

NOTICE INVITING TENDER FOR PRINTING OF ANNUAL REPORT

Sub: Inviting quotations for printing of Annual Report

Vigyan Prasar, an autonomous body under Department of Science & Technology, Govt. of India, invites tender for printing of "Annual Report" as per below mentioned specification. Interested and eligible vendors as per annexure –II, are requested to send **Commercial/Price bids** clearly marked on the cover /envelope enquiry No. , date of opening. Sealed envelope should reach to Vigyan Prasar latest by 15th Oct 2015 **up to 11:00 AM**. Bid will be opened on same day ie 15th Oct 2015 at 12:00Hrs.

JOB SPECIFICATIONS:-

Size	:	8.5" x 11"
Paper	:	130 GSM imported art Paper for Text 300 GSM Imported Art Card for Cover
Colour	:	Four colour Text & Cover Both
Binding	:	Perfect
Lamination	:	Matt Lamination
Number of Pages:	:	120±8 & 130±8
Quantity	:	200 copies in Hindi and 200 in English
Input	:	Soft Copy

Terms & Conditions

- 1) Rates/price bid is to be submitted as per **Annexure-I**, 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) The Tenderer will be responsible for collection of the input material, supply of the proof/dummy and the final printed copies of the Annual Report at the premises of VP (IInd Floor).
- 4) The tenders received late or do not fulfil the terms & conditions will be rejected.
- 5) There will be no compromise on the quality of paper & printing and in case the printing work is not found satisfactory and as per specification, the job will not be accepted and no payment will be made or a penalty of 20% of total invoice value will be imposed
- 6) VP reserves the right to accept or reject any or all tender/s without assigning any reasons.
- 7) The Tenderer will supply us four pages printed version of the Annual Report, cover sample on the same GSM paper as specified in our quotation and dummy of the Annual Report in actual and specified size and the printing works will start only after Vigyan Prasar approves the print quality of the supplied printed samples and dummy by the printer.
- 8) If the official(s) of Vigyan Prasar visit to inspect the work at press, the travelling expenses will be borne by the printer.
- 9) 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.
- 10) Place of delivery of the Annual Report is the **Vigyan Prasar, A - 50, Institutional Area, Sector – 62, Noida (U. P.)**.
- 11) The Annual Report will have to be supplied **within 07 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.

All printed materials Annual Report (single copy) are to be shrink packed and then packed in sizable cartons only. In one carton only 30 Nos AR are to be packed. All sides of the cartons must be marked/Labelled " Annual Report 2014-2015 Quantity-30". **Material packed in any other way will not be accepted or /otherwise a penalty of Rs: 5000.00 will be imposed.**

- 12) The Institute can Change the number of quantity to be printed at the time of issue of PO.
- 13) **Work Order will be issued to qualified lowest firm on aggregate basis means to a single firm who is aggregate lowest in Hindi as well as in English .**
- 14) Please quote the tender no. with date and opening date on the top of the cover containing tenders.

Yours Sincerely,
Sd

(Rajender Kumar)
Administrative Officer
for Registrar

PRICE SCHEDULE

Name of Vender:

NIT NO: VP/19/16/AR/15-16

DATE: 01st Oct 2015

VALIDITY OF BID: Three Months

Date of Opening of Tender: 15th Oct 2015

SI NO	Description/Title	Quantity in Number	Rate in ₹	Total Amount in ₹
01	Annual Report in Hindi 120 pages	200		
02	Annual Report in Hindi 130 pages	200		
03	Annual Report in English 120 pages	200		
04	Annual Report in English 130 pages	200		
05	Rate for ± 08 Pages(Hindi) (payment for increase or decrease in number of pages will be released on pro-rata basis)	Rate per Page for ± 08 Pages(Hindi)		
06	Rate for ± 08 Pages(Eng) (payment for increase or decrease in number of pages will be released on pro-rata basis)	Rate per Page for ± 08 Pages(Eng)		
Nett Amount:				

Work Order will be issued to qualified lowest firm on aggregate basis means to a single firm who is aggregate lowest in Hindi as well as in English.

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

Signature of the contractor with stamp & date

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. 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.

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: 5000.00 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, Three Work Orders as a Proof of similar work, all the pages of tender document duly signed and stamped accepting all the terms & condition of tender, must be enclosed along with technical bid. If tenderer , does not submit any one among all these documents, his bid will be rejected.**