

**Printing of National Document of “Overview  
of Detailed Project Reports for Rejuvenation  
of Major Indian Rivers through Forestry  
Interventions”**



**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](mailto:po_fri@icfre.org)

<b>Ref. No X1-52/POFRI/SLV/DK/EAP/2021-22, Tender ID: 2022_ICFRE_652028_1</b>	<b>Date: 17/03/2022</b>
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1. Physical bids are invited on single stage two bid systems for the Printing of National Document of “Overview of Detailed Project Reports for Rejuvenation of Major Indian Rivers through Forestry Interventions”
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 :-

<b>Technical Clarifications</b>	<b>Dr. Dinesh Kumar, Scientist-G</b>	<b>Silviculture &amp; Forest Management Division , FRI Dehradun</b>	<b>Ph: 0135-222-4610, Mobile No. 9411173576 Email: <a href="mailto:kumard@icfre.org">kumard@icfre.org</a></b>
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<b>Events</b>	<b>Important date/time</b>	<b>Venue</b>
Published Date	17.03.2022 at 03:00 PM	FRI Website: <a href="http://fri.icfre.gov.in/tender/">http://fri.icfre.gov.in/tender/</a> and CPP portal: <a href="https://www.eprocure.gov.in/epublish/app">https://www.eprocure.gov.in/epublish/app</a>
Bid document download date	17.03.2022 at 03:30 PM	At CPPP Portal and FRI website as above
Seek Clarifications Start Date	17.03.2022 at 05:00 PM	Through Phone/Email
Bid submission start date	17.03.2022 at 05:00 PM	At Purchase Section, FRI Main Building
Seek Clarification End Date	27.03.2022 at 05:00 PM	Through Phone/Email
Bid submission end date	28.03.2022 at 10:30 AM	At Purchase Section, FRI Main Building
Opening date of technical bids	28.03.2022 at 11.30AM	At Purchase Section, FRI Main Building

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# 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](mailto:po_fri@icfre.org)

Ref. No X1-52/POFRI/SLV/DK/EAP/2021-22, Tender ID: 2022_ICFRE_652028_1	Date: 17/03/2022
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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 the document for this Institute:-

Item No.	Name of assignment
1.	Printing of National Document of “Overview of Detailed Project Reports for Rejuvenation of Major Indian Rivers through Forestry Interventions”

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]

## 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, 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 Printing of National Document of “Overview of Detailed Project Reports for Rejuvenation of Major Indian Rivers through Forestry Interventions” is **Rs. 20,000/-**
- vi) A scanned and signed copy of Forestry and allied sectors for whom similar type of design and print jobs have been under taken satisfactorily;
- vii) A proof of having own establishment of offset printing with modern infrastructure and other facilities;
- viii) In absence of scanned and signed copy of original catalogue and other literature the tender would be considered as invalid;
- ix) The Bidder must have at least 10 years’ experience of designing and printing of technical reports and a minimum annual turnover of Rs. 25 lakh/year for at least three out of last four Financial Years i.e. 2017-18, 2018-19, 2019-20 and 2020-21 (Certified copy of audited balance sheets along with Certificate from Chartered Accountant must be attached).
- x) 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;
- xi) All certificates should be signed along with the seal/stamp on the letter head of the bidding firm/organization.
- xii) Signed and stamped certificates and documents should be mentioned and provided in the technical bid along with complete technical details/specification of the pertaining to printing job should be provided and Brochures and write-ups should also be uploaded as proof.

#### **Earnest Money Deposit (EMD)**

The Technical Bid should accompany **non-refundable** an **EMD of 20,000/- 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 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 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) & /Performance Bank Guarantee (PBG)**

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.

3% of the cost price in the form of Bank Guarantee or FDR pledged in favour of “Director, Forest Research Institute, Dehradun” is required to be submitted by the successful bidder before the delivery / installation works complete of the items(s) which should remain valid at least during the warranty period plus sixty days. The format of the PBG is available at the institute’s website <http://fri.icfre.gov.in/tender/>. No interest shall be claimed by the bidder on the PBG submitted. The Bank Guarantee may be forfeited in case of improper services provided by the bidder/firm after verification from the concerned Consignee/HOD. Bank Guarantee will only be accepted in the form of FDR/Bank Guarantee. **Bank Guarantee in the form of demand draft will not be accepted.**

### **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 National Document of “Overview of Detailed Project Reports for Rejuvenation of Major Indian Rivers through Forestry Interventions” as envisaged in the Bid document.

I have thoroughly examined and understood all the terms and conditions as 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.)
(a)	Complete scope of services including all costs and taxes for Printing of “Overview of Detailed Project Reports for Rejuvenation of Major Indian Rivers through Forestry Interventions”	1000			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 for 1000 copies 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.

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 the following:

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 printed document in relation to specifications 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)	15
5.	General quality and appearance of specimen paper (specimens to be supplied by bidder)	15
	<b>Total</b>	<b>100</b>

The technical proposal should score at least 75 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.

## 2.4. 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 sample publications provided by the bidder and based on the conceptualization, visualization, design and printing quality of the sample document, the firm will be declared as technically qualified.
3. 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**.
4. 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.
5. 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.
6. Samples of papers should be provided in the technical bid.
7. 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.
8. The firms shall submit minimum five samples of the works executed during the last four years (including at least one work of minimum Rupees 8 lakh price).
9. The Tender should be accompanied with a Bank Draft or Bankers Cheque or FDR of a nationalized bank of **Rs. 20,000/- payable to Director FRI, Dehra Dun as Earnest Money Deposit (EMD)**. Tenders submitted without Earnest Money Deposit will be treated as invalid
10. All pages of the tender document are to be signed and stamped by the tendering firm.
11. Bidders must have their own infrastructure, which may be inspected by FRI for verification.
12. Short-listing of a bidder does not confer any rights on any bidder, it only means that the offer made is under consideration.
13. 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.
14. Conditional Tenders are liable to be rejected.
15. Offers submitted by telex, telegram or fax shall not be considered.
16. The Rule 144 XI of GFR 2017 and other rules/guidelines of government of India under GFR will be followed by the bidder.
17. 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.
18. 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
19. Copyrights of the document proposed to be printed under the agreement shall be with FRI Dehradun
20. The successful bidder shall furnish, a **Performance Guarantee** in favour of Director, FRI Dehradun, for an amount equivalent to **3% of the contract value**. The Performance Guarantee shall be in the form of B.G./ FDR issued by the Nationalized Bank. The Performance guarantee must be submitted along with the letter of acceptance within the stipulated time. The performance guarantee shall be released after ensuring the complete and satisfactory delivery of the printed material.

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

#### 3.1 TECHNICAL SPECIFICATIONS OF PRINTING JOB

The Printing of National Document of “Overview of Detailed Project Reports for Rejuvenation of Major Indian Rivers through Forestry Interventions” shall meet the following specifications:-

- 1) **Layout and design:** Printing will be done as per print-ready file to the satisfaction of the buyer
- 2) **Size:** 9.25 inches (h) x 7.25 inches (w)
- 3) **Cover with** Multi-coloured printing alongwith UV coating, lamination and double embossing; **inside pages** multi-coloured printing
- 4) **Printing Quality:** High quality CTP (computer to plate), alcohol-based offset printing, both side printing
- 5) **Quantity and Pages:** As per details below (including 4 cover pages) (subject to change)

**Table 1: Tentative number of pages and copies to be printed**

Sr. No.	Item	Printing of National Document “Overview of Detailed Project Reports for Rejuvenation of Major Indian Rivers through Forestry Interventions”	
		Pages (No.)*	Copies (No.)*
1	Complete National Document	472 approx.	1000

\* The no. of pages and copies are tentative and the payment will be made on basis of actual no. of pages and copies printed.

- 6) **Paper:** Specifications of the paper are as under:  
Cover: 300 GSM Art Card Matt Finish.  
Inside pages: 100 GSM Matt Finish (Paper sample to be attached by bidder)
- 7) **Design:** As per design in the print-ready file that will be supplied by the Buyer in
- 8) **Printing:** CPC with CTP printing, alcohol based alongwith aqua coating on all pages.. Printing must be in high resolution to the satisfaction of the buyer.
- 9) **Finish: Cover page:** Gloss/ Matt and **inside pages:** Matt finish
- 10) **Lamination:** Thermal lamination on cover gloss/matt + UV coating on cover pictures
- 11) **Binding:** Soft bound, with sewing and perfect binding using good quality glue
- 12) **Proofs:** One dummy in black & white and two colour dummies are required before the final printing.
- 13) **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 7 days (including Sundays/public holidays) of issue of order from the Buyer (FRI), the date of approving final print will be treated as Day 0. 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.
  - (i) One dummy in black & white and two colour dummies will be supplied at different times (in discussion with Buyer) before the final printing.
  - (ii) The delivery of the final printed document must be completed within 5 days from the date of approving the final proof by the Buyer/indenter, the date of approving final print will be treated as Day 0.
- c. Number of copies of the final version of the document will be as per financial bid.

### 3.2.2. Stakeholders obligations and special conditions

#### A. Buyer's obligations

- a. The print-ready file for printing will be provided to the firm (Service Provider) by the indenter (Buyer Department i.e. FRI) as soft copy in CorelDraw software in a CD/ DVD on the date of order at FRI Dehradun during office hours.
- b. The Buyer will provide a specimen hard copy of the print-ready file indicating the layout of the document.

#### 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. Although, print-ready file of the designed document will be provided to the firm by the buyer, there may be requirement of a designer to adapt the file to the firm's equipment. For this purpose at least two designers must be available in the firm at the disposal of FRI during the execution of printing work.
- c. 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. The rates are to be quoted: FOR Forest Research Institute, Dehradun
- b. The copyrights will be with the Buyer Department as the content has been prepared and provided by the Buyer Department.
- c. 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.
- d. 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 print quality of the sample document, the firm will be declared/not declared as technically qualified.

- e. 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;
- f. The bidder will provide a signed copy of proof of having own establishment of designing and offset printing with modern infrastructure and other facilities;
- g. The bidder must have at least 10 years' experience of designing and printing of technical reports and books and a minimum annual turnover of Rs. 25 lakh/year for atleast three out of last four Financial Years i.e. 2017-18, 2018-19, 2019-20 and 2020-21 (Certified copy of audited balance sheets along with Certificate from Chartered Accountant must be attached)
- h. 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
- i. 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 uploaded as proof.
- 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 (inclusive of designing 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.)
(a)	Complete scope of services including all costs and taxes for Printing of National Document of "Overview of Detailed Project Reports for Rejuvenation of Major Indian Rivers through Forestry Interventions"	1000			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. ***The TOTAL price quoted for the 1000 copies will be the basis of price comparison for this job.***

# 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.

<b>Envelope – 1 (Technical Bid)</b> (Following documents to be provided with BID)			
S. No.	Content	Attached (Yes/No)/N.A.	Page No.
1.	<b>EMD of Rs. 20,000/-</b> OR Self attested copy of Exemption certificate		
2.	Self attested copy of <b>GST certificate</b> and <b>PAN Card</b>		
3.	Self attested copy of affidavit of <b>PARTNERSHIP DEED</b> as applicable.		
4.	<b>BIDDER'S PROFILE/INFORMATION FORM:</b> Annexure -2		
5.	<b>Tender Acceptance Letter</b> : Annexure- 5		
6.	<b>A copy of Financial Bid:</b> Annexure- 4		
7.	<b>Copy of the previous supply orders</b> 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		
8.	<b>Sample copies of at least 5 technical publications</b>		
9.	<b>Sample papers of cover and inside pages</b> to be used for printing the Report		
10.	<b>Documentary proof of Annual turnover of the last four completed financial years</b>		

<b>Envelope – 2 (Financial Bid)</b> (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. Turn over of the firm of last four completed financial years \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
15. List of equipment and machine available for designing & printing job \_\_\_\_\_  
\_\_\_\_\_
16. Number, qualification & experience of staff available for designing, layout, printing of the report \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
17. Whether the firm owns printing : facility or has MOU for printing with an established firm who own their printing facility (attach proof) \_\_\_\_\_  
\_\_\_\_\_
18. Is the firm blacklisted/insolvent: \_\_\_\_\_
19. 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)

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

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

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

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)	Complete scope of services including all costs and taxes for Printing of National Document of “Overview of Detailed Project Reports for Rejuvenation of Major Indian Rivers through Forestry Interventions”	1000			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 for the 1000 copies will be the basis of price comparison for this job.***

**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**

The Supplier \_\_\_\_\_ agrees to accept the terms and conditions provided in Chapter no. 2 at item no. (2.4.) and Chapter 3 (at para no. 3.1 to 3.4) of this bidding document in letter and spirit.

**Name/Seal of the Tenderer**