

**NOTICE INVITING TENDER FOR PRINTING OF COFFEE TABLE BOOK**

Vigyan Prasar , an autonomous body under Department of Science & Technology, Govt. of India, is in process to print the Coffee Table Book as per below mentioned specification .Eligible vendors as per annexure óII, are requested to send **technical and Commercial bids in two separate envelopes and both should be put up in a another sealed envelopes** 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 08<sup>th</sup> Feb 2016 **up to 02:00 PM**. Technical & financial bids, both will be opened on same day 08<sup>th</sup> Feb 2016.( Refer Annexure-II for technical qualification) If technical and commercial/Price bid not submitted separately, the same (Bid) will not be considered.

**JOB SPECIFICATIONS:-****1. Coffee Table Book**

Size (Closed)	:	8.5ö X 11.25ö
No. of Pages	:	120 + Cover + Jacket (Additional Pages if any will be calculated on Pro-rata basis)
Colour	:	Four Colours (Text, Jacket & Board Cover)
Paper	:	170 GSM Matt Finish Art Paper (For Text)
	:	170 GSM Matt Finish Art Paper (For Jacket)

Paper to be pasted on board both inside and front side 150 GSM Matt Finish Art Paper

Lamination on Jacket	:	Gloss
Binding	:	Hard Binding
Hard Board	:	40 Ounce Mill Board (Star Mill)
Input	:	Soft copy for Text & cover
Quantity	:	300 copies

Time Frame for Printing : 07 days from the date of approval of proofs.

Penalty : 0.5% per week will be imposed for time delay.

Packing : **Book is first to be shrinked packed in single quantity. Then book to be packed in new, unused, sizeable cartons of 07 ply corrugated box. In one box 25 books only to be packed. All the cartons are duly labelled with title of the book and quantity. Book packed in any other way will not be accepted or a penalty of Rs: 2000.00 will be imposed.**

## 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) Work Order will be issued to firm which is lowest.

4) 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, IInd Floor ,A-50, Sector-62, Noida, .

5) The Technical bid should be accompanied with an EMD of Rs: 2,000.00 and non refundable tender fee of Rs: 500.00 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 15 days from the date of opening of the bids.

6) The tenders received late or do not fulfil the terms & conditions will be rejected.

7) 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.

8) VP reserves the right to accept or reject any or all tender/s without assigning any reasons.

9) The Tenderer will supply us four pages printed version of the Book sample on the same GSM paper as specified in our quotation and dummy of the Book in actual and specified size and Printer will start the printing works only after Vigyan Prasar approves the print quality of the supplied printed samples and dummy by you.

10) If the official(s) of Vigyan Prasar visit to inspect the work at your press, the travelling expenses will be borne by you.

11) 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.

12) Place of delivery of the Books is the **Vigyan Prasar, , A - 50, IInd Floor, Institutional Area, Sector – 62, Noida (U. P.)**.

13) The softcopy/Negative-Positive to be collected within two days after intimation of award of contract by telephonically or E-Mail. Ferro/Proof and printed

samples to be submitted within 03 days from the date of collection of proof. The book will have to be supplied **within 04 days from the date of approval of the proof by Vigyan Prasar**, failing which liquidated damage/delay charges will be imposed @ 0.5% per week maximum of 5% of total contract value.

14) If the supplier does not deliver the item within given stipulated time or not accepting the work order or fails to supply the book , the EMD will be forfeited.

15) The Institute can Change the number of quantity to be printed at the time of issue of PO.

**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,

**(Somesh C Jhingan)**  
**Registrar**

**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 three similar works in any Central/State Govt Dept/Corporations/Autonomous body/Pvt Sector. Work Order as a Proof for three similar works to be enclosed.
- 1.3 PAN and CST/VAT registration certificate, EMD, Tender Fee, 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 Certificate stating that firm is not black listed from any Govt organisation and having good reputation.

**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: 2000.00 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, Work Order as a Proof of similar work, all the pages of tender document duly signed and stamped accepting all the terms & condition of tender, Certificate stating that firm is not black listed in any Govt Organisation and having good reputation, must be enclosed along with technical bid. If tenderer , does not submit any one among all these documents, his bid will be technically rejected.**
- 2.4 Submit all the pages of this tender document duly signed as accepting all the terms and condition of the tender.**

(Somesh C Jhingan)  
Registrar

**MUST BE SUBMITTED IN SEPARATE ENVELOPE**

**ANNEXURE-I**

**PRICE SCHEDULE**

Name of Vender: NIT NO: VP/19/19/Coffee Table/15-16  
DATE : 21st Jan 2015  
VALIDITY OF BID: 90 days from the  
Date of Tender  
EMD: Rs : 2000.00  
Tender Fee : Rs: 500.00  
Date of Opening of Tender: 08th Feb 2016  
at 02:00 P.M

**Total amount will be considered by rounding up to nearest rupee** one means less than 50 paise will be ignored and 50paise and above will be considered as Rupee one

Sl	Description/Title	Quantity	Rate in Rs	Total Amount in Rs
01	Coffe Table Book	300		

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 Bidder with stamp & date