

## Small Farmers' Agri-Business Consortium

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

Dated: 18.02.2022

### **Tender for Engagement of Firm/ Agency for Editing, Designing and Printing services under various activities of SFAC**

Small Farmers Agribusiness Consortium (SFAC) is an Autonomous Society promoted by Ministry of Agriculture, Cooperation and Farmers' Welfare, Government of India. SFAC is implementing the central schemes of Government of India namely Formation and Promotion of 10,000 FPOs, VCA, EGCGS, eNAM etc. for economic inclusion of small and marginal farmers in agribusiness activities. For more information visit [sfacindia.com](http://sfacindia.com).

SFAC invites online proposals from reputed experienced printing agencies 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 bid shall be submitted through e-Tender only and interested tenders must be registered with the Central Public Procurement Portal i.e. <https://eprocure.gov.in/eprocure/app>. Tenderers are advised to follow the instructions on the portal for submission of online bids. Tender document may be downloaded from SFAC website i.e. [sfacindia.com](http://sfacindia.com). The schedule of tender is as follow.

#### **1. Scope of Work:**

2. The job requirement is of a turnkey nature, involving editing of layout, content, printing etc.
3. Printing of Annual Report/ Guidelines/ brochures and others (Hindi and English) is turnkey nature involving designing, layout, editing of content and printing (**Annexure-I**). The list of items in the **Annexure-I** is indicative only.
4. Proof Reading of English Text (3 times). Entire proof reading will be done by the Agency and final proofs will be submitted to SFAC for approval.
5. Concept designing, Artful designing and printing and binding, dispatch of the Annual Report and sharing soft copy for uploading in SFAC website etc. to be shared.

#### **2. Eligibility Criteria for Technical Bid Qualification (Annexure-II):**

1. Name of the Firm/ Agency & complete address and contact details (telephone/Mobile/email etc.)
2. Full name(s) and address(s) of Proprietor/ Partners/ Directors.
3. The Firm/ Agency should have registered/ fully functional office in Delhi.
4. Nature of Registration of Firm/ Agency.
5. The Firm should have at least 03 years of experience i.e. 2018-19, 2019-20 & 2020-21 in printing and supply of such office stationery items particularly Annual Report of any Central/ State Govt. Ministries/ Deptts./ PSUs/ Autonomous Bodies/ Institutes/ organizations with experience of printing at least 2 Annual Reports (Hindi & English).
6. Self Certified copy of Company Registration.
7. Have valid Trade License/Certificate from appropriate authority.
8. Self Certified copy of GST Registration.
9. Self Certified copy of PAN.
10. Income Tax Return for last 03 years. For the financial year 2018-19, 2019-20 & 2020-21.
11. Minimum Annual Turnover: Rs.20.00 lakh per annum during the last three years i.e. 2018-19, 2019-20 & 2020-21. (CA certified).

12. Undertaking for Non-Blacklisted/ Non Debarred in participating in any procurement activities by any State or Central Government in India.
13. Earnest money deposit (EMD) of Rs.2,000/-. In case of MSMEs, EMD exemption, bid security declaration form to be submitted as per **Annexure-IV** along with documentary proof. However, the successful bidder have to submit Performance Security of 4% of the contract value. No interest shall be payable on the Performance Security. In case the successful bidder does not accept the offer within the prescribed time, the EMD will be forfeited and MSME unit shall be debarred for two years 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.

### 3. Timeline frame for bidding

The time frame for the bidding process is as under:

Events	Tentative Dates
Uploading of RFP on Central Public Procurement Portal	18.02.2022 15:00 Hrs
Start of Query Submission	18.02.2022 18:00 Hrs
Pre-Bid meeting with Bidders	22.02.2022 15:00 Hrs
Last date for receipt of bidders' queries	24.02.2022 15:00 Hrs
Response to queries	28.02.2022 15:00 Hrs
Start of Bid submission	28.02.2022 18:00 Hrs
Last Date and Time for receipts of Proposals	08.03.2022 18:00 Hrs
Time & Date of opening of Technical bids	10.03.2022 15:00 Hrs

