Food Safety and Standards Authority of India
(A Statutory Authority established under the Food Safety & Standards Act, 2006)
(PC & GA Division)
FDA Bhawan, Kotla Road, New Delhi-110002

Tender No. 14-01/GA/2016-FSSAI Dated the 17th June, 2016

To

As per list
(New Delhi / Delhi based Class ‘A’ Offset Printers empanelled with Directorate of Printing, Ministry of Urban Development, Government of India only)

Subject:— LIMITED TENDER ENQUIRY FOR PRINTING OF BOOKLETS IN FSSAI

The Food Safety and Standards Authority of India (FSSAI) invite sealed quotations from (New Delhi / Delhi based Class ‘A’ Offset Printers empanelled with Directorate of Printing, Ministry of Urban Development, Government of India only) for designing, printing and supply of Booklets. Detail of printing material and other terms & conditions relating to the award of Contract are given in the Annexeure-I. The prospective bidders may peruse and download the tender document from the official web site of the Authority i.e., www.fssai.gov.in.

2. Interested eligible printing firms are, therefore, requested to submit their sealed quotations – technical bid (Annexure-II) and financial bid (Annexure-III) separately in a single sealed cover to the undersigned on or before 1200 Hrs. of 07th July, 2016. Both the bids as well as the main envelope containing the two bids must be superscribed as "Quotation for Printing of Booklets", "Technical Bid" or "Financial Bid", as the case may be. The financial bid will include the cost of paper, creative options, plate layout design, positives, editing, designing, formatting, creating options, proof-reading, printing, binding, all taxes, packing & forwarding charges up to supply/delivery to the final destination.

3. The last date for submission of the bid is 07th July, 2016 at 1200 hrs (Noon). Technical Bid will be opened by the FSSAI on the same date and time as mentioned in the tender documents and opening of Financial Bid would be notified later to the bidders. The bidders who intend to be present at the time of bid opening, they may do so. The representative of the bidder will be allowed to present at the venue of the bid opening along with the authorization letter only.

The quotations of firm/agency/printer other than Class ‘A’ Offset Printers [New Delhi/Delhi based] empanelled with Directorate of Printing, Ministry of Urban Development, Government of India will not be entertained and summarily rejected.

Enclosed: Tender Document

Copy to:

1. Notice Board of FSSAI for wider publicity and Vendors information.
2. IT Division, FSSAI, New Delhi- Requested for upload the same in the FSSAI Website i.e. www.fssai.gov.in for wider publicity.
ANNEXURE – I

TERMS & CONDITIONS FOR AWARD OF CONTRACT FOR PRINTING OF BOOKLETS IN FSSAI.

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1. LAST DATE & TIME OF RECEIPT OF BIDS : 07th July, 2016 at 1200 HRS.

2. DATE & TIME OF OPENING OF TECHNICAL BIDS : 07th July, 2016 at 1430 HRS.

3. PLACE OF SUBMITTING OF BIDS : Tender Box at 3rd Floor, Reception, FSSAI, FDA Bhawan, Kotla Road, New Delhi – 110 002.

4. ITEMS & QUANTITY REQUIRED TO BE PRINTED:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Booklets to be printed</th>
<th>No. of text pages (excluding cover/back cover pages)</th>
<th>No. of copies to be printed</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Milk and Milk Products</td>
<td>160</td>
<td>500 copies of each booklet</td>
</tr>
<tr>
<td>02.</td>
<td>Oil and Fats</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>03.</td>
<td>Fruit and Vegetable Products</td>
<td>44</td>
<td></td>
</tr>
<tr>
<td>04.</td>
<td>Cereal and Cereal Products</td>
<td>56</td>
<td></td>
</tr>
<tr>
<td>05.</td>
<td>Food Additives</td>
<td>128</td>
<td></td>
</tr>
<tr>
<td>06.</td>
<td>Mycotoxins</td>
<td>56</td>
<td></td>
</tr>
<tr>
<td>07.</td>
<td>Spices and condiments</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>08.</td>
<td>Metals</td>
<td>76</td>
<td></td>
</tr>
<tr>
<td>09.</td>
<td>General Guideline on Sampling</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL NUMBER OF PAGES</td>
<td>700</td>
<td></td>
</tr>
</tbody>
</table>
5. Specifications:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars</th>
<th>Specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.</td>
<td>Cover/back cover pages (Thickness and quality of paper)</td>
<td>300 GSM Imported Art card with lamination (Mat)</td>
</tr>
<tr>
<td>02.</td>
<td>Inner Page (Thickness and quality of paper)</td>
<td>100 GSM Art Paper (Glossy)</td>
</tr>
<tr>
<td>03.</td>
<td>Size</td>
<td>7 ½” X 10” (Approx.)</td>
</tr>
<tr>
<td>04.</td>
<td>Binding</td>
<td>Centre Stitch Binding for item at Sl. No. 03, 04, 06, 07 and 09&lt;br&gt;Perfect Binding for item at Sl. No. 01, 02, 05 and 08</td>
</tr>
<tr>
<td>05.</td>
<td>Page Colour</td>
<td>Four Colour offset printing</td>
</tr>
</tbody>
</table>

