

**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 .**Only class "A" printers" registered with DAVP are eligible. Self attested copy of registration with DAVP as a class "A" printer must be enclosed along with bid .Without registration certificate bid will not be considered.** Interested Printers 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 29th Sep 2014 **up to 15:00 PM**. Bid will be opened on same day ie 29th Sep 2014 at 15:30Hrs.

**JOB SPECIFICATIONS:-**

<b>Size</b>	:	<b>8.5" x 11"</b>
<b>Paper</b>	:	<b>130 GSM imported art Paper for Text 300 GSM Art Card for Cover</b>
<b>Colour</b>	:	<b>Four colour Text &amp; Cover Both</b>
<b>Binding</b>	:	<b>Perfect</b>
<b>Lamination</b>	:	<b>Matt Lamination</b>
<b>Number of Pages:</b>		<b>132 ± 8</b>
<b>Quantity</b>	:	<b>200 copies in Hindi and 200 in English</b>
<b>Input</b>	:	<b>Soft Copy</b>

**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.
  - 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, the job will not be accepted and no payment will be made.
  - 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.

- 12) All printed materials Annual Report (single copy) are to be shrink packed and then packed in sizable cartons only. In one carton only 30 AR are to be packed. All sides of the cartons must be marked/Labelled "Annual Report 2013-2014 Quantity-30"
- 13) The Institute can Change the number of quantity to be printed at the time of issue of PO.
- 14) **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 .**
- 15) Please quote the tender no. with date and opening date on the top of the cover containing tenders.
- 16) Please also quote your PAN/CST/VAT registration number.

Yours Sincerely,

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

**ANNEXURE-I****PRICE SCHEDULE**

Name of Vender:

NIT NO: VP/19/08/AR/12-13

DATE: 15th Sep 2014

VALIDITY OF BID: Three Months

Date of Opening of Tender: 29th Sep 2014

Sl NO	Description/Title	Quantity in Number	Rate in ₹	Total Amount in ₹
01	Annual Report in Hindi	200		
02	Annual Report in English	200		
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.

**Self attested Photocopy of Certificate of registration with DAVP as Class 'A' printer must be attached along with bid.**

Signature of the contractor with stamp & date