

**TOR FOR DESIGNING AND PRINTING OF APEDA ANNUAL REPORT & ANNUAL ACCOUNTS  
2019-20**

**CPP Portal Tender ID: 2020 APEDA 559992 1**

APEDA is an Autonomous body under the Ministry of Commerce and Industries, Govt. of India is mandated with the responsibility of development of export of Agricultural and Processed Food Products from India.

Applications are invited from well experienced agencies for designing and printing of APEDA Annual Report and Annual Accounts 2019-20.

**1. General Eligibility Conditions**

Agencies having following minimum qualifications are hereby invited to bid for designing & Printing of APEDA Annual Report and Annual Accounts 2019-20.

- Must be a registered business entity/service provider. Registration no. of TAN/Direct tax/Income tax/Trade Tax/VAT/GST, etc. (copies to be enclosed)
- A minimum of 3 years experience in conceptualizing designing and executing the printing work. (copies of work orders to be enclosed)
- A turnover of minimum Rs.50.00 lakhs /- (Rupees fifty lakhs only) during the preceding three financials year i.e. 2016-17, 2017-18 and 2018-19 for implementation of Designing & Printing Work. (Attachaudited balance sheet of 3 years starting from 2016-17 by CA along with seal and UDIN).
- A self certified  
undertaking to be submitted mentioning that they have never been blacklisted by any  
Government organization and the same is not applicable on date.

**2. Scope of work:** Designing and printing of APEDA Annual Report and Annual Accounts 2019-20.

- 1 Designing of cover page and inner pages with photographs and graphics
- 2 Translation from English to Hindi
3. Proof Reading of the text matter by agency
4. Printing of final reports
5. Delivery in time.

**3. Specification of Designing and Printing of APEDA Annual Report & Accounts for the year 2019-20**

1	Total Number of Books	Total 400Books As per following bifurcation a. Annual Report English – 100 b. Annual Report Hindi – 100 c. Annual Accounts English - 100 d. Annual Report Hindi - 100
2	Total Number of pages per book(double side printing)	a. Annual Report English – 76 (38 leaf) b. Annual Report Hindi – 76 (38 leaf) c. Annual Accounts English – 66(33 leaf) d. Annual Accounts Hindi – 66 (33 leaf)
3	Language	English & Hindi
4	Translation	Hindi translation by agency
5	Draft material for translation and printing	Will be provided by the buyer (APEDA). However, translation and proof reading is the sole responsibility of agency
6	Size	A4 - 11.75" X 8.25"
7	Cover (Both side coloured)	Soft Cover (Four colour)
8	Inside (coloured with high resolution pictures & text)	Four colour
9	Type of Paper	Cover page – 300 GSM – Mat Finish lamination Inside pages – 100 GSM – DO Paper
10	Proof Reading	Proof reading by agency
11	Quality of material	Excellent
12	Soft Copy	agencyto provide the soft copy in CD & Pen Drive
13	Approval	Final draft to be approved by buyer (APEDA) before printing
14	Delivery of work	7 days from the approval of final draft by buyer (APEDA)

**4. Financial Bid: Super scribe the name of the Activity and “Financial Bid” (Annexure II) - to include the following documents/details:**

- 4.1 The Financial Quotation should be duly self attested, dated and as per the Format **(Annexure-II)** in Indian Rupees only.
- 4.2 The bid should be inclusive of taxes however, in the final invoice taxes to be mentioned separately.
- 4.3 Further, the rates quoted should be valid for one year w.e.f. the date of award of job.

