Tender No. 19-01/GA/2013-FSSAI

NOTICE INVITING TENDER

For and on behalf of the President of India, Food Safety and Standards Authority of India (FSSAI), FDA Bhawan, Kotla Road, New Delhi-110002 invites proposals for design & printing of its “Annual Report 2012-13” from Agencies having experience and expertise in this area as per requirement. Tender Document can be downloaded from the FSSAI website i.e. [www.fssai.gov.in](http://www.fssai.gov.in) and cost of tender document is Rs. 500/- (Rupees Five Hundred Only).

An EMD of Rs. 10,000/- (Rupees Ten Thousand Only) is to be paid by means of Demand Draft in favour of Senior Accounts Officer, FSSAI, New Delhi. The duly filled in tender document will be received in FSSAI, FDA Bhawan, Kotla Road, New Delhi-110002 upto 3.00 PM on 13th of December, 2013. Proposals received after due date & time shall not be considered and same may be rejected. The Competent Authority reserves the right to accept or reject any offer without assigning any reason. Hence no claim shall be entertained whatsoever. The Technical Tenders will be opened at 5.00 PM on 13th December, 2013 in presence of the tenderers present.

-Sd-

Joint Director (Mgmt.)
Food Safety and Standards Authority of India (FSSAI)

A. INTRODUCTION:

Food Safety & Standards Authority of India, New Delhi invites proposals for design & printing of its “Annual Report 2012-13”. Sealed proposals are invited in two bid system i.e. ‘Technical Bid’ containing the design & lay-out of the report (Annexure-I) and ‘Financial Bid’ (Annexure-II). The bids have to be submitted in a sealed cover super-scribed ‘Proposals for Designing & Printing of Annual Report: 2012-13’ and must be submitted latest by 13.12.2013 before 3.00 PM. Proposals received after due date & time shall not be considered and same may be rejected. Proposals must be duly signed by the ‘Authorized Signatory’ of the organisation.

B. SPECIFICATION:

Detailed specifications are given in Annexure-I. To bring in parity in evaluation of financial bids, specification of paper, printing, treatment etc. are being mentioned. The agency will need to quote a comprehensive price inclusive of design development, printing and all other incidental works viz. proof reading, delivery, taxes etc. based on quantity under procurement. The price for Hindi translation in lump sum must be quoted separately, as provided for in the Financial Bid format.

C. QUANTITY UNDER PROCUREMENT

Tentative requirement of copies to be printed in bilingual will be 2000 nos.

D. DELIVERY:

Printed ‘Annual Report’ 2012-13 may need to be delivered at one or more places in the NCR as per the instructions of FSSAI, within the time schedule and terms indicated in the ‘Work/Purchase Order’. Maximum time of delivery shall be 15 days from the date of placing order. The Authority at its sole discretion, allow a staggered delivery schedule for the supply of the ‘Annual Report: 2012-13’.

E. COST OF BIDDING

The bidder shall bear all costs associated with the preparation, submission of the bid and also for presentation (if called for, as part of selection process, applicable only to short listed bidders). FSSAI will, in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.


The Authority shall provide the text of ‘Annual Report: 2013-14 in English only. The agency will be required to arrange translation in Hindi language as well as validation of the translated text. Proof reading of the text (both English & Hindi) will be integral to work and would form part of the work contract.
G. DESIGN/LAYOUT/CREATIVE:

Each agency may submit 3 (three) best designs. In case an agency submits more than 3 designs, these will be marked 1-3 in random order and chosen for screening, accordingly the remaining designs will be discarded and will not considered. FSSAI’s decision shall be binding in this regard. Provision of picturesanimation, whenever used will be integral to design.

H. ELIGIBILITY CRITERIA:

H.1. Firm/bidders blacklisted at any stage by Central / State Government body / PSUs / autonomous bodies etc. need not apply.

H.2. The bidder should be a registered firm engaged in printing and publishing with minimum experience of 03 (THREE) Years. The bidder should have sufficient infrastructure, technical expertise and financial strength to undertake the contract.

H.3. All the printing works like Page layout, Positive making, Plate making, Printing, Lamination and Binding should be done with Press/ in house only. NOTE: The list of available facilities with the bidder MUST be submitted along with the bid.

H.4. Minimum AVERAGE ANNUAL TURNOVER of Rs. 20 Lakhs in the last 3 financial years. (Balance sheet/ CA certificate to be enclosed, duly supported by the income tax return for last three years.)

H.5. The bidder should have experience of similar multi-colour printing work of annual reports, magazines etc. of Central / State Governments. The nature of completed work should be publication of annual reports / conference reports / magazines / scientific bulletin / Brochures etc.

H.6. The Bidder / Tenderer should provide the following mandatory information:
   (a) Bidder / Tenderer must provide the information on the similar Printing works completed successfully & satisfactory. Bidder / Tenderer must submit satisfactory documentary proof from end – users.

   (b) List of Organizations / Customers dealt by them.

   (c) Copy of Registration of Firm with VAT/CST/GST Nos.

   (d) The bidder should be reputed firm having registration certificates, Viz. VAT Registration, TIN number, PAN Card etc. The Photocopies of all the above documents should be attached with the quotation.

H.7. The Bidder / Tenderer should enclose the following:
   (a) The sample of papers, with the description of the paper viz brand, make, gsm etc., MUST be attached with tender.

   (b) Some sample copies of annual reports and magazines printed in the recent past. The samples provided must be satisfactory both in terms of printing quality and editorial work.
(c) A short description of your firm detailing facilities and machinery available with firm.

H.8. The Bidder / Tenderer should ensure full compliance to the entire requirement / Specifications mentioned in these documents.

H.9. The work (Designing, Printing Bidding & supply) must be completed as stipulated in the delivery schedule.

I. **SUBMISSION OF BIDS:**

I.1 Bids complete in all respects may be submitted in a sealed cover super-scribed ‘Proposals for Annual Report: 2012-13’ to R&I desk, Room No. 316, 3rd Floor, FDA Bhawan, Kotla Road, New Delhi-110002 by 13.12. 2013 before 3.00 P.M. Bids received after due date & time shall not be entertained.

I.2. FSSAI may at its discretion, extend this deadline for submission of bids by amending the bid documents in which case all rights and obligations of FSSAI and bidder previously subject to the deadline will thereafter be subjected to the deadline as extended.

I.3. FSSAI also, reserves the right to accept/reject any proposals bid and to cancel the bidding process at any time and reject all bids.

J. **REJECTION OF PROPOSALS/BIDS:**

Bids not complying with the following will be rejected.

J.1. Not properly sealed.

J.2. Not submitted in two cover system i.e. the sealed and duly identified ‘Technical Bid’ and ‘Financial Bid’. These, should be kept in one sealed envelope along with a covering letter in a separate sealed envelope super scribed ‘Proposals for FSSAI Annual Report: 2012-13 and sealed properly.

J.3. Not submitted by the time and last date of submission.

J.4. Not accompanied with requisite (a) Indemnity (b) Declaration about originality of design submitted as detailed in this RFP document.

J.5. Not signed properly by authorised signatory.

J.6. Over writing/cutting not duly countersigned by authorised signatory with Company Seal.

K. **MODIFICATION AND WITHDRAWAL OF BIDS:**

K.1. The bidder may withdraw his bid after submission provided that the written notice of withdrawal is received by FSSAI prior to the deadline prescribed for submission of bids.
K.2. The bidder’s withdrawal notice shall be prepared, sealed, marked and dispatched as required in the case of bid submission. A withdrawal notice may also be sent by FAX but followed by the signed confirmation copy by post, so as to reach this office not later than the deadline for submission of bids.

K.3. No bid shall be modified subsequent to the deadline for submission of bids.

L. **BID OPENING AND EVALUATION**

L.1. FSSAI shall open the main envelope containing sealed (i) Technical Bids (Envelope-I), (ii) Financial Bid (Envelope-II) and (iii) covering letter, in the presence of bidders or their authorized representatives who choose to attend at FDA Bhawan on a date/time informed by FSSAI. The bidder’s representative present shall sign in an attendance sheet. An Authority letter to this effect of the firm shall be submitted by the bidders before they are allowed to participate in bid opening.

L.2. Only one representative for any bidder shall be authorized and permitted to attend the bid opening.

