

NOTICE INVITING TENDER FOR PRINTING OF CERTIFICATES & COMPENDIUM

Sub: Inviting quotations for printing of **CERTIFICATES & COMPENDIUM**

Vigyan Prasar, an autonomous body of Department of Science & Technology, Govt. of India, is in process to print the certificate & compendium as per below mentioned specification.

Eligible vendors as per annexure-I, 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 15nd July 2020 **up to 15:00 hrs.**

Technical & financial bids, both will be opened on same day ie 15nd July 2020 at 16:00 hrs. (Refer Annexure-I for technical qualification) If technical and commercial bid not submitted separately, the same (Bid) will not be considered.

JOB SPECIFICATIONS:-

01. **Certificate**
- | | | |
|------------------|---|---|
| Size | : | A3 (11.693 inch X 16.535 inch) |
| Paper | : | Inner Page : 250GSM, Velvet Touch Lamination, four Colour
Printing with Hard Binding (Sun Board) |
| Cover Page | : | 130 GSM, Velvet touch lamination, printing with
Hard Binding (sun board) |
| Packing Material | : | Envelope with bubble wrap inside |
| Input & Quantity | : | 141 |
02. **Compendium**
- (A) For the year 2018**
- | | | |
|----------------------|---|---|
| Size | : | A4 (8,268 X 11.696 inch) |
| Inner Page | : | paper 90 GSM Sunshine super printing, four colour |
| Cover | : | 300 GSM art card, lamination, four colour |
| Lamination | : | Gloss |
| No. of Pages | : | 444 + Cover |
| Colour | : | Four colour & |
| Text | : | Black & White |
| Binding & Lamination | : | Perfect binding/Gloss lamination (on cover) |
| Input & Quantity | : | Ready to print soft copy 250 copies |
- (B) For the year 2019**
- | | | |
|----------------------|---|---|
| Size | : | A4 (8,268 X 11.696 inch) |
| Inner Page | : | paper 90 GSM Sunshine super printing, four colour |
| Cover | : | 300 GSM art card, lamination, four colour |
| Lamination | : | Gloss |
| No. of Pages | : | 444 + Cover |
| Colour | : | Four colour & |
| Text | : | Black & White |
| Binding & Lamination | : | Perfect binding/Gloss lamination (on cover) |
| Input & Quantity | : | Ready to print soft copy 250 copies |

Terms & Conditions

1. Rates/price bid is to be submitted as per **Annexure-II, 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. Tenderer may bid for all works. Work will be awarded to lowest bidder for each work separately. In case of tie up of the rates between two or more vendors, Vigyan Prasar reserves the right to award the work to any one of them.
4. The Tenderer will be responsible for collection of the input material, supply of the proof/dummy and the final printed copies at the premises of VP, Noida.
5. The Technical bid should be accompanied with an EMD of ₹10,000.00 and tender fee of ₹ 500.00 in the form of DD , drawn in favour of "**Vigyan Prasar**", payable at **New Delhi**. or can be paid through online by NEFT/RTGS/IMPS to Vigyan Prasar account as detailed below (kindly submit details of NEFT with the proposal the):-

Account Name/ VIGYAN PRASAR
ADDRESS- A- 50, NCMRWF BUILDING, SECTOR- 62, NOIDA.
NEFT/RTGS DETAIL
BANK NAME- UNION BANK OF INDIA.
BANK ACCOUNT NUMBER- 349902010040204.
IFSC CODE- FOR RTGS/NEFT- UBIN0534994.
BANK ADDRESS- SAFDARJANG DEVELOPMENT AREA,
C-4, COMMUNITY CENTRE, NEW DELHI- 110016

Tender fee is only to be paid if tender document is procured for VP. In case, the tender document is downloaded from the website, No tender fee is required.

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 30 days after the award of work.

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 or a penalty @ 20% of total invoice value will be imposed and firm may be debarred from doing the business with VP. Besides VP will have a right to get the work completed from other vendor at the risk & cost of the originally selected vendor.
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, compendium/certificate sample on the same GSM paper as specified in our enquiry and dummy of the compendium/certificate 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. Payment will be released only after the completion of job and after the receipt of CD and the printed material in good condition and to the satisfaction of Vigyan Prasar. No partial job will be accepted for payment.
11. Place of delivery of the material is the **Vigyan Prasar, A - 50, IInd Floor, Institutional Area, Sector – 62, Noida (U. P.)**.
12. The printed material will have to be supplied **within 05 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.
13. **All printed materials are first to be shrink packed in 10 compendium and 50 certificate respectively. Then material to be packed in new, sizeable cartons of 07 ply. In one box 10 compendium only to be packed. New, plain cartons only are to be used. All the cartons are duly labelled with title of the material and quantity. Material packed in any other way will not be accepted or a penalty of Rs: 200 per box will be imposed ie (number of material 10)X250.**
14. If the supplier does not accept the work order or fails to supply the items, his 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.

For any query E-mail to sonu@vigyanprasar.gov.in Tele: 0120-2404427

Yours Sincerely,

(Inderjit Singh)
Registrar

ELIGIBILITY CRITERIA FOR PRINTERS

- 1.1 Only those vendors having adequate in house infrastructural facilities for four colour Offset 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. Work Order as a Proof for three similar works to be enclosed.
- 1.3 Must have valid PAN/GST/TIN registration certificate, EMD, Tender Fee if applicable. 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 BIDDERS

- 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 ₹ 10000.00 and tender fee of ₹ 500.00 (if applicable) 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 has good reputation and not black listed by any Govt. organisation, 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 Work Order as a Proof of three similar works with any Govt Department. Bidders must attached (paper/Art card etc.) samples with Technical Bid. If sample not attached, the bid will not considered and summarily rejected. Tender fee is only to be paid if tender document is procured for VP. In case, the tender document is downloaded from the website, **No tender fee is required.**
- 2.6 **Submit all the pages of this tender document duly signed as accepting all the terms and condition of the tender.**

Technical Bid

Technical bid should comprise the following

1. Proof of having adequate in house infrastructural facilities for four colour Offset printing including high quality scanners, image setters etc.
2. Proof of experience of similar works in any Central/State Govt Dept/Corporations/Autonomous body. Work Order as a Proof for three similar works to be enclosed.
3. Details of PAN/GST etc.,
4. Certificate stating that bidder has a good reputation and there is no complaint against it and have not been blacklisted from any Govt organisation.
5. Tender document (All pages to be signed by bidders).

(Inderjit Singh)
Registrar

ANNEXURE-II

PRICE SCHEDULE

Name of Vender:

NIT NO: VP/EFD/1532/DST-AWSAR/2017

DATE:

VALIDITY OF BID: 60 from the Date of opening

EMD: ₹ 10000.00

Tender Fee: ₹ 500.00

Date of Opening of Tender: 15th July 2020 at 16:00 hrs

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

Sl NO	Description/Title	Intial Quantity in Number	Rate in `	Total Amount in `inclusive all taxes mandatory
01	Certificate	141		
02	Compendium 2018	250		
03	Compendium 2019	250		

Note: Rate quoted by the Bidder should be in figure as well as in words.

Signature of the contractor with stamp & date