

ToR for Printing of Annual Reports and Annual Accounts of APEDA for the year 2017-18

06/07/2018

Tender No. P&A/2018-19/337369_1
CPP Portal Tender ID: 2018_APEDA_337369_1

Agricultural and Processed Food Products Export Development Authority (APEDA), 3rd Floor, NCUI Building, 3 Siri Institutional Area August Kranti Marg, (Opp. Asiad Village), Hauz Khas, New Delhi-110016, is an autonomous body under the Ministry of Commerce & Industry, Govt. of India mandated for development for export of Agricultural and Processed Food Products. APEDA is under process to invite bids for Printing of Annual Reports and Annual Accounts of APEDA for the year 2017-18 through CPP portal of Govt. of India and APEDA Website: www.apeda.gov.in as per following details:

1. Schedule for submission of Sealed Tenders

S. No.	Important dates of tender	Submission of tender
1	Last Date for submission of tender is on 30 th July, 2018 upto 5.00 pm.	Tenders to be submitted in the "Tender Box" placed at reception area at 3 rd floor, NCUI bldg of APEDA office
2	Opening of technical bids shall be on 31 st July, 2018 at 11.00 a.m. in the Conference room of APEDA at 3 rd floor, NCUI bldg.	Agencies/Firms willing to join the tender opening process may depute their representative as per schedule. No separate communication/ invitation shall be issued by APEDA.

2. Invitation of Sealed Tenders under Two Bid System: Sealed Bids are invited from the registered agencies/service providers from Delhi/New Delhi/ NCR region for "Printing of Annual Report and Annual Accounts of APEDA for the year 2017-18" at Head office, New Delhi.

A. Technical Bid:

- i) The technical bid should be submitted in the prescribed format as per "Annexure-I".
- ii) The technical bid must be submitted in a "Sealed cover".
- iii) Sealed envelop of technical bid should be superscribed in bold letters As "Technical Bid for Printing of Annual Report and Annual Accounts 2017-18 of APEDA".
- iv) The technical bid should be addressed and submitted to the General Manager (P&A), APEDA 3rd Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, (Opp. Asiad Village), New Delhi- 110016.
- v) Bids which are technically qualified and fulfill the criteria shall only be eligible for opening of financial bids.

B. Financial Bid:

- i) The financial bid should be submitted in the prescribe format as per “Annexure-II”.
- ii) Those Financial bids shall be opened which are technically qualified after scrutiny of documents by a Committee.
- iii) The financial bid should be submitted in a sealed cover.
- iv) The financial bid should be should be superscribed as "Financial Bid for Printing of Annual Report and Annual Accounts 2017-18 of APEDA".
- v) The financial bid should be addressed and submitted to the General Manager (P&A), APEDA 3rd Floor, NCUI Building, 3, Siri Institutional Area, August Kranti Marg, (Opp. Asiad Village), New Delhi- 110016.

3. Technical Specifications of Printing job: The details of requirement of printing of Annual Report and Annual Accounts 2017-18 are as under :-

1	Total Number of copies	Annual Report -200 numbers Annual Account -200 numbers
2	Total Number of pages	Total no. of 250 pages (approx.), (50% English & 50% Hindi language in each book) 1. 150 pages approx. (50% English & 50% Hindi in each book, both side printing) for Annual Report 2. 100 pages approx. (50% English & 50% Hindi in each book, both side printing) for Annual Accounts.
3	Language	English & Hindi language
4	Size of reports	11.75” X 8.25”
5	Cover (both side coloured)	Four Colour printing
6	Inside (coloured with high resolution pictures & text)	Four Colour printing
7	Type of Paper	Cover Page- 300 GSM Imported Mat Finish Inside- 170 GSM Imported Mat Finish
8	Translation	Hindi translation by the agency/Printer
9	Proof Reading	Proof reading by the agency/ Printer
10	Quality of material	Excellent (Without any defect/deficiency)
11	Soft Copy	Agency to provide the soft copy in CD & Pen Drive to APEDA
12	Delivery of work	15 days from the date of issue of job order by APEDA.

4. Earnest Money Deposit (EMD) without interest

- A. Earnest money deposite (EMD) of Rs.25,000/- (Rupees Twenty Five thousand only) in the form of Demand Draft/ Pay order from any commercial Bank in favour of “APEDA”, payable at New Delhi must accompany the bid in a separate cover. No interest shall be payable on the EMD submitted to APEDA.
- B. The envelop of EMD must be superscribed as “EMD for Printing of Annual Reports and Annual Accounts of APEDA for the year 2017-18”.
- C. Bids without EMD and in any other form than prescribed will not be considered.
- D. The EMD should remain valid minimum for a period of 45 days beyond the final tender validity period.
- E. EMD of bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogated from the bid in any respect within the period of validity of its bid.
- F. EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder (s) will be returned after satisfactory completion of job work awarded by APEDA as per terms of tender document.
- G. In case, job work is defective or not as per the requirement of APEDA, the EMD shall be forfeited.

5. Eligibility Criteria:

S. NO.	NAME OF DOCUMENT/ INFORMATION
1.	Incorporation of Firm Minimum 5 years old firm. <ul style="list-style-type: none">• Self Certified copy of Company Registration or any other documentary proof should be attached• Complete Contact details with contact persons, phone numbers, mobile phone and e-mail addressed should be mentioned for any interaction/ communication or co-ordination.
2.	GST Registration [Self Certified copy of GST Registration should be attached]
3.	PAN [Self Certified copy of PAN should be attached]
4.	Annual Turn over : Minimum Rs.1.00 Crore during the preceding years i.e. 2017-18 <ul style="list-style-type: none">• C.A. Certificate certifying turn over for last 3 years should be submitted.

5.	Income Tax Return for last 03 years. 1. Self certified copy of ITRs for last 3 years should be submitted.
6.	Experience of Five years in the Similar work for “Printing of Annual Reports and Annual Accounts” of Central/ State Government organizations/PSUs/Corporate offices etc. • Self certified copies of minimum five work orders for Similar job work for “Printing of Annual Reports and Annual Accounts” should be submitted from Central/State Govt. organizations/PSUs/ Corporate offices etc. is Mandatory
7.	Earnest Deposit Money (EMD) Without interest for Rs.25,000/- is to be submitted by way of Bank Draft/ Pay Order/ Bank guarantee etc. in favour of APEDA payable at New Delhi.
8.	Turn Over of the firm: Minimum Rs.50 lakh turn over during preceding year i.e. 2017-18.
9.	Self Certificate for Non-Black listing by any Central/ State Govt. department or organization ever should be submitted on firms letter head/stationery duly signed by the authorised person.

6. General Terms and Conditions:

- A. The tender/bid must be provided a covering letter on firm’s letter head/stationery to identify the bidder.
- B. Hypothetical/ Conditional Incomplete bid will not be entertained.
- C. Late receipt of bids: Bids received after the specified date and time, as Indicated in the Sl. no.1 of tender document will not be considered for any reason whatsoever under any circumstances.
- D. Risk Hire Clause:- In case the firm awarded contract fail to supply the requisite quality of work or any deviation from the specifications, this office reserves the right to get the work done from other vendors at the risk and cost of the firm and the cost difference between the alternative arrangements and tender value will be recovered equally from the firm.
- E. If the contactor after the award of job work fails to abide by the terms and conditions of this tender document, or fails to complete his job work at any time repudiates the contract, APEDA will have the right to forfeit the EMD deposited by the bidder.
- F. Page numbering of all tender documents must be done properly.
- G. Indexing of Tender Document - Indexing of each document with page number should be given in a separate sheet with the heading “Index of documents” for easy reference of documents while scrutiny by Evaluation Committee.
- H. Superscribe the Bid covers for technical, financial and Master envelop/cover of bids as under:-

1. Sealed Cover number one – “Technical Bid”
 2. Sealed Cover number two – “Financial Bid”
 3. Sealed Master cover containing Technical and Financial Bids should be superscribed as “Tender for Printing of Annual Reports and Annual Accounts 2017-18 of APEDA”.
- I. The offers should be addressed to General Manager (P&A) APEDA at given below:

Dr. Tarun Bajaj
General Manager (P&A)
Agricultural and Processed Food Products
Export Development Authority (APEDA)
(Ministry of Commerce and Industry, Government of India)
3rd Floor, NCUI Building, 3 Siri Institutional Area,
August Kranti Marg,
Hauz Khas,
New Delhi-110016

Dr. Tarun Bajaj
General Manager (P&A)

APPLICATIN FORMAT FOR TECHNICAL BID

ANNEXURE-I

S. No	NAME OF DOCUMENT/ INFORMATION	TO BE FILLED BY THE FIRM	Page Numbers
1	Incorporation of Firm Minimum 5 years old firm. [Self Certified copy of Company Registration should be attached]		
2	GST Registration [Self Certified copy of GST Registration should be attached]		
3	PAN [Self Certified copy of PAN should be attached]		
4	Income Tax Return for last 03 years. 1. Self Certified copy of ITR should be attached and		
5	Annual Turn Over for Rs.1.00 crore for preceding year i.e. 2017-18 • C.A. Certificate certifying 3 years turn over should be submitted from a qualified C.A..		
6	Experience of Five years in the Similar work for Printing of Annual Reports and Annual Accounts of Central/ State Government organizations/PSUs/Corporate offices etc. • Self certified copies of minimum five work orders for Similar job work for “Printing of Annual Reports and Annual Accounts” should be submitted from Central/State Govt. organizations/PSUs/ Corporate offices etc. is Mandatory		
7	Earnest Deposit Money (EMD) without interest for Rs.25,000/- should be submitted by way of Bank Draft/ Pay Order/ Bank guarantee etc. in favour of APEDA payable at New Delhi.		
8	Self Certificate on firms letter head/stationery for Non-Black listing by any Central/ State Govt. department or organization ever.		
9	Bank Details for payment through RTGS/ Online transfer		
10	List of Clients of Central/ State Govt. Sector		

Certified that all the information and documents provided by us are authenticated and true to the best of my knowledge. It is also certified that all terms and conditions of the tender document are acceptable to us.

(Signature of the Authorised person)
Full name of the person with rubber stamp.

Place:

Date:

FINANCIAL BID FORMAT

ANNEXURE-II

S. NO	Particular of quotation	Quantity	Unit Price in Rupees	Total Amount in Rupees
1	Designing Cost of Annual Report and Accounts 2017-18			
2	Printing cost <ul style="list-style-type: none">• Cover page cost• Inside printing cost			
3	Any other cost, if any. please specify clearly			
4	Sub Total of Basic Cost			
5	SGST @ 9%			
6	CGST @ 9%			
7	Grand Total			
8	Grand total in words			
9	Bank Details for online transfer of payment through RTGS.			

(Signature of the Authorised person)
Full name of the person with rubber stamp.

Place:

Date: