

**Small Farmers' Agri-Business Consortium,  
NCUI Auditorium Bldg., 5<sup>th</sup> 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/1-2/43/2019-Admn.  
Dated: 05.09.2019

**Sub: Quotation for editing and printing of brochures, official stationery items, Operational Guidelines of "Equity Grant & Credit Guarantee Fund Scheme & NAM and Annual Report for the year 2018-19 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 2016-17, 2017-18 & 2018-19.
17. Self Certified copy of PAN should be attached.
18. Minimum Annual Turnover: Rs.25.00 lakh during the last three years i.e. 2016-17, 2017-18 & 2018-19. (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.

Contd...p..2/-

22. Printing of Annual Report/Guidelines 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 printing and binding of the Annual Report.
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/-.
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 from the date of award of contract.

**Penalty:**

Time limit should be strictly adhere to or else a penalty of 2% 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 20<sup>th</sup> September, 2019. 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 2018-19 (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 2018-19 (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		

**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/Depts./ 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 2016-17, 2017-18 & 2018-19. (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. 2016-17, 2017-18 & 2018-19. (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 :