### Terms & Conditions:

1. The initial contract would be for a period of one year which may be extendable for another two year on annual basis under the same terms and conditions with the consent of both parties and approval of competent authority.
2. **Earnest Money Deposit (EMD) for Rs.2,000/-** is to be submitted by way of Bank Draft/ Pay Order etc. in favour of **SFAC payable at New Delhi** which may be returned to others within one month from the date of award of contract. MSME units are exempted from submitting EMD. Bid securing declaration has to be submitted in the prescribed format as per **Annexure-IV**. However, the successful bidder have to submit Performance Security of 4% of the contract value. No interest shall be payable on the Performance Security. In case the successful bidder does not accept the offer within the prescribed time, the EMD will be forfeited and MSME unit shall be debarred for two years 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.
3. 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.
4. 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.
5. To bring the proof(s) of the Annual Report/Cover design to the SFAC office at your own cost for approval. Delivery of Annual Reports as per specification to SFAC.
6. SFAC has right to reject the printed material not matching the quality & specification and in such case SFAC shall not make any payment for the job.
7. Printing agency should have own printing press and shall not outsource to any other source.
8. Cutting/over-writing in tender document is not permissible and incomplete information shall be rejected as not responsive.
9. The Agency should have adequate resources for concept designing, composition, printing and dispatch of Annual Report and other documents.

10. SFAC reserves the right to accept or reject any or all the proposals. Cancel/withdraw the bid process at any stage without assigning any reasons thereof. Also SFAC shall not be liable for any losses or damages caused by any amendment/ modification.
11. No advance payment shall be made. Payment only on satisfactory completion and delivery of items at SFAC office.
12. Any other printing items not covered in the list are required to be printed, then the rate for printing such material will be as per approved rate having similar specification.
13. No extra charge for delivery or package.
14. The payment will be made within one month from the date of submission of invoice subject to deduction of taxes (TDS)/levies etc.
15. Any dispute would be mutually settled. However, in case of in non settlement it will be subject to jurisdiction of Delhi.
16. **CONFIDENTIALITY:** The vendor shall maintain utmost confidentiality with regard to all information/ document/ paper which is obtained through each other or developed or obtained by each other in performance of obligations under this contract.
17. **FORCE MAJEURE:** Neither party shall be responsible or liable for any failure or delay on its part to fulfill or perform any of the terms or obligations under the contract/agreement if such failure or delay is caused by any factor or event beyond control of either of them including but not limited to strikes, lockouts, fire, earthquake, wars, insurrections, riots, civil commotion, government action, licenses, embargoes, natural calamities, act of God etc. If Force Majeure event(s) continue beyond the period of three months, the parties shall hold consultation to chalk out the further course of action. Neither party can claim any compensation from the other party on account of Force Majeure.
18. Bid validity period 90 days from the date of opening of the bid.
19. SFAC has sole right to award the contract to one or more bidders based on items wise rate quoted.
20. **TERMINATION:** SFAC has the right to terminate/cancel the agreement/contract with 30 (thirty) days notice in case of unsatisfactory performance in performing the job(s)/work or otherwise. SFAC also reserves the right to renew/extend at its absolute discretion the contract under the same terms and conditions or with such modifications as may be deemed fit for a further period with mutual consent of both the parties. This however, does not construe that MSTC shall be bound to renew or extend the same after the expiry of the contract period.
21. SFAC reserves copyright of all design and printed work. SFAC shall not be responsible for any infringement of copyright Act by the Agency. Agency shall be solely responsible.
22. Failure to initiate as per work order, the agency is liable to be blacklisted.
23. SFAC has sole right to cancel the tender without assigning any reason.
24. 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.

The tenderer should upload their technical bids in **Annexure-II** and financial bid in **Annexure-III** BOQ format (check both sheets and quote carefully) along with the supporting documents. Original documents like EMD or Declaration for exemption as applicable shall be submitted to Managing Director, SFAC and shall be dropped in tender box in SFAC office or send by post at the above mentioned address as per given schedule. SFAC is not responsible for any postal delay and proposal received after due dates will be summarily rejected. Pre bid queries to be send on [info@sfac.in](mailto:info@sfac.in) and pre bid meeting will be held as per schedule at above mentioned address. Interested parties may look at the samples/ specimen available with the SFAC during pre-bid meeting.

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

**DETAILS OF ITEMS TO BE PRINTED (6 MONTHS REQUIREMENT)**

SN	Item	Language	Quantity	No. of pages	Paper	Fabrication	Colour	Size	
1.	DO Letter Heads	English	25 pads	2500	100 gsm	-	Four	A-4	
2.	Letter Heads	English	100 pads	10000	80 gsm	-	Four	A-4	
3.	Note Sheet Pad	-	100 pads	10000	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.	Cloth Envelop	-	500		--	-	-	16"x 12"	
7.	File Cover		2000		210 gsm	-	-		
8.	Identity Cards	-	-				-		
9.	Visiting Card	Bilingual	200	-	300		-		
10.	Medical Reimbursement Bill Pad	English	25	2500	70 gsm	-	-	A-4	
11.	TA/DA Bill Pad	English	10	1000	70 gsm	-	-	A-4	
12.	Contingency Voucher Form	English	50	-	70 gsm	-	-	A-4	
13.	Bill Book (Delhi Kisan Mandi)	English	50 x 3 = 150 (20 pads)	3000	80 gsm sun shine (1page) ----- 44 gsm colour (2 page)	-	-	-	
14.	Writing Pad	English	200	20	70 gsm	-	-	-	
15.	Equity Grant Brochure	English	5000	4 per brochure	do	One fold	Four	4.5"x8.5"	
16.	Equity Grant Brochure	Hindi	5000	4 per brochure	do	One fold	Four	4.5"x8.5"	
17.	Credit Guarantee Brochure	English	5000	4 per brochure	do	One fold	Four	4.5"x8.5"	
18.	Credit Guarantee Brochure	Hindi	5000	4 per brochure	do	One fold	Four	4.5"x8.5"	
19.	FPO Brochure	English	3000	6 per brochure	150 gsm matt	Two fold	Four	6"x 8.5"	
20.	FPO Brochure	Hindi	3000	6 per brochure	do	Two fold	Four	4.5"x8.5"	
21.	ENAM Brochure	English	5000	8 per brochure	170 gsm matt	Centre Staple	Four	7"x 9"	
22.	ENAM Brochure	Hindi	5000	8 per brochure	do	Centre Staple	Four	7"x 9"	
23.	VCA Brochure	English	5000	6 per brochure	do	Two fold	Four	4.5"x8.5"	
24.	VCA Brochure	Hindi	5000	6 per brochure	do	Two fold	Four	4.5"x8.5"	
25.	SFAC advise to Farmer Producer Companies' brochure	English	5000	4 per brochure	-do-	Two fold	Four	4.5"x8.5"	
26.	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							
27.	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							
28.	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		
29.	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		
30.	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		
31.	Operational Guidelines of FPO								
	Size	9.5" X 7"			Cover Page		300 gsm Imp. Gloss		
	Quantity	500			Paper(inside pages)		130 gsm Imp. Gloss		
	No. of Pages	24 (test) + 4(cover)			Binding		Perfect		
	Color	Black & White			Lamination		Matt lamination on cover		
32.	Strategy Paper for Promotion of 10,000 Farmer Producer Organizations								
	Size	8" X 11"			Cover Page		300 gsm Imp. Gloss		

	Quantity	500	Paper(inside pages)	130 gsm Imp. Gloss
	No. of Pages	24 (test) + 4(cover)	Binding	Perfect
	Color	Black & White	Lamination	Matt lamination on cover
33.	Designing and Printing of Banner/Backdrop (per unit) (size 12' x 3')			

\*Items quantity is only indicative, it may be increase or decrease

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

Place:

Date:

**Technical Bid Qualification**

The below format must be filled up by the party and uploaded at the time of submission of the Techno commercial Bid along with the scanned copies of the original documents as mentioned below:

<b>S.No.</b>	<b>Eligibility Criteria</b>	<b>Details with proof</b>
1.	Name of the Firm/ Agency & complete address and contact details (telephone/Mobile/email etc.)	
2.	Full name(s) and address(s) of Proprietor/ Partners/ Directors.	
3.	The Firm / Agency must have registered/ fully functional office in Delhi.	(Yes/No)
4.	Nature of Registration of Firm/ Agency (proof to be upload)	(Yes/No)
5.	The Firm should have at least 03 years of experience i.e. 2018-19, 2019-20 & 2020-21 in printing and supply of such items to Central/ State Govt. Ministries/ Depts./ PSUs/ Autonomous Bodies/ Institutes/ organizations.	(Yes/No)
6.	Self Certified copy of Company Registration. (scanned copy to be uploaded)	(Yes/No)
7.	Have valid Trade License/Certificate from appropriate authority.	(Yes/No)
8.	Self Certified copy of GST Registration (scanned copy to be uploaded).	(Yes/No)
9.	Self Certified copy of PAN. (scanned copy to be uploaded).	(Yes/No)
10.	Income Tax Return for last 03 years. For the financial year 2018-19, 2019-20 & 2020-21. (scanned copy to be uploaded)	(Yes/No)
11.	Minimum Annual Turnover: Rs.20.00 lakh during the last three years i.e. 2018-19, 2019-20 & 2020-21. (Scanned CA certified copy to be uploaded).	(Yes/No)
12.	Undertaking for Non-Blacklisted/ Non Debarred in participating in any procurement activities by any State or Central Government in India. (scanned copy of the undertaking on the letter of the Firm/ Agency to be uploaded)	(Yes/No)
13.	Earnest money deposit (EMD) of Rs.2,000/-. In case of MSME, bid securing declaration for EMD exemption to be submitted as per Annexure-IV along with documentary proof. (scanned copy to be enclosed)	(Yes/No)

All the information provided by towards this tender and in the process of the tender is factual and correct and SFAC can take appropriate action if found that any information provided is false.

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

Place:

Date:

**Annexure-III****DESCRIPTION OF PRINTING JOBS TENDER (FINANCIAL) (Rates in Indian Rupees only)**

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 Cloth Envelop						
1	Cloth Envelop as per sample					
7. Printing of File Covers (per thousand)						
1	File covers on craft paper (210 gsm)					
8. Printing of Identity Cards						
1	Identity Card as per sample					
9. Visiting Card						
1	Visiting Card as per sample					
10. Medical Reimbursement Bill Pad						
1	As per sample (70 gsm)					
11. TA/DA Bill Pad						
1	As per sample (70 gsm)					
12. Contingency Voucher Form						
1	As per sample (70 gsm)					
13. 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	
14. Writing Pad						
1	70 gsm and as per sample					
15. 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"	
16. 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"	
17. 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"	
18. 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"	
19. 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"	
20. 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"	

Continued.....

21. 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''	
22. 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''	
23. 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''	
24. 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''	
25. Printing of "SFAC advise to Farmer Producer Companies" (English) per thousand						
	No. of pages	Paper	Fabrication	Colour	Size	
	4	150 gsm matt	two fold	Four	4.5''x8.5''	
26. Designing & Printing of Annual Report (English) (Glossy Paper) of 130 GSM. Cover Page 300 GSM (approx 150 pages) (Size-A4)						
	Upto 100 copies					
27. Designing & Printing of Annual Report (Hindi) (Glossy Paper) of 130 GSM. Cover Page 300 GSM (approx 150 pages) (Size-A4)						
	Upto 100 copies					
28. Printing of EGCGFS Guidelines (Glossy Paper) of 130 GSM. Cover Page 300 GSM (approx 100 pages) (Size-A4)						
	500 copies					
29. Printing of ENAM Operational Guidelines (Glossy Paper) of 130 GSM. Cover Page 300 GSM (approx 100 pages) (Size-A4)						
	500 copies					
30. Printing of VCAS Operational Guidelines (Glossy Paper) of 130 GSM. Cover Page 300 GSM (approx 100 pages) (Size-A4)						
	500 copies					
31. Printing of Operational Guidelines of FPO (Glossy Paper) of 130 GSM. Cover Page 300 GSM (approx 80 pages) (Size-9.5''x7'')						
	500 copies					
32. Printing of Strategy Paper for Promotion of 10,000 Farmer Producer Organizations (Glossy Paper) of 130 GSM. Cover Page 300 GSM (approx 28 pages) (Size-A4)						
	500 copies					
33. Designing and Printing of Banner/Backdrop (per unit) (size 12' x 3')						

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

Place:

Date:

**Annexure-IV**

**Performa of Bid Security Declaration in lieu of EMD exemption**

(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 and I/We..... (Name of bidder/firm/company) fail to sign the contract or to submit a Performance Security before the deadline defined in the tender documents, I/We..... (Name of bidder/firm/company) will be suspended to take part in SFAC's tendering process for the period of one years from the date of occurrence of the above mentioned default.”

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

Place:

Date: