

**Tender Notice
By Speed Post**

File No 12-02/GA/2019-FSSAI
Food Safety and Standards Authority of India
(A Statutory Authority established under the Food Safety & Standards Act, 2006)
(General Administration Division)
FDA Bhavan, Kotla Road, New Delhi-110 002

Dated, the 27th August, 2020

LIMITED TENDER ENQUIRY

Printing of Annual Report for the Year 2019-2020 of the Food Safety and Standards Authority of India.

The Food safety and Standards Authority of India (FSSAI) proposes to publish its bilingual Annual Report for the year 2019-20 containing graphics, photographs and art work by inviting sealed tender enquiry under two bid system from experienced agencies based in New Delhi/Delhi and empanelled with (Class 'A' & 'B' Offset Printers with **(i)** Directorate of Printing, Ministry of Urban Development, GoI, **(ii)** Bureau of Outreach & Communication, Ministry of Information & Broadcasting, GoI and **(iii)** agencies empanelled with FSSAI.

2. The tender document is available on the FSSAI (www.fssai.gov.in) as well as Central Public Procurement Portal (CPPP) (<https://eprocure.gov.in/eprocure/app>) portal. The duly filled in tender document with relevant supporting documents may be submitted on or before **21st September, 2020 (Monday) by 1200 hrs.** in the tender box placed in the 3rd floor reception area of Food and Drug Administration Bhawan, Kotla Road, New Delhi-110002.

3. Address of Communication:- Assistant Director (GA), Food Safety and Standards Authority of India, 3rd Floor, FDA Bhawan, Kotla Road, New Delhi-110002.

4. A tender in two sealed cover envelopes separately which has to be finally placed in one envelope super scribing "Tender for **Printing of Annual Report for the Year 2019-2020 of the Food Safety and Standards Authority of India**". The first envelop shall contain Technical bid as per **Annexure-A** along with EMD and second envelop shall contain Financial bids as per **Annexure-B**.

5. The cover and inside pages will be printed in 4 colours. The FSSAI Annual Report shall consist of following:-

- a) Top cover
- b) Back cover
- c) Layout for graphics (01 no.)
- d) Layout of photographs (10-12 nos.)
- e) Layout of inside pages between 300 to 380 pages (leaves both sides)
- f) Overall presentation style

6. Processing and printing of cover and inside pages (after obtaining a written approval of draft version/copy of report from the Authority)

7. Specification of paper for cover and inside pages are as under:

- a) Cover Page 300 GSM Imported Art Card
- b) Inside Pages 100 GSM Imported Matt Finish Paper

8. Number of copies required 200 bilingual at A-4 size.

9. Number of pages for text printing between 300 to 380 pages (leaves both sides in bilingual) excluding cover page. It may increase or decrease. The binding is to be perfect to the satisfaction of the Authority.

11. After completion of the printing job, the softcopy (in CD/Pen drive) of the whole material of Annual Report will be provided by the vendor to the Authority without any extra cost.

12. Bidders are advised to see, as sample, the Authority's earlier Annual Reports by way of visiting the web link <https://fssai.gov.in/cms/annual-reports.php>

13. If bidders are interested and are in a position to print the copies of documents, they may send bids with validity of 90 days for the above job. They may please note that rates quoted are inclusive of GST, include all cover/inner page printing, proof reading, cost of paper (cover and inner page), planning, layout, composing, setting, processing, binding, gloss/matt lamination of cover pages, packing and delivery. The copies of Annual Report have to be delivered to FSSAI, FDA Bhawan, Kotla Road, New Delhi – 110 002.

14. The whole process of composing, processing and printing of Annual Report will be required in a period of two weeks only after receiving the material from FSSAI. Further, the printed copies are required to be delivered within **5-7 days** or earlier after the date of receipt of final dummy copy from the vendor. A very high quality printing is required. The work done in slipshod manner will not be accepted.

15. **Technical Evaluation Criteria**

- (i). The bids of firm/agency/printer other than Class 'A' & 'B' Offset Printers [New Delhi/Delhi based] empanelled with **(i)** Directorate of Printing, Ministry of Urban Development, Government of India, **(ii)** Bureau of Outreach & Communication, Ministry of Information & Broadcasting and **(iii)** agencies empanelled with FSSAI only) will not be entertained and summarily rejected.
- (ii). The bidders are required to produce certificate to prove their competence for undertaking the job in question and also furnish proof of their standing and goodwill. Bidders also have to provide an undertaking in their letterhead indicating that their firm/agency have not been banned/blacklisted by any Central Govt./Ministries & Departments during the last 5 years period . They should have two years of previous experience of having undertaken jobs of *(Designing, Composing, Processing and Printing of Annual Report)* in Ministries/ Departments/ Autonomous Bodies/PSUs of the Government of India and duly supported by proper testimonials certificates. Any firm with no previous experience in this field, will not be eligible and their quotes, if any, would be summarily rejected.
- (iii). An Earnest Money Deposit **(EMD)** of Rs. 15,000/- (Rupees Fifteen Thousand only) in the form of D.D./Pay order drawn in favour of Senior Accounts Officer, Food Safety and Standards Authority of India **is required to be sent along with Technical Bid failing which the bid will not be considered.** Further, it may also be noted that after awarding the job, if the bidder refuses to take up the work, the said **Earnest Money Deposit will be forfeited.** Bidders registered with MSME shall be exempted from furnishing EMD. However, they are required to submit latest certificate issued from NSIC in place of EMD.
- (iv). The bidders are required to submit commitment/undertaking on the letterhead of the company/agency regarding usage of same paper as indicated below in Printing of Annual Report of FSSAI which are being provided as sample papers (Cover page + inside pages)
- (a) Cover and back page imported Art Card of 300 GSM;
- (b) Inside Pages 100 GSM Imported Matt Finish Paper