Note: The Printers are advised to see the sample/specimen i.e. already printed booklet for examining the specifications. In case, there is some difference between the above mentioned specifications and the already printed booklet, the specifications of already printed booklets will prevail.

6. Pre-Press Job

- Text of the documents will be provided by FSSAI in electronic form (MS Word/PDF)
- Pre-press job such as DTP work including Designing/ creative options should be done with the printer’s own DTP to the satisfaction of the FSSAI.
- Proof-reading of the manuscript by a good professional proof-reader.
- Front/cover page: includes a banner/heading/text with FSSAI logo.
- Back matter: includes a text etc.

7. Schedule of work

The work should be completed in all respects and material should be delivered within stipulated days from the date of placement of printing order as mentioned below:

- Submission of 1st draft proof : within 10 days of providing the documents by FSSAI.
- Submission of final proof : within 05 days of receipt of corrected version of draft proof
- Supply of printing material : within 10 days of receipt of approval for final proof

8. Sample may be inspected in the office of FSSAI at 3rd Floor, FDA Bhawan, Kotla Road, New Delhi-110002 during working hours. The prospective bidders are advised to see the sample before quoting the rates to avoid any confusion/ambiguity at a later stage.

9. Earnest Money Deposit (EMD) : The bidder must attach Earnest Money Deposit of Rupees 22,500/- (Rupees Twenty Two Thousand and Five Hundred Only only) in the form of Demand Draft in favour of “Senior Accounts Officer, FSSAI”. Bids received without EMD will be rejected. The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder’s acceptance of the offer of contract.
Bid Security of successful bidder shall be returned on receipt of Performance Security by
the Authority. 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.

EMD of the bidder(s) will be forfeited if:
   a) The bidder is not willing to abide by the terms and conditions after
      submission of the bid.
   b) The bidder withdraws the bid before receipt of final acceptance.
   c) The successful bidder fails to furnish Performance Security within the
      stipulated time.

10. Quotation

(a) The rate quoted should be inclusive of paper, creative options, plate
    layout design, positives, editing, designing, formatting, creating options,
    proof-reading, printing, binding, all taxes, packing & forwarding charges
    up to supply/delivery to the final destination. Bidders are also requested
to 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 a commitment that the
   agency will use the same sample papers for printing of booklets
   of FSSAI on the letterhead of the Company/ Firm / Agency; and

ii. Copies of any other related material printed for Government of
    India’s organizations.

(b) Vendors should be able to execute all the required jobs together, part
    quotation will not be entertained.

(c) The prospective bidders are advised to see the sample booklets before
    quoting the rates to avoid any confusion/ambiguity at a later stage.

11. Damages

In case of default in maintaining time schedule, the FSSAI will impose a penalty of
amount equivalent to 5% of the total tender cost per day subject to a maximum of 10
days. Delay beyond the scheduled time in excess of 10 days will be deemed to have the
Printing Order cancelled. FSSAI will in no way be held responsible for the loss,
whateoever, attributed due to the delay in printing of booklets/material.
Note: The vendor must ensure safe custody and maintain confidentiality in the printing
material supplied by FSSAI.

