To,

(As per list enclosed)

Subject:- Printing of Annual Report 2013-14 of Food Safety and Standards Authority of India (FSSAI)

Sir,

I am directed to invite sealed tenders for Printing of Annual Report of the FSSAI for the year 2013-14 as per enclosed terms and conditions. Interested approved Printers/Firms/Agencies having requisite experience are hereby requested to furnish their proposals in sealed covers through two bid system i.e. 'Technical Bid' and 'Financial Bid' as per Proforma given at Annexure-A and Annexure-B respectively. The sealed covers duly superscribed as "Technical Bid for printing of Annual Report 2013-14 in the FSSAI" and "Financial Bid for printing of Annual Report 2013-14 FSSAI" should be put together in a single sealed cover with superscription "Tender for Printing of Annual Report 2013-14 in the FSSAI and addressed to Joint Director (Mgmt.), Food Safety and Standards Authority of India (FSSAI), FDA Bhawan, Kotla Road, New Delhi-110002. The sealed cover should be sent to the above address or dropped in the Tender Box kept at 3rd Floor, FDA Bhawan, Kotla Road, New Delhi-110002 latest by 12.00 pm on 30th July, 2014. Late submission of tenders will not be accepted. The FSSAI reserves the right to reject any or all quotations without assigning any reason. Sealed covers containing Technical Bid will be opened at 12.30 pm on the same date. In case 30th July, 2014 happens to be a holiday, tender can be accepted till 12.00 noon of the next working day and will be opened at 12.30 pm on the same day. Financial bids of technically acceptable offers will only be opened for further evaluation and processing for placement of contract. Firms should mention their telephone number in the Technical Bid so that they could be called to attend Financial Bid through telephone. A representative of the firm with proper authorization letter may attend opening of Technical Bid.

Yours faithfully,

- Sd-

(Rackesh Kulshrestha)
Joint Director (Mgmt.)
**TERMS AND CONDITIONS**

1. The Agency should have a minimum turnover of more than Rs. 75.00 Lakhs in last three Financial years i.e. 2011-12, 2012-13 and 2013-14.

2. The Agency should be agreeable to deliver the printing material as per the specifications at short notice at any place as directed by the Authority.

3. The Agency should have PAN/TIN number.

4. The Agency should submit an EMD of Rs. 20,000/- (Rupees Twenty Thousand Only) in the form of a Demand Draft drawn in favour of Senior Accounts Officer, FSSAI, New Delhi along with the quotation letter (Technical Bid). Quotation without EMD will not be considered.

5. The Agency finally selected should deposit 10% of the total value as performance Security in the form of a Bank Guarantee or original papers of Fixed Deposit in a commercial bank till the execution of the job. This should be done within a period of 15 days from the date of work order.

6. The Agency shall not make any condition regarding quantity of material orders.

7. The firm should have experience of working with Ministries/Departments and furnish proof of experience of having undertaken the work of Printing in Ministries/Departments of the Government during the last 3 years.

8. No blank page should be numbered for calculation purposes. Only printed pages will be included for calculating total no. of pages in Annual Report.

9. FSSAI will have no liability regarding transportation, loading and unloading of material and all the material ordered for should be delivered at the designated place in good condition by the Agency.

10. FSSAI should approve the proof of the material before final printing. **The Firm/Agency should also furnish the Hindi translation.** The requisite copies of the Annual Report are to be provided within 5 days from the date of approval of the final material. FSSAI reserves the right to reject goods which do not confirm to the specifications. The defective printing material, if
found will be replaced by the Agency.

11. Payment will be made only through pre-receipted bills supported by delivery Challan of the material. TDS and other taxes as applicable will be deducted from the bill.

12. Price quoted should be in Indian Rupees and should be rounded off in full figures and unambiguous. Any ambiguity in the Financial Bid will be liable for rejection. The quoted price should also include the impact of all overheads.

13. Under no circumstances, shall the firm appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice by the competent authority. In such case apart from forfeiture of performance security, action as deemed fit can be initiated by FSSAI.

