

F. No. 14-01/GA/2016-FSSAI
FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE
3RD FLOOR, FDA BHAWAN, KOTLA ROAD, NEW DELHI-110002.

Dated, the 28thDecember, 2018

EXPRESSION OF INTEREST

EMPANELMENT OF AGENCY FOR RATE CONTRACT-PRINTING AND SUPPLY OF BOOKLETS, MAGAZINE, PAMPHLETS, CERTIFICATES, FOLDERS, AGENDA, LETTER HEADS, VISITING CARDS, BANNERS, GLOW SIGN, FLEX BOARD, SUN BOARD, etc. AND ALLIED OTHER MATERIAL AS PER DESIGN PROVIDED BY FSSAI, FDA BHAWAN, NEW DELHI-110002

Food Safety and Standards Authority of India (FSSAI) an Autonomous Body under the Ministry of Health & Family Welfare having its Head Office at FDA Bhawan, Kotla Road, New Delhi-110002 invites the Expression Of Interest (EOI) from the reputed printing firms engaged in printing of various office articles for last three years and based in Delhi / NCR for Empanelment of Agency for rate contract for printing and supply of booklets / magazine / pamphlets, certificates, folders, agenda, letter heads, visiting cards, banners, glow sign, flex board, sun board etc; as per requirement in difference sizes, design provided by FSSAI. The empanelment will be for a period of one year from the date of selection of successful bidder, which will be extendable on yearly basis for a maximum period of three years, on the basis of satisfactory services. The details specified in work description in compliance of terms and conditions stipulated in the tender document.

2. The EOI is available on the FSSAI website. The duly filled in EOI with relevant supporting documents may be submitted on or before **18th January,2019 by 1200 hrs** in the office of Assistant Director (GA), FSSAI, FDA Bhawan, Kotla Road, New Delhi 110002. Any Expression of Interest (EOI) received after the stipulated time and date will not be considered and summarily be rejected.

3. The EOI can be downloaded from FSSAI website at www.fssai.gov.in and CPPP portal <https://eprocure.gov.in>. This can be submitted along with a DD with value of Rs. 100/- in the form of Demand Draft/Pay Order drawn on any Nationalized Bank towards tender fee [non-refundable]in favour of Senior Accounts Officer, FSSAI, New Delhi, payable at New Delhi or in cash.

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

ASSISTANT DIRECTOR (GA)
FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA

F. No. 14-01/GA/2016-FSSAI
FOOD SAFETY AND STANDARDS AUTHORITY OF INDIA
MINISTRY OF HEALTH AND FAMILY WELFARE
3RD FLOOR, FDA BHAWAN, KOTLA ROAD, NEW DELHI-110002.

EXPRESSION OF INTEREST

INVITING BIDS FOR EMPANELMENT OF AGENCY FOR RATE CONTRACT-PRINTING AND SUPPLY OF BOOKLETS, MAGAZINE, PAMPHLETS, CERTIFICATES, FOLDERS, AGENDA, LETTER HEADS, VISITING CARDS, BANNERS, GLOW SIGN, FLEX BOARD, SUN BOARD, etc. AND ALLIED OTHER MATERIAL AS PER DESIGN PROVIDED BY FSSAI, FDA BHAWAN, NEW DELHI-110002

INTRODUCTION

Food Safety and Standards Authority of India (FSSAI) an Autonomous Body under the Ministry of Health & Family Welfare having its Head Office at FDA Bhawan, Kotla Road, New Delhi-110002 invites the Expression Of Interest (EOI) from the reputed printing firms engaged in printing of various office articles for last three years and based in Delhi / NCR for Empanelment of Agency for rate contract for printing and supply of booklets / magazine / pamphlets, certificates, folders, agenda, letter heads, visiting cards, banners, glow sign, flex board, sun board etc; as per requirement in difference sizes, design provided by FSSAI. The empanelment will be for a period of one year from the date of selection of successful bidder, which will be extendable on yearly basis for a maximum period of three years, on the basis of satisfactory services. The details specified in work description in compliance of terms and conditions stipulated in the tender document.

The agency will be responsible for printing jobs and other allied works as per the directions of FSSAI. The empanelled agency should have adequate arrangements for packing and dispatching the documents, if so required.

The detailed terms & conditions for empanelment and execution of printing jobs of FSSAI has been elaborated in the Expression of Interest. The printing of supply of items be exactly as per the specifications mentioned in the **Annexure-B**. In case, if any, other work arise in future, which is not mentioned in (Annexure-B), the rate for the same will be obtained from the selected/empanelled agency(s) and the lowest rates has to be accepted by all and will be valid during the rate contract period.

FSSAI reserves right to take final decision regarding, or to modify or scrap the process, accept or reject the request of any agency for empanelment, and to keep or remove any agency on the panel approved for designing and printing jobs etc. and to assign any job to any agency from the panel or otherwise without assigning any reason(s).

1. SUBMISSION OF BID:

1.1 a) The application should be submitted in a sealed cover clearly mention the **Date, Applicant's Name and Address and shall be super scribed " Expression of Interest(Eoi) for Empanelment of agency for rate contract-printing and supply of booklets, magazine, pamphlets, certificates, folders, agenda, letter heads, visiting cards, banners, glow sign,**

flex board, sun board etc and allied other materials as per the design provided by the FSSAI" and should be deposited at office of Assistant Director (GA) FSSAI, FDA Bhavan, Kotla Road, New Delhi 110002 on or before 18th January, 2019.

- b) Documents which are not complete in all respects are liable to be rejected. FSSAI shall not be responsible for any postal or other delay & those bids received late are liable to be rejected.
 - c) For any queries/details required, the bidders may contact Assistant Director (GA), FSSAI.
- 1.2 Not more than one bid shall be submitted by one bidder having business relationship.
- 1.3 Intending tenderers are advised to visit FSSAI website and CPPP website at least 3 days prior to closing date of submission of tender for any corrigendum / addendum / amendment. The tender is non-transferable.
2. **Firm's Registration:** Bidder must have valid PAN, Service Tax, GST No., TIN/VAT Registration so as to ensure that it meets all statutory tax obligations and there would be no evasion/loss of tax to the govt. (Attach Proof in support).
3. The person signing the document should be an authorized person to submit EOI on behalf of the agency/firm/dealer, in case other than the owner/director/Managing Director.
4. The details should be quoted in an unambiguous form clearly stating price, taxes and allied other charges, if any. Figures in Indian Rupees (in numeric as well as in words are required to be mentioned).
5. In case no mention is made towards Taxes, Custom Duty, if any, Excise/VAT etc; the price quoted shall be considered as inclusive of all applicable statutory taxes and no consideration thereafter under any circumstances shall be entertained.
6. The Expression of Interest (EOI) will be opened on **18th January, 2019 at 1500 hrs.** interested bidders or its authorized representatives shall also participate in the bid opening process. 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.
7. **EVALUATION CRITERIA:**
- 7.1 The Bidder should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described in the EOI. The evaluation of the applications for empanelment shall be carried out by the committee constituted for the purpose. The Expression of Interest (EOI) of those will be opened who fully meet the following eligibility criteria / qualifying requirements:
- a) The bidding firm/agency should be an Indian & of Indian origin having existence of minimum three years as on date of EOI.
 - b) The Bidder must have in its name as prime contractor experience of having successfully completed similar nature of works during last 3 years.
 - c) Average Annual Financial Turnover during the last three years (i.e. 2015-16, 2016-17 & 2017-18), ending 31st March of the previous financial year should be at least

80% (i.e. Rs.6.40lakhs) of the estimated cost of Rs.8.00 lakh (signed and stamped copy of documentary proof to be furnished).

