

Two Bid Tender Document

**Printing of Detailed Project Report on
“PUN-CAMPA Project.”**



**Forest Research Institute
P.O. New Forest
Dehradun-248006**

2021-22

Notice Inviting Tender
Forest Research Institute
(Indian Council of Forestry Research & Education)

Post- New Forest, Dehra Dun – 248006, Uttarakhand, India

Phone: 0135-222 4205; Fax: 0135-2756865

FRI Website: <http://fri.icfre.gov.in/tender/>

Email: po_fri@icfre.org

Dated 22.07.2021

TENDER NO: XI-5/POFRI/SLV/VP/PUN-CAMPA/2021-22

TENDER ID: 2021_ICFRE_615102_1

1. Physical bids are invited on single stage two bid systems for the “Printing of Detailed Project Report on “Pun-CAMPA project.”
2. Tender documents may be downloaded from FRI web site <http://fri.icfre.gov.in/tender/> and CPPP site <https://www.eprocure.gov.in/epublish/app> as per the schedule as given in tender critical date sheet as under :-

Technical Clarifications	Sh. Ved Pal Singh, Scientist-D,	Silviculture & Forest Management Division , FRI Dehradun	Email: singhvp@icfre.org , Ph. 0135-222-4364, Mobile- 9389252062
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Events	Important date/time	Venue
Published Date	22.07.2021 AT 03:00 PM	FRI Website: http://fri.icfre.gov.in/tender/ and CPP portal: https://www.eprocure.gov.in/epublish/app
Bid document download date	22.07.2021 AT 03:30 PM	Central Public Procurement Portal (CPPP)
Seek Clarifications Start Date	22.07.2021 AT 05:00 PM	Through Phone/Email
Bid submission start date	22.07.2021 AT 05:00 PM	At Purchase Section, FRI Dehradun
Seek Clarification End Date	03.08.2021 AT 05:00 PM	Through Phone/Email
Bid submission end date	04.08.2021 AT 03:00 PM	At Purchase Section, FRI Dehradun
Opening date of technical bids	04.08.2021 AT 04:00 PM	Purchase Section Main Building, FRI

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Chapter-1
Notice inviting tender

Forest Research Institute
(Indian Council of Forestry Research & Education)
Post- New Forest, Dehra Dun – 248006 Uttarakhand, India
Phone: 0135-2224205; Fax: 0135-2756865
CPP Portal Website: <https://www.eprocure.gov.in/epublish/app>
Email: po_fri@icfre.org

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BIDDING DOCUMENT Instructions to Bidders

Physical Bids (Offline mode) under two bid system (Technical and Commercial) are invited from the reputed firms for printing of following document for this Institute:-

Item No.	Name of assignment
1.	*Printing of Detailed Project Report on “ Pun-CAMPA project -150 copies

The details of the above items and other Terms and Conditions, etc. are available in the Tender Document. The tender form and specifications are available at FRI web site <http://fri.icfre.gov.in/tender/> and CPPP site <https://www.eprocure.gov.in/epublish/app>

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Chapter-2

Terms and Conditions

Physical Bid (Offline mode) under two bid system (Technical and Commercial):

Not more than one tender shall be submitted by one tenderer/bidder having business relationship. Under no circumstance will father and his sons(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

Tenderer/bidder who has downloaded the tender from the FRI Website: <http://fri.icfre.gov.in/tender/> and Central Public procurement Portal (CPPP) website <https://www.eprocure.gov.in/epublish/app>, shall not temper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer/bidder is liable to be banned from doing business with FRI.

Intending tenderers/bidders are advised to keep visiting FRI website <http://fri.icfre.gov.in/tender/> and CPP Portal website <https://www.eprocure.gov.in/epublish/app>, at least 2 days prior to closing date of submission of tender for any corrigendum / addendum / amendment.

Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet**.

Submission of Tender

The tender shall be submitted in Two parts, viz., Technical Bid and Price Bid.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before submit at Purchase Section, FRI Dehradun.

The bid documents (technical bid, tender fee and EMD, Financial bid etc.) should be submitted physically on or before the last date and time of the submission of bid.

The offers submitted by Fax/email/ shall not be considered. No correspondence will be entertained in this matter.

2.1. Technical Bid

The following documents are to be furnished by the Tenderer/Bidder along with **Technical Bid** as per the tender document:

- i) Signed and scanned copy of appropriate value of valid registration certificate, experience certificate as per the tender notice, PAN No. and Tender Acceptance Letter.
- ii) Signed and Scanned copy of GST Clearance Certificate, TIN No., Certificate / Affidavit of partnership firm.
- iii) Signed and Scanned copy of audited Balance sheet of last four years and partnership deed as per the tender document.
- iv) Signed and Scanned copy of Organization chart and plants & equipment as per tender documents.

- v) The **EMD** for the design and printing of Detailed Project Report on “Printing of 150 copies of Pun-CAMPA project report” is **Rs. 9,000/-**
- vi) **Tender fee:-The tender form downloaded from above web sites must include Rs. 590/- (including GST) by crossed Demand Draft in favour of Director, FRI** as tender fee along with the tender submitted and the scanned copy of the same should be Submitted in the Purchase Section, Forest Research Institute, Dehradun.
- vii) A scanned and signed copy of Forestry and allied sectors for whom similar type of design and print jobs have been under taken satisfactorily;
- viii) A proof of having own establishment of offset printing with modern infrastructure and other facilities;
- ix) In absence of scanned and signed copy of original catalogue and other literature the tender would be considered as invalid;
- x) The Bidder must have at least 06 years’ experience of printing of technical reports and books and a minimum annual turnover of Rs. 15 lakh/year for three out of last four Financial Years i.e. 2016-17, 2017-18, 2018-19 and 2019-20 (Certified copy of audited balance sheets along with Certificate from Chartered Accountant must be attached).
- xi) A certificate stating that the bidder or the key staff responsible for printing of document will remain stationed and available at Dehradun till completion of the assignment;
- xii) A sample of paper which will be used for printing the main text of the document and the one which will be used for printing cover page of the document;
- xiii) All certificates should be signed along with the seal/stamp on the letter head of the bidding firm/organization.
- xiv) Signed and stamped all certificates and documents should be mentioned and provided in the technical bid along with complete technical details/specification of the pertaining to design and printing job should be provided and Brochures and write-ups should also be submitted as proof.

Tender Fee /and / Earnest Money Deposit (EMD)

The Technical Bid should accompany **non-refundable Tender Fee of Rs. 590/- in form of Demand Draft only** and an **EMD of 9,000/- in the form of FDR / Bank Guarantee / Demand Draft only**, issued from any of the Commercial Banks of India drawn in favour of “Director, Forest Research Institute, Dehradun” & valid 90 days beyond the validity period of bid. The Bidder have to mention the Tender Fee and EMD details as per quote item (s) and the hard copy of these payment (s) along with the bid proposal should be deposited to the Purchase Officer, Purchase Section Forest Research Institute, Dehradun-248006 on or before the Bid Submission end date. Time as mentioned in Critical date sheet.

Exemption on submission of Tender Fee/EMD will be given against valid MSME/NSIC/KVIC certificate under valid category and within the validating period of the certificate.

The earnest money shall be refunded to all the unsuccessful firms, without any interest after finalization of the contract.

EMD shall be refunded to the successful firm on receipt of PBG/Security Deposit. No interest is payable on the EMD to either the successful firms or the unsuccessful firms.

Earnest Money Deposit (EMD)

1. The Earnest Money Deposit (EMD) in the form of Bank Guarantee or FDR pledged in favour of “Director, Forest Research Institute, Dehradun” is required to be submitted by the bidder with tender document. This should remain valid for Ninety days. The format of the EMD is available at the institute’s website. No interest shall be claimed by the bidder on the EMD. The Earnest Money to be forfeited, if wrong information is given in the tender to influence the tender cost. The Earnest Money will also be forfeited if bidder wants to withdraw his bid without any reliable reason.

Compliance of Restrictions under Rule 144 (xi) of GFR 2017:

Restrictions on procurement from a bidder of a country which shares a land border with India

- I. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority.
- II. "Bidder" (Seller / Service Provider) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- III. "Bidder from a country which shares a land border with India" for the purpose of this Order means:
 -
 - a. An entity incorporated, established, or registered in such a country; or
 - b. A subsidiary of an entity incorporated, established, or registered in such a country; or
 - c. An entity substantially controlled through entities incorporated, established, or registered in such a country; or
 - d. An entity whose beneficial owner is situated in such a country; or
 - e. An Indian (or other) agent of such an entity; or
 - f. A natural person who is a citizen of such a country; or
 - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
- IV. The beneficial owner for the purpose of (iii) above will be as under:
 1. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means. Explanation—
 - a. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent. of shares or capital or profits of the company;
 - b. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements;
 2. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership;
 3. In case of an unincorporated association or body of individuals, beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals;
 4. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
 5. In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.
- V. An Agent is a person employed to do any act for another, or to represent another in dealings with third person.
- VI. The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority. Any false declaration and non-compliance of the above would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

Purchase Preference under ‘Make in India’ Policy

Under ‘Make in India’ policy of Government of India, Purchase Preference will be given to eligible bidders as per Public Procurement (Preference to Make in India), Order 2017 issued vide order No. P-45021/2/2017-B.E.-II dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018,29.05.2019 and 04.06.2020) of Department of Industrial Policy and Promotion, Ministry of Commerce and Industry. Bidders are required to submit necessary certificates & documents as detailed in the above referred GOI Order in support of their claim to avail benefit against this order.

Note: The bidders who claim Purchase Preference under ‘Make in India’ Policy shall fulfil all requirements of tender document applicable for Indigenous Manufacturer.

‘Local Content’ means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

Local Supplier:

‘Class-I Local Supplier’ means a supplier whose product offered for procurement has local content equal to or more than 50%.

‘Class-II Local Supplier’ means a supplier whose product offered for procurement has local content more than 20% but less than 50%.

‘Non-Local Supplier’ means a supplier whose product offered for procurement has local content less than or equal to 20%.

Margin of Purchase Preference: For being eligible for purchase preference under this clause, the Margin of purchase preference shall be 20% (i.e. L1 + 20% band).

Preference: Purchase Preference shall be given to ‘Class-I Local Supplier’ only in the manner specified here under:

A. In the procurement of Goods which are divisible in nature:

- i. If L1 is from a ‘Class-I local supplier’, the contract for full quantity will be awarded to L1.
- ii. If L1 is not a ‘Class-I local supplier’, 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the ‘Class-I local supplier’ will be invited to match the L1 price for the remaining 50% quantity subject to the Class-I local supplier’s quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such ‘Class-I local supplier’ subject to matching the L1 price. In case such lowest eligible ‘Class-I local supplier’ fails to match the L1 price or accepts less than the offered quantity, the next higher ‘Class-I local supplier’ within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on ‘Class-I local supplier’, then such balance quantity may also be ordered on the L1 bidder.

B. In the procurement of Goods which are not divisible in nature:

- i. If L1 is ‘Class-I local supplier’, the contract for full quantity will be awarded to L1.
- ii. If L1 is not ‘Class-I local supplier’, the lowest bidder among the ‘Class-I local supplier’ will be invited to match the L1 price subject to the Class-I local supplier’s quoted price falling within the margin of purchase preference, and the contract shall be awarded to such local supplier subject to matching the L1 price.

iii. In case such lowest eligible 'Class-I local supplier' fails to match the L1, the 'Class-I local supplier' with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the local suppliers within the margin of purchase preference matches the L1 price, then the contract may be awarded to the L1 bidder.

C. 'Class-II local supplier' will not get purchase preference.

Verification of local content:

i. The 'Class-I local supplier' / 'Class-II local supplier' at the time of bidding shall be required to indicate percentage of Local Content and provide self-certification that the items offered meet the local content required for Class-I local supplier' / 'Class-II local supplier' and shall give the details of the location(s) at which the local value addition is made.

ii. False declarations will attract banning of business of the bidder or its successor(s) for a minimum period of three years along with any other penal action as may be deemed fit including rejection of the offer, forfeiture of all dues including EMD/ Security Deposit / banning of the firm

iii. A supplier who has been debarred by any procuring entity for violation of this order shall not be eligible for preference for procurement for the duration of debarment. It will be the bidder's responsibility to provide self-certification, clearly stating that the bidder is not serving debarment from any procuring entity for the tendered item at the time of tendering.

Exemption of small purchases: Procurements where the estimated value to be procured is less than Rs 5 (Five) Lakhs shall be exempt from above.

Note: The bidders who claim Purchase Preference under 'Make in India' Policy shall fulfil all requirements of tender document applicable for Indigenous Manufacturer.

