

Shivakumar C.M., IFS
Asstt. Director General (Admin)
(Administration)



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INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION

(An Autonomous body under the Ministry of Environment, Forests & Climate Change, Government of India)
P.O. New Forest, DEHRADUN - 248 006 (Uttarakhand)

No. 02/PO/Taruchintan/Admin/ICFRE/2017-18

Dated: 10 October 2017

To,

**Sub: Sealed quotations for printing of ICFRE Hindi Magazine
Taruchintan – regarding.**

Sir,

Sealed quotation are invited from reputed printers having latest computer aided printing facility for printing of 500 (Five hundred) copies of ICFRE Hindi Magazine "तरुचिन्तन". The technical specifications of printing and printing paper shall be as below: -

- a) The designing, layout, planning and printing of the ICFRE Annual Hindi Magazine "तरुचिन्तन" must be of superior quality. The rate for printing of cover pages and text pages should be quoted separately.
- b) Printing of 500 copies of ICFRE Annual Magazine "तरुचिन्तन", in Hindi as per specifications given below,
 - i. Size A 4 (Coloured)
 - ii. 100 to 150 pages of text. (Payment will be made on the basis of actual pages printed)
 - iii. Text on superior quality Matt paper 100 GSM
 - iv. Cover on superior quality Matt Paper 300 GSM
 - v. Lamination on cover Matt - Laser
 - vi. Binding Perfect
 - vii. Digital copy in PDF format for uploading in Web/portal.
 - viii. Printing Highly quality Multicolor (Text & Cover)
- c) Providing master CD of the ICFRE Annual Hindi Magazine "तरुचिन्तन" in PDF format, for uploading on ICFRE website/portal and each file should have size less than 2 MB.

You are requested to submit quotation upto 20th October 2017 at 11.30 AM for Printing of ICFRE Annual Hindi Magazine "तरुचिन्तन" along with all terms and conditions overleaf.

Yours faithfully,

Shivakumar
(Shivakumar C.M.) 10/10/17
Asstt. Director General (Admin)

Copy to:

The ADG (Media & Extension), ICFRE, Dehradun
The Head, IT Division, ICFRE please arrange to place the quotation on ICFRE Website.

TERMS AND CONDITION

Bidders may please note that:-

1. Material for the ICFRE Annual Hindi Magazine "तरुचिन्तन" will be provided to the printer in hard copy as well as in soft copy by the ADG (Media & Extension), ICFRE. However, contents in hard copy shall be treated as valid for all-purposes.
2. A final draft in Color dummy shall be made available to the ADG (Media & Extension), ICFRE and after approval of colour draft only the magazine shall be printed.
3. Proof reading will be done by the bidder. Printer will be solely responsible for ensuring exactly same format of material provided by ICFRE which includes inter-alia names in italics, numerals, special characters, punctuation marks and words/phrases in Dev Nagri/Roman; proper placements of photographs/diagrams /table etc. in the first press proof as well as in subsequent press proof.
4. ADG (Media & Extension), ICFRE will approve the proof. Final printing of magazine shall be started by the bidder after the approval of the final draft.
5. ICFRE reserves the right to carry out any number of corrections/modifications alterations in the material at any stage.
6. Printer will be responsible for any error/ difference from the final approved proof. Errors once corrected will not be checked in the later version and if it crops up, it will be the sole responsibility of the printer and would be subject to penalties.
7. Time wasted due to these typographical errors or omissions would be counted and no extension of time would be allowed on this pretext.
8. The printed book/magazine are required to be delivered in full within the stipulated time. Extension of time shall not be permitted.
9. The rates quoted are to be FOR Indian Council of Forestry Research and Education, P.O. New Forest, Dehradun - 248 006. Rates quoted shall be inclusive of all taxes.
10. The firms shall submit samples of the works executed during the last three years.
11. Bidders must have their own infrastructure, which would be inspected by ICFRE for its verification.
12. The offer shall be valid for 12 months from the date of issue of work order.
13. Conditional quotation are liable to be rejected.
14. 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.
15. 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 at Dehradun, Uttarakhand.
16. 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 Quotation notice
 - iv. Accept or reject any deviations from these conditions

17. **TIME SCHEDULE OF WORK**

- a) The printer shall submit the press proof (after proof reading by the printer) of the job within **10** days of placement of confirmed order and provision of text material and photographs.
- b) In Case any modification at any time is suggested by ICFRE the revised proof shall be submitted within 2 Days from communication of modification(s) irrespective of number of proofs.
- c) The duly bound 500 copies of ICFRE Annual Hindi Magazine "तरुचिन्तन" (500 copies) shall be delivered within 5 days of intimation of approval of press proof.

Time is essence of this contract. Therefore, no extension of time for whatsoever reason shall be permitted in the above schedule

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

19. **PAYMENT TERMS**

- a) Bill for magazine shall be submitted by the successful bidder the ADG (Media & Extension), ICFRE after successful completion and delivery of the specified number of printed book.
- b) The ICFRE shall deduct such taxes, duties and any other statutory levies imposed by the Government or such charges as may arise from the implementation of the contract.
- c) The payment is subject to deduction of TDS as per Income Tax Rules / Laws.
- d) 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 ADG(Media & Extension).

20. **PENALTY**

For delay at any stage of execution of contract, the penalty shall be leviable at the rate of Rs. 200/- for first day and Rs. 100/- for each successive day. If the delay exceeds by 10 days, then it will construed a failure on part of bidder and consequently breach of contract.

Shivakumar
(Shivakumar C.M.) 10/10/17

Asstt. Director General (Admin)

FINANCIAL PROPOSAL

Sl. No.	Items	Specification	Qty.	Quoted Rates (in Rs. and words)	
				Rate per Page	Total
(1)	Designing, Layout, Planning of cover and text pages in Hindi	<ul style="list-style-type: none"> Designing, Layout, Planning of cover and text pages needs to be done by a professional for giving a look of high standard to the Hindi Magazine "Taruchintan" 	150 pages of text and 4 cover pages		
(2)	Printing of ICFRE Annual Hindi Magazine "तरुचिन्तन" 500 Nos.	<ul style="list-style-type: none"> Size A4 (Coloured) 150 pages of text and 4 pages of cover. The designing, layout, planning and printing of the ICFRE Annual Hindi Magazine must be of superior quality. The rate for printing of cover pages and text pages should be quoted separately. Text on imported Matt paper 100 GSM Cover on Imported Matt Paper 300 GSM Lamination on cover - Matt laser Binding. - Perfect 	1) Text pages 2) Cover		
(3)	Providing CD of ICFRE Annual Hindi Magazine "तरुचिन्तन"	<ul style="list-style-type: none"> Web format (MS Word/PDF format chapter-wise). Maximum size of a file (2MB). Easily viewable on web. 	Master CD (01 Nos.)		
GRAND TOTAL					
4.	Cost per additional page beyond 150 pages				

Total Quote in words Rs. _____

- Note :**
- The rates quoted to be inclusive of all taxes.
 - Payment will be made on the basis of actual pages printed.
 - A final draft in Color (Color Dummy) shall be made available to ADG (Media & Extension) and on approval of this only the publication shall be printed.

(Signature of Bidder)
With Seal of the Firm

Place _____

Date _____