- d) Bidder should have valid Registration No. of GST.
 - e) Earnest Money Deposit (EMD) of Rs. 25,000/- (Rupees Twenty Five Thousand only) with EOI is to be submitted in favour of "Senior Accounts Officer, FSSAI, New Delhi", payable at New Delhi. Bidder should write their name and address in the back of Demand Draft / Banker's Cheque submitted along with tender document.
 - f) The bidder has to provide an undertaking indicating that their firm / agency have not been banned / blacklisted by any Central Govt. / Ministries & Departments during the last 5 years period (signed and stamped copy of undertaking in their letterhead may be furnished) and neither any investigation pending against the firm.
 - g) The Bidders stationed at Delhi / NCR are only eligible to apply. The bidder shall submit all necessary documentary evidence to establish that Bidders meets the qualifications requirements as detailed above.
- 7.2 Eligibility of tenderer will be based on quality of printing, clear Rates Quoted. No error, overwriting / correction shall be permissible unless attested under the signature of the bidder with date and seal.
- 7.3 The Authority may reject all bids if they are found to be unresponsive or unsuitable either because they represent deficiencies in complying with the enquiry or they involve substantively higher cost.
- 7.4 In case two or three bidders' quote equal price or quote lower rates for maximum individual items, the Acceptance Report containing lowest rates of maximum items quoted by the vendors will be prepared and acceptable to the vendors/agencies selected for the purpose. However, the decision of FSSAI organisation will be final and binding on the bidders.
- 7.5 Validity of Expression of Interest (EOI): EOI shall be valid for acceptance for a period not less than 120 days after tender opening date.

8. General Terms & Conditions

- 8.1 All rates and amount shall be written both in figures and words without any cutting/over-writing and shall be indicated in Indian rupees only.
- 8.2 The rates quoted, should clearly specify all the service charges and taxes applicable separately. In case, this information is not indicated in the quotation, it would be presumed that the rates quoted are inclusive of GST. The applicable GST charges should be shown separately in the Price Schedule.
- 8.3 Expression of Interest (EoI), not accompanied by the EMD is liable to be rejected by the FSSAI as non-responsive. The bidder shall write the company/agency/firm name on the back side of the EMD.
- 8.4 The EMD of the unsuccessful bidder shall be returned after the acceptance of the Empanelment Letter by the successful bidder.
- 8.5 The EMD may be forfeited if a bidder withdraws its bid during the period of bid validity specified by the bidder on the bid form. In the case of a successful bidder, if the bidder fails to accept letter of award/acceptance rates. Further, no interest or any other cost will be payable by FSSAI on the EMD.
- 8.6 The successful bidder(s) shall have to submit Performance Security of an amount of Rs. 50,000/- which shall be returned after successful completion of contract. No interest or any other cost will be payable by the FSSAI on security deposit.
- 8.7 The EMD/bid security is required to protect the owner against the risk of bidder's conduct which would warrant the security forfeiture.
- 8.8 All the pages of bid being submitted must be signed by the bidder as a token of acceptance of all the terms & conditions of this tender.
- 8.9 The FSSAI reserves the right to award the contract of empanelment of rate contract to one or more parties, however, sub-letting of contract is not allowed, after award of work. If any such matter comes to FSSAI's notice, the contract will be cancelled and EMD/Performance Security will be forfeited.
- 8.10 No bid may be withdrawn in the interval between the deadline for submission of Bids and expiration of the period of bid validity. Withdrawal of a bid during interval shall result in the forfeiture of EMD of the Bidder.
- 8.11 FSSAI can withdraw/terminate the contract at any time in case the services are not found satisfactory and or without assigning any reason.
- 8.12 Any dispute(s) or difference(s) arising out of or in connection with the Contract shall, to the extent possible, be settled amicably between the parties. Decision of Competent Authority, FSSAI shall be final & binding on both the parties in respect of all matters of dispute arising out of this tender. If any dispute or difference of any kind whatsoever may arise between the FSSAI and the empanelled agency/firm, arising out of the contract for the performance of the works whether during the progress of the works or after its completion or whether before or after the termination, abandonment or breach of the contract, it shall in the first place, be referred to and settled by the Head(GA), who

within a period of thirty (30) days after being requested by either party to do so, shall give written notice of his decision to the agency/firm.

- 8.13 Arbitration: In case of any dispute between the agency and FSSAI arising out of or in relation to the contract, which could not be resolved due to any reason, the dispute shall, be referred to a sole Arbitrator to be appointed by Competent Authority and the decision of such Arbitrator shall be conclusive and binding on both the parties. The Arbitration shall be governed by the provisions of the Indian Arbitration Act 1940 and subsequent amendments therein. The Courts of Delhi will have jurisdiction over all legal disputes under this contract.
- 8.14 Printer/supplier/publishers should enclose some selected printed matter(s) of the organization for having an idea of quality of work done by them.
- 8.15 In the event of rejection of item(s) supplied, the contractor would be intimated the details of such rejected item(s) as well as the reasons for the rejection and that the item(s) would be lying at FSSAI premises at the risk and the cost of the contractor.

9. **FORCE MAJEURE**

- 9.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts. It is clarified that in case, the Force Majeure event occurs due to negligence of agency, then the provisions of this clause shall not apply to the agency.
- 9.2 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing within 07 (Seven) days of the alleged beginning and ending thereof giving full particulars and satisfactory proof. If deliveries are suspended by Force Majeure conditions lasting for more than one week, FSSAI shall have the option of cancelling this contract in whole or part at its discretion without any liability on its part.

10. **APPLICABLE LAW AND JURISDICTION**

All matters connected with this work shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

11. **SCOPE OF WORK:-**

- (i) The printing of supply of items be exactly as per the specifications mentioned in the **Annexure-B**. In case if any other work arise in future, which is not mentioned in Annexure-B of the EoI, the rate for the same may be obtained from the selected/empanelled agency(s) and the lowest rates has to be accepted by all and will be valid during the rate contract period.
- (ii) It would be necessary to show sample/proof of each item before the same is printed and approval of FSSAI obtained before final printing.
- (iii) In case of emergent cases, supplier/printers will make necessary arrangements to provide the printed material at possible shorter notice and also to open the press

beyond working hours, holidays, Sundays etc. The printed items will be delivered at FSSAI office at 3rd Floor, FDA Bhawan, Kotla Road, New Delhi-110002 or at any place as per the direction received from FSSAI.

12. TERMS AND CONDITIONS OF PAYMENT

Payment will be made to the printer on submission of bills in duplicate along with GST number, TIN number, and Bank details such as Current/Saving account, Account Number, IFSC Code, Branch and Bank Name for RTGS payment. All payment will be made by RTGS only. No advance payment would be made at any cost. TDS and other taxes, if applicable would be deducted from the bills of the agency as per laws in force.

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Bidder Profile/Checklist

S.No.	Description	Details
1.	Name of bidder Company/ Firm / Agency	
2.	Full Address of Reg. Office	
	Telephone No.	
	FAX No.	
	E-Mail Address	
	Name of Contact Person with Mobile No.	
3.	PAN (attach a copy)	
4.	GST no./certificate (attach a copy)	
5.	Agency license no./registration no.	
6.	No. of years in similar business	
7.	Bank Details of the Company	
	(a) Beneficiary Name	
	(b) Name of Bank Name	
	(c) Branch and address	
	(d) Type of Account	
	(d) Account Number	
	(e) IFSC Code	
	(f) MICR Code	
8.	Details of Earnest Money Deposit (EMD)	
	(a) Cheque/DD No.	
	(b) Amount (in Rs.)	
	(c) Date	
	(d) Bank Name	

9. Annual Turnover

Annual Turnover (Rs./lakhs)	2015-16	2016-17	2017-18

(Supporting documents may be attached)

10.	Whether the Director/Owner/Proprietor/Partner of the firm/agency has any relationship with any of the FSSAI employees/any of the Directors of FSSAI, if so, details to be provided.	
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11.	Samples (i) Enclose copies of some selected printed materials of the Government Organizations for having an idea of quality of work done by the agency (ii) Papers for Cover and inside pages (duly signed and sealed by the bidder)	
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12.	Undertaking by the firm / agency indicating that their firm/agency have not been banned / blacklisted by any Central Govt. / Ministries & Departments during the last 5 years period (signed and stamped copy of undertaking in their letterhead may be furnished)	
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ANNEXURE-B

