

ToR for Designing and printing of APEDA Financial Assistance Scheme Booklet and Leaflet

APEDA is an Autonomous body under the Ministry of Commerce & 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 experience agencies for designing and printing of APEDA scheme booklet.

1. General Eligibility Conditions

Agencies having following minimum qualifications are hereby invited to bid for designing & Printing of APEDA Scheme Booklet and Leaflet.

- 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. 2016-17 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 APEDA Scheme Booklet and Leaflet

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 No. 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 APEDA Scheme Booklet and Leaflet.

- a) Designing of cover page of Booklet
- b) Designing of Leaflet
- c) Hindi and English version of the scheme Booklet & Leaflet.
- d) Hindi translation to be done by agency
- e) Proof Reading of the text matter by agency
- f) Printing of booklet and leaflet
- g) Delivery in time.

3. Specifications of Designing and printing of APEDA Scheme Booklet

1	Total Number of copies	4000 (3000 English & 1000 Hindi)
2	Total Number of pages (approx.) for Financial Assistance Schemes of APEDA for the period 2017-2020	36+4 (Both side printing) (approx.) Plus minus 5 pages.
3	Language	Hindi and English
4	Types of paper	Mat Finish
5	Size	8.25”x11.50”
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

Specifications of Designing and printing of Summary of APEDA Scheme Leaflet

1	Total Number of copies	3000 (2000 English & 1000 Hindi)
2	Total Number of pages for Financial Assistance Schemes of APEDA for the period 2017-2020	4 (Both side printing)
3	Language	English & Hindi
4	Types of paper	Mat Finish
5	Size	8.25”x11.50”
6	Cover (Completely coloured with High resolution pictures and text))	170 GSM Imported Mat Finish
7	Translation	Hindi translation by agency
8	Proof reading	Proof reading by agency
9	Quality of Material	Excellent/processing/scanning
10	Quality of Binding	Excellent perfect finishing
11	Delivery of Work	15 days from the date of issue of Job order

4. **Financial Bid: Superscribe the 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 shall 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 Cost of Booklet	
2	Printing Cost of Booklet	
2	Translation & Proof reading Charges (Hindi)	
3	Printing Cost of 4000 copies of Booklet. Hindi (1000) English (3000)	
	Total	

Annexure II

S.No.	Component	Cost of component in Rupees
1	Designing Cost of Leaflet	
2	Printing Cost of Leaflet	
3	Translation & Proof reading Charges	
4	Printing Cost of 3000 copies of Leaflet. English (2000) Hindi (1000)	
	Total	

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 & 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, both (Hindi and English) booklet would be delivered in 15 days without any fail.
- b) After the final approval from APEDA, leaflet (Hindi & English) 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 APEDA Scheme Booklet and Leaflet in two pen drive.

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) **Envelope 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) **Envelope II :** 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 Scheme Booklet and Leaflet.”
- d) **Envelope III :** Containing Annexure – II (Financial Bid) duly filled in for the bid value in Indian Rupee including all taxes for and other terms & condition of the Tender document. The envelop should be sealed and marked as for “Financial Bid for **Designing and printing of APEDA Scheme Booklet and Leaflet.**”
- e) **Envelope- IV :** Envelopes I, II & III should be kept inside the Envelope – IV and again sealed. The name of the bidder should be clearly written with full address, Tel: 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 APEDA Scheme Booklet and Leaflet**” and shall be submitted to General Manager (Trade Fairs) 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 28/05/2018 till 5:00 p.m. The complete applications 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

Note:-

* CPP Portal Tender ID: 2018_APEDA_317682_1

** Tender Reference File Number: TFD-2017-18-000065