

Two Bid Tender Document

**Publishing and Printing of Project Completion
Report cum FGR document of CoEFGR-
CAMPA project in book format**



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

2021-22

Notice Inviting Tenders
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

निविदा दस्तावेज/ Re-Tender Document

Ref. No X1-50/POFRI/GTI/HSG/FGR/2021-22, Tender ID: 2022_ICFRE_651136_2	Date: 23/03/2022
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1. Physical bids are invited on single stage two bid systems for the Publishing and Printing of Project Completion Report cum FGR document of CoEFGR-CAMPA project in book format.
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	Dr. H. S. Ginwal, Scientist-G	Genetics & Tree Improvement Division, FRI Dehradun	Phone: 0135-222-4452, Mobile: 9412413158 E-mail: ginwalhs@icfre.org
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Events	Important date/time	Venue
Published Date	23.03.2022 AT 01:30 PM	FRI Website: http://fri.icfre.gov.in/tender/ and CPP portal: https://www.eprocure.gov.in/epublish/app
Bid document download date	23.03.2022 AT 02:00 PM	At CPPP Portal and FRI website as above
Seek Clarifications Start Date	23.03.2022 AT 03:00 PM	Through Phone/Email
Bid submission start date	23.03.2022 AT 03:00 PM	At Purchase Section, FRI Main Building
Seek Clarification End Date	29.03.2022 AT 05:00 PM	Through Phone/Email
Bid submission end date	30.03.2022 AT 10:30 AM	At Purchase Section, FRI Main Building
Opening date of technical bids	30.03.2022 AT 11:30 AM	At Purchase Section, FRI Main Building

Sd/
[PURSHCASE OFFICER]

Chapter-1

Notice inviting tenders

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

निविदा दस्तावेज/ Re-Tender Document

Ref. No X1-50/POFRI/GTI/HSG/FGR/2021-22, Tender ID: 2022_ICFRE_651136_2 | Date: 23/03/2022

BIDDING DOCUMENT Instructions to Bidders

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

Item No.	Name of assignment
1.	Publishing and Printing of Project Completion Report cum FGR document of CoEFGR-CAMPA project in book format.

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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[PURSHCASE OFFICER]

Annexure-1

Check List

(Eligibility Criteria for Bidders)

Bidders to indicate whether the following documents are enclosed -

Envelope – 1 (Technical Bid)			
(Following documents to be provided with BID)			
S. No.	Content	Attached (Yes/No)/N.A.	Page No.
1.	EMD of Rs. 50,000/- OR Self attested copy of Exemption certificate		
2.	Self attested copy of GST certificate and PAN Card		
3.	Self attested copy of affidavit of PARTNERSHIP DEED (if applicable)		
4.	BIDDER'S PROFILE/INFORMATION FORM: Annexure -2		
5.	Tender Acceptance Letter : Annexure- 5		
6.	Copy of the previous supply orders of the similar work of last 3 years from the Central Govt./State/Govt./PSU/ CSIR/ICAR/ ICMR/Universities etc. Annexure-3		
7.	Samples of the work done (as per point 8 of Para 2.1 of bid)		
8.	Sample document as per Annexure- 6		
9.	Documentary evidence that firm has done a minimum single work of INR 15,00,000 for any state/central government organisation		
10.	Documentary proof of firm having Annual turnover of minimum 1.5 crore in the last three years duly certified by chartered accountant		
11.	Documentary proof of the Firm having been in existence since last 05 years or more		

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.**
- 3. The firms who have already submitted EMD in the tender Ref. No X1-50/POFRI/GTI/HSG/FGR/2021-22, Tender ID: 2022 ICFRE 651136 1, published on 11.03.2022, for a particular item need not to submit again for the same. But the firms have to submit the bid again with all other codal formalities.**

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

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 uploading.

The bid documents (technical bid, 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:

The following is the Technical Bid evaluation criteria/parameter on the basis of which the offer of the Bidding firm will be evaluated. If any of the following condition is not met with, their offer will not be considered by the Institute and will be summarily rejected.

1. The Firm should be in existence since last 05 years or more and proof of which should be submitted with the Technical Bid.
2. The Firm has to submit a "Sample Document" of 30 pages covering design and layout for Cover (front and back), Title, and Text pages and providing design formats for headers, footers, margins, page separators, etc. including Tables, Figures, and Plates for evaluating the layout

design, conceptualization and visualization skills of the firm. While designing, conceptualizing and visualizing the layout of the book, the Firm should keep in mind the above stated theme of 'Forest Genetic Resources'. Based on layout design, concept and visualization along with evaluation criteria as per point 10 below, the firm would be concluded technically qualified or rejected. The material for Sample Document is available on Annexure-6. The material provided by FRI should be exclusively used for the preparation of Sample Document.