(Part-I)

Financial Bid for “ Expression of Interest(EoI) for Empanelment of agency for rate contract-printing and supply of booklets, magazine, pamphlets, certificates, folders, agenda, letter heads, visiting cards, banners, glow sign, flex board, sun board etc and allied other materials as per the design provided by the FSSAI”

Printing Specifications/Description	Printable Paper Sizes (Rates per page in Rupees)						
	A5 5.83"x8.2 7	A3" 11.69"x 16.53"	A4 8.27"x 11.69"	Std Book Size 5"x8"	Std Book Size 5.5"x 8.5"	Legal Size 8.5"x 14"	Letter Size 8.5"x 11"
Cover Page 300 GSM Art Sheet							
Cover Page 250 GSM Art Sheet							
Text Page 130 GSM paper							
Text Page 100 GSM Paper							
Cover Page in Matte Finish							
Cover Page in Glossy Finish							
Title cover both side printing 300 GSM Card paper							
Cover page 300 GSM with UV							
Sun board printing certificate							
Photocopy charges							
Add : Taxes, as applicable							

Note : Applicable Taxes should be indicated separately and the above rate quotes should be without inclusive of any tax.

ANNEXURE-B (Part-II)

Printing Specifications/Description	Rates for 01-100 units	Rates for 101-500 units	Rates for 501-1000 units	Rates for Above 1000 units	Rates for 01-100 units	Rates for 101-500 units	Rates for 501-1000 units	Rates for Above 1000 units	Rates for 01-100 units	Rates for 101-500 units	Rates for 501-1000 units	Rates for Above 1000 units	Rates for 01-100 units	Rates for 101-500 units	Rates for 501-1000 units	Rates for Above 1000 units	
	A5 5.83"x 8.27	A5 5.83"x8. 27	A5 5.83"x8. 27	A5 5.83"x8. 27	A3" 11.69"x 16.53"	A3" 11.69"x 16.53"	A3" 11.69"x 16.53"	A3" 11.69"x 16.53"	A4 8.27"x 11.69"	A4 8.27"x 11.69"	A4 8.27"x 11.69"	A4 8.27"x 11.69"	Std Book Size 5"x8"	Std Book Size 5"x8"	Std Book Size 5"x8"	Std Book Size 5"x8"	
Cover Page 300 GSM Art Sheet																	
Cover Page 250 GSM Art Sheet																	
Text Page 130 GSM paper																	
Text Page 100 GSM Paper																	
Cover Page in Matte Finish																	
Cover Page in Glossy Finish																	
Title cover both side printing 300 GSM Card paper																	
Cover page 300 GSM with UV																	
Sun board printing certificate																	
Photocopy charges																	
Perfect Binding (spiral)																	
Perfect Binding (Coil)																	
Perfect Binding (Staple)																	
Perfect Book Binding																	
Perfect Book Binding (with cloth																	

ANNEXURE-B (Part-II)

Printing Specifications/Description	Rates for 01-100 units	Rates for 101-500 units	Rates for 501-1000 units	Rates for Above 1000 units		Rates for 01-100 units	Rates for 101-500 units	Rates for 501-1000 units	Rates for Above 1000 units		Rates for 01-100 units	Rates for 101-500 units	Rates for 501-1000 units	Rates for Above 1000 units	Rates for 01-100 units	Rates for 101-500 units	Rates for 501-1000 units	Rates for Above 1000 units	
	A5 5.83"x 8.27	A5 5.83"x8. 27	A5 5.83"x8. 27	A5 5.83"x8. 27		A3" 11.69"x 16.53"	A3" 11.69"x 16.53"	A3" 11.69"x 16.53"	A3" 11.69"x 16.53"		A4 8.27"x 11.69"	A4 8.27"x 11.69"	A4 8.27"x 11.69"	A4 8.27"x 11.69"		Std Book Size 5"x8"	Std Book Size 5"x8"	Std Book Size 5"x8"	Std Book Size 5"x8"
hard cover)																			
Packing charges																			
Add : GST, as applicable																			

