



FOREST RESEARCH INSTITUTE
P.O. NEW FOREST, DEHRADUN - 248 006
UTTARAKHAND

**TENDER ENQUIRY DOCUMENT
FOR
PRINTING OF BOOK (English)**

TENDER DOCUMENT No. 01/9-19/2013/RSM/MCT dated 24.05.2014

Sealed tenders are invited from reputed printers for printing of book titled "Sustainable Forest Management for Multiple Values: A Paradigm Shift" in two volumes (with box) in English. The schedule of tender and the Terms and Conditions shall be as under: -

1. Schedule of Tender:-

Sale of Tender Document	:	From 26.05.2014. on all working days (10.00 AM to 4.00 PM)
Last time and date for submission of Tender	:	Upto 3.00 P.M. on 16.06.2014
Time and date for opening of Tenders for technical offers	:	At 4.00 PM on 16.06.2014
Dully filled in Tender Document must be submitted to:	:	Head, Resource, Survey and Management (RS&M) Division, Forest Research Institute P.O. New Forest, Dehra Dun - 248 006 (Uttarakhand)

- ☛ The Tenders will be opened in the presence of bidders or their authorised representatives, if any.
- ☛ The Tender may be either modified or cancelled in part or full, at the discretion of the Head, RS&M Division, FRI without assigning any reason thereof.
- ☛ The bidder shall submit all the documents required as per tender document at the time of submitting bid.

Earnest Money Deposit of Rs. 10,000/- With Minimum Six Months Validity.

2. INSTRUCTIONS TO THE BIDDERS

- (a) The tender for Printing of book in two volumes (English) and box to hold the two volumes be quoted in the attached **Annexure - 1 to 3** only. In no case any other price list shall be entertained.
- (b) The tender is to be submitted in two parts viz. '**Technical bids**' and '**Financial Bid**' in two separate sealed envelopes and should accordingly be **super scribed**.
- (c) The cost of tender document is Rs.285/- (Rupees two hundred eighty five only) (including service tax), which is non-refundable. Payment of the same is to be made in the form of Demand Draft in favour of Director, FRI at the time of obtaining the tender document from the office of Head, RS&M Division, FRI, P.O. New Forest, Dehradun – 248006. In case the tender has been downloaded from the website <http://www.icfre.gov.in>, a Demand Draft of Rs.285/- in favour of Director, FRI, Dehradun, is to be attached with the tender document towards the cost.
- (d) The duly filled in tender documents, along with Annexure etc. as above, are to be submitted on or before the specified last date and time of submission in sealed cover to:
**The Head,
Resource, Survey and Management Division,
Forest Research Institute
P.O. New Forest, Dehradun – 248 006**
- (e) The bidder shall furnish the details of profile of the firm participation in the tender in **Annexure I**.
- (g) **Checklist for the bidders:**
- The **First Envelope** must contain the Technical proposal and must be superscribed in bold letters as "**TECHNICAL PROPOSAL**", and shall contain the following:
 - i) **Annexure 1 and 2** duly filled in and accompanied by supporting documents, duly indexed and numbered.
 - ii) Proof of having own establishment of offset printing with modern infrastructure and other facilities.
 - iii) Appropriate ISO/Govt. registration certificates in respect of the firm.
 - iv) Proof of PAN/TAN allotted to the firm by the Income Tax Department.
 - v) **Earnest Money Deposit** in the form of Bank Draft or Bankers Cheque or FDR or Bank Guarantee of a nationalized bank of Rs. 10,000/- payable to Director, FRI, Dehradun. Tenders submitted without EMD will be treated as invalid.
 - vi) Samples of papers to be used in text & cover.
 - The **Second Envelope** must contain only the financial proposal in **Annexure-3** (having two parts- A & B) and must be marked in bold letter as "**FINANCIAL PROPOSAL**". [Annexure 3 (A) is financial proposal for printing on superior quality 80 GSM pure white sunshine paper and Annexure 3 (B) is for printing on 80 GSM DO (Demi official) paper.]
 - Both the above envelopes should be placed in a third sealed envelope and must be marked in bold letter as "**TENDER DOCUMENT FOR PRINTING OF FRI BOOK (English)**", with details of sender clearly mentioned.

