Tender Notice
By Speed Post

File No 19-01/GA/2016-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 26 August, 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 and agencies empanelled with FSSAI only)

Subject:- Printing of Annual Report for the Year 2015-16 of the Food
Safety and Standards Authority of India

Sir,

Food safety and Standards Authority of India (FSSAI) proposes to publish
Annual Report for the year 2015-16 containing graphics, photographs and art
work. The cover and inside pages will be printed in 4 colours. The estimated
work for Annual Report is as under:-

i) Designing (under guidance of the Authority)

   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 140 to 200 pages (leaves both sides)
   f) Overall presentation style

ii) Processing and printing of cover and inside pages (after obtaining
    a written approval of draft version / dummy copy of report from the
    Authority)

iii) Specification of paper for cover and inside pages is as under:

   a) Cover Page 300 GSM Imported Art Card

   b) Inside Pages 100 GSM Imported Matt Finish Paper
iv) Number of copies required 300 bilingual

v) Size A-4

vi) Number of pages for text printing between 140 to 200 pages (leaves both sides in bilingual) excluding cover page. It may increase or decrease.

vii) Annual Report will be printed in 4 colours

2. The binding will be perfect to the satisfaction of the Authority.

3. The softcopy (in CD/Pen drive) of the whole material of Annual Report will be provided to the Authority without any extra cost.

4. Bidders are advised to see, as sample, the Authority’s Annual Report for the year 2014-15 by way of visiting the web link http://www.fssai.gov.in/Portals/0/Pdf/Annual_Report_2014_15_Eng_Hindi.pdf

5. If bidders are interested and are in a position to print the copies of documents, they may send quotations with validity of 90 days for the above job. They may please note that rates quoted are all-inclusive, include all cover/inner page printing, designing of the material, photo, scanning, 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 – 110 002.


7. The whole process of designing, 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 corrected proof pages / designs. A very high quality of printing is required. The work done in slipshod manner will not be accepted.
8. 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. They should have two years of previous experience of having undertaken similar jobs (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.

9. An earnest money of Rs. 15,000/- (Rupees Fifteen Thousand only) in the form of D.D./Pay order drawn in favour of Senior Accounts Officer, Food Safety and Standards Authority of India is required to be sent along with Quotations failing which the Quotation will not be considered. 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.

10. 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 13 of this notice.

11. The successful tenderer shall be required to deposit a Performance Security of Rs.15,000/- 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.

12. 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 the said Annual Report. The invoice should be accompanied by delivery challan/s.

13. Bidders may submit their quotations in sealed cover superscribed as “Quotation for Printing of Annual Report for the Year 2015-16 of the Food Safety and Standards Authority of India” for all items of work in the format enclosed with this tender enquiry letter to the undersigned at 4th Floor, FDA Bhawan, Kotla Road, (near Bal Bhawan/Mata Sundari College), New Delhi -110 002 latest by 21st September, 2016 before
1.00 P.M. Further, prices quoted should be inclusive of all levies, taxes, packing and delivery to the final destination. Apart from these, the tenderer may indicate the (i) rates per page (+/-) and (ii) rates for the printing and supply of 100 additional copies [if required by the Authority at later stage] of Annual Report 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, 2015-16 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.

14. The date of opening of the quotations is 21st September, 2016 at 3.30 P.M. in the Conference Room at 3rd Floor, FDA Bhawan, Kotla Road, (near Bal Bhawan/Mata Sundari College), New Delhi -110 002. The bidders may like to be present at the time of opening of the 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.

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

Encl: As mentioned above

(Ravinder Kumar)
Assistant Director (GA)

Copy to:

IT Division for display it on website of the Authority
(This format is to be printed **mandatorily only on the Letter Head** of the Bidding Company/Agency/Firm)

**PART-A**

**General Description**

<table>
<thead>
<tr>
<th>S.NO.</th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of bidder Company/ Firm / Agency</td>
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<td>2.</td>
<td>Full Address of Reg. Office</td>
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<td></td>
<td>Telephone No.</td>
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<td></td>
<td>FAX No.</td>
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<td></td>
<td>E-Mail Address</td>
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<td></td>
<td>Name of Contact Person with Mobile No.</td>
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<td>3.</td>
<td>PAN (attach a copy)</td>
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<tr>
<td>4.</td>
<td>Bank Details of the Company</td>
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<tr>
<td></td>
<td>(a) Beneficiary Name</td>
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<td>(b) Name of Bank Name</td>
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<td>(c) Branch and address</td>
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<td>(d) Type of Account</td>
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<td>(d) Account Number</td>
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<td>(e) IFSC Code</td>
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<td></td>
<td>(f) MICR Code</td>
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Name, Signature of the bidder

