

**Small Farmers' Agri-Business Consortium,
NCUI Auditorium Bldg., 5th Floor, 3, Siri Institutional Area,
August Kranti Marg, Hauz Khas, New Delhi-110016
Tel:91-11-41055863, 41055963
Email: sfac@nic.in, Web: sfacindia.com**

No. SFAC/1-2/43/2019-Admn.

Dated: 01.11.2021

**Sub: Quotation for editing and printing of brochures, official stationery items,
Operational Guidelines and Annual Report (Hindi & English) – Reg.**

Sir,

Sealed quotations are invited from experienced professional printing press for the rate contract for printing and supply of Annual Report, Operational Guidelines, leaflets/brochures of various schemes and other stationery items as per specifications attached at Annexure-I. The job requirement is of a turnkey nature, involving editing of layout and content. The initial contract would be for a period of one year which may be extendable further for one year on the same terms and conditions.

Terms & Conditions:-

1. The firm should have at least three years of experience of printing and supply of such items to Central/State Govt. Ministries/Depts./PSUs/Autonomous Bodies/ Institutes/ organizations.
2. No advance payment. Payment only on satisfactory completion and delivery of items at SFAC office.
3. Firm should be preferably within 8 Kms periphery from SFAC, Hauz Khas, New Delhi.
4. No extra charge for delivery or package.
5. The timeline for preparation and submission of final dummy is 5 days and for printing the final material will be 10 days from issue of printing order from SFAC.
6. The printing material should be as per specification. In case of any discrepancy, the printed material will be rejected and no payment will be made.
7. Failure to initiate as per work order, the agency is liable to be blacklisted.
8. Successful bidder should submit proof of above specified requirements for issue of work order.
9. SFAC has sole right to cancel the quotation without assigning any reason.
10. Printing agency should have their own printing press and shall not outsource to any other source.
11. Cutting/over-writing in quotation document is not permissible and incomplete information shall be rejected as not responsive.
12. SFAC reserves the right to cancel the contract at any time giving one month notice without assigning any reason.
13. The payment will be made within one month from the date of submission of invoice subject to deduction of taxes (TDS)/levies etc.
14. Any dispute would be settled in Delhi/NCR.
15. Self Certified copy of GST Registration should be attached.
16. Income Tax Return for last 03 years. For the financial year 2017-18, 2018-19 & 2019-20.
17. Self Certified copy of PAN should be attached.
18. Minimum Annual Turnover: Rs.25.00 lakh during the last three years i.e. 2017-18, 2018-19 & 2019-20. (CA certified).
19. Self Certified copy of Company Registration or any other documentary proof should be attached.
20. Complete Contact details with contact persons, phone numbers, mobile phone and email addressed should be mentioned for any interaction/ communication or coordination.
21. 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.

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22. Printing of Annual Report/Guidelines and others is turnkey nature involving designing, layout, editing of content and printing.
23. To bring the proof(s) of the Annual Report/Cover design to the SFAC office at your own cost for approval.
24. Artful designing and printing and binding of the Annual Report. And sharing soft copy for uploading in SFAC website etc. to be shared.
25. Delivery of Annual Reports as per specification to SFAC.
26. Earned Deposit Money (EMD) without interest for Rs.15,000/- is to be submitted by way of Bank Draft/Pay Order etc. in favour of SFAC payable at New Delhi which may be converted as performance security for successful bidder and returned to others within one month from the date of award of work order. In case the successful bidder does not accept the offer within the prescribed time, the EMD will be forfeited and MSME unit will be debarred for one year from participating in the tender process. Performance Security should remain valid for a period of 60 days beyond the date of completion of all contract obligations.
27. MSME units are exempted from submitting EMD. Bid securing declaration has to be enclosed in the prescribed format (Annexure-IV). However, the successful bidder have to submit Performance Security of Rs.15,000/- within one week of award of contract after acceptance of contract.
28. SFAC has sole right to award the contract to one or more bidders based on items wise rate quoted.
29. Bid validity period 360 days.
30. SFAC reserves copy right of all design and printed work. SFAC shall not be responsible for any infringement of copy right Act by the Agency. Agency shall be solely responsible.

Penalty:

Time limit and quality should be strictly adhere to or else a penalty of 5% per day delay shall be imposed and company may be blacklisted. In case of

The quotationer should submit technical qualification bid in Annexure-II and financial quotation in Annexure-III in separate cover and both the covers should be placed in a single envelop duly sealed with superscribing "Quotation for)" and address to Managing Director, SFAC and may be dropped in tender box in SFAC office or send through post at the above mentioned address on or before 12.00 hrs of 17th November, 2021. These technical bids will be opened on same day at 14.30 hrs. and opening of financial bids will be separately communicated through email. For any queries may contact the office on any working day between 10.00 AM to 5.00 PM.



(Dr. Sumathi S.)
Deputy Director(Admn.)

ANNEXURE-I

DETAILS OF ITEMS TO BE PRINTED

SN	Item	Language	Quantity	No.of pages	Paper	Fabrication	Colour	Size
1	DO Letter Heads	English	2500	25 pads	100 gsm	-	Four	A-4
2	Letter Heads	English	10000	100 pads	80 gsm	-	Four	A-4
3	Note Sheet Pad	-	10000	100 pads	80 gsm		-	8"x13.125"
4	Envelope Plain	-	2000	-	95		Four	9.75"x 4.25"
5	Envelope Window	-	2000	-	95		Four	9.75"x 4.25"
6	File Cover		2000	-	-	-	-	
7	Printing of Identity Cards as per sample			-			-	
8	Visiting Card	Bilingual	200	-	300		-	
9	Bill Book (Delhi Kisan Mandi)	English	3000	50x3=150 20 pads	80 gsm sun shine (1page) ----- 44 gsm colour (2 page)	-	-	-
10	Equity Grant Brochure	English	5000	04	do	One fold	Four	4.5''x8.5''
11	Equity Grant Brochure	Hindi	5000	04	do	One fold	Four	4.5''x8.5''
12	Credit Guarantee Brochure	English	5000	04	do	One fold	Four	4.5''x8.5''
13	Credit Guarantee Brochure	Hindi	5000	04	do	One fold	Four	4.5''x8.5''
14	FPO Brochure	English	3000	06	150 gsm matt	Two fold	Four	6''x 8.5''
15	FPO Brochure	Hindi	3000	06	do	Two fold	Four	4.5''x8.5''
16	ENAM Brochure	English	5000	08	170 gsm matt	Centre Staple	Four	7''x 9''
17	ENAM Brochur	Hindi	5000	08	do	Centre Staple	Four	7''x 9''
18	VCA Brochure	English	5000	06	do	Two fold	Four	4.5''x8.5''
19	VCA Brochure	Hindi	5000	06	do	Two fold	Four	4.5''x8.5''
20	Designing and printing of Annual Report for the year 2020-21 (English)							
	Size	8.5'' x 11''			Binding		Perfect	
	Quantity	100 each (Hindi & English)			Cover Page		300 gsm Imp Art matte	
	No. of pages	150 (inside pages + cover)			Text Paper		130 gsm Imp Art matte	
	Colour	Four						
21	Designing and printing of Annual Report for the year 2020-21 (Hindi)							
	Size	8.5'' x 11''			Binding		Perfect	
	Quantity	100 each (Hindi & English)			Cover Page		300 gsm Imp Art matte	
	No. of pages	150 (inside pages + cover)			Text Paper		130 gsm Imp Art matte	
	Colour	Four						
22	EGCGFS Guidelines							
	Size	8'' X 11''			Cover Page		300 gsm Imp. Gloss	
	Quantity	500 (Bilingual)			Paper(inside pages)		130 gsm Imp. Gloss	
	No. of Pages	84 (test) + 4(cover)			Binding		Perfect	
	Color	four colour			Lamination		Matt lamination on cover	
23	Operational Guidelines for promotion of NAM through Agri-Tech Infrastructure Fund (ATIF)							
	Size	8'' X 11''			Cover Page		300 gsm Imp. Gloss	
	Quantity	500 (Bilingual)			Paper(inside pages)		130 gsm Imp. Gloss	
	No. of Pages	28 (test) + 4(cover)			Binding		Perfect	
	Color	four colour			Lamination		Matt lamination on cover	
24	Operational Guidelines Venture Capital Assistance Scheme							
	Size	8'' X 11''			Cover Page		300 gsm Imp. Gloss	
	Quantity	500 (Bilingual)			Paper(inside pages)		130 gsm Imp. Gloss	
	No. of Pages	28 (test) + 4(cover)			Binding		Perfect	
	Color	four colour			Lamination		Matt lamination on cover	

Technical Bid Qualification

S.No.	Eligibility Criteria	Details with proof
1.	Name of the firm & complete address and contact details (telephone/Mobile/email etc.)	
2.	Registration of Firm (proof to be enclosed)	
3.	The firm should have at least three years of experience of printing and supply of such items to Central/State Govt. Ministries/Deptts./ PSUs/Autonomous Bodies/ Institutes/ organizations. (2016-17, 2017-18 & 2018-19 enclosed copy of the work order(s))	
4.	Firm should be preferably within 8 Kms periphery from SFAC, Hauz Khas.	
5.	Self Certified copy of GST Registration should be attached. (copy to be enclosed)	
6.	Income Tax Return for last 03 years. For the financial year 2017-18, 2018-19 & 2019-20. (copy to be enclosed)	
7.	Self Certified copy of PAN should be attached. (copy to be enclosed)	
8.	Minimum Annual Turnover: Rs.20.00 lakh during the last three years i.e. 2017-18, 2018-19 & 2019-20. (CA certified copies are to be enclosed).	
9.	Earned Deposit Money (EMD) of Rs.15,000/-. In case of MSME EMD exemption bid securing declaration to be enclosed (Annexure-IV) and proof for exemption to be submitted.	
10.	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.	
11.	Self Certificate for non-black listing to be enclosed.	

Name with signature & Seal of the
authorized person of the firm

Place:

Date :

Annexure-III**DESCRIPTION OF PRINTING JOBS QUOTATION (FINANCIAL)****(Rate in Rupees)**

1. Printing of DO letter Head on imported D.O. Paper 100 GSM including and in four colour (per thousand)						
1	7.5" x 10.5"					
2	A-4 Size					
2. Printing of letter Head on Bond Paper 80 GSM and in four colour (per thousand)						
1	7.5" x 10.5"					
2	A-4 Size					
3. Printing of Note sheet 100 GSM including (per thousand)						
1	8"x13.125"					
2	A-3 Size					
4. Printing of Plain Envelopes 80 GSM (per thousand)						
1	9.75"x 4.25"					
5. Printing of Window Envelopes 80 GSM (per thousand)						
1	7.5" x 10.5"					
6. Printing of File Covers (per thousand)						
1	File covers on craft paper 210 GSM					
7. Printing of Identity Cards						
1	Identity Card as per sample					
8. Visiting Card						
9. Bill Book (Delhi Kisan Mandi) (per thousand)						
1	No.of pages	Paper	Fabrication	Colour	Size	
	3 pages in three different colours	80 gsm sun shine (1page)/ 44 gsm colour (2 page)	50x3=150	White Pink Yellow pages	As per sample	
10. Printing of Equity Grant Brochure (English) (per thousand)						
1	No.of pages	Paper	Fabrication	Colour	Size	
	4	150 gsm matt	One fold	Four	4.5"x8.5"	
11. Printing of Equity Grant Brochure (Hindi) (per thousand)						
1	No.of pages	Paper	Fabrication	Colour	Size	
	4	do	One fold	Four	4.5"x8.5"	
12. Printing of Credit Guarantee Brochure (English) (per thousand)						
1	No.of pages	Paper	Fabrication	Colour	Size	
	4	do	One fold	Four	4.5"x8.5"	
13. Printing of Credit Guarantee Brochure (Hindi) (per thousand)						
1	No.of pages	Paper	Fabrication	Colour	Size	
	4	do	One fold	Four	4.5"x8.5"	
14. Printing of FPO Brochure (English) (per thousand)						
1	No.of pages	Paper	Fabrication	Colour	Size	
	6	150 gsm matt	Two fold	Four	6"x 8.5"	
15. Printing of FPO Brochure (Hindi) (per thousand)						
1	No.of pages	Paper	Fabrication	Colour	Size	
	6	150 gsm matt	Two fold	Four	6"x 8.5"	
16. Printing of ENAM Brochure (English) (per thousand)						
1	No.of pages	Paper	Fabrication	Colour	Size	
	8	170 gsm matt	Centre Staple	Four	7"x 9"	

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17. Printing of ENAM Brochure (Hindi) (per thousand)						
1	No.of pages	Paper	Fabrication	Colour	Size	
	8	170 gsm matt	Centre Staple	Four	7''x 9''	
18. Printing of VCA Brochure(English) (per thousand)						
1	No.of pages	Paper	Fabrication	Colour	Size	
	4	150 gsm matt	two fold	Four	4.5''x8.5''	
19. Printing of VCA Brochure(Hindi) (per five thousand)						
	No.of pages	Paper	Fabrication	Colour	Size	
	4	150 gsm matt	two fold	Four	4.5''x8.5''	
20. Designing & Printing of Annual Report (English) (Glossy Paper) of 130 GSM. Cover Page 300 GSM (approx 150 pages) (Size-A4)						
	Upto 100 copies					
21. Designing & Printing of Annual Report (Hindi) (Glossy Paper) of 130 GSM. Cover Page 300 GSM (approx 150 pages) (Size-A4)						
	Upto 100 copies					
22. Printing of ECGFS Guidelines (Glossy Paper) of 130 GSM. Cover Page 300 GSM (approx 100 pages) (Size-A4)						
	500 copies					
23. Printing of ENAM Operational Guidelines (Glossy Paper) of 130 GSM. Cover Page 300 GSM (approx 100 pages) (Size-A4)						
	500 copies					

Name with signature & Seal of the
Authorized person of the firm

Place:

Date :