid delay as a result of Republic day preparations.

12. Copies of the printed newsletter together with completed envelopes inter-alia having complete addresses will have to be delivered to designated Post Office in New Delhi latest by 24th of each month for ensuring concessional mass mailing on 26-27 of the month. In the event of 24 of any month being a closed holiday, the printer has to ensure that the newsletters are delivered to post office on an appropriate day to ensure date which ensures concessional mass mailing on 26-27 of the month.

Additional Clause:

13. Delivery Clause

(a) **Printer will have to deliver all 35,000 Dream 2047 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 35,000, if any, will be delivered at VP, Noida.

(b) For random checking samples of "Dream 2047" and envelope will be collected from Post Office.

(c) Envelopes, pasted with mailing address stickers, to be delivered along with the newsletter at the Post Office.

14. The period of Work Order will be for one year and will be extendable on mutual acceptance for a period of one year but not more than beyond two years in total in any case.

15. 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 60 days 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 Rs: 100/- Non Judicial Stamp Paper containing detailed Terms & Conditions.

**Signature of Bidder
Seal/Stamp of Firm**

TECHNICAL BID FOR PRINTING OF DREAM 2047

1. Pre – Qualification Requirement

1. The bidder should submit the proof of experience for printing of newsletters, magazines as :
 - a. The bidder should have successfully completed at least two monthly magazine of 35000 quantities executed in last three years. of same or Name & Number of other newsletter/magazines printed for last three years. Specify the name of the organisation(s) for the printing job done.
 - b. Sample copies for ready reference should be enclosed and along with copy of order.

2. Infrastructural, machinery and equipment requirement

The details of in house facilities must be submitted along with the complete configuration and number available **in working condition** 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 | |
| 5 | Plate Making Unit/CPC | 01 | |
| 6 | Binding Machinery i.e. Flow line centre stitch fully automatic | 01 | |
| 7 | Power Generator | 01 | |
| 8 | High Speed internet connectivity | Broadband | |
| 9 | Facility/ Equipments for printing , Pasting stickers etc. | 01 | |

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

- a. Turn over for the last three years (copy of audited accounts). Turnover of the company must be one crore per annum.
- b. Copies of the last three years income tax returns along with audited accounts/sale tax return are to be enclosed.
- c. GST/Sales Tax Certificate (attach photocopy)
- d. PAN number (attach photocopy)
- e. Bank Details: Name of the Bank with address, Account Number, Bank Code Number, IFSC Code of the Bank.
- f. Proof of experience of handling at least two similar works executed in last three years of same or higher amount from the clients
- g. Certificate having good reputation and no complaint against it and should not have been blacklisted from any Govt. organizations.
- h. Earnest money deposit (EMD) of Rs: 1,50,000.00 to be enclosed in the form of Demand draft in favour of **Vigyan Prasara** and payable at **New Delhi** .
- i. Duly sign on each page of the Terms & Conditions as **Annexure I**.
- j. **Sample Paper of the 100 GSM Matt Finish Art Paper for newsletter and 100 GSM Sunshine Super Printing for envelope of the newsletter with inside thermal lamination duly certified and signed with date.**
- k. Tender fee Rs: 1,000/- to be enclosed along with technical bid. Tender document may be downloaded from the VP Website (vigyanprasara.gov.in & eprocure.gov.in).
- l. **All the printing / binding and other facilities required for completion of work must be in single premises.** VP representatives will verify the infrastructure as mentioned above in working condition and in single premises. Bidder must submit a certificate stating that he has no

objection in showing the infrastructure and other documents in original. If infrastructure or any other documents not found as mentioned here , firm will be debarred from doing the business for a period of three years.

FINANCIAL BID

Sealed Tender (Financial) for Printing of Newsletter “Dream – 2047”

Jobs Specifications & Format :-

1. For Magazine Dream 2047

| | | | | |
|--------------|---|---|---|------------|
| Size | : | Closed : | : | 8.5” x 11” |
| | | Open | : | 17” x 11” |
| Paper | : | 100 GSM Matt finish Art Paper | | |
| Language | : | Hindi & English (Bilingual) | | |
| Colour | : | Throughout four-colour | | |
| Input | : | Ready electronic file for text and cover in CD. | | |
| Binding | : | Centre stitched | | |
| No of pages | : | 36 | | |
| No of Copies | : | 35000 | | |

2. Envelopes for Dream 2047 having window hole on top right

Specification for printed (Addresses) envelope inside thermal lamination are as under:

| | | |
|------------------|---|---------------------------------|
| Size of envelope | : | 30cm x 22cm |
| Size of window | : | 3.5” X 1” |
| Paper | : | 100 GSM Sunshine Super printing |
| Lamination | : | Inside thermal lamination |
| Address Printing | : | Variable |
| Colour | : | Single |

Quantity : 35000 for Dream & 2500 for VIPNET

3. Specification for Address Stickers

Size of Stickers : 3.5” X 1.5”
Paper : 80GSM Maplitho
The printer has to ensure good quality address printing and pasting on envelopes.

ANNEXURE III

3. Rates may be quoted in following format: -

| S. No | Description(Dream 2047) | Estimated Quantity | Unit | Rate | Amt | Remarks |
|-------|--|--------------------|--------------|------|-----|---------|
| 1. | * Rates for printing of 35,000 copies comprising 36 pages | 35,000 Nos. | Per Copy | | | |
| 2. | Rate for additional page printing above 36 pages | ----- | Per Page | | | |
| 3. | ** Charges per envelope including printing and pasting of addresses stickers and other information on the envelope or part thereof | 35000 | Per Envelope | | | |

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

** Printed Dream magazine and envelopes are to be handed over to designated post office at New Delhi on stipulated date every month. Handling and postal charges as applicable will be paid by VP directly to post office.

*** Work will be awarded to tech qualified lowest bidder, inclusive of rates for printing, charges for printing of additional pages and envelope.

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/19/08/Dream /18-19 dtd 30.08.2018** 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 : -----