

Tender No: 1/Souvenir/IEC/FSSAI-2018-19



FOOD SAFETY AND STANDARDS
AUTHORITY OF INDIA

Inspiring Trust, Assuring Safe & Nutritious Food

Ministry of Health and Family Welfare, Government of India

Tender Document For Supply of Bobble Heads

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NOTICE INVITING TENDER

Food Safety and Standards Authority of India (FSSAI) invites sealed tenders from reputed & experienced vendors for supply of bobble heads.

The tender document may be downloaded from our website www.fssai.gov.in.

1. About FSSAI

The Food Safety and Standards Authority of India (FSSAI) has been established under Food Safety and Standards Act, 2006 which consolidates various acts & orders that have hitherto handled food related issues in various Ministries and Departments. FSSAI has been created for laying down science based standards for articles of food and to regulate their manufacture, storage, distribution, sale and import to ensure availability of safe and wholesome food for human consumption.

2. Purpose of the Tender

FSSAI's Safe and Nutritious Food program mascots, 'Master Sehat' and 'Miss Sehat', are the superheroes and 'health champs' to carry the message of Food Safety, Nutrition and Hygiene forward. They come with a 'School Crew', additional characters who provide an interactive means of bringing the central themes into focus. They are being used extensively in the training programs and mascot activation program in malls, schools and other public places.

Bobble heads of Master and Miss Sehat will be distributed to schools and stakeholders participating in "Eat Right Creativity Challenge" being organized by FSSAI for school children. Creatives of Master Sehat and Miss Sehat are at Annexure-I.

A bobblehead, also known as a nodder, wobblers is a type of collectible doll whose head is often oversized compared to its body. Instead of a solid connection, its head is connected to the body by a spring or hook in such a way that a light tap will cause the head to bobble.

3. Scope of Work

Work covered in this tender document shall generally be as detailed herein below. However, contractor shall be responsible to complete the work in all respects and in doing so provide/supply all facilities which may not be covered explicitly herein below but nevertheless are required to complete the work envisaged with the exception of only such items as have been specifically excluded from vendor's scope. The successful tenderer shall have to undertake the following work:

Detailed Scope of work: Supply of 2000 Bobble heads (1000 Master Sehat & 1000 Miss Sehat) with following specification:

3.1 Product Specifications:

- Product Name : Custom Bobblehead (Master Sehat & Miss Sehat)
- Size : 8 Inches
- Material : Eco Friendly Poly Resin
- Colour : Hand Painted with high quality eco friendly paint
- Process : Artwork + Sculpture + Sample

3.2 Packaging Specifications:

- Styrofoam with White Box
- PVC Blister with Coloured Box
- Coloured Gift Box printed on 6 sides

4. Important dates:

S. No.	Event	Schedule Date
1	Release of Tender	26.11.2018
2	Last date for Submission of Tenders	10.12.2018
3	Opening of the Bids	11.12.2018

5. Tender Documents

- 5.1 The bidder shall seal the Technical and Financial Bid **in two separate envelopes** and keep them in a **bigger sealed envelope**.
- 5.2 The Technical Bid shall bear the name **“Technical Bid”** along with Tender Number and subject of Tender and following documents:
- Application form given in Annexure – II
 - Copy of GST registration
 - Copy of PAN card
 - Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees Ten Thousand only) in the form of DD/Banker Cheque drawn in favour of Sr. Accounts Officer, FSSAI payable at Delhi.
 - Provide samples of Bobble Heads.
- 5.3 **Financial Bid:** It should be submitted in form given in Annexure – III. The price in the financial bid shall be inclusive of transportation, packing, handling etc. No delivery charges shall be paid and the delivery is at FSSAI, FDA Bhawan, New Delhi. Bidder will be responsible for delivery of goods in good condition.

6. Tender Submission

Tender in a sealed envelope super scribing TENDER NO. 1/Souvenir/IEC/FSSAI-2018-19 “Tender for Supply of Bobble Heads” shall be submitted by courier/ Speed Post or hand delivered to the given address before 17:00 hrs of 10 /12/2018 with covering envelope addressed to:

Assistant Director (IEC)
Food Safety and Standards Authority of India
FDA Bhawan, Kotla Road,
New Delhi- 110002

7. Verification of Documents

- 7.1 Incomplete Tenders are liable for rejection without any further communication to the tenderer and decision of FSSAI in this respect will be final.
- 7.2 Any party submitting the false or forged documents may be Black Listed, EMD could be forfeited, work could be cancelled, criminal prosecution or any other action as deemed fit may be initiated.
- 7.3 FSSAI reserves the right to reject any or all tenders without assigning any reasons whatsoever.