ANNEXURE-B (Part-III)

Printing Specifications/Description	Rates for 01-100 units	Rates for 101-500 units	Rates for 501-1000 units	Rates for Above 1000 units	Rates for 01-100 units	Rates for 101-500 units	Rates for 501-1000 units	Rates for Above 1000 units	Rates for 01-100 units	Rates for 101-500 units	Rates for 501-1000 units	Rates for Above 1000 units
	Std Book Size 5.5"x 8.5"	Std Book Size 5.5"x 8.5"	Std Book Size 5.5"x 8.5"	Std Book Size 5.5"x 8.5"	Legal Size 8.5"x 14"	Legal Size 8.5"x 14"	Legal Size 8.5"x 14"	Legal Size 8.5"x 14"	Letter Size 8.5"x 11"	Letter Size 8.5"x 11"	Letter Size 8.5"x 11"	Letter Size 8.5"x 11"
Cover Page 300 GSM Art Sheet												
Cover Page 250 GSM Art Sheet												
Text Page 130 GSM paper												
Test Page 100 GSM Paper												
Cover Page in Matte Finish												
Cover Page in Glossy Finish												
Title cover both side printing 300 GSM Card paper												
Cover page 300 GSM with UV Sun board printing certificate												
Photocopy charges												
Perfect Binding (spiral)												
Perfect Binding (Coil)												
Perfect Binding (Staple)												
Perfect Book Binding												
Perfect Book Binding (with cloth hard cover)												
Packing Charges												
Add : GST, as applicable												

Add : Applicable Taxes to be indicated separately and the above rate quotes should be without inclusive of any tax.

SIGNATURE OF BIDDER WITH SEAL AND DATE

**Annexure-B
(Part-IV)**

Printing Specifications/Description	Rates for 01-100 units	Rates for 101-200 units	Rates for 201-500 units	Rates for 01-100 units	Rates for 101-200 units	Rates for 201-500 units
	Letter Size Paper			A-4 Size Paper		
Letter Heads (Multi colour) Paper: built executive bond paper Printing: Screen/offset printing with FSSAI & GoI logo (embossing)						
Letter Heads (Multi colour) Paper: 105 GSM super sunshine paper Printing: Screen/offset printing with FSSAI & GoI logo (embossing)						
Letter Heads (Multi colour) Paper: 105 GSM super sunshine paper Printing: Digital printing with FSSAI & GoI logo (embossing)						
Pocket Folder Paper: 300 GSM Cover page with matte/glossy finish						
Add : Taxes, as applicable						

Add : Applicable Taxes to be indicated separately and the above rate quotes should be without inclusive of any tax.

SIGNATURE OF BIDDER WITH SEAL AND DATE

**Annexure-B
(Part-V)**

Banner/Backdrop

Description	Rates in square feet for single unit
Banner/Backdrop without frame	
Banner/Backdrop with frame	
Star flex	
Standee	
Add : Taxes, as applicable	

(Part-VI)

Visiting Cards

Sl. No.	Description of items with specification	Quantity	Rate per box (in Rs.)
1.	Colours: Four colours (Simple) Printing: Screen Printing with GOI logo embossing one side and FSSAI logo Bilingual (English & Hindi) back to back Paper: Texture paper Size: 8.75 cmt. X 5.5 cmt.	1 Box (1 Box containing 100 cards)	
2.	Colours: Four colours Printing: Digital Bilingual (English & Hindi) back to back Paper: Sunshine white paper Size: 8.75 cmt. X 5.5 cmt.	1 Box (1 Box containing 100 cards)	
	Add : Taxes, as applicable		

Add : Applicable Taxes to be indicated separately and the above rate quotes should be without inclusive of any tax.

SIGNATURE OF BIDDER WITH SEAL AND DATE

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