Tender Notice
By Speed Post

File No. 14-01/GA/2015-16-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

The 10th December, 2015

To
As per list

Subject:- Limited Tender Enquiry for designing, printing and supply of Wall Calendar-2016 for Food Safety and Standards Authority of India

Sir,

Food Safety and Standards Authority of India (FSSAI) invites sealed tenders for designing, printing and supply of Wall Calendar-2016 for FSSAI from the New Delhi / Delhi based Class /Category ‘A’ & ‘B’ Offset Printers empanelled with Directorate of Printing and Directorate of Advertising and Visual Publicity only. The quantity and specifications of wall calendars and cover page/fly leaf are as under:-

I. Quantity

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Item</th>
<th>Quantity (In Nos.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Wall Calendars</td>
<td>2,000 (two thousand only)</td>
</tr>
<tr>
<td>2.</td>
<td>Envelopes for Calendar</td>
<td>2,000 (two thousand only)</td>
</tr>
</tbody>
</table>

II (a). Specifications for Printing of Calendar:

(i) Size : Size 24" (height) x 17" (width)
(ii) No. of sheets : 6 + 1 fly sheet
(iii) Printing Process : Quality Web offset
    Cover page/fly leaf : Four Colour
    Inside pages : Four Colour
(iv) Designing : Creative design to be developed by the agency
(v) Paper
    Cover page/fly leaf : 130 gsm ‘Imported Art matt finish’ paper
    Inside pages : 170 gsm ‘Imported Art matt finish’ paper
(vi) Quantity : 2,000 copies
(vii) Language : Text in bi-lingual (English & Hindi) on all pages
(viii) Binding : Spiral binding on 17” side with iron stick and back supporting pulp board of 3”

Notes:

(a) The cover page (fly leaf) of the Calendar will show all 12 photos/ pictures/ designs with brief narration at the bottom of respective images with suitable write-up/ caption – to be approved by FSSAI.

(b) Each page of the calendar must have (i) current month (ii) previous month (iii) next month (iv) Logo & full name of FSSAI and (v) creative design/ picture/ animation / illustration etc. Gazetted / Restricted holidays must be identified in all the months of (i) to (iii) mentioned before. Name of the holiday with a brief description about it must be given on the pages where the holiday falls in the current month.

(c) Saturdays, Sundays and Gazetted holidays should be printed in red colour whereas Restricted holidays should be printed in blue colour.

II (b). Specifications for Envelopes for Calendar

(i) No. of Paper Envelopes : 2,000 (Two Thousand only)
(ii) Paper : 130 gsm imported art paper
(iii) Size : Suitably bigger to keep the calendar folded in two equal folds i.e. appropriate size to ensure that a double folded calendar properly fits into the envelope.
(iv) Flap of Envelope : 2”
(v) Binding : Die Cutting and Pasting
(vi) Printing : Single Colour in Hindi and English on front size of the envelope.

III. Theme of Calendar

The theme of the Calendar – 2016 should revolve around the idea of Food Safety “Surakshit Aahar, Swasthya Ka Aadhar” and consumer awareness regarding Food Safety concept.

The design of the calendar must be based on above themes. The main tasks of the printing agency are as follows:-

(i) The agency will submit three designs of the calendar.

(ii) Once shortlisted, the agency will be required to give all sheets of the calendar within 10 days of receiving the work order.
(iii) Agencies are required to develop tagline for the calendar and suitable photo caption for each creative. For fly leaf page, agency is required to provide a brief write up on the theme.

(iv) The bi-lingual calendar will be printed. The Financial bid should be inclusive of translation charges from English to Hindi.

(v) The Calendar is to portray the theme through photographs. Line drawings, Sketches or any other Creative treatment.

(vi) Suitable captions & small write-up / fact sheet on each of these themes may be included in the calendar.

(vii) A fly leaf may also be designed.

(viii) All the creatives selected for the calendar will be the property of FSSAI.

The bidders are required to submit certification of all the material to be used for the items mentioned above as per specifications.

**General Terms & conditions:**

1. Sealed Tenders should be addressed to the Director (GA), Food Safety & Standards Authority of India, 4th Floor, FDA Bhawan, Kotla Road, New Delhi – 110002 and should have the validity of 90 days and should reach by **12.00 P.M. on or before 31st December, 2015** along with cost of Tender document of Rs. 500/- (Non-refundable) and Earnest Money Deposit (EMD) by way of Demand Draft/ Banker’s Cheque from a Nationalized bank / Scheduled commercial bank for Rs. 10,000/- (Rupees Ten Thousand Only) respectively in favour of “Senior Accounts Officer, FSSAI, New Delhi”. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected by FSSAI. The Tender document can also be downloaded from FSSAI’s website at www.fssai.gov.in. Further, it may also be noted that after awarding of the job, if the bidder refuses to take up the work, the said Earnest Money Deposit will be forfeited.

2. You may submit your sealed bid documents as per the enclosed format & check-list under Two Bid System [Technical Bid and Financial Bid (along with EMD & Tender Fee)] duly filled in as per the instructions of this Limited Tender Enquiry. The sealed covers duly superscribed as “Technical Bid for designing and printing of FSSAI Wall Calendar-2016” and “Financial Bid for designing and printing of FSSAI Wall Calendar-2016” should be put together in a single sealed cover with superscription “Tender for Designing and Printing of FSSAI Wall Calendar-2016 and should be addressed to Director (GA), Food Safety and Standards Authority of India, 4th Floor, FDA Bhawan, Kotla Road, (near Bal Bhawan/Mata Sundari College), New Delhi -110002 latest by **31st December, 2015** on or before **12.00 PM** Further, the rates for the above items should be net i.e. inclusive of all taxes, which should include artwork, processing, designing of the material, photos, scanning, planning, layout, composing, setting, processing, binding, translation &
proof reading of text from English to Hindi and packing & forwarding charges up to delivery to the final destination. Apart from these, you may also indicate the (i) rates per wall calendar (if number of wall calendar increase) and (ii) rates for the printing and supply of 100 additional copies of wall calendar [if required by the Authority at later stage] and also furnish the following samples along with quotation:

i. Samples of the papers (cover page and fly leaf) must be signed and sealed by the bidders and a commitment that they will use the same sample papers for printing of FSSAI Wall Calendar -2016 on the letterhead of the Company/ Firm / Agency; and

ii. Copies of work order(s)/letter of award of work as proof of experience of having undertaken the work of wall calendars for other Ministries/Departments of the Government of India during the last 3 years and duly supported by proper testimonials certificates. If any firm send quotation and have no previous experience in this field, their quotation will not be considered.

3. Tender received after due date and time shall not be considered. Each page of tender documents must be duly signed by the 'Authorized Signatory' of the organization.

4. The Technical Bid shall be opened on **31st December, 2015** in the Conference Room at 3rd Floor, FDA Bhawan, Kotla Road, (near Bal Bhawan / Mata Sundari College), New Delhi - 110002 by the Technical Bid Opening Committee authorized by the Competent Authority of the FSSAI.

5. Bidders should depute his/their representative along with authorization letter at our office on **31st December, 2015 at 12.00 P.M.** to participate in the opening of technical bid. **The date of presentation will be intimated separately.** The Financial bids of those firms shall be opened who qualify in the technical evaluation.

6. Evaluation of Bid: The final evaluation will be done under combined Quality-cum-Cost based systems with 70% weightage assigned to the Technical Score and 30% weightage assigned to the Financial Quote. Financial bids shall be opened in respect of those firms, who obtained 70% of the marks [i.e. 49 marks] in the technical evaluation stage. The marks assigned for technical and financial evaluation is given below:

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Evaluation [70 marks]</td>
<td>Particulars</td>
<td>Marks</td>
</tr>
<tr>
<td>Experience in the similar field / job</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Three designs of Calendar on the theme of 'Surakshit Aahar, Swasthya Ka Aadhar'</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Presentation</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Financial Evaluation</td>
<td>As per format</td>
<td>30</td>
</tr>
</tbody>
</table>

7. Incomplete tenders will be summarily rejected. There should not be any cutting or overwriting on the tender while quoting the rates. In case of any cutting, it should be duly signed by the bidder. Bidders shall not be permitted to alter / modify their bids after expiry of the deadline for receipt of the bids.

8. FSSAI reserves the right to reject any or all the bids without assigning any reason and the decision of the competent authority of FSSAI shall be final and binding. FSSAI reserves the right to withdraw this tender document if FSSAI determines that such action is in the best interest of the FSSAI.

9. The softcopy (in CD/Pen drive) of the whole material of FSSAI Wall Calendar-2016 will be provided to the Authority without any extra cost.


11. Participating agencies may submit 3 (three) designs. FSSAI’s decision shall be final. Provision of pictures/animation/illustration/graphic etc., wherever applicable will be integral to design.

12. A suitable declaration along with/ on each creative/ design indicating that these are original creation by the relevant agency and not a copy of any other design/ patent/ copyright/trademark/report/calendar etc.

13. Commitment/Undertaking on the letterhead regarding usage of same paper in Printing of Wall Calendar-2016 of FSSAI which are being provided as sample papers along with Technical Bid.

14. Sub-tendering of the job will not be allowed.

15. Printed calendars shall be accepted/received subject to inspection at our Head Office at 3rd Floor, FDA Bhawan, Kotla Road, New Delhi-110002.

16. No deviation in quality/specification of materials will be permitted.

17. The whole process of designing, composing, processing and printing of FSSAI Wall Calendar will be required in a period of two weeks only after receiving the material from FSSAI. Further, the printed Wall Calendars are required to be delivered within 5-7 days or earlier after the date of receipt of corrected proof pages / designs. A very high quality of printing is required. The work done in slipshod manner will not be accepted.
18. Rejected goods will be removed from the premises of FSSAI by printers immediately within 24 hours, failing which these will be disposed of by FSSAI at the printer's cost and expenses and no claim for the same shall be entertained. FSSAI will not be responsible for any loss/damage caused in any respect.

19. FSSAI reserves the right to impose penalty before accepting the goods in case of delays, which shall be final and binding on the vendor.

20. The FSSAI reserves the right to increase the required quantity at any time without assigning any reason whatsoever.

21. In case of any dispute, the decision of FSSAI shall be final and binding on the parties.

22. The successful tenderer shall be required to deposit a Performance Security of Rs. 15,000/- [Rupees Fifteen thousand only] 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. On receipt of the Performance Security, the EMD will be returned to the successful bidder. EMD of the unsuccessful bidders will be returned on or before the 30th day after the award of the work.

23. 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 FSSAI Wall Calendar-2016. The invoice should be accompanied with delivery chalan/s.

24. FSSAI shall provide the text in English only. Translation of the text in Hindi including proof reading will be integral to scope of work of the selected agency.

25. The Authority reserves the right of accepting or rejecting any quotation in full or in part without assigning any reason.

-Sd-
(Rakesh Chandra Sharma)
Director (General Administration)
Tel. 011 - 23220994

Copy to:
IEC Division for display it on website of the Authority
Part – A (Technical Bid)

(This format is to be printed **mandatorily only on** the **Letter Head** of the Bidding Company/Agency)

<table>
<thead>
<tr>
<th>S.NO.</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of Tendering Company/ Firm / Agency</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Full Address of Reg. Office</td>
<td></td>
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<tr>
<td></td>
<td>Telephone No.</td>
<td></td>
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<tr>
<td></td>
<td>FAX No.</td>
<td></td>
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<tr>
<td></td>
<td>E-Mail Address</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>PAN (attach a copy)</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Bank Details of the Company</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) Beneficiary Name</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) Name of Bank Name</td>
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<tr>
<td></td>
<td>(c) Branch and address</td>
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<td></td>
<td>(d) Type of Account</td>
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<tr>
<td></td>
<td>(d) Account Number</td>
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<td></td>
<td>(e) IFSC Code</td>
<td></td>
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<tr>
<td></td>
<td>(f) MICR Code</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Details of the instrument of Earnest Money Deposit for Rs. 10,000/- (attach the EMD in the form of Banker’s cheque or Demand Draft as per the detail given in Para 1 of General terms &amp; conditions)</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Details of the instrument of cost of tender fee of Rs. 500/- (attach the Banker’s cheque or Demand Draft as per the detail given in Para 1 of General terms &amp; conditions)</td>
<td></td>
</tr>
</tbody>
</table>
|   | Experience in the similar field / job  
|   | (attach work orders of last three years)  
| 8. | Three designs of Calendar on the theme of ‘Surakshit Aahar, Swasthya Ka Aadhar’  
|   | (attach separately)  
| 9. | Sample of papers/envelope duly signed and sealed by the bidder  
|   | (Cover page / fly leaf, inner page, envelope)  

Name, Signature & Seal of the bidder

Date /Place
Part – B (Financial Bid)

(This format is to be printed **mandatorily only on** the **Letter Head** of the Bidding Company/Agency)

**Price Schedule (I)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Rate quoted per unit</th>
<th>Taxes, if any</th>
<th>Other charges, if any</th>
<th>Total cost per unit</th>
<th>Total cost for 2000 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wall Calendar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Envelope for the Wall Calendar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Grand Total***

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**Price Schedule (II)**

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description</th>
<th>Rate <em>(Rs.)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Rates <em>(all inclusive)</em> for the printing and supply of per 100 additional copies of wall calendar [if required by the Authority at later stage]</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Rates <em>(all inclusive)</em> for the printing and supply of per 100 additional copies of envelope for wall calendar [if required by the Authority at later stage]</td>
<td></td>
</tr>
</tbody>
</table>

Name, Signature & Seal of the bidder

Date /Place

*Note*: *prices quoted should inclusive of all levies and all taxes, which should include artwork, processing, designing of the material, photos, scanning, planning, layout, composing, setting, processing, binding, translation & proof reading of text from English to Hindi and packing & forwarding charges up to delivery to the final destination.*
CHECK LIST

Please check whether all the below mentioned documents have been enclosed for participating in the Tender Document for designing, printing and supply of Wall Calendar-2016 for Food Safety and Standards Authority of India. The documents are to submitted in descending order.

<table>
<thead>
<tr>
<th>Items to be put in the Envelope containing Technical Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Technical Bid (as per the format titled Part - A)</td>
</tr>
<tr>
<td>2. PAN (attach a copy)</td>
</tr>
<tr>
<td>3. Earnest Money Deposit for Rs. 10,000/- in the form of Banker's cheque or Demand Draft as per the detail given in Para 1 of General terms &amp; conditions</td>
</tr>
<tr>
<td>4. Cost of tender fee of Rs. 500/- in the form of the Banker's cheque or Demand Draft as per the detail given in Para 1 of General terms &amp; conditions</td>
</tr>
<tr>
<td>5. Work orders or other proper testimonials / certificates in the similar field / job during the last three years for other Ministries/Departments / Govt. organisations</td>
</tr>
<tr>
<td>6. Three designs of Calendar on the theme of 'Surakshit Aahar, Swasthya Ka Aadhar'</td>
</tr>
<tr>
<td>7. Sample of papers/envelope (Cover page / fly leaf, inner page, envelope) duly signed and sealed by the bidder</td>
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<tr>
<td>8. Commitment/Undertaking on the letterhead that the bidder will use the same sample papers for printing of FSSAI Wall Calendar -2016 on the letterhead of the Company/ Firm / Agency</td>
</tr>
<tr>
<td>9. A declaration on the letterhead that the bidder along with/ on each creative/ design indicating that these are original creation by the relevant agency and not a copy of any other design/ patent/ copyright/trademark / report/ calendar etc.</td>
</tr>
<tr>
<td>10. Any other document</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Items to be put in the Envelope containing Financial Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Financial Bid (as per the format titled Part - B)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Each page of tender documents must be duly signed by the 'Authorized Signatory' of the organization.</td>
</tr>
</tbody>
</table>

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Government of India  
Directorate of Printing  
'B' Wing, Nirman Bhawan, 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 Imex Pvt. Ltd., Jagjivan Vidya Bhawan, Link Road, New Delhi-110055.  
29. M/s. Public Printing(Delhi) Services, C-8, 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.  
Government of India  
Directorate of Printing  
'B' Wing, Nirman Bhawan, New Delhi  
****  
LIST OF PANELLED PRIVATE PRINTERS/BINDERS MAINTAINED BY THE DIRECTORATE OF PRINTING,  
NEW DELHI AS ON 31.12.2014  
'B' CLASS OFFSET PRINTERS  

15. M/s. Printograph, 2966/41, Beadon Pura, Karol Bagh, New Delhi-110005.
20. M/s. Unique Printers, 2042/A, Qasim Jan Street, Delhi-110006.
LIST OF EMPIANELLED OFFSET PRINTERS w.e.f. 29.01.2014

'A' Category Printers

   Unit-II: A-129, Okhla Industrial Area, Phase-II, New Delhi-110 020

2. Brijbasi Art Press Ltd. A-01, Sector-V, Noida-201301
   Unit-II: 20-21, Udyog Kendra, Greater Noida

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

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

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

6. 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

7. Paras Offset Pvt. Ltd. C-176, Naraina Industrial Area, Phase-I, New Delhi-110028

8. Rave Scans Pvt. Ltd.
   A-27, Naraina Industrial Area, Phase-II, New Delhi-110028

9. Salasar Imaging Systems, B-69, Lawrence Road industrial area, New Delhi- 110035

10. Universal Offsets, 135, Patparganj Industrial Estate, Delhi-110092

'B' Category Printers

1. AP India, D-15/1, Okhla Industrial Area, Phase – I, New Delhi – 110020


3. Chaar Dishayen Printers, Office: C-42, Gulmohar Park, New Delhi-110049

   New Delhi- 110064

5. I.G. Printers Pvt. Ltd. 104, DSIDC Complex, Phase-I, Okhla Industrial Area, New Delhi-110020

6. JK Graphics Pvt Ltd. B-278, Okhla Industrial Area, Phase-I, New Delhi

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