14. Tender application without complete documents/information shall not be considered.

15. Failure by the Agency/Contractor to comply with any statutory requirements and terms of agreement during the period of contract shall result in termination of the contract and subsequent disqualification from participation in any future tender in this Authority. The security deposit/performance security shall also be forfeited.

16. Any corrections or overwritings in the tender document should be authenticated.

17. For selecting a printer on the basis of L-1 rate, Sl. No. 1 of the ‘Financial Bid’ will be the determining factor.

18. The EMD is valid for a period of 45 days beyond the final tender validity period.

19. The EMD of a tenderer will be forfeited, if the tenderer withdraws or amends its tender within the period of validity of its tender.

20. If the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.

21. EMD of all the unsuccessful tenderers will be returned to them without interest whatsoever, at
the earliest after expiry of the final tender validity period but not later than 30 days after conclusion of the contract.

<p>| 22. | EMD of the successful tender would be returned without any interest after the receipt of performance security. |
| 23. | Any deviation will be considered as breach of contract and will be dealt accordingly. Any delay in execution of the contract will entail a penalty to be decided by Head of Department. The decision of Head of Department will be final in such cases. |
| 24. | Two (02) sets of CDs containing the complete Annual Report material to be provided both in Microsoft Word version and PDF version. |</p>
<table>
<thead>
<tr>
<th></th>
<th>TECHNICAL BID</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the Firm</td>
</tr>
<tr>
<td>2.</td>
<td>Address of the firm</td>
</tr>
<tr>
<td>3.</td>
<td>Name of the Authorized Signatory (IN BLOCK CAPITAL LETTER)</td>
</tr>
<tr>
<td>4.</td>
<td>Specimen Signature of the authorized signatory</td>
</tr>
<tr>
<td>5.</td>
<td>Telephone number of the authorized signatory and other Telephone number of the Firm with e-mail address.</td>
</tr>
<tr>
<td>6.</td>
<td>Fax number of the Firm</td>
</tr>
<tr>
<td>7.</td>
<td>Whether the firm agrees to deliver goods within the specified time in good condition.</td>
</tr>
<tr>
<td>8.</td>
<td>Proof of experience of having undertaken work of printing in Ministries/Departments during the last three (03) years.</td>
</tr>
<tr>
<td>9.</td>
<td>PAN/TIN Number of the Firm.</td>
</tr>
<tr>
<td>10.</td>
<td>VAT Registration Number of the Firm.</td>
</tr>
<tr>
<td>11.</td>
<td>Details of Man power (Total Strength)</td>
</tr>
<tr>
<td>12.</td>
<td>List of Machinery Available with the firm.</td>
</tr>
<tr>
<td>13.</td>
<td>Turnover of the Firm during the last three years (in Rupees). Copies of Balance Sheet are to be enclosed.</td>
</tr>
<tr>
<td>14.</td>
<td>Photocopies of Income Tax Return (ITR) for the year 2011-12, 2012-13 and 2013-14 are to be enclosed.</td>
</tr>
<tr>
<td>15.</td>
<td>Whether all the documents are signed by authorized signatory of the firm (yes/No).</td>
</tr>
<tr>
<td>16.</td>
<td>Whether the firm agrees to deposit performance security.</td>
</tr>
<tr>
<td>17.</td>
<td>Whether the firm has submitted EMD (Yes/No). if ‘Yes’ then Draft Number and date.</td>
</tr>
<tr>
<td>18.</td>
<td>Whether the Firm has any legal suit/criminal case pending against it for violation of PF/ESI/MW act or any</td>
</tr>
</tbody>
</table>
other law/or has been blacklisted by any
Department/Ministry.

| 19. Any special condition which the Agency/Firm is to mention. |

**Declaration:**

I/We hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I/We understand that in case of any deviation in the above statement at any stage, the company will be blacklisted and will not have any dealing with the authority in future.