L.3. The bidder’s names, modifications, bid withdrawals and such other details as FSSAI, at its discretion, may consider appropriate will be announced at the opening.

L.4. The date fixed for opening of bids if subsequently declared as holiday by FSSAI the revised date of Schedule will be notified.

L.5. Sealed Technical bid will be opened first by the Authority for scrutiny and evaluation of design submitted. Financial bids will also be opened later.

M. **SELECTION PROCEDURE & CRITERIA:**

M.1. In step-I, ‘Technical Bid’ will be opened to evaluation.

M.2. The bids will be evaluated by FSSAI and short listed for selection based on the Design/layout and overall impact of the suggested creative. Short listed agencies based on Technical bids, may be called to make a presentation before FSSAI at a short notice.

M.3. In step-II, ‘Financial Bid’ of only short listed agencies will be opened. Based on overall assessment, the lowest bidder shall be elected from the short listed proposals, as above. While arriving at lowest cost, the price quoted for Hindi translation shall be divided by number of total Annual Report to be printed to arrive at unit cost.

M.4. A constituted Committee will evaluate the Technical Bids of the agencies which are found eligible after scrutiny of the bids on the basis of criteria mentioned in the tender document. While Technical Evaluation will carry a weightage of 70 marks. The financial bids will carry a weightage of 30 marks. The Technical Bids will be evaluated on the basis of Creative Designs / facilities available for undertaking the job. The financial bids of only, those agencies that score 70 percent marks (49 marks) or above in Technical Evaluation will be opened in the presence of their representatives. The date and time of opening of the financial bids will be conveyed to the selected agencies. Financial evaluation will carry a weightage of 30 Marks. The agency which scores the highest aggregate marks on the basis of
technical and financial bids (after adding the scores from the technical and financial evaluation) will be awarded the contract for printing of Annual Report 2012-13 of FSSAI.

M.4. Agencies may like to indicate details of assignment(s) done for PSU/Govt. organisation for the past 5 years and attach testimonials.

M.5. Only selected agency shall be informed of the decision of the Authority.

M.6. The selected agency may be asked to execute a suitable bond of performance.

Note:

i. FSSAI reserves the right to amend the scope of work either during the process or after selection of an agency for the said purpose.

ii. FSSAI also, reserves the right to accept/reject any proposal bid and to cancel the bidding process at any time and reject all bids, without assigning any reason what so ever at any time prior to placement of order, without thereby incurring any liability.

N. EARNEST MONEY

An amount of Rs. 10,000/- (Rupees Ten Thousand Only) has to be submitted by way of Demand Draft in favour of Senior Accounts Officer, FSSAI payable at New Delhi, along with the original copy of the tender submitted by the firm. payment by any other mode shall not be acceptable. Photocopy of the Demand Draft should be attached along with the duplicate copy of the tender document. Offers received without EMD shall be rejected straightway and will not be considered under any circumstances. EMD of tendering firms who submit the sealed quotations but withdraw the same before expiry of the tender validity date may be forfeited at the discretion of FSSAI. EMD is refundable without any interest to the firm or supplier on expiry/termination of empanelment and the EMD of the unsuccessful bidder will be returned within one month from the date of selection of final bidder.

O. THE PROPOSALS MUST BE ACCOMPANIED WITH:

O.1. A suitable declaration along with for 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.

O.2. Suitable Indemnity, indemnifying FSSAI against any dispute & damages arising on the use of the selected design of ‘Annual Report’ 2012-13’. The proposals may contain a general indemnity in this effect.

O.3. The agencies are requested to mention their name neatly and clearly on each of the design submitted. Any cutting and over-writing must be duly signed.

O.4. Soft copy of all the designs/layout/creative submitted.
P. PRICE:

P.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not be higher than the price quote by the supplier in this bid.

P.2. Prices will be fixed at the time of issue of purchase order as per taxes and statutory duties applicable at that time. In case of reduction of taxes and other statutory duties during the schedule delivery period, purchaser shall take the benefit of decrease of duties/taxes. In case of increase in duties/taxes during the scheduled delivery period, the purchaser shall revise the prices as per new duties/taxes for the suppliers.

P.3. Any increase in taxes and others statutory duties/levies after the expiry of scheduled delivery date shall be to the supplier account. However, benefit of any decrease in these taxes/duties shall be passed on to the purchaser by the supplier.