Self-Certificate for Local Content

*We [name of manufacturer] hereby confirm in respect of quoted item(s) that Local Content is equal to or more than 50% and come under 'Class-I Local Supplier' Category. As being 'Class-I Local Supplier', we are eligible for Purchase Preference under 'Make in India' Policy vide GoI Order no. P-45021/2/2017-PP (B.E.-II) dated 15.06.2017 (subsequently revised vide orders dated 28.05.2018, 29.05.2019 and 04.06.2020)

OR

*We [name of manufacturer] hereby confirm in respect of quoted item(s) that Local Content is more than 20% but less than 50% and come under 'Class-II Local Supplier' Category.

The details of the location(s) at which the local value addition made is/are as under:

- 1.....
- 2.....
- 3.....

* Strike out whichever is not applicable

Date:

Seal & Signature of the Bidder

2.2. Price Bid

(a). Financial Proposal

The financial proposal must be submitted as per tender document. Full details of business terms and conditions, e.g. packing and forwarding, delivery period, GST/Sales Tax/Trade Tax (whether provincial or Central), other Taxes/Charges, if any, the validity period of quotation, discount, free delivery, packing or any other information relevant to the items may please be indicated clearly. Prices must be quoted F.O.R. Dehradun.

(b) Price Bid Undertaking

From: (Full name and address of the Bidder)

To

Dear Sir/Madam,

I am submitting the price Bid for 'Printing of detailed project report on "Pun-CAMPA project" 150 copies as envisaged in the Bid document.

I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

I offer to work supply the quoted item at the rates as indicated in the price Bid, Annexure III inclusive of all applicable taxes.

Yours faithfully,

Signature of authorized Representative

(c). Schedule of price bid

The below mentioned Financial Proposal/Commercial bid format is provided along with this tender document at <https://eprocure.gov.in/epublish/app>. Bidders are advised to quote their offer/rates in the permitted column and submit the same in the commercial bid. **Bidder shall not tamper/modify price bid template in any manner.**

SI No.	Description of job	No. of copies	Price* (To be filled in by Bidder)		
			Amount (Rs.)	GST (Rs.)	Total (Rs.)
*Printing of Detailed Project Report on "Pun-CAMPA project.					
(a)	Complete scope of services including all costs and taxes for 1st Year 2014-15 containing Total 344 pages (145 colour pages)	50			In digits: _____ In words: _____ _____ _____
(b)	Complete scope of services including all costs and taxes for 2 nd Year 2015-16 containing Total 372 pages (145 colour pages)	50			In digits: _____ In words: _____ _____ _____
(c)	Complete scope of services including all costs and taxes for 3 rd Year 2016-17 containing Total 448 pages (173 colour pages)	50			In digits: _____ In words: _____ _____ _____
	TOTAL (Complete scope of job for 1,2, & 3rd year)	150			In digits: _____ In words: _____ _____ _____

In case of discrepancy in price quoted in digits and words, the price in words will be treated as final. ***The TOTAL price quoted in the bottom row of the above Table comprising the three publications set (Complete scope of job for 1, 2, & 3rd year) will be the basis of price comparison for this job.***

1. The rates will be inclusive of all taxes, fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder. Prices are FOR Dehradun.
2. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.
3. Validity of price bid -90 days

Authorized Signatory
(Signature of the Authorized Person)

2.3. Bid Submission and Evaluation

The bids should be submitted with Supporting / Required documents in two parts:

(a) The Technical Bid (Annexure-1)

(b) The Financial Bid (Annexure-4)

Both the above bids should be in separate sealed covers and then these two sealed packets (with the identification statement clearly written-Technical Bid OR Financial Bid) should be put in one covering sealed envelope labeled on the left hand top corner of their envelope mentioning followings:

Name (in full) and complete address of the firm should be mentioned on left hand bottom corner of the covering envelop.

(a). Technical Proposal

The evaluation committee appointed by the client will carry out its evaluation applying the evaluation criteria and point system as specified below. Each responsive proposal will be attributed a technical score.

The points given to technical evaluation criteria are

S. No.	criteria	Score
1.	Firm's relevant experience (for similar jobs) (refer Annexure 2)	25
2.	Quality of design based on sample publications supplied by bidder (specimens to be supplied by bidder)	25
3.	List of clients satisfied with the similar job (Annexure 3)	20
4.	Equipment and manpower available to accomplish the work (refer Annexure 2)	20
5.	General quality and appearance of specimen paper (specimens to be supplied by bidder)	10
	Total	100

The technical proposal should score at least 60 points out of 100 to be considered for financial evaluation.

(b). Financial Proposal

Financial bids of firms that qualify on the basis of technical bid, will be opened and evaluated The lowest financial proposals will be selected for award of order.

