

NOTICE INVITING TENDER FOR PRINTING OF POSTERS & ENTRY FORM

Vigyan Prasar, an autonomous body under Department of Science & Technology, Govt. of India, needs following items to be printed as per below specification mentioned each. Eligible vendors as per criteria given in annexure –II, are requested to send **technical and Commercial bid in separate envelope 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 dated **10th Aug 2015 up to 02:00 PM**. Technical bids will be opened at 03:00 PM & Commercial bids of qualified vendors will be opened on same day. If technical and commercial bid not submitted separately, the same (Bid) will not be considered.

1. Entry Form

Size	:	8" x 11.25"
Cover Colour	:	Four colour
Text Inside	:	Single Colour(Black)
Cover Paper	:	150 GSM Art Paper
Cover Lamination	:	Gloss
Text Paper	:	110 GSM Maplitho
No of Pages	:	10± 4 + Cover
Binding	:	Central Stich
Input	:	Soft Copy
Quantity	:	1500
Time Frame for Printing	:	07 days from the date of approval of proofs.
Penalty	:	0.5% per day will be imposed for time delay.

2. Envelope

Size	:	12.5" x 9.5"
Paper	:	110 GSM Maplitho
Printing on envelope	:	Single colour black (VP logo, Address, and book post to be printed)
Quantity	:	1500 copies
Time Frame for Printing	:	07 days from the date of approval of proofs.
Penalty	:	0.5% per day will be imposed for time delay.

3. Poster

Size	:	11.5" x 16.5"
Colour	:	Four colour
Paper	:	170 GSM Art Paper
Lamination	:	Gloss
Input	:	Soft Copy
Quantity	:	1000
Time Frame for Printing	:	07 days from the date of approval of proofs.
Penalty	:	0.5% per day will be imposed for time delay.

Packing : Posters, Form are to be packed in sizeable cartons. In one carton only 200 quantities is to be packed. All the cartons must be new, unused of 05 ply hardboard which can bear the weight of material packed. Envelope must be packed in packet of 100quantity. All the cartons must be labelled with quantity and description of material. **Penalty of Rs: 3000.00 will be imposed if material is not packed as per our requirement.**

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 paper sample of the specified GSM should be sent along with the technical bid. If the paper sample is not enclosed, the quotation will not be considered.
- 4) Tenderer has to bid for all the titles. **Work will be awarded for all the titles to a single firm whose overall rates will be lowest.**
- 5) The Tenderer will be responsible for collection of the input material, supply of the proof/dummy and the final printed copies of the books at the premises of VP.
- 6) The bid should be accompanied with an EMD of Rs: 1000.00 and non refundable tender fee of Rs: 100.00 in the form of DD, drawn in favour of "Vigyan Prasar", payable at New Delhi. The EMD of selected bidder(s) will be kept as security deposit till completion of the work and the rest will be released within 30 days from the date of opening of the bids.
- 7) The tenders received late or do not fulfil the terms & conditions will be rejected.
- 8) 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.
- 9) VP reserves the right to accept or reject any or all tender/s without assigning any reasons.
- 10) The Tenderer will supply us four pages printed version of the Books, cover sample on the same GSM paper as specified in our quotation and dummy of the Books in actual and specified size and you will start the printing works only after Vigyan Prasar approves the print quality of the supplied printed samples and dummy by you.
- 11) If the official(s) of Vigyan Prasar visit to inspect the work at your press, the travelling expenses will be borne by you.
- 12) 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.
- 13) Place of delivery of the books is the Vigyan Prasar, A - 50, IInd Floor, Institutional Area, Sector – 62, Noida (U. P.).
- 14) Entry Form, Envelope and Posters will have to be supplied **within 07 days from the date of approval of the proofs by Vigyan Prasar**, failing which liquidated damage/delay charges will be imposed @ 0.5% per day maximum of 5% of total contract value.
- 15) If the supplier does not accept the work order or does not deliver the item within given stipulated time, the EMD will be forfeited.
- 16) The Institute can Change the number of quantity to be printed at the time of issue of PO.
- 17) **Note: PAN/ CST/VAT registration, EMD and sample 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 envelope. Please quote the tender no. with date and opening date on the top of the cover containing tenders.**

Yours Sincerely,

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(Somesh C Jhingan)
Registrar

ANNEXURE-II

ELIGIBILITY CRITERIA FOR PRINTERS

1. Only those vendors having adequate in house infrastructural facilities for four colour printing including high quality scanners, image setters, Shrink Packing Facility etc. along with experience of three similar work only need to apply. Representatives of Vigyan Prasar may visit to check the above facility before awarding the work.
2. PAN/CST registration certificate should be enclosed with the technical bid.
3. 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 TECHNICAL BID

1. Vendors must ensure that they meet the eligibility criteria.
2. Both the bids, tech & Price bids as per annexure-I are to be kept in separate sealed envelope. Price bid will be opened only of qualified vendors.
3. EMD of Rs: 1000.00 and Tender fee of Rs: 100.00 in the form of DD in favour of "Vigyan Prasar" Payable at New Delhi must be enclosed along with technical bid.
4. PAN /CST registration certificate.
5. Certificate as per point-3 of annexure-II stating that his firm has a good reputation and there is no complaint against it and have not been blacklisted from any Govt organisation.
6. Signature of bidder on all the pages of tender document as acceptance of all the terms and condition of tender.
7. Paper samples as per specification.
8. Proof of three similar works. Photocopy of work orders duly signed and authenticated by the bidder to be enclosed.
9. Non compliance of anyone of above points, technical bid will be treated as non-responsive/Rejected and financial bid will not be considered.

PRICE SCHEDULE

Name of vender: NIT NO : VP/19/02/Print/15-16
 DATE : 24.07.2015
 VALIDITY OF BID: Three Months
 EMD : ₹1000.00
 TENDER FEE : 100.00
 Date of Opening of tender: 10th Aug 2015

SL No:	Description/Title	Unit	Quantity	Rate: inclusive all taxes and Expenditure(Paper,Printing,,Binding,P&F,loading/offloading etc.),FOR: IInd Floor, VP ,Noida
01	Entry Form	Nos	1500	
02	Envelope	Nos	1500	
03	Poster	Nos	1000	

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

Submit all the pages of this tender document duly signed as accepting all the terms and condition of the tender. Tenderer has to bid for all titles. **Work will be awarded for all the titles to a single firm whose overall rates will be lowest.**

Signature of the contractor with stamp & date