

**Small Farmers' Agri-Business Consortium,
NCUI Auditorium Bldg., 5th Floor, 3, Siri Institutional Area,
August Kranti Marg, Hauz Khas, New Delhi-110016
Tel:91-11-26966017, 26966037 Fax: 91-11-26862367
Email: sfac@nic.in, Web: sfacindia.com**

No. SFAC/ 2-1/ 2018-P&C

Dated: 16.10.2018

Sub: EOI for Printing of Annual Report of SFAC for the year 2017-18 – Reg.

SFAC an Autonomous Body under Ministry of Agriculture & Farmers Welfare, SFAC (www:sfacindia.com) invites sealed quotations are invited from experienced professional press for printing of Annual Report of SFAC Society for the year 2017-18 consisting of 159 pages both in 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 10.00 AM to 5.00 P.M. The specification of job is given as under:-

1	Item	Creative Designing & all 4 colour offset printing of SFAC Annual Report in English & Hindi along with translation from English to Hindi
2	Quality	100 nos. each (English & Hindi)
3	Pages	159 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	One month
7	Compact Disc	Web enabled CD of the Annual Report in the PDF Format
8	Scope of Work	<ul style="list-style-type: none"> i) At least two samples are to be submitted after award of work within 03 days of placing the order. ii) 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. iii) Proof reading of manuscript by a good professional proof reader. iv) To bring the proof(s) of the Annual Report/cover design to the SFAC office at your own cost for approval. v) Artful printing and binding of the Annual Report. vi) Delivery of Annual Reports as per specifications to SFAC. vii) 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 10 days from the date of receipt of this order.

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10	Payment Terms	Payment shall be released after delivery of all printed Annual Reports in accordance with specifications. VAT and other taxes, as applicable will be deducted. 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.
11	Invoice to	Small Farmers' Agribusiness Consortium (SFAC), NCUI Auditorium Bldg., 5th Floor, 3, Siri Institutional Area, August Kranti Marg, Hauz Khas, New Delhi-110016

12. Schedule for submission of Sealed Tenders

S. No.	Important dates of tender	Submission of tender
1	<u>Last Date for submission of tender is on 29th October, 2018 upto 11:00 pm.</u>	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 29 th October, 2018 at 3:00 p.m. in the Conference room of SFAC at 5 th Floor, NCUI Bldg.	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.

13. **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 2017-18" at Head office, New Delhi.

14. Eligibility Criteria:

S. No.	Name of Document/Information
1	Incorporation of Firm Minimum 5 year's 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	Annual Turnover: Minimum Rs.50.00 lakh during the preceding year i.e. 2017-18. <ul style="list-style-type: none"> C.A. Certificate certifying turn over 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 five 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

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7	Earnest Deposit Money (EMD) Without interest for Rs.10,000/- is to be submitted by way of Bank Draft/Pay Order etc. in favour of SFAC payable at New Delhi.
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.

2. The job requirement is of a turnkey nature, involving translation designing, layout, editing of content and printing. The bidders should mentioned technical specifications Annexure-I and financial quotation Annexure-II in a single sealed cover and dropped in tender box in the office on or before **11:00 hrs of 29th October, 2018.**

Managing Director (SFAC)

**APPLICATION FORMAT FOR TECHNICAL BID
ANNEXURE-I**

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	Annual Turn over : Minimum Rs.50.00 lakh for preceding year i.e. 2017-18. • C.A. Certificate certifying 3 years turn over 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 five 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.10,000/- is to be submitted by way of Bank Draft/ Pay Order etc. in favour of SFAC payable at New Delhi.		
8	Self Certificate on firms 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
ANNEXURE-II**

S. No.	Particular of quotation	Quantity	Unit Price in Rupees	Total Amount in Rupees
1	Designing Cost of Annual Report and Accounts 2017-18			
2	Printing cost <ul style="list-style-type: none"> • Cover page cost • Inside printing cost 			
3	Translation cost (English to Hindi)	(lump-sum)		
4	Any other cost, if any. please specify clearly			
5	Sub Total of Basic Cost			
6	SGST @ 9%			
7	CGST @ 9%			
8	Grand Total			
9	Grand total in words			
10	Bank Details for online transfer of payment through RTGS.			

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

Place:
Date: