

File No 12-11/GA/2018-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 26th August, 2021

LIMITED TENDER ENQUIRY (LTE)

Printing and supply of Annual Report for the Year 2020-21 of the Food Safety and Standards Authority of India (FSSAI).

The Food safety and Standards Authority of India (FSSAI) proposes to publish its bilingual Annual Report for the year 2020-21 containing graphics, photographs and art work by inviting sealed tender enquiry under two bid system from experienced agencies based in New Delhi/Delhi empanelled with (i) Directorate of Printing, Ministry of Urban Development, Gol, Class 'A' & 'B' Offset Printers (ii) Bureau of Outreach & Communication, Ministry of Information & Broadcasting, Gol, Class 'A' & 'B' Offset Printers 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 detailed tender document may be downloaded from CPP as well as FSSAI's portal. Corrigendum/addendum, of any, will be published in the websites and no separate communication will be sent for the same. The duly filled in tender document with relevant supporting documents may be submitted on or before **24th September, 2021 (Friday) 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. 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 2020-21 of the Food Safety and Standards Authority of India**". The first envelop shall contain Technical bid as per **Annexure-A** along with Bid Security Declaration 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 320 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 Fifty (50) bilingual at 11" x 8.5" size.
9. Number of pages for text printing between 300 to 320 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.
10. After completion of the printing job, the softcopy (in CD/Pendrive) of the whole material of Annual Report will be provided by the vendor to the Authority without any extra cost.
11. Bidders are advised to visit the FSSAI's office at any working days between 10.00 AM to 4.00 PM to see the Authority's earlier printed Annual Reports as sample.
12. If bidders are interested and are in a position to print the copies of Annual Reports, they may send bids with validity of 120 days from the date of opening of tender for the above job. The rates of basic price/charges and GST should be clearly and separately indicated for 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 – 110002. The concerned firm shall provide full proof copy of printing materials to the Food Safety and Standards Authority of India (FSSAI) for correction and approval before final printing.
13. 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.
14. Tender form should be submitted intact and pages should not be detached. Each page must be numbered consecutively and be signed in full by the tenderer. Overwriting/erasing in rates to be quoted by the tenderer will not be allowed and the tender may be rejected.
15. In general, the tenderer with lowest quoted price will be selected for award of the contract. However, FSSAI reserves the right to accept or reject the lowest or any other bidders.
16. **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). The bidders are requested to submit the “Bid Security Declaration” as per **Annexure-C** accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for three (3) years from the date of disqualification as may be notified by the FSSAI.
- (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

17. **Financial Evaluation Criteria**

- (i). Apart from the other conditions as mentioned in the Tender Document, 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 3% Performance Security of the value of the contract in the form of Fixed Deposit Receipt / Bank Guarantee in favour of Senior Accounts Officer, Food Safety and Standards Authority of India within three working days after award of work. The Performance Security shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier. 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 “Tender for Printing of Annual Report for the Year 2020-21 of the Food Safety and Standards Authority of India”** with this tender enquiry letter to the undersigned at 3rd Floor, FDA Bhawan, Kotla Road, (near Bal Bhawan /Mata Sundari College), New Delhi -110002 latest by **24th September, 2021(Friday) by 1200 hrs.** The rates of basic price/charges and GST should be clearly and separately indicated for 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. Tenderers are bound to accept order for additional quantity (upto 25%) at the same price, if order is placed within four months 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, 2020-21 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.
18. No advance payment will be made. However, the payment will be released within 20 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.
19. The date of opening of the Technical Bid is **24th September, 2021(Friday) 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-
(Pankaj Gera)
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 as specified in the point no. 16 of this LTE.</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)	

Name, Signature of the bidder

Date /Place

Financial Bid

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 50 copies)		
2.	Paper cost for front & back covers (Imported Art Card of 300 GSM for 50 copies)		
3.	Printing cost for text pages Approx. 300 to 320 pages (leaves of both sides in bilingual for 50 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 50 copies (including photocomposing, proof reading, planning, layout, composing, setting, processing, plate making , etc.)		
5.	Binding charges for 50 Copies		
6.	Packaging (in bundles of 10 printed copies) and delivery charges, if any		
7.	Any other charges, if any		
8.	Total cost of entire work (inclusive of GST)		

[Tenderers are bound to accept order for additional quantity (upto 25%) at the same price, if order is placed within four (4) months].

Name, Signature of the bidder

Date /Place

**Format of Bid-Security Declaration From Bidders in Lieu of EMD
(On Bidders Letter Head)**

I/We, _____ the _____ authorized _____ signatory _____ of
M/s.....participating in the subject
tender No.for the item/job
of.....,do hereby declare:

- (i) That I/We have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.
- (ii) That in the event we withdraw/modify our bid during the period of validity Or I /We fail to execute format contract agreement within the given timeline OR I/We fail to submit a Performance Security within the given timeline Or I/We commit any breach of Tender Conditions/Contract which attracts penal action of forfeiture of EMD and I/We will be suspended from being eligible for bidding/award of all future contract(s) of Food Safety and Standards Authority of India (FSSAI) for a period of three years from the date of committing such breach.

Signature and Seal of Authorised Signatory of bidder

Name of Authorised Signatory.....

Company Name.....

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. Current Print Productions Pvt. Ltd., 3D and F, Bigjo's Tower, A-8, Netaji Subhash Place, Pitampura, New Delhi-110034;
6. M/s. Nova Publications & Printers Pvt. Ltd., 4738/24, Ansari Road, Daryaganj, New Delhi-110002;
7. M/s. Rakmo Press (P) Ltd., C-59, Okhla Industrial Area, Phase-I, New Delhi-110020;
8. M/s. Sita Fine Arts, A-16, Naraina Industrial Area Phase-I, New Delhi-110028;
9. M/s. Sundeep Press, C-105/2, Naraina Industrial Area, Phase-I, New Delhi-28;
10. M/s. Viba Press Pvt. Ltd., C-66/3, Okhla Industrial Area, Phase-II, New Delhi-110020;
11. M/s. Dee Kay Printers, 5/37 A & 5/34, Kirti Nagar Industrial Area, New Delhi-110015;
12. M/s. Gita Offset Printers Pvt. Ltd., C-90, Okhla Industrial Area, Phase-I, New Delhi-110020;
13. M/s. Saraswati Offset Printers (P) Ltd., Saraswati House, A-5, Naraina Industrial Area, Phase-II, New Delhi-110028;
14. M/s. AP India, D-15/1, Okhla Industrial Area, Phase-I, New Delhi-110020;

Agencies empanelled with FSSAI

15. M/s. M.S. Graphics (India), B-194, Pocket, B, MayurVihar, Phase-II, Delhi-110091
16. M/s. Graphisads,
17. M/s. Ventures Advertising Pvt. Ltd.
18. M/s. Vivid India Advertising & Marketing
19. M/s. Promodome Communications Pvt. Ltd.
20. M/s. Super-ads
21. M/s. Panchtatva Advertising
22. M/s. Degree 360 Solutions Pvt. Ltd.
23. M/s. Expression 360 Services India Pvt. Ltd.
24. M/s. Sanket Communication Pvt. Ltd.
25. M/s. Bubna Advertising
26. M/s. Adman Advertising
27. M/s. Airads Ltd.
28. M/s. Critique Communication Pvt. Ltd.
