

No.VP/019/Dream-NL/28/10-11

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

General Terms & Conditions :

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, 2**) and good experience of publishing/printing works of books, newsletters, posters, etc. (Proofs to be enclosed).
2. Earnest money deposit (EMD) of ₹ 1,45,000.00 (Rupees One Lac Forty Five Thousand Only) along with the tender in favour of **Vigyan Prasar** and payable at **New Delhi** in the form of DD. EMD of unsuccessful bidders will be refunded.
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 atleast two similar works executed in last three years of same or higher amount 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 **5 PM of 20.01.2011** and Technical Bid shall be opened on the **21.01.2011 at 11 AM**.
5. PAN & 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 The quantity of work can be increased/decreased or any work withdrawn according to the requirement and no claim on this account will be entertained.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 at 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.
16. **Penalty Clause:** If the Tenderer does not submit the job on or before 24th of every month; a penalty shall be imposed 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. If the Tenderer leaves the work/job in between the Contract period, the job will be got done from the open market and cost of the same is to be borne by the bidder. In the said case, the EMD 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.**
6. Companies bidding for the job have to attach the proof of experience of handling atleast two similar works executed in last three years of same or higher amount from the clients.
7. Copies of the last three years income-tax returns along with audited accounts/sale tax return are to be enclosed.
8. There will be no compromise on quality of paper and printing.
9. Work will be monitored by VP and person deputed from the Organization may visit the press any time during production.
10. The printer must collect the input materials of the *Dream 2047* on 19th of the month from VP, in case 19th is holiday, the material will be collected on next working day.
11. The printer has to print 50,000 addresses on envelopes. For this, mailing list is to be collected by the printer every month from Vigyan Prasar.
12. The Printer should supply the FERRO on 20th of the month.
13. Copies of the printed newsletter along with completed envelopes with addresses will have to be delivered to Post Office at ITO, New Delhi by

24th of each month for Concessional mass mailing on 26th – 27th 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.

14. Delivery Clause

(a) Printer will deliver all 50,000 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 50,000, if any, will be delivered at VP, Noida.

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

(c) Mailing addresses printed envelopes to be delivered along with the newsletter at the Post Office.

15. The initial period of Work Order will be for one year 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 can be further extended for one year but not beyond three years in any case, if mutually acceptable.

16. Successful bidder will have to deposit Bank Guarantee @ 5% of the quoted value for one year as a performance guarantee which shall be valid for one month beyond the period of Agreement (i.e.13 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 ₹ 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 similar works executed in last three years of same or higher amount and the certificate of successful completion from the clients in this regard is required to be enclosed.
 - b. Name & Number of other newsletter/magazines printed for last three years. Specify the name of the organisation(s) for the printing job done.
 - c. Sample copies for ready reference should be enclosed and along with copy of order and successful work completion.

2. Infrastructural, machinery and equipment requirement

The details of in house facilities must be submitted along with the complete configuration and number available as below:

Sl No	Name of Machinery	Minimum essential requirement of Infrastructure	No. available inhouse
1	Four Colour CPC Offset sheet-feed Machine, Head set 23” x 36”	02	
2	Computers	04	
3	Drum Scanner and Imagesetter	02	
4	Processing Equipments	02	
5	Plate Making Unit	01	
6	Binding Machinery i.e. Flow line centre stitch fully automatic	01	
7	Power Generator	01	
8	High Speed internet connectivity	Broadband	
9	Variable Printing facility Equipments	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)
- b. A copy of the police clearance certificate
- c. Sales Tax Certificate (attach photocopy)
- d. Income Tax Return for last three years (attach photocopy)
- e. PAN number (attach photocopy)
- f. Bank Details : Name of the Bank with address, Account Number, Bank Code Number, IFSC Code of the Bank.

- g. Empanelled with the organisation (provide the copy of the empanelment letter)
- h. Earnest money deposit (EMD) of ₹ 1,45,000.00 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. Cost of Tender form ₹ 1,000/- if downloaded from the VP Website.

I confirm that all the points, terms & conditions etc. mentioned in the Tender Notice place in the Vigyan Prasara's website vide letter no. **No.VP/019/Dream-NL/28/10-11 dtd 06th January 2011** 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 : -----

FINANCIAL BID

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

Jobs Specifications & Format :-**1. For Magazine**

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		

Print order is likely to be 50,000 or more copies per month of 36 Pages.
Rates for printing of 36 pages Newsletter on 100 GSM Matt finish art paper in four colour, as per detail below:

2. For Envelopes

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

Size: 30cm x 22cm

Paper: 100 GSM Sunshine Super printing

Colour: Single

3. Rates may be quoted in following format: -

S. No	Description	Estimated Quantity	Unit	Rate	Amount	Remarks
1.	* Rates for printing of 50,000 copies comprising 36 pages	50,000 Nos.	Per Copy			
2.	Rate for additional page printing above 36 pages	50,000	Per Page			
3.	** Charges per 1,000 envelopes including printing of addresses and other information on the envelope or part thereof and handling charges	50,000	Per Envelope			

- * Rates must be inclusive of paper, printing, binding and all taxes etc.
- ** The above rates include handling charges for packing the newsletter in the envelopes and printing of the address on the envelopes, the despatch of the same through the Post Office and any incidental charges, related to despatch, at the Post Office. Vigyan Prasar will provide the soft copy of the addresses every month well in time.

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/019/Dream-NL/28/10-11 dtd 06th January 2011** 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 : -----