2.3. Bid Evaluation

(b). Financial Proposal

Financial bids of firms that qualify on the basis of technical bid, will be opened and evaluated. **The lowest financial proposals (FM) (in Indian Rupees) will be given a financial score (Sf) of 100 points. The financial scores of other proposals will be computed as follows:**

$Sf = 100 \times FM / F$ (where F is amount of financial proposal, FM is the cost of lowest financial bid proposal).

Final Evaluation of the Bid

Proposals will finally be ranked according to their combined technical (St) and financial (Sf) scores using the weights $S = St \times T\% + Sf \times F\%$

The weight (T %) given to the Technical Proposal is 60%. The weight (F %) given to the Financial Proposal is 40%.

2.4. General Terms & Conditions

The offer will be subject to the following terms and conditions: -

1. In order to maintain consistency across the publication (Complete scope of job for 1,2, & 3rd year) the job for publication shall be considered as a single job and will not be split.
2. The tender for printing of publication is to be submitted in two parts viz. **‘Technical Proposal’** and **‘Financial Proposal’** in two separate sealed envelopes and should accordingly be super scribed.
3. The committee will examine the sample publications provided by the bidder and based on the conceptualization, visualization and design the sample document, the firm will be declared as technically qualified.
4. The bidder shall indicate the complete address of the firm / Office and work along with the name(s) of the contact person(s) and their Telephone / Fax / E-mails/Mobile No.(s) and other particulars as per the Proforma at **Annexure - 1**.
5. Only those firms who have good experience as per details in **Annexure - 2** are eligible for bidding. Proofs in support of these are to be attached with the technical bids.
6. Prices are to be quoted both in digits and in words in **Annexure - 3** only, wherein the detailed specifications of the above publications are given. In case of a discrepancy in the two, that quoted in words will be taken as valid. The financial proposal should include item wise rate and overall charges separately.
7. Samples of papers should be provided in the technical bid.
8. The rates quoted are to be FOR; Director, Forest Research Institute, PO New Forest, Dehradun – 248 006. Rates are to be strictly quoted in **Annexure – 3** of the tender document only; else it will be considered as invalid.
9. The firms shall submit minimum five samples of the works executed during the last four years (including at least one work of minimum Rupees ten lakh cost).
10. The Tender should be accompanied with a Bank Draft or Bankers Cheque or FDR of a nationalized bank of **Rs. 9,000/- payable to Director FRI, Dehra Dun as Earnest Money Deposit (EMD)**. Tenders submitted without Earnest Money Deposit will be treated as invalid
11. All pages of the tender document are to be signed and stamped by the tendering firm.

12. Bidders must have their own infrastructure, which may be inspected by FRI for verification.
13. Short-listing of a bidder does not confer any rights on any bidder, it only means that the offer made is under consideration.
14. While submitting the bid, the bidder shall be deemed to have read, understood and accepted all the terms and conditions stated in this Tender Document.
15. Conditional Tenders are liable to be rejected.
16. Offers submitted by telex, telegram or fax shall not be considered.
17. The Rule 144 XI of GFR 2017 and other rules/guidelines of government of India under GFR will be followed by the bidder.
18. In case of any dispute, the Director FRI shall decide the issue and her decision will be final and shall be binding on the parties.
19. No legal proceedings to enforce any claim and no suit arising out of this work contract shall be instituted except under the jurisdiction of Dehradun Court, Uttarakhand, India
20. Copyrights of the document proposed to be printed under the agreement shall be with FRI Dehradun
21. EMD is liable to be forfeited, if wrong information is furnished as regards the qualifying, technical and financial proposals; also if the successful bidder fails to furnish the performance guarantee within the stipulated period, the EMD shall be liable to be forfeited.
22. The Director FRI, Dehradun, reserves the right without assigning any reasons thereof, to:
 - i. Accept or reject whole or any part of an offer
 - ii. Reject any or all offers partly or wholly,
 - iii. Cancel or withdraw the Tender notice
 - iv. Accept or reject any deviations from these conditions

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[PURSHCASE OFFICER]

Chapter-3

Description of the Items, Specifications and Special Terms and Conditions

Year Wise Works detail of Printing of Pun-CAMPA Report

Printing of 50 copies each of the project report for the Year 2014-15, 2015-16 and 2016-17 of Pun-CAMPA. The details of work are as under:-

1st Year 2014-15-containing Total 344 pages (145 colour pages)-50 copies

2nd Year 2015-16- containing Total 372 pages (145 colour pages)- 50 copies

3rd Year 2016-17- containing Total 448 pages (173 colour pages)- 50 copies

Note:- Some minor layout work may also require to be done.

The technical specification of works for printing of report of all three years is as under:-

Size	- A4
Pages	- 344, 372 & 448 (Year wise pages as mentioned above)
Designing	- Digital computerized
Paper	- Imported Art Paper (Matt) 130 GSM
Cover paper	- Imported Art Card (Matt) 300 GSM
Printing	- Colour and B/W
Lamination	- Matt/ Gloss Thermal Lamination
Binding	- Perfect

3.2 SPECIAL TERMS & CONDITIONS

3.2.1. Deliverables

- a. The entire order will have to be executed by the Service Provider within 25 days of issue of order from the Buyer (FRI). Time is the essence of the contract and therefore it is mandatory for the Bidder who responds to this bid, to meet these expectations as these are tightly linked to FRI's plans of completing the work within the time frame.
- b. The Service Provider shall do the printing and deliver printed material in accordance with the following stages of approval of proofs:
 - (i) One hard copy of each year of the initial edited versions of the Pun-CAMPA document to be supplied by the Service Provider as and when requested by the Buyer along with soft copies in Word/ CorelDRAW and PDF format both.
 - (ii) The deliveries must be completed within 10 days from the date of approving the final proof for each document by the Buyer/indenter.

3.2.2. Stakeholders obligations and special conditions

A. Buyer's obligations

- a. The Buyer Department (FRI) will provide a specimen soft copy indicating the tables/graphs/ text matters etc. Minor corrections may require to be done.
- b. Materials (content etc.) provided for printing by Buyer should be rigorously verified for authenticity, clearness and legibility before being handed over to service provider.

B. Service Provider Obligations

- a. The awarded Service Provider shall not transfer or assign or sublet any part of the service once agreed or any share or interest here in any manner or degree directly or indirectly to any person or corporation whatsoever.
- d. The Service Provider at his/ her own cost will arrange all the equipment, materials, and other things/services etc. necessary for printing. The Buyer will provide only manuscript (both hard and soft copies).
- e. The Service Provider shall print, bind and deliver the work in clear and legible type, form and style and with other quantity and proper material in good and workmanlike manner, and by the process specified, and where sample is supplied, in accordance therewith.

C. Other Terms and Conditions

- a. In order to maintain consistency across the publication , the job for publication shall be considered as a single job and will not be split.
- b. The rates are to be quoted: FOR Forest research Institute, Dehradun
- c. The copyrights will be with the Buyer Department as the content has been prepared and provided by the Buyer Department.
- d. The Service Provider shall do the printing and deliver printed material in accordance with the conditions of the contract at the time and place and in the manner as specified by the Buyer.
- e. The bidder will provide five technical publications /reports (as specimens) with the technical bid. The committee will examine the sample publications provided by the bidder and based on the conceptualization, visualization and design the sample document, the firm will be declared/not declared as technically qualified.
- f. The bidder will provide a signed copy of organizations in forestry and allied sectors for whom similar type of design and print jobs have been undertaken satisfactorily;
- g. The bidder will provide a signed copy of proof of having own establishment and offset printing with modern infrastructure and other facilities;

