

EXPRESSION OF INTEREST

for

Empanelment of Agencies for Printing Work

**National Horticulture Board
Ministry of Agriculture & Farmers Welfare,
Govt. of India
Plot No. 85, Sector 18, Institutional Area,
Gurugram – 122015 (Haryana)**

I. Invitation of Proposal

The National Horticulture Board (NHB) is an autonomous organization under the administrative control of Ministry of Agriculture and Farmers Welfare, Government of India and is responsible for holistic growth of horticulture sector, including promotion of post-harvest and cold storage infrastructure in the country.

NHB intends to empanel reputed printing agencies for following printing of following types of works:-

1. Printing of Annual Reports
2. Printing of operational guidelines of the schemes
3. Printing of Nursery Accreditation Certificate
4. Printing of Brochures/News Letters
5. Printing of visiting cards, letter heads, greeting/invitation cards etc.
6. Printing of various other commodity bulletins and technical reports

II. Eligibility Criteria:

The agency should fulfill the following criteria:

1. The applicant firm/agency should be a legal entity registered in India.
2. The firm/agency should have corporate office in Delhi/NCR.
3. The firm/agency should have full-fledged office of their own with State of Art infrastructure to facilitate the needs of printing work with adequate number of staff/professionals.
4. The firm/agency should be registered empanelled with any of the Government Department/PSU for atleast one year. An Empanelment Certificate issued by the said department must be enclosed which should be valid beyond the last date of receipt bid.
5. The firm/agency should have atleast five (5) years experience in handling similar assignments with Govt. Ministries/Departments and PSUs.
6. The firm/agency should have a minimum annual turnover of Rs. 25.00 lakh in the field of printing related works during each of the last three years supported by documentary proof for the year 2018-19, 2019-20, & 2020-21 certified by Chartered Accountant.
7. **Earnest Money Deposit (EMD)** : A DD of Rs 10,000/- (Rupees ten thousand only) drawn in the name of “National Horticulture Board, Gurugram” must be enclosed with the application. Applications without the earnest money will be summarily rejected. Earnest Money of unsuccessful applicants will be returned after finalization of the empanelment.

III. Terms and Conditions

1. The Board shall empanel more than one Agency and shall seek quotations for different publications/printing material as per its requirement from time to time from the empanelled agencies. The lowest bidder will be awarded the work for printing.
2. No advance payment will be considered for any assignment. Payment will be made through ECS within 30 days from the date of submission of completed bills.
3. The Work shall be executed as per the direction and to the satisfaction of the Board. For extra work, the payment will be made as per the rates finalized by NHB. If the deliverables are not found to be of good quality, NHB will have the right to make suitable deductions from the payable amount or reject the printing material without payment bill to the agency on its sole discretion, in addition to other remedies including claiming of damages. The decision of NHB in this regard will be final.
4. Successful Agency shall have to submit a Performance Security of Rs. Twenty five thousand in the form of a Demand Draft drawn from any Nationalized Bank in favour of National Horticulture Board. The Board reserves the right to reject any application without assigning any reason. The performance security will be forfeited in the event of a breach of contract by the agency in terms of the relevant contract.
5. Agency should not have been blacklisted by any Central/ State Government/ Public Sector Undertaking Govt. of India.
6. The empanelment of agencies so selected will be for a period of three years. The performance of the printing agencies will, however, be reviewed at the end of first year and in case of unsatisfactory performance, the empanelment is liable to be terminated. The empanelment may also be terminated by either party by giving not less than one month's notice to the other party.
7. NHB reserves the right to verify the infrastructure of the printing firm.
8. Board reserves the right to amend, modify, add or delete, accept or reject in part or full, one or all conditions mentioned above without assigning any reason thereof.

IV. Evaluation Methodology

1. Short listing of the agencies will be done strictly on the basis of the information furnished in the Application and the supporting documents.
2. The application submitted by the agencies would be examined by an Evaluation Committee, constituted by the NHB.
3. The evaluation process would consider whether the Agency has requisite prior experience and expertise as per eligibility criteria to address NHB's requirements and objectives. The evaluation process will gauge the extent of thought process that has gone behind the preparation of the EOI response, the degree of clarity, understanding of NHB's stated objectives and the level of commitment exhibited by the Agencies.
4. NHB will prepare a panel of agencies based on performance parameters and information furnished in the application.

V. Submission of Application

The application for empanelment may be forwarded to National Horticulture Board, Ministry of Agriculture & Farmers Welfare, Govt. of India, Plot No. 85, Sector 18, Institutional Area, Gurugram – 122015 (Haryana) alongwith requisite documents.

The Interested persons must submit copy of the proposal in one envelope addressed to the following-

Joint Director (Administration)
National Horticulture Board,
Ministry of Agriculture & Farmers Welfare,
Govt. of India,
Plot No. 85, Sector 18, Institutional Area,
Gurugram – 122015 (Haryana).

Date:

To

Joint Director (Administration)
National Horticulture Board
Ministry of Agriculture & Farmers Welfare
Govt. of India
Plot No. 85, Sector 18, Institutional Area
Gurugram – 122015 (Haryana)

Ref: Request for Empanelment as Printing Agency for National Horticulture Board.

Dear Sir,

In response to the Expression of Interest invited by NHB, the undersigned is hereby submitting the proposal for empanelment as Printing Agency with NHB. We hereby declare that all the information and statements made in the Expression of Interest are true and accept that any misinterpretation contained in it may lead to disqualification of application.

We hereby declare that we have not been debarred / black listed by any Central/State Government/Public Sector undertaking.

The desired information as per prescribed format in Annexure–1 and Annexure -2 alongwith supporting documents/evidence is attached herewith.

Yours Sincerely,

Signatures

Address

Enclosures :

Annexure 1: Agency Information

S. No.	Particulars	Details
1	Agency Details	
1.1	Name of the Agency	
1.2	Corporate Office Address	
1.3	Contact Person	
1.4	Phone No.(landline/Mobile)	
1.5	Email address	
1.6	Date of Incorporation	
1.7	Constitution of the Agency (Public Ltd./Private Ltd. Co. etc.)	
2	Financial and Personnel	
2.1	Turnover of the company during each of last 3 years	
2.2	Turnover from Printing related works during each of last 3 years.	
2.3	No of personnel employed	
3	Valid registration Numbers	
3.1	GST	
3.2	Permanent Account Number	
4	Details of three departments (Govt./PSU) presently empanelled with	
5	List of Govt./PSU Projects handled during last 5 years	

Date:

Signature of Authorized Person:

Place:

Name:

Designation:

(Please affix seal of the Company)

Annexure 2: List of Documents to be Enclosed

1. Brief profile of the printing agency including organizational structure.
2. Profile of management team, senior executives and creative/designing personnel.
3. Registration certificate of incorporation
4. Audited Balance Sheet certified by a Chartered Accountant for the last three years i.e. 2018-18, 2019-20 & 2020-21
5. Copies of Income Tax/Service Tax returns of the last three years certified by Chartered Accountant.
6. Empanelment Certificate issued by the Govt.Department/PSU which should be valid beyond the last date of receipt bid.
7. Copies of work orders from Government Departments/PSUs
8. List of clients (Government, Public sector undertaking, Private sector, etc.) and reference credentials from at least three active clients.
9. Self declaration of not being black listed by any Central/State Government / Public Sector Undertaking