3. SCOPE OF WORK

- a) **The printing of the Book "Sustainable Forest Management for Multiple Values- A Paradigm Shift" (English) in two volumes must be of superior quality.**
- b) The printed copies shall be delivered along with box, as per specifications given below;
- i. Size - 26 x 18 cm

- ii. Approximately 800 pages of text (total for both volumes) including appr. 64 colour pages.
 - iii. Text on superior quality pure white sunshine paper 80 GSM / 80 GSM DO (Demi official) paper (quotes for both papers be given separately in the financial proposal).
 - iv. Cover/ casing: Hard back with 32 ounce cardboard, multicoloured printed cover on 135 GSM paper with UV coating.
 - v. Thread binding
 - vi. Box with flap for CD.
- c) Evaluation and Selection of printers will also be based on the samples of work done by them in the past 3 years, along with other criteria.
- d)** The printed stores are required to be delivered in full within the stipulated time. Extension of time shall not be permitted.
- e) Bidders may please note that:-**
- (i) Ready to print material for FRI book will be provided to the printer in hard copy as well as in soft copy by the Head, RS&M Division, FRI, Dehradun. However, contents in hard copy shall be treated as valid for all-purpose.
 - (ii) FRI reserves the right to carry out correction in the material at any stage.
 - (iii) Printer will be responsible for any error/difference from the final proof. Errors once corrected will be not checked in later version and if cropped up it will be sole responsibility of the printer and subject to penalties.
 - (iv) Time wasted due to these typographical errors or omissions would be counted and no extension of time would be allowed on this pretext.

4. GENERAL TERMS AND CONDITIONS

- a. 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 superscribed.
- b. Prices are to be quoted both in digits and in words in **Annexure – 3 (A) and 3 (B)** only, wherein the detailed specifications of the above publication 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.
- c. Samples of papers should be provided in the technical bid.
- d. The rates quoted are to be for Head, RS&M Division, Forest Research Institute, Dehradun – 248 006. Rates are to be strictly quoted in Annexure – 3 (A) and 3 (B) of the tender document only, else it will be considered as invalid.
- e. The firms shall submit best samples of the works executed during the last three years.
- f. 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.
- g. The Tender should be accompanied with a Bank Draft or Bankers Cheque or FDR of a nationalized bank of **Rs. 10,000/- payable to Director, FRI, Dehra Dun as Earnest Money Deposit**. Tenders submitted without Earnest Money Deposit will be treated as invalid
- h. All pages of the tender document are to be signed and stamped by the tendering firm.
- i. Bidders must have their own infrastructure, which may be inspected by FRI for verification.

- j. Short-listing of a bidder do not confer any rights on any bidder, it only means that the offer made is under consideration.
- k. 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.
- l. 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 Nos.(s) and other particulars as per the Pro forma at **Annexure - 1**.
- m. Conditional Tenders are liable to be rejected.
- n. Offers submitted by telex, telegram or fax shall not be considered.
- o. In case of any dispute, the Director, FRI shall decide the issue and his decision will be final and shall be the binding on the parties.
- p. No legal proceedings to enforce any claim and no suit arising out of this work contract shall be instituted except in a court of competent jurisdiction over Dehradun, Uttarakhand.
- q. The successful bidder shall furnish, a Performance Guarantee in favour of Director, FRI, Dehradun, for an amount equivalent to 15% of the contract value. The performance Guarantee shall be in the form of B.G./Bank Draft 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.
- r. EMD is liable to be forfeited, if wrong information is furnished as regards the qualifying, technical and financial proposals of the successful bidder fails to furnish the performance guarantee within the stipulated period, the EMD shall be liable to be forfeited.
- s. The Head, RS&M, 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

5. TIME SCHEDULE OF WORK

- a) The duly bound FRI Book titled "Sustainable Forest Management for Multiple Values: A Paradigm Shift" in two volumes along with box shall be delivered within 10 days of acceptance of bid.
- b) Time is essence of this contract. Therefore, no extension of time for whatsoever reason shall be permitted in the above schedule**

6. QUALIFYING REQUIRMENTS AND DOCUMENTS TO BE FURNISHED

- a) A certificate from the authorized signatory of the proprietary firm is to be submitted along with the Technical bid certifying the existence of the firm for atleast five years. In case of others copy of the firm registration be submitted.
- b) The information asked for in attached **Annexure – 1 and 2** must be furnished in the given format only and should be supported by necessary documents. It may be noted that supporting documents alone shall not be accepted as a substitute for the information asked for in the Annexure – 1 and 2.

