

Dated 12.09.2018

**TOR FOR DESIGNING AND PRINTING OF TRAINING MANUAL ON
NATIONAL PROGRAMME FOR ORGANIC PRODUCTION
CPP Tender ID: 2018_APEDA_359602_1**

APEDA is an Autonomous body under the Ministry of Commerce and Industries, Govt. of India is mandated for development of export of Agricultural and Processed Food Products from India. It's Head Office is at New Delhi and five Regional Offices in different parts of the Country.

Applications are invited from well experienced agencies for designing and printing of a Training Manual on National Programme for Organic Production.

1. GENERAL ELIGIBILITY CONDITIONS

Agencies having following minimum qualifications are hereby invited to bid for designing & Printing of a Manual on National Programme for Organic Production.

- Must be a registered business entity/service provider. Registration no. of TAN/Direct tax/Income tax/Trade Tax/VAT/GST, etc.
- A minimum of 5 years experience in conceptualizing, designing and executing the printing work.
- A turnover of minimum Rs. 2,00,00,000/- (Rupees Two Crores only) during the preceding financial year i.e. 2017-18 for implementation of Designing & Printing Work. (Attach CA Certificate)
- Submission of EMD in the form of DD for the amount of Rs. 10,000/- (Rupees ten thousand only) in favour of "APEDA" payable at New Delhi is essential for the bid without which the bid offer will be rejected.
- A self certified undertaking to be submitted mentioning that they have never been blacklisted by any Government organization and the same is not applicable as on date.

ANNEXURE I**APPLICATION FORM FOR THE DESIGNING AND PRINTING OF TRAINING
MANUAL ON NATIONAL PROGRAMME FOR ORGANIC PRODUCTION**

1	Name of the Organization/Company (Registration document to be submitted (Self Attested)	
2	Correspondence Address	
3	Contact Person	
4	Contact Details: (Tel. No./Fax No./Mob. No./email)	
5	Registration No. with Government with Permanent Account and GST No.	
6	Experience (no. of years) in printing work	
7	Details of work order (copy to be enclosed)	
8	Annual Turnover (Audited last three years Financial Balance Sheet)	
9	An interest free Earnest Money Deposit “EMD” for Rs. 10,000/- (Rupees ten thousand only) in the form of draft/ irrevocable and unconditional bank guarantee in favour of APEDA, New Delhi. EMD will be returned to the unsuccessful, bidder after the final selection. For the selected bidder, EMD amount would be adjusted in the final payment.	
10	Bank Details	
11	List of Clients	
12	Self Certification by the Organization/Company that it has been never blacklisted by any Govt. organization.	
13	Any other details	

2. SCOPE OF WORK

Designing and printing of Training Manual on National Programme for Organic Production.

- a Designing of cover page of Training Manual
- b English and Hindi version of Training Manual.
- c Hindi translation to be done by Agency
- d Proof reading of the text matter by Agency
- e Printing of Training Manual
- f Delivery in time.

3. SPECIFICATIONS OF DESIGNING AND PRINTING OF TRAINING MANUAL ON NATIONAL PROGRAMME FOR ORGANIC PRODUCTION

1	Total Number of copies	1500 (1000 in English and 500 in Hindi)
2	Total Number of pages (approx.) of a training Manual on National Programme for Organic Production	70 + 4 approx. Plus Minus 5 pages (Both side printing)
3	Language	English and Hindi
4	Type of paper	Mat Finish
5	Size	8.25" x 11.50"
6	Cover (Both sides Coloured)	250 GSM Imported Mat Finish
7	Inside (Completely coloured with High resolution pictures and text)	170 GSM imported Mat Finish
8	Translation	Hindi translation by Agency
9	Proof reading	Proof reading by Agency
10	Quality of material	Excellent/ processing / scanning
11	Quality of Binding	Excellent perfect finishing.
12	Delivery of Work	15 days from the date of issue of job order.

4. FINANCIAL BID: SUPERSCRIBETHE NAME OF THE ACTIVITY AND “FINANCIAL BID” (ANNEXURE II)

To include the following documents/details :

- a The **Financial Quotation**, duly dated, with break-up of components separately in Indian Rupees only. No lump sum amount will be considered.
- b The bid should be inclusive of taxes however, in the final invoice taxes to be mentioned separately.

ANNEXURE II

S.NO.	COMPONENT	COST OF COMPONENT IN RUPEES
1	Designing and Printing cost of Training Manual including Proof Reading	
2	Translation and proof reading charges (Hindi)	
3	Taxes, if any	
4	Total cost (inclusive of taxes) for 1500 copies (1000 English and 500 Hindi)	

5. SELECTION PROCEDURE

- a) A Committee in APEDA will carry out preliminary screening and shortlist the firms fulfilling the eligibility criteria.
- b) Application of agencies not submitting offers as per the requirements of APEDA shall be out rightly rejected.
- c) The Selection Committee reserves the right to accept or reject any or all the offers at any time prior to award of contract/order without assigning any reason.
- d) APEDA also reserves the right to negotiate the prices with the selected agencies to bring down the prices.
- e) Selected vendors have to comply with Govt. Regulation and standards as deemed fit.

- f) All the selection will be made as per GFR 2017 guidelines.
- g) Agencies not fulfilling the eligibility criteria will not be considered.
- h) Selection of Vendor will be on the basis of L-1 rate.

6. DELIVERY SCHEDULES

- a) After the final approval from APEDA, the Training Manual (English and Hindi) would be delivered in 15 days without any fail.

7. TERMS OF PAYMENT

Payments to the successful bidder will be made as per following schedule :

- a) An advance up to 50% of the total cost, on submission of bank guarantee of equal amount.
- b) Balance amount would be released on completion of the satisfactory work and submit the open Cdr file of Designing and Printing of Training Manual on National Programme for Organic Production in two pen drives.

8. GUIDELINES FOR SUBMISSION OF OFFERS

Bids shall be submitted by the bidder with supporting documents in a sealed envelope in the following manner :

- a) Sealed quotations are required to be submitted within 21 days from the date of release of the advertisement. Conditional offers are not allowed and would be rejected.
- b) **Envelop I : EMD-** Containing Earnest money in the form of a DD of Rs. 10,000/- (Rupees ten thousand only) in favor of APEDA, payable at New Delhi.
- c) **Envelop II :** Containing Annexure I (Technical Bid) duly filled in with supporting documents. The envelop should be sealed and marked as "Technical Bid for Designing and printing of Training Manual on National Programme for Organic Production".
- d) **Envelop III :** Containing Annexure – II (Financial Bid) duly filled in for the bid value in Indian Rupee including all taxes for and other terms and condition of the Tender document. The envelop should be sealed and marked as for "**Financial Bid for Designing and printing of Training Manual on National Programme for Organic Production**".

- e) **Envelope- IV** : Envelopes I, II & III should be kept inside the Envelop – IV and again sealed. The name of the bidder should be clearly written with full address, Telephone nos., E-mail on the Envelopes (I, II, III & IV). This Master Envelope (Envelope – IV) should be marked as **“Technical and Financial Bid for Designing and printing of Training Manual on National Programme for Organic Production”** and shall be submitted to General Manager (Trade Fair) at the address mentioned below.

9. PERFORMANCE ASSURANCE

If performance of the agency is not upto the mark or is less in any of the deliverances/the measurable output is less than envisaged as per scope of work, then a part of the total bid value will be retained by APEDA at the time of final payment. Decision of Chairman APEDA shall be final in this regard.

Last date for submission of bid is 4th October, 2018 till 1600hrs. The complete application should be addressed to:

General Manager (Trade Fair)
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, New Delhi-110016