- h. The bidder must have at least 6 years experience of printing of technical reports and books and a minimum annual turnover of Rs. 15 lakh/year for three out of last four Financial Years i.e. 2016-17, 2017-18, 2018-19 and 2019-20 (Certified copy of audited balance sheets along with Certificate from Chartered Accountant must be attached)
- i. A certificate stating that the bidder or the key staff responsible for printing of document will remain stationed and available at Dehradun till completion of the assignment
- j. The bidder will provide a sample of paper which will be used for (i) printing the main text of the document and (ii) printing cover page of the document
- k. All certificates signed along with the seal/stamp on the letter head of the bidding firm/organization in technical bid along with complete technical details/specification of the pertaining to design and printing job should be provided. Brochures and write-ups should also be submitted as proof.
- l. The proof reading/ checking will be done by the Buyer and whatever corrections are made should be incorporated by the Service Provider in ditto with a view to ensure 100% error free work. After getting such a proof for approval, if the Buyer finds that the Service Provider has not done corrections properly so as to ensure error/ deficiency free work, the Service Provider will be penalized to an extent and in a manner as deemed fit by the Buyer.
- m. The drives/charts etc. supplied by the Buyer will be returned by the Service Provider to the Buyer within a week time of completion of the printing work. A soft copy in PDF and Word/CorelDraw format (with text search option) will be supplied to the Buyer along with the delivery of the printed copies to the Buyer.
- n. The Service Provider will be responsible for any loss, destruction, damage or deterioration of the printed materials for any cause whatsoever at any stage of printing or in course of transit from the Service Provider to the Buyer.
- o. The time specified for delivery or completion of order shall be strictly adhered to and time in this respect shall be deemed to be the essence of the contract. If the quality of paper/ card etc. and the quality of printing etc. is not as per specification agreed to or if the time schedule is not adhered to and the job is delayed during printing or dispatching *inter alia*, the Buyer shall be entitled to exercise following options:-
 - (i) To cancel the order without any financial repercussion on the part of the Buyer towards any expense incurred by the Service Provider in connection with the printing of the materials/Reports.
 - (ii) Buyer may exercise penalty rights to cancel the contract with penalty of upto 10% of the contract value.
- p. The Director FRI, Dehradun, reserves the right to cancel the tender without assigning any reasons to the bidders/tenderers.

Chapter-4 Schedule of Price

(a) Price bid undertaking: To be submitted by bidder as per Chapter 2 (Para 2.2)

(b) Schedule of price bid (Rupees) as per tender document

(c) The rates must be provided for printing (inclusive of printing cost) of the following no. of copies in the format given below:

Sl No.	Description of job	No. of copies	Price* (To be filled in by Bidder)		
			Amount (Rs.)	GST (Rs.)	Total (Rs.)
*Printing of Detailed Project Report on Pun-CAMPA project.					
(a)	Complete scope of services including all costs and taxes for 1st Year 2014-15 containing Total 344 pages (145 colour pages)	50			In digits: _____ In words: _____ _____ _____
(b)	Complete scope of services including all costs and taxes for 2 nd Year 2015-16 containing Total 372 pages (145 colour pages)	50			In digits: _____ In words: _____ _____ _____
(c)	Complete scope of services including all costs and taxes for 3 rd Year 2016-17 containing Total 448 pages (173 colour pages)	50			In digits: _____ In words: _____ _____ _____
	TOTAL (Complete scope of job for 1,2, & 3rd year)	150			In digits: _____ In words: _____ _____ _____

* All costs, levies, taxes, packing, forwarding, loading/unloading and other charges, etc. must be included within the price quoted above. Prices are FOR: FRI Dehradun

* **Some minor layout work may also require to be done.**

In case of discrepancy in price quoted in digits and words, the price in words will be treated as final. ***The TOTAL price quoted in the bottom row of the above Table comprising the three publications set (Complete scope of job for 1, 2, & 3rd year) will be the basis of price comparison for this job.***

Validity of price bid- 90 days

Signature:

Name:

Designation:

Seal of the Firm/Agency

Annexures

Annexure-1

Check List

(Eligibility Criteria for Bidders)

Bidders to indicate whether the following documents are enclosed by striking out the non-relevant option.

Envelope – 1 (Technical Bid) (Following documents to be provided with BID)			
S. No.	Content	Attached (Yes/No)/N.A.	Page No.
1.	TENDER FEE OR Self attested copy of Exemption certificate		
2.	EMD OR Self attested copy of Exemption certificate		
3.	Self attested copy of GST certificate and PAN Card		
4.	Self attested copy of affidavit of PARTNERSHIP DEED as applicable.		
5.	BIDDER'S PROFILE/INFORMATION FORM: Annexure -2		
6.	Tender Acceptance Letter : Annexure- 5		
7.	A copy of Financial Bid: Annexure- 4		
8.	Copy of the previous supply orders of the similar work of last 4 years from the Central Govt./State/Govt./PSU/ CSIR/ICAR/ ICMR/Universities etc. attached for reasonability of rates: Annexure-3		
9.	Sample copies of at least 5 technical publications		
10.	Sample papers of cover and inside pages to be used for printing the Report		
11.	Documentary proof of Annual turnover of the last four completed financial years		

Envelope – 2 (Financial Bid) (Following documents to be provided with BID)		
S. No.	Price Bid – Annexure IV	Attached (Yes/No)

- 1. Checklist as per above Annexure-1, must be filled along with page numbers of tender document.**
- 2. Above checklist (annexure-1) must be kept in the front part (first page) of tender document.**

Note :- In Failing of above, bid shall be summarily rejected & no further correspondence in this regard will be entertained.

