

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

Sealed tenders are invited on the prescribed Performa (**placed at Annexure – II**) for printing of Vigyan Prasar's newsletter of network of science clubs **VIPNET NEWS**. Only those vendors having adequate in-house infrastructural facilities for four colour printing including high quality scanners, image setters etc. along with experience for printing newsletters only need to apply. Terms & conditions is enclosed as **Annexure – I**. Tenders in the prescribed Performa (**Annexure – II**) duly signed may be sent in a sealed cover envelope superscribed "**Quotation for Printing of VIPNET**" to **The Registrar, Vigyan Prasar, A-50, Institutional Area, Sector – 62, Noida – 201309** upto **10.30 AM** of **5<sup>th</sup> March 2012**.

Vigyan Prasar reserves the right to reject any one or all the tenders without assigning any reasons whatsoever.

S.No	Description of work	Estimated cost inclusive of taxes	Approx Quantity	EMD	Last date of receiving the tender document	Date of opening the tenders
1.	Printing of VIPNET News for two years	24 Lacs (for 02 years)	15,000 copies	₹ 25,000/-	5 <sup>th</sup> March 2012 (upto 10:30 AM)	6 <sup>th</sup> March 2012 (11 AM)

**Jobs Specifications & Format :-**

Size	:	Closed: 8.5" x 11"
		Open : 17" x 11"
Paper	:	* (i) 100 gsm Matt finish Art (option – i) * (ii) 100 gsm Sunshine Super printing (option – ii)
Language	:	Hindi & English
Colour	:	Throughout four - colour
Input	:	Ready electronic file for text on CD.
Binding	:	Centre stapled

## ANNEXURE – I

### General Terms & Conditions :

1. The reputed publishing houses/printers of an appropriate category/class registered with any Central/State Govt. department/Corporations/autonomous Bodies who have the sufficient printing infra-structure and good experience of publishing/printing works of books, newsletters, posters, etc. (Proofs to be enclosed).
2. Bidder has to submit Earnest money deposit (EMD) of ₹ 25,000.00 along with the quotation in favour of **Vigyan Prasar** and payable at **New Delhi** in the form of DD. EMD of unsuccessful bidders will be refunded after finalization of tender.
3. The publishing houses/printers must also produce certificate duly numbered and signed to show that:
  - (i) 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.
  - (ii) List of works executed 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 Prasar, A-50, Institutional Area, Sector-62, Noida upto 10.30 AM of 5<sup>th</sup> March **2012** and shall be opened on 6<sup>th</sup> March 2012 **at 11 AM**.
5. PAN & GST/CST No. should be enclosed along with the quotations.
6. Quotations received late or does not fulfill the Terms & Conditions will summarily be rejected and no conditional quotations will be accepted.
7. The validity of the quoted rates are **180 days** from the date of opening of quotations and no upward revision of rates will be allowed after issuance of work order.
8. The quantity of work can be increased/decreased or any work withdrawn according to the requirement of The Director, VP and no claim on this account may be entertained.
9. Vigyan Prasar reserves the options to take away type of work or any part thereof at any time of contract & same will be allotted to any other agency with due notice to the contract without compensation.
10. The rates quoted shall be included all charges such as paper, layout scanning of photographs, printing, binding, packing, forwarding, tax etc. No extra payment will be allowed by Vigyan Prasar.
11. Payment to the tenderer will be made on monthly basis for completed job only after receiving the satisfactory proof of dispatch from post office.

12. The work should not be assigned to the other party without the written approval of Director, VP.
13. No partial work will be accepted.
14. Income Tax/Sales Tax will be deducted as per rules prevailing at that time.
15. Cost of Tender Form ₹ 1000/- if downloaded from the VP website.
16. In case of any dispute arises between the parties, the Court at Delhi/Noida shall have the jurisdiction to settle/decide and adjudicate, upon such matters.
17. The work will be got executed as per specifications provided by VP.
18. No modification to the bid shall be made by the bidder after opening of bid.
19. The payment to the printer shall be made on actual basis.
20. Penalty Clause : If the Tenderer does not submit the job on or before 24<sup>th</sup> of every month; a penalty shall be imposed keeping in view the number of days of delay and the volume of damage caused to the Vigyan Prasar. If the job is not found as per the specifications and quality, with maximum of one month billing amount which would also include the additional postal charges levied on Vigyan Prasar. If the Tenderer leaves the work/job in between the contract period, the job will be got done from the open market at a cost of the same is to be borne by the tenderer.
21. VP reserves the right to reject any or all the quotations without assigning any reason.

#### **Special Terms & Conditions :**

1. The companies bidding for the tender must have complete in-house facilities, eg., scanning, image setting, 4-colour printing, and binding facilities, and capability to print the newsletter in a time-bound schedule.
2. Facilities will be inspected by Vigyan Prasar as and when necessary.
3. **Companies bidding for the job has to attach the proof of experience of handling the work of similar nature and of similar or higher amount during last three years with any Govt. organisations.**
4. **A copy of the latest income-tax return/sale tax return are to be enclosed.**
5. There will be no compromise on quality of paper and printing.
6. The work will be done under monitoring by Vigyan Prasar. One/two persons from the organisation will be visiting the press during production. Adequate assistance and cooperation will have to be provided from your side.
7. The printer will be supplied the final proof before 20<sup>th</sup> of each month. Copies of the printed newsletter along with completed envelopes with addresses will have to be delivered to Post Office at ITO, New Delhi/Post Office, Sector – 19, Noida by 24<sup>th</sup> of each month for concessional mass mailing on 25<sup>th</sup>/26<sup>th</sup> 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.
8. It may please be noted that the sole criterion for selection will not be the lowest rates by the quality as well as availability of infrastructural facilities

required as mentioned above. Vigyan Prasar reserves the right to reject the tender even if it is the lowest, if the facilities are found to be insufficient.

9. The period of Work Order will be for two years 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 not be further extended beyond two years in any case.
10. Successful bidder will have to deposit Bank Guarantee of ₹ 60,000.00 as a performance guarantee which shall be valid for one month beyond the period of Agreement (i.e 25 months in the first instance) and the same will be refunded to him on successful completion of job and and have to enter into agreement with VP on ₹ 100/- Non Judicial Stamp Paper containing detailed Terms & Conditions.

**Signature of Bidder**

**Seal/Stamp of Firm**

## ANNEXURE – II

\*Note: Please give the rates for paper options 1 & 2 seperately.

**Note:** Print order is likely to be 15,000 or more copies per month of 12 Pages & payment for extra pages will be made on pro-rata basis.

1. Charges for printing of 12 pages\* Newsletter on 100 gsm Matt finish art paper in 4 - colour. ₹.....

\* Rates must be inclusive of paper, layout, printing, binding etc.

2. Charges for printing of 12 pages\* Newsletter on 100 gsm Sunshine Super printing paper in 4- colour. ₹.....

\* Rates must be inclusive of paper, layout, scanning of photographs, printing, binding etc.

3. i. Specification for printed envelope (specimen enclosed) are as under:  
Size : 30cm x 22cm  
Paper : 80gsm Sunshine Super printing  
Colour : Single
- ii. Charges per 1,000 envelopes (or part thereof on pro-rata basis) ₹.....

4. \* Handling charges for packing the magazine in the envelope and printing of the addresses and dispatch of the same through post office ₹.....
- \* Rates quoted should include any incidental charges to be paid at Post Office for franking etc.
- \* VP will provide the soft copy of addresses every month well intime.

Note: (i) Rates be quote on above format only.  
(ii) Do not detach the terms and conditions attached as Annexure – I and submit these duly singed along with the quoted rates in above format.