16. **Financial Evaluation Criteria**

- (i). Apart from the other conditions, the financial bid will be evaluated on cost factor as well as the quality of sample papers and printed material provided by the bidders. The Authority reserves the right of accepting or rejecting any quotation in full or in part without assigning any reason.
- (ii). The successful tenderer shall be required to deposit a Performance Security of Rs.15,000/- in the form of Fixed Deposit Receipt / Bank

Guarantee with a validity period of 6 months in favour of Senior Accounts Officer, Food Safety and Standards Authority of India from the date of inception of the contract duly signed by both the parties after award of work. However, the same will be returned (without interest) on satisfactory completion of the work.

- (iii). Bidders may submit their quotations in **sealed cover super scribed as “Quotation for Printing of Annual Report for the Year 2019-20 of the Food Safety and Standards Authority of India”** for all items of work in the **format enclosed** with this tender enquiry letter to the undersigned at 4th Floor, FDA Bhawan, Kotla Road, (near Bal Bhawan/Mata Sundari College), New Delhi -110 002 latest by **21st September, 2020 (Monday) by 1200 hrs.** Further, *prices quoted should be inclusive of GST, packing and delivery to the final destination.* Apart from these, the tenderer may indicate the (i) rates per page (+/-) and (ii) rates for the printing and supply of 100 additional copies [if required by the Authority at later stage] of Annual Report and also furnish the following samples along with quotation:
- i. Samples of the papers for Cover page and inside pages (must be signed and sealed by the bidders) and an undertaking that they will use the same sample papers for printing of Annual Report, 2019-20 of FSSAI on the letterhead of the Company/ Firm / Agency; and
 - ii. Copies of Annual Report or any other related material printed for Government of India’s organizations.
17. No advance payment will be made. However, the payment will be released within 15 days of the receipt of the invoice and after satisfactory completion of the work and on receipt of the desired number of printed copies of the said Annual Report. The invoice should be accompanied by delivery challan/s.
18. The date of opening of the Technical Bid is **21st September, 2020 (Monday) at 1530 hrs.** in the Conference Room at 3rd Floor, FDA Bhawan, Kotla Road, (near Bal Bhawan/Mata Sundari College), New Delhi -110002. The financial bids of only those bidders who's Technical Bids are qualified, shall be opened by the Committee authorized for the purpose. The schedule for opening of Financial Bid will be intimated after acceptance of the Technical Bid. The bidders may like to be present at the time of opening of the Technical Bid, if they intend to do so. No representative of the bidder will be allowed to be present at the venue of the bid opening unless he/she has authorization letter from the bidder firm.

Encl: As mentioned above

-Sd-
(Sumer Singh Meena)
Assistant Director (GA)

Copy to:

IT Division for display it on website of the Authority.

Technical Bid

S.No.	Description	Details
1.	Name of bidder Company/ Firm / Agency	
2.	Full Address of Reg. Office (Delhi/New Delhi)	
	Name of Contact Person with Mobile No. and email ID	
3.	PAN (attach a copy)	
4.	Details of Earnest Money Deposit	
	(a) Cheque no./DD no.	
	(b) Amount (in Rs.)	
	(c) Date	
	(d) Bank Name	
5.	Two year work experience (attach copy of work completion certificates/letter of award)	
6.	<p>Commitment/Undertaking on the letterhead of the company/agency regarding usage of same paper as indicated below in Printing of Annual Report of FSSAI which are being provided as sample papers (Cover page + inside pages)</p> <p>(i) Cover and back page imported Art Card of 300 GSM;</p> <p>(ii) Inside Pages 100 GSM Imported Matt Finish Paper</p>	
7	<p>Proper testimonials certificates with regard to experience in the field.</p> <p>Copies of Annual Report or any other related material printed for Government of India's organizations</p>	
8	Has the agency empanelled with (i) Directorate of Printing, Ministry of Urban Development, GoI, or (ii) Bureau of Outreach & Communication, Ministry of Information & Broadcasting or (iii) agencies empanelled with Food Safety and Standards Authority of India (FSSAI)	

