

INDIAN COUNCIL OF FORESTRY RESEARCH AND EDUCATION
P.O. NEW FOREST, DEHRADUN - 248 006
UTTARAKHAND

**LIMITED TENDER ENQUIRY FOR DISTRIBUTION OF the BOOK
“FORESTRY IN THE SERVICE OF NATION: ICFRE TECHNOLOGIES”**

LIMITED TENDER DOCUMENT No. -----/PO/Book/Admin/ICFRE 2014-15 dated -----

Sealed quotations are invited from reputed firms owning selling networks. The schedule of Tender and the Terms and Conditions shall be as under:-

1. Schedule of Tender:-

Last time and date for submission of Tender : 30th September 2014 till 3:00 pm

Time and date for opening of Tenders for technical offers : To be intimated later.

Dully filled in Tender Document must be submitted to: Assistant Director General
Directorate of Administration
Indian Council of Forestry Research & Education
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 Assistant Director General (Admin.), ICFRE, 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 Twelve Months Validity.

2. INSTRUCTIONS TO THE BIDDERS

- 2.1 The **Envelope** contain the proposal and must be superscribed in bold letter as **“PROPOSAL FOR DISTRIBUTION OF THE BOOK “FORESTRY IN THE SERVICE OF NATION: ICFRE TECHNOLOGIES”**
- 2.2 **The proposal will be on letterhead of the firm quoting the rates (i.e. discount/ commission on the price of the book) for distribution of the said book** accompanied by supporting documents.
- 2.3 Proof of having own establishment with modern infrastructure and other facilities for selling the book. The bidder shall furnish the details of profile of the firm participation in the tender in **Appendix- I.**
- 2.4 Appropriate ISO/Govt. registration certificates in respect of the firm.
- 2.5 Proof of PAN/TAN allotted to the firm by the Income Tax Department.
- 2.6 **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/- (Rs. Ten thousand only) payable to **DDO, ICFRE, Dehra Dun.** Tenders submitted without Earnest Money Deposit will be treated as invalid.

2.7 The duly filled in tender documents, along with Annexure etc. if any, are to be submitted on or before the specified last date and time of submission in sealed cover to:

**The Asstt. Director General (Administration),
Directorate of Administration
Indian Council of Forestry Research & Education (Headquarters)
P.O. New Forest, Dehradun – 248 006**

3. SCOPE OF WORK

- 3.1 To market and sell directly to departments/institutes/ libraries etc. or through other trade channels **500** copies of 2011 edition of the book titled "FORESTRY IN THE SERVICE OF NATION: ICFRE TECHNOLOGIES" in India as well as internationally.
- 3.2 The market price of the book would be Rs 2,500/- for sale in India and US \$ 95 for sales abroad.
- 3.3 The distributor would have to obtain ISBN for the book by his own.

4. GENERAL TERMS AND CONDITIONS

- 4.1 The bid shall be submitted on letterhead of the firm with each page thereof duly signed by the bidder with the seal of the firm affixed.
- 4.2 Prices are to be quoted both in figures and in words. In case of a discrepancy in the two, that quoted in words will be taken as valid.
- 4.3 **The book may be seen on all working days (Monday to Friday) from 10:00 a.m. to 5:00 p.m. at the office of the Media and Extension Division, Room No. 39, ICFRE, Dehradun till 30th September 2014.**
- 4.4 Only those firms who have good experience in marketing this type of books needs apply.
- 4.5 The Tender should be accompanied with a Bank Draft or Bankers Cheque or FDR of a Nationalized bank of **Rs. 10,000/- payable to DDO, ICFRE, Dehra Dun as Earnest Money Deposit.** Tenders submitted without Earnest Money Deposit will be treated as invalid.
- 4.6 While submitting the bid, all pages of the tender document are to be signed and stamped by the tendering firm.
- 4.7 While submitting the bid, the bidder shall be deemed to have read, understood and accepted all the terms and conditions stated in this Document.
- 4.8 The bidder shall indicate the complete address of the firm / Office along with the name(s) of the contact person(s) and their Telephone / Fax / E-mails/Mobile Nos.(s) and other particulars.
- 4.9 The offer shall be valid for 2 years from the date of signing of MoU.
- 4.10 Offers submitted by telex, telegram or fax shall not be considered.
- 4.11 In case of any dispute, the Director General, ICFRE shall decide the issue and his decision will be final and shall be the binding on the parties.
- 4.12 No legal proceedings to enforce any claim and no suit arising out of this contract shall be instituted except in a court of competent jurisdiction at Dehradun, Uttarakhand.
- 4.13 The successful bidder shall furnish a Performance Guarantee in favour of Director General, ICFRE, Dehradun for an amount equivalent to 10% of the contract value. The performance Guarantee shall be in the form of Bank Guarantee/Bank Draft issued by the Nationalized Bank. The Performance guarantee must be submitted within 10 (Ten) days from the date of signing of this MoU. The performance guarantee shall be released after ensuring the complete and satisfactory disposal of the book.
- 4.14 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.
- 4.15 The Assistant Director General (Admin.), ICFRE, 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

Validity of distribution arrangement (MoU) would be two years or till stocks last.

6. QUALIFYING REQUIREMENTS AND DOCUMENTS TO BE FURNISHED

6.1 PAN/TAN allotted to the firm by Income Tax Department.

6.2 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 DDO, ICFRE, Dehradun valid for atleast 2 years. The Tender shall be summarily rejected in the absence of EMD. No interest on the EMD shall be payable. The EMDs of all the bidders except those whose technical bids have been accepted shall be returned within 30 days of finalization of the technical bids. The EMD of the successful bidder shall be returned within one week of furnishing of necessary Performances Guarantee.

7. REGARDING CONTRACT

The Assistant Director General (Admin.) has the powers to cancel the contract at one-week' notice, if the services of the contractor are found unsatisfactory or otherwise.

8. ARBITRATION

Any dispute arising out of or in connection with the present contract shall be finally referred to the sole arbitration of the person appointed by the Director General, Indian Council of Forestry Research and Education, Dehradun on his behalf. There will be no objection to any such appointment on the ground that the arbitrator so appointed is an employee of 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 ICFRE, or government servant, he had expressed views on all or any of the matters in dispute of differences.

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. Year of establishment : _____
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. Whether the company has : _____
ISO Certification ?
If yes / whether document attached
in technical bid
15. Turn over of the firm : _____
16. Experience of the firm in undertaking : _____
sales of scientific/technical books.
17. Proof of solvency : _____

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

Date :
Place :