Date /Place
## Price Schedule (I)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description</th>
<th>Rate (Rs.)</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Paper cost of inside text pages (Imported Matt Finish paper of 100 GSM for 300 copies)</td>
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<tr>
<td>2.</td>
<td>Paper cost for front &amp; back covers (Imported Art Card of 300 GSM for 300 copies)</td>
<td></td>
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<tr>
<td>3.</td>
<td>Printing cost for text pages Approx. 140 to 200 pages (leaves of both sides in bilingual for 300 copies in four colours including photocomposing, photo scanning, proof reading, planning, layout, composing, setting, processing, scanning, designing, plate making, etc.)</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Printing cost for front &amp; back covers (in four colour) for 300 copies (including photocomposing, photo scanning, proof reading, planning, layout, composing, setting, processing, scanning, designing, plate making, etc.)</td>
<td></td>
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<tr>
<td>5.</td>
<td>Binding charges for 300 Copies</td>
<td></td>
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<tr>
<td>6.</td>
<td>Packaging (in bundles of 20 printed copies) and delivery charges, if any</td>
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<td>7.</td>
<td>Any other charges</td>
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<td>8.</td>
<td>Sales Tax / VAT, if any, (on cost of paper only)</td>
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<tr>
<td>9.</td>
<td>Total cost of entire work (inclusive of all items)</td>
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</table>

## Price Schedule (II)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description</th>
<th>Rate (Rs.)</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Rate per Page (+/-) (if number of pages increase or decrease)</td>
<td></td>
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<tr>
<td>2.</td>
<td>Rates for the printing and supply of per 100 additional copies of Annual Report [if required by the Authority at later stage]</td>
<td></td>
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</tbody>
</table>

Name, Signature of the bidder

Date / Place
**CHECK LIST**

Please check whether all the below mentioned documents have been enclosed for participating in the tender for printing of Annual Report for the Year 2014-15 of the Food Safety and Standards Authority of India. The documents are to submitted in descending order

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>1</td>
<td>Part A <em>(General Description)</em> on the Letter Head of the Company</td>
</tr>
<tr>
<td>2</td>
<td>Part B <em>(Price Schedule I &amp; II)</em> on the Letter Head of the Company</td>
</tr>
<tr>
<td>3</td>
<td><strong>Earnest Money Deposit</strong> of Rs. 15,000/- (Rupees Fifteen Thousand only) in the form of D.D./Pay order drawn in favour of Senior Accounts Officer, Food safety and Standards Authority of India payable at Delhi</td>
</tr>
<tr>
<td>4</td>
<td>Copy of PAN</td>
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<tr>
<td>5</td>
<td>Proper testimonials <strong>certificates</strong> with regard to <strong>experience</strong> in the field</td>
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<tr>
<td>6</td>
<td><strong>Samples</strong></td>
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<td></td>
<td>(i) of the papers for Cover page and inside pages (duly signed and sealed by the bidder)</td>
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<tr>
<td></td>
<td>(ii) of copies of Annual Report or any other related material printed for Government of India’s organizations</td>
</tr>
<tr>
<td>7</td>
<td><strong>Commitment/Undertaking</strong> on the letterhead regarding usage of same paper in Printing of Annual Report of FSSAI which are being provided as sample papers (Cover page + inside pages)</td>
</tr>
<tr>
<td>8</td>
<td>Any other document</td>
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<tr>
<td>9</td>
<td><strong>Check list</strong></td>
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Government of India
Directorate of Printing
‘B’ Wing, Nirman Bhawan, New Delhi

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LIST OF PANELLED PRIVATE PRINTERS/BINDERS MAINTAINED BY THE
DIRECTORATE OF PRINTING, NEW DELHI

‘A’ CLASS OFFSET PRINTERS

8. M/s. Bengal Offset Works, 335, Khazoor Road, Karol Bagh, New Delhi-110005.
22. M/s. Indian Printing Works, E-4, Jhandewalan, Rani Jhansi Road, New Delhi-110005.
27. M/s. New Model Impex Pvt. Ltd., Jagjivan Vidya Bhawan, Link Road, New Delhi-110055.
31. M/s. Prabhat Publicity, 2622, Kucha Chellan, Daryaganj, New Delhi-110020.
32. M/s. Public Printing(Delhi) Services, C-80, Okhla Industrial Area, Phase-I, New Delhi-110020.
33. M/s. Salasar Imaging Systems, C-7/5, Lawrance Road, Industrial Area, New Delhi-110035.
41. M/s. Union Printers Co-op. Industrial Society Ltd., 2216, Hardhian Singh Road, Karol Bagh, New Delhi-110005.
43. M/s. Veerendra Printers, 2216, Hardhian Singh Road, Karol Bagh, New Delhi-110005.

Agencies empanelled with Food Safety and Standards Authority of India (FSSAI)

45. M/s. Pulkit Communication Private Limited, DLF City Centre XT-91, Saket, MG Road (Gurgaon-122002)
47. M/s. Ventures Advertising Private Limited, 714, Shakuntala Building, 59, Nehru Place, New Delhi-110019.

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