

Small Farmers' Agri-Business Consortium,
 NCUI Auditorium Bldg., 5th Floor, 3, Siri Institutional Area,
 August Kranti Marg, Hauz Khas, New Delhi-110016
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 Email: ddadmin@sfac.in, Website: sfacindia.com

No. SFAC/2-1/2021-P&C

Dated: 02.03.2022

Quotation for Printing of Annual Report of SFAC for the year 2020-21

SFAC an Autonomous Body under Ministry of Agriculture & Farmers Welfare, SFAC (www:sfacindia.com) invites sealed quotations from experienced professional press for printing of Annual Report of SFAC Society for the year 2020-21 consisting of 156 pages (approx) both in each English & Hindi. The draft printing material along with a sample of publication is available in the office which can be seen on any working day between 10:00AM to 5:00PM. The specification of job is given below:-

S.No.	Deliverables	Description
1.	Item	Creative Designing & all 4 colour offset printing of SFAC Annual Report in English & Hindi.
2.	Quantity	100 nos. each (English & Hindi).
3.	Pages	156 including 2 cover and back pages.
4.	Paper	Cover Page 300 gsm; Inner Pages 170 gsm Art paper.
5.	Fabrication	Cover Back Lamination, Perfect binding.
6.	Time	15 days.
7.	Pen drive	Web enabled soft copy of the Annual Report in the PDF Format/ Word format.
8.	Scope of Work	<ul style="list-style-type: none"> i) Designing content layout and colour photographs – at least two samples are to be submitted after award of work within 03 days of placing the order. ii) Proof reading of manuscript by a good professional proof reader. iii) To bring the proof(s) of the Annual Report/cover design to the SFAC office at your own cost for approval. iv) Artful printing and binding of the Annual Report. v) Delivery of Annual Reports as per specifications to SFAC. vi) Soft copy (in MS Word and PDF format) for the final report in Hindi and English versions to be provided separately, which should be capable of being uploaded on website.
9.	Time Schedule	Final copies must be submitted within 15 days from the date of receipt of this order.
10.	Payment Terms	<p>Payment shall be released after delivery of all printed Annual Reports in accordance with specifications.</p> <p>Note :- No additional charges on account of freight or any other charges etc. would be payable for supply and delivery of the proofs/designs and final copies of Annual Reports at SFAC.</p>
11.	Penalty	The selected printer shall abide to all terms & conditions. Failing to deliver as per time schedule and/ or not meeting the quality specifications, then SFAC may reject the printing material/ payment shall not be released or the printer may be debarred/ blacklisted/ deduct 5-10% of invoice amount as per the decision of the Competent Authority.
12.	Invoice to	Small Farmers' Agribusiness Consortium (SFAC), NCUI Auditorium Bldg., 5th Floor, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016.

2. Schedule for submission of Sealed Tenders:

S.No	Important dates of tender	Submission of tender
1.	Last Date for submission of tender is on 10th March, 2022 by 01:00PM.	Tenders to be submitted in the “Tender Box” placed at reception area at 5 th Floor, NCUI Bldg of SFAC office.
2.	Opening of technical bids shall be on 10th March, 2022 at 03:30PM in the Conference room of SFAC at 5 th Floor, NCUI Bldg., Hauz Khas, New Delhi.	Agencies/Firms willing to join the tender opening process may depute their representative as per schedule. No separate communication/ invitation shall be issued by SFAC.

3. **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 SFAC for the year 2020-21” at Head office, New Delhi.

4. 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.	Average Annual Turnover: Average Rs.20.00 lakh during the preceding year i.e. 2018-19, 2019-20, & 2020-21. <ul style="list-style-type: none">• C.A. Certificate certifying turnover 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. <ul style="list-style-type: none">• Self certified copies of minimum two 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.2,000/- is to be submitted by way of Bank Draft/Pay Order etc. in favour of SFAC payable at New Delhi/MSME exempted as per GFR Bid Security declaration form.
8.	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 authorized person.

5. The job requirement is of a turnkey nature, designing, layout, editing of content and printing. The bidders should mentioned technical specifications as per **Annexure-I** and financial quotation as per **Annexure-II** in a single sealed cover and dropped in tender box in the office on or before **01:00PM on 10th March, 2022** and bid will be opened at **3:30PM on 10th March 2022**. SFAC reserves the right to cancel/ reject all the bids without giving any reason thereof. Interested bidders who wish to participate may be present in the SFAC office. The undersigned may be contacted for any queries before submitting the quotations.



(Dr. Sumathi S.)

Deputy Director (Admn.)

APPLICATION FORMAT FOR TECHNICAL BID

S. No.	Name of Document/Information	To be filled by the Firm	Page Number
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 ITRs for last 3 years should be attached and		
5.	Average Annual Turnover : Minimum Rs.20.00 lakh for three years i.e. 2018-19, 2019-20 & 2020-21. • C.A. Certificate certifying 3 years average turnover 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 two 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.2,000/- is to be submitted by way of Bank Draft/Pay Order etc. in favour of SFAC payable at New Delhi. MSME exempted as per GFR, Bid Security Declaration Form should be submitted as per Annexure-III .		
8.	Self Certificate on first 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 Authorized person)
Full name of the person with rubber stamp.

Place:

Date :

FINANCIAL BID FORMAT

S. No.	Particular of quotation	Quantity	Unit Price in Rupees	Total Amount in Rupees
1.	Designing Cost of Annual Report and Accounts 2020-21 (English & Hindi)			
2.	Printing cost <ul style="list-style-type: none"> • Cover page cost • Inside printing cost 			
3.	Sub Total of Basic Cost			
4.	SGST @ 9%			
5.	CGST @ 9%			
6.	Grand Total			
7.	Grand total in words			
8.	Bank Details for online transfer of payment through RTGS.			

No extra charges for packing delivery etc. will be paid.

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

Place:

Date :

Performa of Bid Security Declaration in lieu of EMD

(To be submitted by bidder on its Company Letterhead (scanned copy))

It is here by submitted that if I/We (Name of bidder/firm/company) withdraw or modify the bids during period of validity, or if I/We..... (Name of bidder/firm/company) are awarded the contract. I/We..... (Name of bidder/firm/company) will be suspended to take part in SFAC's tendering process for the period of one year from the date of occurrence of the above mentioned default."

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

Place:
Date :