9	Annual Turnover (Rs./Lakh)	2017-18	2018-19	2019-20

Name, Signature of the bidder

Date /Place

Financial Bid

Price Schedule (I)

S. No.	Description	GST component	Rate in (Rs.) inclusive GST
1.	Paper cost of inside text pages (Imported Matt Finish paper of 100 GSM for 200 copies)		
2.	Paper cost for front & back covers (Imported Art Card of 300 GSM for 200 copies)		
3.	Printing cost for text pages Approx. 300 to 380 pages (leaves of both sides in bilingual for 200 copies) in four colours including photocomposing, proof reading, planning, layout, composing, setting, processing, plate making , etc.		
4.	Printing cost for front & back covers (in four colour) for 200 copies (including photocomposing, proof reading, planning, layout, composing, setting, processing, plate making , etc.)		
5.	Binding charges for 200 Copies		
6.	Packaging (in bundles of 20 printed copies) and delivery charges, if any		
7.	Any other charges, if any		
8.	Total cost of entire work (inclusive of GST)		

Price Schedule (II)

S. No.	Description	GST components	Rate (Rs.)
1.	Rate per Page (+/-) (if number of pages increase or decrease)		
2.	Rates for the printing and supply of per 100 additional copies of Annual Report [if required by the Authority at later stage]		

Name, Signature of the bidder

Date /Place

List of Empanelled Offset Printers of
(i) Directorate of Printing, Ministry of Housing & Urban Affairs, **(ii)** Bureau of Outreach & Communication, Ministry of Information & Broadcasting, and **(iii)** Food Safety & Standards Authority of India (FSSAI)

'A' & 'B' CLASS OFFSET PRINTERS

1. M/s. Aravali Printers & Publishers (P.) Ltd., W-30, Okhla Industrial Area, Phase-II, New Delhi-110020;
2. M/s. India Offset press, A-I, Mayapuri Industrial Area, Phase-I, New Delhi-110064;
3. M/s. J.K. Offset Graphics Pvt. Ltd., B-278, Okhla Industrial Area, Phase-I, New Delhi-110020;
4. M/s. Nutech Print Services, B-25/3, Okhla Industrial Area, Phase-II, New Delhi-110020;
5. M/s. Paras Offset Pvt. Ltd., C-176, Naraina Industrial Area, Phase-I, New Delhi-110028;
6. M/s. Current Print Productions Pvt. Ltd., 3D and F, Bigjo's Tower, A-8, Netaji Subhash Place, Pitampura, New Delhi-110034;
7. M/s. Kriti, B-279, Okhla Industrial Area, Phase-I, New Delhi-110020;
8. M/s. Lustra Print Process Pvt. Ltd., A-84/2, Naraina Industrial Area, Phase-I, New Delhi-110028;
9. M/s. Niyogi Offset Pvt. Ltd., D-78, Okhla Industrial Area, Phase-I, New Delhi-110020;
10. M/s. Nova Publications & Printers Pvt. Ltd., 4738/23, Ansari Road, Daryaganj, New Delhi-110002;
11. M/s. Rakmo Press (P) Ltd., C-59, Okhla Industrial Area, Phase-I, New Delhi-110020;
12. M/s. Sita Fine Arts, A-16, Naraina Industrial Area Phase-I, New Delhi-110028;
13. M/s. Sundeep Press, C-105/2, Naraina Industrial Area, Phase-I, New Delhi-28;
14. M/s. Viba Press Pvt. Ltd., C-66/3, Okhla Industrial Area, Phase-II, New Delhi-110020;
15. M/s. Dee Kay Printers, 5/37 A & 5/34, Kirti Nagar Industrial Area, New Delhi-110015;
16. M/s. Gita Offset Printers Pvt. Ltd., C-90, Okhla Industrial Area, Phase-I, New Delhi-110020;
17. M/s. Saraswati Offset Printers (P) Ltd., Saraswati House, A-5, Naraina Industrial Area, Phase-II, New Delhi-110028;
18. M/s. AP India, D-15/1, Okhla Industrial Area, Phase-I, New Delhi-110020;

Agencies empanelled with FSSAI

19. M/s. Garjiya Enterprises, C-158, Gali No. 2, Kanti Nagar Extn, Delhi-110051
20. M/s. M.S. Graphics (India), B-194, Pocket, B, Mayur Vihar, Phase-II, Delhi-110091
21. M/s. Graphisads,
22. M/s. Ventures Advertising Pvt. Ltd.
23. M/s. Vivid India Advertising & Marketing
24. M/s. Promodome Communications Pvt. Ltd.
25. M/s. Super-ads
26. M/s. Panchtatva Advertising
27. M/s. Degree 360 Solutions Pvt. Ltd.
28. M/s. Expression 360 Services India Pvt. Ltd.
29. M/s. Sanket Communication Pvt. Ltd.
30. M/s. Bubna Advertising
31. M/s. Adman Advertising
32. M/s. Airads Ltd.
33. M/s. Critique Communication Pvt. Ltd.