- c) Copies of Sales Tax / VAT etc., paid for the latest Assessment Year. PAN/TAN allotted to the firm by Income Tax Department, Tax Clearance certificate issued by the Works Contract Cell of Sales Tax Department as per provision and Corporate Tax Clearance Certificate for the last two financial years be furnished with the Technical Bid.
- d) The bidder will have to furnish an Earnest Money Deposit of Rs. 10,000/- , in the form of DD / FDR / Bank Guarantee / Bankers Cheque issued by any nationalized bank located at Dehradun, in favour of Director, FRI, Dehradun valid for atleast six months. The Tender shall be summarily rejected in the absence of EMD. No interest on the EMD shall be paid. The EMDs of all the bidders except those whose technical bids have been accepted shall be returned within 30 days of finalisation of the technical bids. The EMD of the successful bidder shall be returned within one week of furnishing of necessary performances Guarantee.
- e) The EMD is liable to be forfeited, if the bidder withdraws or impairs or derogates the bid in any respect or manner within the period of the validity of the offer. If the successful bidder fails to furnish the Performance Guarantee within the stipulated period the EMD shall be liable to be forfeited.
- f) This Tender Document shall be submitted along with the bid, with each page thereof duly signed by the bidder and affixed with the seal of the firm.
- g) The bidder will furnish the Financial Proposal in the specified **Annexure- 3 (A & B)** and place it in a separate sealed envelope marked "**FINANCIAL PROPOSAL**".

7. REGARDING CONTRACT

- a) If any part of the contract does not correspond or agree with any other part, or if any question arises as to the meaning of the terms of the contract or as to the performance of the work, Director, FRI shall determine the matter and his decision shall be final and binding upon the parties hereto.
- b) The contract when executed by the parties hereto shall constitute the entire contract between the parties in connection with the works covered, and shall be binding upon the parties hereto or upon either of them unless the said modification shall be in writing and duly executed by FRI and the firm.
- c) The contract shall not be assigned or sublet in whole or in part by the firm without prior written consent of Head, RS&M Division, FRI. Any assignment or subletting of this contract by the firm without prior written consent of Head, RS&M Division, FRI or any interest therein, or of any money due or to become due by reason of the terms hereof, shall be null and void.
- d) The Head, RS&M Division, FRI, has the powers to cancel the contract at one-week notice, if the services of the contractor are found unsatisfactory or otherwise.
- e) The printed material under this contract shall not be deemed an asset in any form by the successful bidder.

8. PAYMENT TERMS

- a) **No claim on account of sales tax, service tax, VAT, work contract tax or any other taxes and duties presently in force for the material used for execution of the work awarded under the contract, will be entertained and all such taxes and duties shall be borne by the Contractor himself.**
- b) **The FRI shall deduct such taxes, duties and any other statutory levies imposed by the Government on such charges as may arise from the implementation of the contract.**
- c) The payment is subject to TDS as per Income Tax Rules / Laws.

- d) If the contractor violates any of these terms and conditions, the Performance Guarantee shall be liable for forfeiture, wholly or partly, as decided by Head, RS&M Division, FRI and the contract may be cancelled.
- e) The payment as per the contract shall only be released after the complete and satisfactory delivery of the printed material and on verification by the Head, RS&M Division, FRI.

9. PENALTY

In case the bidder fails to execute the order of printing of FRI Book within the stipulated schedule the performance guarantee shall be forfeited, and the work got done through some other printer. In case of any increase in the cost of printing of Book incurred by FRI, the same shall be the liability of the bidder who failed to execute the order.