3. The Bidder firm has to submit a Tender acceptance letter as per Annexure-5
4. The Bidding firm should have done a minimum single work of INR 15,00,000 for any State Government or Central Government Organization. Copies of such Work Order must be submitted with the Technical Bid.
5. The bidding firm should submit Signed and scanned copy of PAN No. and Tender Acceptance Letter
6. The bidding firm should submit Signed and Scanned copy of GST Certificate, TIN No., Certificate / Affidavit of partnership firm(whichever applicable)
7. Bidding firm should have experience of doing Forestry, Biodiversity, Wildlife related scientific Books/ Reports or other relevant documents (Manual, Coffee Table Book, etc.) in last three years. The Bidding Agencies have to submit the following: -
 - (i) Supporting Documents/ Work Orders for designing and printing of Books/ Reports/ Manual, etc. for the last three years issued by various organizations should be enclosed along with the technical Bid.
 - (ii) Printed hard copies as samples should also be submitted.
 - (iii) Samples of all papers as specified for the proposed book must be attached with the Technical Bid.
8. Annual Turnover for the last three years should be minimum of INR 1.5 Crore which should be certified by the Chartered Accountant and copy of which should be attached with the Technical Bid; failing which the offer will not be considered by the Institute.
9. Evaluation of Bids: - The "Quality and Cost Based Selection (Q&CBS)" shall be adopted for selection of the Firm, whereby the Technical Bid/ Proposals will be allotted maximum 50 marks. The Technical Bids will be accepted for evaluation of those Firms who have submitted their Technical Bids as per the criteria above. The Financial Bids will be opened only of those Firms whose Technical Bids would be complete in all respects as per the Tender document and such Firms that score a minimum of 40 Marks in the technical evaluation.

Sr. No.	Item	Maximum Marks
1.	Quality of the Sample Document Submitted by the Firm	30
2.	Past experience of Firm. (Assignment of marks will depend on the supporting documents/Work Orders for designing and printing of Reports and other documents issued by various State/ Central Government Organizations)	05
3.	Layout, Design, quality of printing of reports related to Forestry, Biodiversity, Wildlife sector for Central Government/ State Government Departments/ Ministries/ Government Institutions (may provide at least 05 samples)	10
4.	Financial turnover of the Firm during last 3 Financial Years Marks to be assigned based on the average turnover	05

Earnest Money Deposit (EMD)

The Technical Bid should accompany an **EMD of 50,000/- 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 enclose the EMD along with technical bid.

Exemption on submission of 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.

No interest is payable on the EMD to either the successful firms or the unsuccessful firms.

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 firm 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 as per the terms and conditions 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 at the rates as indicated in the price Bid inclusive of all applicable taxes.

Yours faithfully,

Signature of authorized Representative

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.

Evaluation of Bids: - The “Quality and Cost Based Selection (Q&CBS)” shall be adopted for selection of the Firm, whereby the Technical Bid/ Proposals will be allotted maximum 50 marks. The Technical Bids will be accepted for evaluation of those Firms who have submitted their Technical Bids as per the criteria given in point no. 6 given above. The Financial Bids will be opened only of those Firms whose Technical Bids would be complete in all respects as per the tender document and such Firms that score a minimum of 40 Marks in the technical evaluation.

Sr. No.	Item	Maximum Marks
1	Quality of the Sample Document Submitted by the Firm	30
2.	Past experience of Firm. (Assignment of marks will depend on the supporting documents/Work Orders for designing and printing of Reports and other documents issued by various State/ Central Government Organizations)	05
3.	Layout, Design, quality of printing of reports related to Forestry, Biodiversity, Wildlife sector for Central Government/ State Government Departments/ Ministries/ Government Institutions (may provide at least 05 samples)	10
4.	Financial turnover of the Firm during last 3 Financial Years Marks to be assigned based on the average turnover	05

2.4. General Terms & Conditions

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

1. 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.

2. The committee will examine the technical documents provided by the bidder and based on the criteria mentioned in the tender document, the firm will be declared as technically qualified.
3. The Tender should be accompanied with a Bank Draft or Bankers Cheque or FDR of a nationalized bank of **Rs. 50,000/- payable to Director FRI, Dehra Dun as Earnest Money Deposit (EMD)**. Tenders submitted without Earnest Money Deposit will be treated as invalid
4. All pages of the tender document are to be signed and stamped by the tendering firm.
5. Bidders must have their own infrastructure, which may be inspected by FRI for verification.
6. Short-listing of a bidder does not confer any rights on any bidder, it only means that the offer made is under consideration.
7. 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.
8. Conditional Tenders are liable to be rejected.
9. Offers submitted by telex, telegram or fax shall not be considered.
10. The Rule 144 XI of GFR 2017 and other rules/guidelines of government of India under GFR will be followed by the bidder.
11. 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.
12. 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.
13. Copyrights of the document proposed to be printed under the agreement shall be with FRI Dehradun.
14. 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.
15. 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