P.4. The rates should be quoted with tax, cartage/delivery etc. and no claim for any payment other than rate quoted shall be entertained thereafter.

Q. PERIOD OF VALIDITY OF BIDS:

Q.1. Bid shall remain valid for 90 days after the date of opening of bids prescribed by FSSAI. A bid valid for a shorter period shall be rejected by the Authority as non-responsive.

Q.2. In exceptional circumstances, FSSAI may request the consent of the bidder for an extension to the period of bid validity. The request and the response thereto shall be made in writing. The bid security provided shall also be suitably extended. The bidder may refuse the request without forfeiting his bid security. A bidder accepting the request and granting extension will not be permitted to modify his bid.

R. TAXES AND DUTIES:

R.1. VALUE ADDED TAX ON THE TURNOVER IF APPLICABLE: As per prevailing law/rules & regulations.

R.2. INCOME TAX IF APPLICABLE: Unless exempted by the income tax officer, income tax shall be deducted from all the bills as per applicable IT Act/provisions and its applicable amendments. For issue of TDS certificate, firm will provide Permanent Account Number (PAN) along with the bill.

S. FINANCIAL BID:

‘Financial Bid’ must contain all the details as mentioned in Format-2. Incomplete bids will be summarily rejected. The proposals must contain rates as per the specifications given by the Authority and alternative rates as per the specifications, as suggested by the proposer. A sample of paper and cover page (A-4 size) each should be annexed as representative example of the specification of the paper that will be used by the agency. All statutory duties and taxes (including excise and custom, VAT and other charges) that may be payable by the bidder in connection with supply may be clearly specified. Price quoted shall be inclusive of the taxes but the taxes must be indicated separately by the firm and any variation in rates/prices or terms during validity of the offer shall not be permitted. The offer shall remain valid for a period of 90 days from the date of submission of the proposal. No additional freight or any
other charges etc. would be payable for supply and delivery of the ‘Annual Report: 2012-13 to FSSAI office in Delhi.

T. TRANSPORTATION:

No transportation cost will be payable.

U. CLARIFICATION OF BIDS:

To assist in the examination, evaluation and comparison of bids, FSSAI may, at its discretion ask the bidder for the clarification of its bid. The request for the clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained.

V. RIGHT TO ACCEPT ANY BID AND TO REJECT OR ALL BIDS:

FSSAI reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds of FSSAI’s action.

W. OWNERSHIP OF THE SELECTED DESIGN:

The ownership of the selected design will rest with the Authority. The Authority shall be free to use the design in electronic, print, web, telephony, IP protocol, stationery, conference, international forums, interactive activities/BTL activities and any other suitable medium etc.

All rights for reproduction, editing, publicity and future use for the creative design accepted by FSSAI shall be with FSSAI unless otherwise stated explicitly & agreed by FSSAI at the time of accepting the design. The supplier/Agency shall indemnify FSSAI against any third party claims of infringement of patent, copyright, trademark or industrial design and issued relating to intellectual property rights arising etc. from use of selected design/model, if any, under the scope of contract.

X. STANDARDS:

Agency selected shall abide by all relevant rule & regulations of the Government as issued from time to time and shall also be responsible for adhering to norm/rules & regulations/provisions of Ministry of I&B, DAVP, Press & Distribution Act, other applicable Acts./concerned regulatory body(s).

Y. DATE OF COMMENCEMENT AND COMPLETION PERIOD:

Provision of high resolution soft copy and transfer of ownership to Authority will be done within 3 days from the date of release of requisite order/letter from the Authority. The final contents of the ‘Annual Report: 2012-13’ shall be provided in duplicate, by the selected agency, before issuing ‘Work/Purchase Order’.

The work shall commence on issue of ‘Work/Purchase Order’ from the Authority and shall be completed as stipulated in the delivery schedule indicated in ‘D’ above.
Z. GUARANTEE/WARRANTY/DEFECT LIABILITY PERIOD:

The agency will stand for guarantee for the workmanship of the jobs carried out by him in accordance with the specification stipulated in the contract/RPF document. In case the workmanship of the job done by the contractor found not as per specifications, the agency will have to rectify/replace the same free of cost. In case he fails to do so within the period specified by the Authority, the Authority will be at liberty to get the same done at the risk and cost of the contractor.

If the material/sample is damaged during the transit (prior to receipt by FSSAI) or during working the responsibility shall be that of contractor, the contractor shall have to replace the material at his own cost.

AA. CHANGES IN WORK/PURCHASE ORDER:

AA.1. FSSAI may at any time, by a written order given to the Supplier/Agency, make changes within the general scope of the contract related to terms & references, enlarging the scope, analysis or specifications.

AA.2. If any such change causes an increase or decrease in the cost of, or the time required for the execution of the contract an equitable adjustment shall be made in the contract price or delivery schedule, or both, and the contract shall accordingly be amended. Any proposals by the Supplier/Agency for adjustment under this clause must be made in writing within thirty days from the date of the receipt of the change in order.

AA(A). TERMINATION OF CONTRACT:

AA(A).1. The contract can be terminated on a notice of 30 days by the FSSAI if it is felt that the work carried out by the contractor is not satisfactory. The contractor shall not be entitled for any compensation on account of such force closure/termination of contract.

AA(A).2. The contractor shall not be entitled for any compensation towards any loss or damage in case the contract is to be suspended or to be closed for some time due to any reason whatsoever duly communicated by the Authority.

AA(A).3. If the contractor is an individual or a proprietary concern and the individual or the proprietor dies and if the contractor is a partnership concern and one of the partners, dies, then unless the FSSAI authority is satisfied that the legal representative of the individual contractor or of the proprietary concern and in case of partnership, the surviving partners, are capable of carrying out the completing the contract the FSSAI authority shall be entitled to cancel the contract as to its incomplete part without being in any way liable to payment of any compensation to the estate of deceased contractor and/or to the surviving partners of the contractors’ firm on account of the cancellation of the contract. The decision of the FSSAI authority that the legal representative of the deceased contractor or surviving partners of the contractor’s firm cannot carry out and complete the contract shall be final and binding on both the parties. In the event of such cancellation the FSSAI authority shall not hold the estate of the deceased contractor and/or the surviving partners of the estate of deceased contractor’s firm liable to damages for not completing the contract.
BB. TERMS OF PAYMENT:
Payment will be released within 30 days from the date of submission of bill/invoice along with requisite testimonials.

CC. LIQUIDATED DAMAGES FOR DELAY IN SUPPLY:
CC.1. Time is essence of the contract. The successful bidder must adhere to the time limit set by the Authority at the time of issuing the order and ensure delivery. Failure to supply all or part of the delivery on or before the stipulated date entail a pre-estimated pre-determined liquidated damages equal to 1% of the value of total contract price per day subject to maximum of 10% of total contract.

CC.2. In case of delay in compliance with the order beyond 10 days of the stipulated time period, the Authority will have the right to cancel the order levying the above liquidated damages.

DD. PERFORMANCE GUARANTEE:
DD.1. The successful bidder shall furnish a performance guarantee, if so desired by the Authority, for an amount equal to 10 (Ten) percent of the awarded value, within 10 calendar days from the date of acceptance of the bid for due and proper fulfilment of the work.

DD.2. Such performance guarantee provided by the successful bidder will be in the form of a bank guarantee from a Nationalized Bank or in favour of Demand Draft of equal amount and should be valid for the period of guarantee from the date of issue.

EE. CONCILIATION/ARBITRATION:
EE.1. If any dispute(s) or difference(s) of any kind whatsoever arise between the agency and the FSSAI, The parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by CEO, FSSAI.

EE.2. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by CEO, FSSAI, New Delhi.

EE.3. Notwithstanding the existence or any dispute or difference and or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.

EE.4. The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.
EE.5. The venue of the arbitration shall be at New Delhi, India. The fee & other charges of
arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally
between the parties.

EE.6. The arbitrator will give the speaking and the reasoned Award. The parties will not be
entitled to any pendent-lite interest during arbitration proceedings.

FF.   FORCE MAJEURE:

FF.1. In the event of either party being rendered unable by Force Majeure to perform any
obligation required to be performed 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.

FF.2. The term” Force Majeure” as employee herein shall mean acts of God, War, Civil
Riots, Fire directly affecting the performance of the Contract, Food and Acts and Regulations
of respective government of the two parties, namely FSSAI and the Contractor.

FF.3. 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, the
beginning of the cause amounting to Force Majeure as also the ending of the said clause by
giving notice to the other party within 72 hours of the ending of the cause respectively. If
deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months,
FSSAI shall have the option of cancelling this contract in whole or part at its discretion
without any liability on its part.

FF.4. Times for performance of the relative obligation suspended by Force Majeure shall
then stand extended by the period for which such cause lasts.

GG.   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.

HH.   IMPORTANT DATE SHALL BE AS FOLLOWS:

(i) Last date of inviting proposals : 13.12. 2013

(ii) Proposals should be received latest by : 3.00 PM on 13.12.2013
SPECIFICATION SHEET

(i) **Job:**

(ii) **Specifications & quantity of Envelops:**
(a) Size: Suitably bigger than 8.25” x 12” (flap 2”) / appropriate, size to ensure that Annual Report properly fits into the envelopes
(b) Number of Paper Envelopes (135 gsm imported art paper): 2000 nos.
(c) Printing: In Hindi and English on front side of the envelopes in single colour.

(iii) **Printing:**
Process: Quality Web Offset
Cover: Four Colours
Inside pages: Four Colour

(iv) **Design:**
‘Creative’ design to be developed by the agency

(v) **Paper:**
Cover: 300 gsm ‘Imported art card matt finish’ paper
Text: 170 gsm ‘Imported art matt finish’ paper

(vi) **Quantity:**
(a) Bilingual in Hindi and English with single book binding: 2000 nos.

(vii) **Binding:**
Perfect binding

(viii) **Lamination:**
Cover pages in matte finish lamination

(ix) **UV Treatment:**
Cover page design to be UV treated.

(x) **No of pages:**
200 approx. (Text)+ 4 (Cover: double fold)
FORMAT FOR FINANCIAL BID - FSSAI ‘ANNUAL REPORT: 2012-13
(To be given on the letter head of the agency)

(1) Price per copy of ‘Annual Report: 2012-13 based on the quantity & specifications provided by FSSAI in tender (Amount in Rs.)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Total Price</th>
<th>Taxes &amp; Duties</th>
<th>Total Price (including Tax &amp; duty)</th>
</tr>
</thead>
</table>

(2) Price per copy of ‘Annual Report: 2012-13 based on quantity & specifications suggested by the agency (Amount in Rs.)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description</th>
<th>Qty</th>
<th>Unit Price</th>
<th>Total Price</th>
<th>Taxes &amp; Duties</th>
<th>Total Price (including Tax &amp; duty)</th>
</tr>
</thead>
</table>

(3) Text translation charges - English to Hindi (Amount in Rs.)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Charges</th>
<th>Taxes &amp; Duties</th>
<th>Total Price (including tax &amp; duty)</th>
<th>Price (Total price)</th>
<th>Unit Price (Total price)</th>
</tr>
</thead>
</table>

Specifications suggested for price at (ii), (iii) above.

a) Printing:
   1. Process : ________________________
   2. Cover : ________________________
   3. Inside pages : ________________________

b) Designing:
   1. Creative ‘design to be developed by the agency.

c) Paper:
   1. Cover : ________________________
   2. Text : ________________________

d) Quantity : ...............nos.

e) Binding : ________________________

f) Lamination : ________________________

g) Any other : ________________________
(4) ADDITIONAL AND DIFFERENTIAL CHARGES (As per specifications provided by FSSAI)

(a) Cost of printing and paper +4 pages- one colour-
(b) Cost of printing and paper+ 4 pages- two colour-
(c) Cost of printing and paper + 4 pages- Four colour-
(d) Cost of additional copies of “Annual Report”: 2012-13 including complete printing and supply for every 100 nos.-

(e) Cost for Reprinting of ‘Annual Report: 2012-13 for every 10 copies.-
(f) Minimum re-order quantity( in pieces/nos) for re-printing.-

We have read and understood the terms and conditions contained in this ‘Request for Proposal’ document and these are acceptable to us.

Signatures of Authorized Signatory

Name______________________________

Designation _________________________

Seal:

Date:______________________________

Place:______________________________