**5. SELECTION PROCEDURE**

- 5.1 A Committee in APEDA will carry out preliminary screening and shortlist the firms fulfilling the eligibility criteria.
- 5.2 Application of agencies not submitting offers as per the requirements of APEDA shall be out rightly rejected.
- 5.3 Selected vendors have to comply with Govt. Regulations and standards as deemed fit.
- 5.4 All the selection will be made as per GFR 2017 guidelines.
- 5.5 Agencies not fulfilling the eligibility criteria will not be considered.
- 5.6 **Selection of Vendor will be on the basis of L-1 rate.**
- 5.7 APEDA 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 or without any liability on APEDA.
  - Negotiate the prices with the selected agency to bring down the prices.
  - Copyright of material prepared
  - Extend the deadline for the submission of applications at its discretion.
  - Modify terms and conditions of the selection procedure.
  - Suspend the project, cancel the contract with the selected party in part or in the whole at any time if in the opinion of APEDA it is necessary in the public interest. The decision of APEDA shall be final and binding in this regard. APEDA shall also not be responsible for any damage or loss caused or arise out of aforesaid action.
  - Modify terms and conditions of the contract which shall be granted to the successful bidder after the bidding process, if in the opinion of APEDA it is necessary in the public interest or for implementation of the project. The decision of APEDA shall be final and binding in this regard.
- 5.8 The decision of the APEDA shall be final and binding in this regard.

5.9 For interpretation of any clause of this document, the decision of Chairman APEDA would be final and binding on both the parties i.e., bidder and APEDA.

## **6. DELIVERY SCHEDULE**

6.1 After the final approval from APEDA, Annual Report and Annual Accounts 2019-20. would be delivered in 15 days without any fail.

## **7. TERMS OF PAYMENT**

Payment will be made after successful completion of the work and delivery of work.

## **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 :** Containing **Annexure I** (Technical Bid) duly filled in with supporting documents. The envelope should be sealed and marked as **“Technical Bid for Designing and Printing of APEDA Annual Report and Annual Accounts 2019-20.**
- c) **Envelope- II :** containing **Annexure II**(Financial Bid) duly filled in for the bid value in Indian Rupee including all taxes for and other terms and conditions of the Tender document. The envelop should be sealed and marked as for **“Financial Bid for Designing and Printing of APEDA Annual Report and Annual Accounts 2019-20.**
- d) **Envelope- III:** Envelopes I and II should be kept inside the Envelop – III and again sealed. The name of the bidder should be clearly written with full address, Telephone nos., E-mail on the Envelopes (I, II, and III). This Master Envelope (Envelope – III) should be marked as **“Technical and Financial Bid for Designing and Printing of APEDA Annual Report and Annual Accounts 2019-20** and shall be submitted to Secretary, APEDA at the address mentioned below.

**A pre-bid meeting will be held on 30.09.2020 at 11.30 a.m. at the Conference Room, APEDA, 3<sup>rd</sup> Floor, NCUI Building, 3 Siri Institutional Area, August Kranti Marg, New Delhi -110 016.**

**Last date for submission of bids is 13.10.2020 till 4.00 p.m. The complete applications should be addressed to:**

Secretary  
Agricultural and Processed Food Products  
Export Development Authority (APEDA)  
3rd Floor, NCUI Building,  
3 Siri Institutional Area,  
August Kranti Marg  
New Delhi-110016

**ANNEXURE I****APPLICATION FORM FOR THE DESIGNING AND PRINTING OF APEDA ANNUAL REPORT AND ANNUAL ACCOUNTS 2019-20.**

1	Name of the Organization/Company (self-attested Registration document to be submitted)	
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. (Attach copy)	
6	Experience (no. of years) in printing work	
7	Details of work orders in the past three years (copy to be enclosed)	
8	Annual Turnover for last three financial years (attached audited Balance Sheet of three years by CA along with seal and UDIN).	
9	Bank Details	
10	List of Clients	
11	Self Certification by the Organization/Company that it has never been blacklisted by any Govt. organization.	
12	Any other details	

**ANNEXURE II****FINANCIAL BID**

<b>S.NO.</b>	<b>COMPONENT</b>	<b>COST OF COMPONENT IN RUPEES</b>
1	Designing and printing of APEDA Annual Report and Annual Accounts 2019-20.	
2	Taxes, if any	
	Total cost (inclusive of taxes)	