10. ARBITRATION

- (a) Except where otherwise provided in the contract all questions and disputes whatsoever in any way arising out of or relating to the contract or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of the warranty period or after the completion or abandonment thereof shall be referred to the sole arbitration of the person appointed Director, Forest Research Institute, Dehradun on this behalf at the time of dispute. There will be no objection to any such appointment that the arbitrator so appointed is an employee of FRI/ ICFRE, or government servant or that he had to deal with the matters to which the contract relates or that in the course of his duties as employee of FRI/ ICFRE, or government servant, he had expressed views on all or any of the matters in dispute of differences. The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, shall be replaced by another person as decided by Director, FRI to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also a term of this contract that no person other than a person appointed by the Director, FRI should act as arbitrator and if for any reason, that is not possible, the matter is not to be referred to arbitration at all in all cases where the amount of the claim in dispute is Rs. 50,000/- and above, the arbitrator shall give reasons for the award.
- (b) Subject as aforesaid, the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.
- (c) Services under the contract shall, notwithstanding the existence of any such dispute, question or controversy, continue during arbitration proceedings and no payment, due or payable by FRI or the firm shall be withheld on account of such proceedings unless such payments are the direct subject of the arbitration. Reference to arbitration shall be a condition precedent to any other action at law.

11. GUIDELINES FOR THE BIDDERS

- (a) **The proposals must consist of two separate sealed envelopes as follows:**
 - The **First Envelope** must contain following documents and be marked in bold letter as "**TECHNICAL PROPOSAL**"
 - (i) Proof of registration with Directorate of Industries from OEM or equivalent.
 - (ii) Proof of Sales Tax / VAT.
 - (iii) Proof of Income Tax Registration.
 - (iv) Copy of Income Tax return filed/ copy of balance sheet filed with the income tax department.

- (v) Earnest Money Deposit equivalent of Rs. 10,000/-, in the form of DD / FDR / Bank Guarantee / Bankers Cheque issued by any nationalised bank located at Dehradun, in favour of Director, FRI, Dehradun valid for atleast six months.
 - (vi) Copy of Firm's Registration / Partnership Deed / Power of Attorney.
 - (vii) The enclosed, Annexure 1 and 2 duly filled in must be submitted along with proposal.
 - (viii) The bidding firm must have undertaken work of similar magnitude during past three financial years. Enclose Client List.
 - (ix) The bidding firm must possess an experience of atleast 5 years, in the field of printing of books / booklets. Enclose copies of the supportive documents.
 - (x) Any other documents in support of technical details.
 - (xi) Authorization of the bidder for signing the tender documents.
 - (xii) All attachments should be neatly numbered and indexed. An serial numbered Index sheet showing the numbers given to the attachment and title should be enclosed.
- The **Second Envelope** must enclose the Financial proposal and must be marked in bold letter as "**FINANCIAL PROPOSAL**". Rates must be quoted in the **Annexure 3 (A & B)** only.

12. SUBMISSION OF PROPOSAL

Financial and Technical Proposals should be sealed in two separate envelopes and these two envelopes should be again put in third envelope and sealed thereafter superscribing on the cover. "**Financial Proposal**" and "**Technical Proposal**". This envelope must be clearly superscribed the words "**TENDER DOCUMENT FOR PRINTING OF FRI BOOK (English)**", **with details of sender clearly mentioned.**

The proposal must contain no interlineations or overwriting except as necessary to correct errors made by the concerned themselves, in which cases such corrections must be initialed by the person or persons signing the proposal. The completed proposal must be delivered on or before the stipulated stated time and date.

13. EVALUATION OF PROPOSALS

A three-stage evaluation procedure will be adopted,

(i) Stage – 1 EVALUATION OF TECHNICAL PROPOSAL

Checking of qualifying documents and technical documents submitted along with the bid. This will be the first envelope, which shall be checked, and disqualification amongst these documents will lead to rejection of the proposal in Toto.

The technical evaluation criteria will include the firms **relevant experience, technical manpower and availability of necessary infrastructure machinery etc.** The technical evaluation also includes examination of the quality of samples submitted with the proposal. Evaluation will be carried out for total technical score (St) of 100 and scoring 70 points out of 100 will be the eligible criteria for financial evaluation.

(ii) Stage – 2 EVALUATION OF FINANCIAL PROPOSAL

The evaluation committee will determine if the financial proposals are complete and without computational errors. The lowest financial proposals (FM) (The currency is 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 lowest financial proposal).