12. Two bids viz, Technical Bid, Financial Bid and Amount of EMD should be submitted
in different envelopes with the superscription(i.e. Technical Bid, Financial Bid and EMD,
as the case may be). All these three envelopes must be kept in a sealed cover which may
be superscribed as “Quotation for Printing of Booklets”. The technical bid will provide
the details about the firm, its capacity, printing machine, manpower, clientage etc.(Annexure-II) whereas the Financial Bid (Annexure-III) will contain the rates/ for
the quantity shown of the desired sample. Tender Evaluation Committee (TEC) will open
the Financial Bids of only those bidders who stand qualified on the basis of details
provided in Technical Bid. There should be no cuttings/ overwriting. The cutting, if any should be duly attested. Non-attested/ amended/ overwriting figures will not be considered. Quotations received in an unsealed cover or received after the due date and time are liable to be rejected. Ambiguous bids will also be rejected. Late / Delayed tenders due to any reason whatsoever will not be accepted.

13. The bidder should have the following qualifications for bidding: (Necessary documents/certificates are required to be enclosed with technical bid)
   a. Shall have been in existence for not less than three years.
   b. Shall have annual turnover of not less than Rs.10 lacs during the last three years.
   c. Shall be having sufficient experience and expertise in the relevant field.
   d. Shall have experience of working for Govt. Deptt. / PSU for at least 2 years.
   e. Shall have PAN/TAN number, sales tax registration, VAT registration.
   f. It is not blacklisted by any Ministry/Department of the Government of India or any PSU or any other organization and no pending investigation is in force.

14. The tender will be awarded to that eligible Printer who has quoted the lowest rates (per copy) on comprehensive basis.

15. The tender validity period is 60 days from the date of opening of tender. The rates quoted by the bidders will remain valid for a period of 60 days or till the date of finalization of tender, whichever is later.

16. The rates quoted by the selected firm, and approved by the FSSAI shall remain valid throughout the performance period and requests to increase the rates for any item(s), during the performance period, shall not be considered.

17. Evaluation of Bid: 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 as mentioned in Para 10 of this document.

18. Performance Security:

The successful bidder shall be required to deposit Performance Security for an amount of Rupees 45000/- (Rupees Forty Five Thousand Only) with FSSAI within one week of receipt of "Letter of Offer." The performance security will be in the form of Fixed Deposit Receipt/Bank Guarantee with a validity period of 6 months from any of the scheduled Bank pledged 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. If the contractor fails or neglects any of his obligations under the contract, FSSAI reserves the right to forfeit either whole or any part of Performance Security furnished by the bidder as penalty for such failure.
19. **Payment:** The FSSAI will make no advance payment. Payment to the printing firm shall be released on the basis of satisfactory work done by the Printer. The FSSAI, however, reserves the right to conduct performance review at any time during the contract period and deficiencies, if any, noticed will require to be rectified and compliance reported. If the Printer fails to rectify the deficiencies or fails to comply with direction/instruction of the FSSAI his contract is liable to be terminated. Printing order, after due compliance of all formalities, will be placed on the selected supplier(s) to execute the job. The Printing Firm(s) shall print the items on urgent basis in a time schedule as decided by the FSSAI.

20. The selected Firm(s) will be required to supply one sample each of the material to be printed for the approval of competent authority. The Printer will get the proof approved from the FSSAI. No final printing should be resorted to unless proof/samples are approved by FSSAI. This Office will not be responsible for any loss occurred to the Printing Firm(s) in case printing is done without getting the proof/sample approved by FSSAI.

21. The selected Firm shall ensure the delivery of the items in the office of the Food Safety and Standards Authority of India (FSSAI) 3rd Floor, Food and Drug Administration (FDA) Bhawan, Kotla Road, New Delhi-110002.

22. Supply should normally be made during the office hours on any working day. The FSSAI will have the authority to place order for supply of items beyond office hours and on holidays.

23. The FSSAI will have the authority to cancel any order, if the required items are not supplied on time or do not meet the specifications of the CCI.