Sd/
[PURSHCASE OFFICER]

Chapter-3

Description of the Items, Specifications and Special Terms and Conditions

TECHNICAL SPECIFICATIONS –

The Forest Research Institute proposes to prepare the Project Completion Report of a major project entitled 'National Program for Conservation and Development of Forest Genetic Resources: Pilot Project'. The Project Completion Report is envisaged in a decent hard bound book form. The book is expected to have approx. 700 pages in incorporating extensive text, graphics (field pictures, figures, plates,eco-distribution maps), tables, annexures etc. The theme of the proposed book is on Conservation, Sustainable use, and Development of Forest Genetic Resources based on the pilot project undertaken in the Himalayan State of Uttarakhand. The users of the proposed book include a wider group comprising policy and decision makers, field practitioners, scientists, researchers, and students.

Specification for the Proposed Scientific Project Report

- Type - 4+4 colour, Complete with Designing, Conceptualization & Visualization
- Size- 8.25" x 11.75"
- Quantity - 300 Nos
- Pages -700, 4+4 colour
- Inside paper –Natural Art Silk White, 130 GSM
- End paper- 4+0, Natural Art Silk White, 190 GSM
- Jacket paper- 4+0, Natural Art Silk White, 170 GSM
- Coating - Aqueous coating on all inside pages.
- Binding – Hardbound with sewn
- Misc.- UV/ Any other Spot Coating based on artwork on cover
-

Copyright: The copyright shall be with the FRI, Dehradun.

3.2 SPECIAL TERMS & CONDITIONS

3.2.1. Deliverables

- a. The entire order will have to be executed by the Service Provider within 40 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 Firm shall do the printing and deliver printed material in accordance with the instructions issued by the Indenter.

3.2.2. Stakeholders obligations and special conditions

A. Buyer's obligations

- a. The Buyer Department (FRI) will provide a specimen hard/soft copy indicating the rough layout of tables/graphs/ text matters etc. to give an idea of general get-up etc. This is, however, not to be treated as sample.
- 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.
- b. Printing work will be carried out at Dehradun to facilitate close monitoring of designing work and incorporation of necessary corrections to the satisfaction of the Buyer.
- c. Page Design will be provided by Service Provider based on the Buyer's requirement. Service Provider should work as per approved layout design, font size, style, color, alignment, spacing, pagination, etc.
- 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 (both volumes and overview), 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 designing and 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 layout the sample document, the firm will be declared/not declared as technically qualified.
- f. The bidder will provide a signed copy of organisations in forestry and allied sectors for whom similar type of design and print jobs have been undertaken satisfactorily;

- g. 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.
- h. 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.
- i. 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.
- j. 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.
- k. 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.
- l. 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 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.)
(1)	Publishing and Printing of Project Completion Report cum FGR document of CoEFGR-CAMPA project in book format. (specifications as per Chapter-3)	Printing of one document containing 700 pages: 300 Copies			In digits: _____ In words: _____ _____ _____ _____
	TOTAL (Complete scope of job)	300 Copies			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

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

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. PAN No. : _____
12. GST No. : _____
13. Is the firm blacklisted/insolvent: _____
14. 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 Three Years

Note:- Hard copy of the above work done should also be included with the technical bid.

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 / PRICE BID Format for financial proposal

Ref. No X1-50/POFRI/GTI/HSG/FGR/2021-22, Tender ID: 2022_ICFRE_651136_2	Date: 23/03/2022
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The rates must be provided for printing (inclusive of designing cost) of the following no. of copies in the format given below:

SI No.	Description of job	No. of copies	Price* (To be filled in by Bidder)		
			Amount (Rs.)	GST (Rs.)	Total (Rs.)
(a)	Publishing and Printing of Project Completion Report cum FGR document of CoEFGR-CAMPA project in book format (specifications as per Chapter-3)	Printing of one document containing 700 pages: 300 Copies			In digits: _____ In words: _____ _____ _____
	TOTAL (Complete scope of work)	300 Copies			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.

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.

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

Annexure – 5

Tender Acceptance Letter (to be provided in the official letter head)

We (firm name) _____ agrees to accept the terms and conditions provided in the tender document in letter and spirit. Further we also agree that we shall have no objection if the bid is technically rejected based on the Layout design and visualization of the Sample Document or any other criteria as mentioned in the tender document.

**Name of firm-
Name of authorized signatory along with stamp-**

Annexure-6

(Draft printing Material)

Please collect the word copy of draft printing material from;-

Dr. H.S.Ginwal, Sci- G

Email- ginwalhs@icfre.org

Contact- 0135-2224452, 9412413158

Division of Genetics and Tree improvement

Forest Research Institute-Dehradun-248006

Note 1:- Draft printing material may also be collected through email mentioned above.

Note 2:- The draft should be submitted along with technical bid as per point 3, para 2.1 of technical bid (Page no. 6 of tender document)