Signature:
Name:
Designation:
Seal of the Firm/Agency

Annexure – 2
Particulars of the firm
BIDDER PROFILE/INFORMATION FORM
(To be given on Company Letter Head)

1. Name of the company : _____
2. Head / Regd. Office Address : _____
 - a) Postal : _____
 - b) Fax. No. : _____
 - c) Telephone No.s (s) : _____
 - d) E-mail Address : _____
 - e) Website Address : _____
3. Former name of company (if any): _____
4. Dehradun Office Address : _____
 - a) Postal : _____
 - b) Fax. No. : _____
 - c) Telephone No.s (s) : _____
 - d) E-mail Address : _____
5. Type of Organization : Individual / Partnership / Incorporated
6. (i) Year of establishment: _____
ii) Year in which printing:
work started _____
7. Amount of EMD deposited
 - a) Draft / Bank Guarantee No.: _____
 - b) Bank Detail : _____
 - c) Amount : _____
9. Period of validity of Tender : _____
10. Name and address of the _____
authorized signatory / _____
contact person for this Tender _____
11. Whether letter of Authority for : _____
attending bid opening
enclosed with Tender? (if applicable)
12. Whether PAN certificate attached?: _____
13. GST No. : _____

14. Whether the company has : _____
ISO Certification ?
If yes / whether document attached
in technical bid
15. Turn over of the firm of last four _____
completed financial years _____

16. List of equipment and machine _____
available for printing job _____
17. Number, qualification & experience _____
of staff available for printing _____
planning of cover and text pages _____
of the report
18. Whether the firm owns printing : _____
facility or has MOU for printing with _____
an established firm who own their
printing facility (attach proof)
19. Is the firm blacklisted/insolvent: _____
20. Relevant additional information, if any,
(use extra sheet if necessary) : _____

**Signature of Bidder
Name
With Seal of the Firm**

Date :
Place :

Annexure - 3

Format for Information on Works of Similar Nature & Magnitude Successfully Completed During Last Four Years

Outline of recent experience on assignments of similar nature (please also attach copy of supply order)

Sl. No.	Description of Work	Cost of Assignment	Address of Organisation with Phone No. for which Assignment Done	Samples Attached Yes/No
1	2	3	4	5

**(Signature of Bidder)
With Seal of the Firm**

**Annexure – 4 FINANCIAL BID
Format for financial proposal**

The rates must be provided for printing (inclusive of printing cost) of the following no. of copies in the format given below:

Sl No.	Description of job	No. of copies	Price* (To be filled in by Bidder)		
			Amount (Rs.)	GST (Rs.)	Total (Rs.)
*printing of Detailed Project Report on "Pun-CAMPA project.					
(a)	Complete scope of services including all costs and taxes for 1st Year 2014-15 containing Total 344 pages (145 colour pages)	50			In digits: _____ In words: _____ _____
(b)	Complete scope of services including all costs and taxes for 2 nd Year 2015-16 containing Total 372 pages (145 colour pages)	50			In digits: _____ In words: _____ _____
(c)	Complete scope of services including all costs and taxes for 3 rd Year 2016-17 containing Total 448 pages (173 colour pages)	50			In digits: _____ In words: _____ _____
	TOTAL (Complete scope of job for 1,2, & 3rd year)	150			In digits: _____ In words: _____ _____

* All costs, levies, taxes, packing, forwarding and other charges, etc. must be included within the price quoted above. Prices are FOR: FRI Dehradun

In case of discrepancy in price quoted in digits and words, the price in words will be treated as final.

The TOTAL price quoted in the bottom row of the above Table comprising the three publications set (Complete scope of job for 1,2, & 3rd year) will be the basis of price comparison for this job.

***Some minor layout work may also require to be done.**

Note:

- i. The rates quoted shall be inclusive of all taxes/levies, charges, etc. and FOR O/o Director FRI.
- ii. The first stage and final stage printing shall be done only after approval of the draft in Color.
- iii. Validity of price bid- 90 days

(Signature of Bidder)

With Seal of the Firm

Annexure – 5

Tender Acceptance Letter

The Supplier _____ agrees to accept all terms and conditions of this bidding document in letter and spirit.

**(Signature of Bidder)
With Seal of the Firm**