24. The printer shall submit sample paper of each item proposed to be printed along with the technical bid.

25. The FSSAI may depute a team of officers to adjudicate the capability and to verify the claims furnished by the bidder.

26. The FSSAI reserves the right to reject any/all offer(s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.

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# PROFORMA FOR TECHNICAL BID

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Tendering Firm &amp; Owner (With Tel. /Mob. Nos.)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Full Office Address of Registered Office</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Telephone number</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fax number</td>
<td></td>
</tr>
<tr>
<td></td>
<td>e-mail address</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name of the Contact Person with Mobile No.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>PAN/TAN number, sales tax registration, VAT registration (attach copy)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Proper testimonials certificates with regard to experience in the field for the last two years with Government department</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Annual Turnover for the period from 2014-15 &amp; 2015-16</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Whether the sample paper of each item attached</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Details of Earnest Money Deposit</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Whether Terms &amp; Conditions issued by FSSAI are acceptable to the firm</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Undertaking regarding non-blacklisting</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Other details, if any</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Necessary supporting documents/certificates are to be attached. In the absence of the requisite documents, the bids will be rejected.

(Signature of Owner/Authorized Representative)
ANNEXURE - III

PROFORMA FOR FINANCIAL BID

(include the cost of paper, creative options, plate layout design, positives, editing, designing, formatting, creating options, proof-reading, printing, binding, all taxes, packing & forwarding charges up to supply/delivery to the final destination)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Description</th>
<th>Rate (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Paper cost of text/inner pages &lt;br&gt;(100 GSM Art Paper (Glossy))</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Paper cost for cover/back cover pages &lt;br&gt;[300 GSM Imported Art card with lamination (Mat)]</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Printing cost for text/inner page/leafs (approx. overall 700 pages of all nine booklets) of both side in four colours for 4500 copies including photocomposing, processing, scanning, designing, plate making , etc.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Printing cost for cover &amp; back covers pages (in four colour) for 4500 copies (including photocomposing, processing, scanning, designing, plate making, etc.)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Binding charges for the booklets mentioned under para 4 &quot;ITEMS &amp; QUANTITY REQUIRED TO BE PRINTED&quot;</td>
<td></td>
</tr>
<tr>
<td>(a)</td>
<td>Centre Stitch Binding for item at Sl. No. 03, 04, 06, 07 and 09 of table under para 4 &quot;ITEMS &amp; QUANTITY REQUIRED TO BE PRINTED&quot;</td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td>Perfect Binding for item at Sl. No. 01, 02, 05 and 08 of table under para 4 &quot;ITEMS &amp; QUANTITY REQUIRED TO BE PRINTED&quot;</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Packaging (in bundles of 100 printed copies)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Total cost of entire work (inclusive of all items)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Rate per page (+/-) (if number of pages increase or decrease)</td>
<td></td>
</tr>
</tbody>
</table>

I/We have read & understood the terms and conditions of the tender. I/We undertake that we are quoting the rates only after having seen the samples of the items and having understood the printing requirements of these items in CCI.

(Signature of Owner/Authorized Representative)

Date: ___________ 2016
Place: New Delhi
**LIST OF PANELLED PRIVATE PRINTERS/BINDERS MAINTAINED BY THE DIRECTORATE OF PRINTING, NEW DELHI**

**'A' CLASS OFFSET PRINTERS**

7. M/s. Bengal Offset Works, 335, Khazoor Road, Karol Bagh, New Delhi-110005.
19. M/s. Indian Printing Works, E-4, Jhandewalan, Rani Jhansi Road, New Delhi-110005.
24. M/s. New Model Impex Pvt. Ltd., Jagjivan Vidya Bhawan, Link Road, New Delhi-110055.
29. M/s. Public Printing(Delhi) Services, C-80, Okhla Industrial Area, Phase-I, New Delhi-110020.
31. M/s. Salasar Imaging Systems, C-7/5< Lawerance Road, Industrial Area, New Delhi-110035.
38. M/s. Union Printers Co-op, Industrial Society Ltd., 2216, Hardhian Singh Road, Karol Bagh, New Delhi-110005.
40. M/s. Veerendra Printers, 2216, Hardhian Singh Road, Karol Bagh, New Delhi-110005.