

NOTICE INVITING TENDER FOR PRINTING OF BOOK AR

Sub: Inviting quotations for printing of Book

Vigyan Prasar, an autonomous body under Department of Science & Technology, Govt. of India, is in process to print the Book as per below mentioned specification. Eligible vendors as per annexure –II, are requested to send **technical and Commercial bids in two separate envelopes 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 21st Oct 2019 **up to 14:00 PM**. Technical & financial bids, both will be opened on same day 21st Oct 2019. (Refer Annexure-II for technical qualification) If technical and commercial bid not submitted separately, the same (Bid) will not be considered.

JOB SPECIFICATIONS:-

1. Annual Report Hindi & English :

Size (Closed)	:	8.5” x 11”
No. of Pages	:	172 ± 08 + Cover
Colour	:	Four Colour both text & Cover
Paper	:	130 GSM imported art paper (For Text); 300 GSM imported Art card (For Cover)
Binding	:	Perfect
Lamination	:	Matt Finish on Cover
Input	:	Soft Copy ready to print file
Quantity	:	200 English & 200 Hindi
In case of Increase / decrease in number of pages, amount will be calculated on pro-Rata basis.		
Time Frame for Printing	:	04 days from the date of approval of proofs.
Penalty	:	0.5% per week will be imposed for time delay.

Packing : **All printed materials are first to be shrink packed in set of 10 book. Then material to be packed in new, unused, sizeable cartons of 07 ply. In one box 25 books only to be packed. New, plain cartons only are to be used. All the cartons are duly labelled with title of the books and quantity. material packed in any other way will not be accepted or a penalty of Rs: 200.00 per box will be imposed ie 16X 200.**

Terms & Conditions

- 1) Rates/price bid is to be submitted as per **Annexure-I, inclusive of** paper,printing,binding,packaging,taxes etc, 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) Work Order will be issued to firm which is lowest.
- 4) 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 .
- 5) The bid should be accompanied with an EMD of Rs: 3000.00 and non-refundable tender fee of Rs: 500.00 in the form of DD, drawn in favour of "Vigyan Prasar", payable at New Delhi or can be paid through online by NEFT/RTGS/IMPS to Vigyan Prasar account as detailed below (kindly **submit details of NEFT with the proposal**):-

Account Name/ VIGYAN PRASAR
ADDRESS- A- 50, NCMRWF BUILDING, SECTOR- 62, NOIDA.
NEFT/RTGS DETAIL
BANK NAME- UNION BANK OF INDIA.
BANK ACCOUNT NUMBER- 349902010040204.
IFSC CODE- FOR RTGS/NEFT- UBIN0534994.
BANK ADDRESS- SAFDARJANG DEVELOPMENT AREA,
C-4, COMMUNITY CENTRE, NEW DELHI- 110016
- 6) The EMD of selected bidder(s) will be kept as security deposit till completion of the work and delivery of final printed copies. EMD of all the rest bidders 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 Or a penalty @ 20% of invoice value shall be imposed.
- 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 Printer will start the printing works only after Vigyan Prasar approves the print quality of the supplied printed samples and dummy by you.
- 11) 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.
- 12) Place of delivery of the Books is the **Vigyan Prasar, , A - 50, IInd Floor, Institutional Area, Sector – 62, Noida (U. P.)**.
- 13) The Books will have to be supplied **within 4 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.
- 14) If the supplier does not deliver the item within given stipulated time or not accepting the work order or fails to supply the books, the EMD will be forfeited.
- 15) The Institute can Change the number of quantity to be printed at the time of issue of PO.

Note: PAN and CST/VAT registration, EMD and sample and all the pages of this document duly signed accepting all the terms & condition of the tender 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 big envelope. Please quote the tender no. with date and opening date on the top of the cover containing tenders.

Yours Sincerely,

Sd

(Arvind C Ranade)
Registrar

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. along with experience only need to apply.
- 1.2 Vendors must have experience of three similar works in any Central/State Govt Dept/Corporations/Autonomous body. Work Order as a Proof for three similar works to be enclosed.
- 1.3 PAN and CST/VAT registration certificate, EMD, Proof of similar work, all the pages of tender document duly signed and stamped accepting all the terms & condition of tender, Samples should be enclosed with the technical bid.

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: 3000.00 in the form of DD in favour of "Vigyan Prasar" Payable at New Delhi, PAN and CST/VAT registration certificate, Work Order 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.**
- 2.4 Work Order as a Proof of three similar works with any Govt Department.
- 2.5 Signature of bidder on all the pages of tender document as acceptance of all the terms and condition of tender.
- 2.6 Submit all the pages of this tender document duly signed as accepting all the terms and condition of the tender.**

Sd
(Arvind C ranade)
Registrar

PRICE SCHEDULE

Name of Vender:

NIT NO: VP/19/07/AR/18-19

DATE: 15th Oct 2019

VALIDITY OF BID: 90 days from the Date of Tender

EMD: ₹ 3000.00

Date of Opening of Tender: 21st Oct 2019

Total amount will be considered by rounding up to nearest ₹ one means less than 50 paise will be ignored and 50paise and above will be considered as Rupee one.

Sl	Description/Title	Quantity	Rate in ₹	Total Amount in ₹
01	AR Hindi Offset Printing	200		
02	AR English Offset Printing	200		
03	AR Hindi Digital Printing	200		
04	AR English Digital Printing	200		

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.

Signature of the contractor with stamp & date