8. Evaluation:

The Tender will be evaluated on the basis of quality and cost based selection (Total of 70 marks to be awarded for Technical Evaluation and total of 30 marks to be awarded to Financial Evaluation) as per following weightage:

S.No.	Particulars	Marks
1.	Material used(Bobble heads) <ul style="list-style-type: none">• Type/quality• Proof of non-toxicity	20
2.	Finishing of Product <ul style="list-style-type: none">• Design• Refinement of features• Colors	30
3.	Packaging <ul style="list-style-type: none">• Design• Quality	20
4.	Financial	30
	Total	100

9. Performance Security Deposit (PSD)

- 9.1 The successful tenderer will be required to furnish security deposit of equivalent amount of Rs 50,000/- (Rupees Fifty Thousand Only) in the form of an Account Payee Demand Draft or Fixed Deposit Receipt from a Commercial bank or Bank Guarantee in favour of the 'Senior Accounts Officer, Food Safety and Standards Authority of India,' New Delhi from a Commercial bank.
- 9.2 Performance Security Deposit can be withheld or forfeited in full or in part, in case the supply order is not executed satisfactorily within the stipulated period.
- 9.3 PSD shall be returned to the supplier / Bidder without interest after completion of the work.

GENERAL TERMS AND CONDITIONS

1. Experience

- 1.1 One year experience in supply of gift items ending 31st March 2018 (Please attach proof of purchase orders)
- 1.2 Should not have been blacklisted by any PSU / Govt. Department (a self-certification is required and should be attached)

2. Acceptance of offers

- 2.1 FSSAI reserves the right to accept any tender in whole or in part or reject any tender or all tenders or place order for any quantity, less than or more than the tendered quantity, without assigning any reason thereof.
- 2.2 FSSAI would like to place order as mentioned in the Price bid to a single contractor. The overall L1 status will be determined by looking at the total value quoted by the bidder.
- 2.3 FSSAI is not bound to accept the lowest rate for any tender.
- 2.4 Incomplete tenders, conditional tenders, tenders received late or tender not conforming to the terms and conditions mentioned in the Tender documents or not accompanied by the requisite Earnest Money Deposit (unless exempted under the terms of this Tender) will be rejected.

3. Negotiations

- 3.1 FSSAI reserves the right to negotiate with the Tenderer. Tenderer will have to attend the concerned office of FSSAI for negotiations/clarifications required from them, in respect of their quotations, without any commitment on the part of FSSAI.
- 3.2 In case of negotiation, the Tenderer should send the confirmation of outcome of such negotiation in writing so as to reach the concerned office of FSSAI within 3 days from the date of negotiation/ the time stipulated whichever is earlier. If the Tenderer fails to comply with this requirement FSSAI reserves its right to ignore their quotation at its discretion with the attendant remedies available to them.

4. Price Variation

The price should be firm and irrevocable and not subject to any change whatsoever even due to Increase in cost of materials, components and labour cost till the validity of the contract period.

5. Delivery Period

The material shall be supplied within 15 days from the date of placement of order.

6. Payment Terms

Payment shall be made after satisfactorily delivery of materials and submission of the final invoice.

7. Contact Person

For any clarification / Queries you may please contact Ms. Malika Taneja, Assistant Director, Food Safety and Standards Authority of India, FDA Bhawan, Kotla Road, New Delhi, Phone: 011-23217402.

DECLARATION

Having examined the tender documents, we have understood the terms & conditions indicated in the Tender No : 1/Souvenir/IEC/FSSAI-2018-19and hereby confirm our acceptance of the same.

Place : Signature of Tenderer

Date : Name & Address



Master Sehat



Miss Sehat

PARTICULARS OF THE TENDERER'S ORGANISATION

S. No	Description	Tenderers Details
1	Name of the Tenderer	
2	Address of the Registered Office	
3	Address of the branch / office quoting against the Tender	
4	Details of the Contact Person	
(a)	Name	
(b)	Designation	
(c)	Address	
(d)	Telephone	
5	Whether Sole Trader/ Partnership / Private Limited Co., or Public Limited Co. /LPP	
6	Registration No. (Under companies Act)	
7	Whether copy of Incorporation /Registration certificate from ROC(Registrar of company) uploaded	
8	GST Number	
9	Whether copy of PAN enclosed / uploaded	
10	Whether copy of latest Income Tax Return uploaded	
11	Particular of EMD	
(a)	Demand Draft No.	
(b)	Demand Draft Amount	
(c)	Name of Bank	
(d)	EMD Amount	
12	Experience in supply of gift items (with supporting documents)	

Financial Bid**Sub: Tender for Supply of Bobble heads**

Sl No	Description of work	Qty	Unit rate	Total amount
1	Cost of supply of bobble heads alongwith packing materials, transporation etc.	2000		
	Add : GST			
	Total Amount			

Date:

Signature of Tenderer with Seal

Place:

Name & Address

Telephone No