(Signature and Seal of authorized signatory)

Dated..............................
<table>
<thead>
<tr>
<th>Item Description</th>
<th>Sl. No.</th>
<th>Item on which rates are to be quoted</th>
<th>Rates (In Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Annual Report- 2013-14</strong></td>
<td></td>
<td>1. Printing rate for 1000 copies of Annual Report 2013-14 i.e. (per copy/book per page, cover page and back page). These rates should be inclusive of charges of Hindi translation, freight charges, printing, binding, lamination, scanning, designing cutting, pressing, colour photographs / graphs, two proof reading charges, etc.</td>
<td></td>
</tr>
<tr>
<td><strong>Paper:</strong> 100 GSM (matt Finish Art Paper) good quality art paper. <strong>Composing:</strong> (Machine proof to be submitted for approval for specified number of pages) 210 pages (approximately). A-4 in four colour. <strong>Title:</strong> 300 GSM (matt Finish Art card and matt laminated paper) <strong>Printing Text:</strong> Two colour of all text pages including bar diagrams. <strong>Printing of Photographs, Graphs, pi-charts, diagrams and histograms:</strong> Four colour, special colour (fifth) <strong>Printing of title and back page:</strong> Four colour <strong>Design and layout:</strong> As per official requirement. <strong>Binding:</strong> Sectional sewing/perfect binding and cover pasting. <strong>Translation:</strong> complete Annual Report (English to Hindi) <strong>Size:</strong> 27.5 cms x 22 cms</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>No. of Copies- 1000</strong></td>
<td></td>
<td>3. Approximate pages of Annual Report 2013-14 are 210 in case of reduction of pages, how much you would reduce the total cost per page.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Additional charges per copy if FSSAI demands more copy of Annual Report 2013-14 over and above 1000 copies.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Additional % of TAXVAT (if any)</td>
<td></td>
</tr>
</tbody>
</table>
Annexure-C

CHECK LIST and the order in which the documents are to be submitted for the tender

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>EMD FOR Rs. 20,000/-</td>
</tr>
<tr>
<td>5.</td>
<td>Photocopy of the PAN</td>
</tr>
<tr>
<td>6.</td>
<td>Photocopy of the VAT Registration</td>
</tr>
<tr>
<td>7.</td>
<td>Any other</td>
</tr>
</tbody>
</table>

Bidders to ensure

A. That all pages have been stamped and signed by the authorised Person(s).

B. That all the pages have been numbered.

C. That all the documents are legible (Clearly readable).

D. Tender application without complete documents/information shall not be considered.
LIST OF EMPANELLED OFFSET PRINTERS w.e.f.14.07.2011

A’ Category Printers

1. Ajanta Offset & Packaging Ltd.
   Admn. Office: Madani Hall, 1, Bahadurshah Zafar Marg, New Delhi-110002

2. Aravali Printers & Publishers (P) Ltd.
   W-30, Okhla Industrial Area, Phase-II, New Delhi-110 020
   Unit-II: A-129, Okhla Industrial Area, Phase-II, New Delhi-110 020

3. Brijbasi Art Press Ltd.
   A-81, Sector-V, Noida-201301
   Unit-II: 20-21, Udyog Kendra, Greater Noida

4. Delhi Press
   E-3, Jhandewallan Estate, Rani Jhansi Road, New Delhi-110055

5. Gopsons Papers Ltd.
   Regd. Office: T-2, Akarshan Bhawan, IVth Floor,
   4754/23, Ansari Road, Darya Ganj, New Delhi 110002.
   Works: A-14, Sector-60, Noida –201301

6. HT Media Ltd.
   B-2, Sector 63, NOIDA, UP –201307

7. India Offset Press
   A-1, Mayapuri Industrial Area, New Delhi-110 064

8. International Print-O-Pac Ltd.
   C-4, Hosiery Complex, Phase-II Extension, NOIDA –201305

9. Nu -Tech Photolithographers
   B-240, Okhla Industrial Area, Phase-I, New Delhi-110 020
   II) B-38, Okhla Industrial Area, Phase-I, New Delhi-110 020

    C-176, Naraina Industrial Area, Phase-I, New Delhi-110028

    B-2/201, Safdarjun Enclave, New Delhi-110029
    Press:2A, Udyog Vihar, Greater Noida, UP

12. Rakesh Press
    A-7, Naraina Industrial Area, Phase-II, New Delhi-110028

13. Rave Scans Pvt. Ltd
    A-27, Naraina Industrial Area, Phase-II, New Delhi-110028
14. Thomson Press (India) Ltd.
   B-315, Okhla Industrial Area, Phase-I, New Delhi-110020

'B' Category Printers

1. Bengal Offset Works
   335, Khazoor Road, Karol Bagh, New Delhi-110 005
   Unit-II: A-56, Sector-V, Noida-201 301

2. Chaar Dishayen Printers
   Office: C-42, Gulmohar Park, New Delhi-110049
   Works: G-39-41, Sector-3, Noida-201301

3. Dee Kay Printers
   5/16, Kirti Nagar Industrial Area, New Delhi-110015

4. Gita Offset Printers Private Limited
   C-90, Okhla Industrial Area, Phase I, New Delhi 110020

5. Gowarsons Publishers Pvt. Ltd.
   Gulab House, Mayapuri Industrial Area, New Delhi-110 064

   104, DSIDC Complex, Phase-I, Okhla Industrial Area, New Delhi-110020

7. J.J. Offset Printers
   522, Patparganj Industrial Area, Delhi-110 092

8. Kriti
   B-279, Okhla Industrial Area, Phase I, New Delhi 110020

9. M/s New Print India Pvt. Ltd
   8/4B, Sahibabad Industrial Area, Distt. Ghaziabad

    D-78, Okhla Industrial Area, Phase-I New Delhi-110 020

11. Nutan Printers
    F- 89/12, Okhla Industrial Area Phase I, New Delhi 110020

12. Pearl Offset Press (P) Ltd.
    5/33, Kirti Nagar Industrial Area, New Delhi -110015

    C-59, Okhla Industrial Area, Phase-I, New Delhi-110020

14. Ratna Offset
    F 29/2 Ist. AFloor, Okhla Industrial Area, Phase-II, New Delhi-110020

15. Selina Publishers
    2, Goela Lane, Underhill Road, Civil Lines, Delhi 110054
    Press: A-36& 37, Sector 8, Noida, UP
   B-3, Sector- 65, Noida (U.P.)

17. Shree Om Enterprises
   A- 98/3, Okhla Industrial Area, Phase II, New Delhi 110020

18. Surya Print Process (P) Ltd.
   9/54, Kirti Nagar Industrial Area, New Delhi -110015

19. Tara Art Printers Pvt. Ltd.
   B-4, Hans Bhavan, Bahadur Shah Zafar Marg, New Delhi-110 002
   Unit-II: A-47, Sector-V, Noida -201 301

20 Universal Offsets
   135, Patparganj Industrial Estate, Delhi- 110 092

   C-66/3 Okhla Industrial Area, Phase-II, New Delhi-110020

Diary Makers

1. Usha Diaries
   3, Chameliyan Road, Bara Hindu Rao
   Behind Model Basti Fire Station
   Near Filmstan Cinema, Delhi 110006

2. Printman Associate (P) Ltd
   8, Printing Press Area
   Behind Punjab Kesri News Paper
   Near Wazirpur Bus Depo.
   Ring Road Delhi 110052

3. MLB Products Pvt. Ltd
   C-31, Mayapuri Industrial Area
   Phase-II, New Delhi 110064

4. Techno Prints
   8A/78, WEA Karol Bagh
   New Delhi 110005

South Region Printers

1. Abhimani Publications Ltd
   Corporate Office: 2/4, Dr. Raj Kumar Road, Rajajinagar, Bangalore- 560010
   Press: 1820/157, 5th. Main Road, Prakashnagar, Bangalore 560021

2. Manipal Press Ltd
   Regd. Office: Press Corner, Manipal- 576104, Karnataka, India

3. Mytec Process Pvt. Ltd
   Regd. Office: 204, 4th. Cross, Lalbagh Road, Bangalore 560027
   Press: Plot No. 261/A, Bommasandra Industrial Area, Bangalore 560099
4. Pavai Printers Pvt. Ltd
   16, Jani Jan Khan Road, Royapettah, Chennai 600014

5. The Coronation Arts Crafts
   Coronation Mansion,
   343, Thiruthangal Road, Post Bag No. 11, Sivakasi 626123

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