(iii) Stage – 3 FINAL EVALUATION OF THE BID

Proposal 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 65%

The weight (F%) given to the Financial Proposal is 35%

Head,
Resource Survey & Management Division
Forest Research Institute
Dehradun

PARTICULARS OF THE FIRM

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. Details of supporting documents enclosed : _____
: _____
: _____

11. Name and address of the authorized signatory / contact person for this Tender : _____
: _____
: _____

12. Whether letter of Authority for : _____
attending bid opening
enclosed with Tender ?
13. Whether PAN certificate attached ? : _____
14. Sales Tax / VAT Regd. No. : _____
15. Whether the company has : _____
ISO Certification ?
If yes / whether document attached
in technical bid
16. Turn over of the firm : _____
17. List of equipment and machines : _____
available for printing work
18. Experience of the firm is undertaking : _____
works similar to printing of Annual
Report. Best sample work needs to
be attached
19. Proof of the fact that firm own printing : _____
facility/have MOU for printing with
an established firm who own their
printing facility
20. Proof of solvency : _____
21. Time Schedule for accomplishment of Job: _____
(Preferably by 30th June 2014)
22. Relevant additional information, if any,
(use extra sheet if necessary) : _____

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

Date :
Place :

**WORKS OF SIMILAR NATURE & MAGNITUDE
SUCCESSFULLY COMPLETED DURING LAST 3 YEARS**

Outline of recent experience on assignments of similar nature

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**

FINANCIAL PROPOSAL

Annexure – 3 (A)

Item	Specifications	Amount in (Rs)
Printing of book (in English)	1. Printing of boxed set of two volumes of the book of high standard-500 copies 2. Size of book-26cmx18cm 3. Page Nos. Approximate 800 pages (total for both volumes) inclusive of 64 colour pages 4. Casing/ cover- Hard back with 32 ounce cardboard, multicoloured printed cover on 135 GSM paper with UV coating 5. Thread binding 6. Paper – 80 GSM pure white sunshine paper	
	Total	
	Amount in words:	
Making of box to hold two volumes	7. Box with flap for CD and made of 32 ounce hardboard with inside pasted cover of 100 GSM Bilt paper and outer multicoloured printed cover on 130 GSM with UV coating. To be covered on all the three sides with slating cut on both sides and partially covered on top (top cover colour printed))- 500 Nos..	
	Total	
	Amount in words:	
	Grand Total	
	Amount in words:	

- N.B. 1 Rate to be quoted for the complete book (excluding box).
 2 Please quote separately the rate for extra number of pages (in multiples of four) in both black & white and colour.
 3 Rate of the box to be quoted separately.
 4 Sample of book and box can be seen in the office of the Head, Resource Survey & Management Division, FRI from Monday to Friday between 10.00 AM and 5.00 PM

Signature of Bidder)
With Seal of the Firm

Item	Specifications	Amount in (Rs)
Printing of book (in English)	1. Printing of boxed set of two volumes of the book of high standard-500 copies 2. Size of book-26cmx18cm 3. Page Nos. Approximate 800 pages (total for both volumes) inclusive of 64 colour pages 4. Casing/ cover- Hard back with 32 ounce cardboard, multicoloured printed cover on 135 GSM paper with UV coating 5. Thread binding 6. Paper – 80 GSM DO (Demi Official) paper	
	Total	
	Amount in words:	
Making of box to hold two volumes	7. Box with flap for CD and made of 32 ounce hardboard with inside pasted cover of 100 GSM Bilt paper and outer multicoloured printed cover on 130 GSM with UV coating. To be covered on all the three sides with slating cut on both sides and partially covered on top (top cover colour printed)-500 Nos.	
	Total	
	Amount in words:	
	Grand Total	
	Amount in words:	

- N.B.
1. Rate to be quoted for the complete book (excluding box).
 2. Please quote separately the rate for extra number of pages (in multiples of four) in both black & white and colour.
 3. Rate of the box to be quoted separately.
 4. Sample of book and box can be seen in the office of the Head, Resource Survey & Management Division, FRI from Monday to Friday between 10.00AM and 5.00 PM

(Signature of Bidder)
With Seal of the Firm