

Two Bid Tender Document

For

**Printing of ICFRE Annual Report 2015-16 (English
and Hindi) & Hindi Magazine Taruchintan**

(No. -07/PO/Media/Admin/ICFRE/ 2016-17)



**ICFRE
P. O. New Forest
Dehradun-248006**

Notice Inviting Tenders
(National Competitive Bidding)

(Indian Council of Forestry Research & Education)

Post- New Forest, Dehra Dun – 248006, Uttarakhand,
India

Phone: 0135-2224863; Fax: 0135-2750297

Website: [http:// icfre.gov.in](http://icfre.gov.in) Email: poadmin@icfre.org

TENDER NO: 07/PO/Media/Admin/ICFRE/ 2016-17

2. Online bids are invited on single stage two bid systems for the designing, Layout, Planning of cover, text pages and printing of ICFRE Annual Report 2015-16 (English and Hindi) and Hindi Magazine Taruchintan
3. Tender documents may be downloaded from ICFRE website [http:// icfre.gov.in](http://icfre.gov.in) (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> as per the schedule as given in tender critical date sheet as under:-

Events	Important date/time	Venue
Published Date	22.09.2016 at 5:00 P.M	Newspaper/FRI and CPP portal
Bid document download date	22.09.2016 at 6:00 P.M	Central Public Procurement Portal (CPPP)
Due date for pre-bid conference:	28.09.2016 at 11.00 A.M.	Room of ADG (Admin), ICFRE
Bid submission start date	29.09.2016 at 3:00 P.M.	CPP portal
Bid submission end date	20.10.2016 at 2.30 P.M.	CPP portal
Opening date of technical bids	20.10.2016 at 3.00 P.M.	Purchase Section Main Building, FRI
Opening date for financial bids	It will be decided after technical evaluation	Purchase Section Main Building, FRI

Notice inviting tenders

Notice Inviting Tenders
(National Competitive Bidding)

(Indian Council of Forestry Research & Education)

Post- New Forest, Dehra Dun – 248006 Uttarakhand, India

Phone: 0135-2224863; Fax: 0135-2756865

Website: <http://icfre.gov.in> Email: po_fri@icfre.org

TENDER No. 07/PO/Media/Admin/ICFRE/ 2016-17

BIDDING DOCUMENT Instructions to Bidders

Online Tenders are invited from the reputed firms for Designing, Layout, Planning of cover, text pages and printing document for ICFRE (Hq):

Item No.	Name of assignment
1.	Designing, Layout, Planning of cover and text pages and Printing of ICFRE ANNUAL REPORT 2015-16 (English Version)
2.	Designing, Layout, Planning of cover and text pages and Printing of ICFRE ANNUAL REPORT 2015-16 (Hindi Version)
3.	Designing, Layout, Planning of cover and text page and Printing of Hindi Magazine Taruchintan
	Note: Providing CD of ICFRE Annual Report 2015-16 and Hindi Magazine Taruchintan

The details of the above items and other Terms and Conditions, etc. are available in the Tender Documents. The tender forms and specifications are available at web site <http://icfre.gov.in> and CPPP site <https://eprocure.gov.in/eprocure/app>

ADG (Admin)

Terms and Conditions

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer/Bidder are advised to follow the instructions provided in the “Instructions to the Tenderer/Bidder for the e-submission of the bids online through the Central Public procurement Portal for e-Procurement at <https://eprocure.gov.in/eprocure/app>

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 <http://icfre.gov.in> and Central Public procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/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 visit again ICFRE website <http://icfre.gov.in> and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 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 offers submitted by Fax/email/offline shall not be considered. No correspondence will be entertained in this matter.

Technical Bid

The following documents are to be furnished by the Tenderer/Bidder along with **Technical Bid** as per the tender document:

Important: Hard copies of Qualifying and Technical documents should also be submitted on or before the date and time of closing date of the bid in addition to online uploading in CPP portal.

Cover. Qualifying and technical documents:

- (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 VAT Clearance Certificate, TIN No., Certificate / Affidavit of partnership firm.
 - (iii) Signed and Scanned copy of audited Balance sheet of last three 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) **Earnest Money Deposit (EMD) should be submitted as crossed Demand Draft (DD) in favors of DDO, ICFRE, Dehradun by post to ADG (Admin), ICFRE, Dehradun-248006, and the scanned copy of the same should be uploaded in the Portal. The EMD is Rs 10000/-.**
- vi) **Tender fee:-The tender form downloaded from above web sites must include Rs.285/- (including 13.5% Vat) by crossed Demand Draft in favour of DDO, ICFRE, Dehradun as tender fee along with the tenders submitted and the scanned copy of the same should be uploaded in the Portal.**
- vii) A proof of having own establishment of offset printing with modern infrastructure and other facilities;
 - viii) A certificate stating that the bidder or the key staff responsible for designing and printing of document will remained stationed and available at Dehradun till completion of the assignment;
 - ix) 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;
 - x) The firm/tenderer has to submit samples of similar type of work for the evaluation.
 - xi) All certificates should be signed along with the seal/stamp on the letter head of the bidding firm/organization.
 - xii) Signed and Scanned copy of documents related to Firms relevant experience for past three years
 - xiii) Signed and stamped all certificates and documents should be mentioned and provided in the technical bid along with complete technical details/specification of the pertaining to design and printing job should be provided and Brochures or write-ups should also be uploaded as proof.

Important:

Please attach a check list of Qualifying and technical documents

2.2. Price Bid

- (a) The financial proposal must be submitted in the Schedule of price bid in the form of BoQ_1.xls separate for each item. Full details of business terms and conditions, e.g. packing and forwarding, delivery period, VAT/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
- (c) Schedule of price bid in the form of BoQ_1.xls

(a). Financial Proposal

The financial proposal must be submitted in the format BoQ_1.xls along with this tender document at <https://eprocure.gov.in/epublish/app>. separate for each item. Full details of business terms and conditions, e.g. packing and forwarding, delivery period, VAT/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 submit the price Bid for ----- and related activities 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.

Yours Faithfully,

Signature of authorized Representative

(c). Schedule of price bid in the form of BoQ_1.xls

The below mentioned Financial Proposal/Commercial bid format is provided as BoQ_1.xls along with this tender document at <https://eprocure.gov.in/epublish/app>. Bidders are advised to download at this BoQ_1.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify 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 is liable to be banned from doing business with Forest Research Institute.

Sl No.	Description	Price (To be filled in by Bidder)
I	Complete Scope of services as stipulated in the Technical Bid Document on price basis inclusive of all taxes and levies, direct and indirect expenses, and without any escalation, excluding service tax.	In figures----- In words-----
ii	Taxes	As per statutory Liability applicable from time-to-time.

1. The rates will be inclusive of all taxes (except Service Tax), fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
2. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
3. 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)

(d). Pre-bid conference:

A pre-bid conference will be arranged with the users for finalization of technical specifications of the equipment. Bidders are requested to take part in the Pre-bid conference at scheduled date and time. The modified specifications, if any, after Pre-bid conference will be available at the websites and also can be obtained from the office of Procurement Officer. After Pre-bid conference no changes will be accepted in the desired specifications. If no party attends the Pre-bid conference then listed specifications will be considered as final.

2.3. Proposal Evaluation

A two-stage procedure will be adopted in evaluating the proposals.

- (i) Checking of technical proposal. First of all, the qualifying documents will be checked. If absence of any of qualifying documents, the bid will be rejected. A technical evaluation of the firms on the basis of the required documents for technical bid will be carried out prior to opening the financial proposal.
- (ii) A financial evaluation. Firms will be ranked using a combined technical / financial score as indicated below.

(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 (St.).

The points given to technical evaluation criteria are

I	Firms relevant experience for past three years	35
ii	Quality of sample submitted	35
iii	Technical Manpower (qualification, availability and experience) and availability of Infrastructure Machinery etc.	30
	Total (St)	100
	St x Tt%	

* T% is 65%

The technical proposal should score at least 70 points out of 100 to be considered for financial evaluation.

(b). Financial Proposal

The evaluation committee will determine if the financial proposals are complete and without computational errors. The lowest financial proposals (Fm) will be given a financial score (Sf) of 100 points. The financial scores of other proposals will be computed as follows $S_f = 100 \times F_m / F$ (Where F is amount of financial proposal).

Proposal will finally be ranked according to their combined technical (St) and financial (Sf) scores using the formula $S = St \times T\% + Sf \times F\%$.

The weight (T %) given to the Technical Proposal is 65%

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

1. INSTRUCTIONS TO THE BIDDERS

Online e-tender are invited on behalf of Deputy Director General (Admin), ICFRE, Dehradun from reputed agencies / firms who fulfill the eligibility criteria for printing of ICFRE Annual Report 2015-16 (English and Hindi) and Hindi Magazine Taruchintan. The Online Tender is invited in two bid system under e-procurement through Central Public Procurement Portal i.e. <http://eprocure.gov.in>. The tender schedule is as per tender critical dates mentioned in Table cited in **Notice Inviting Tenders**

- The complete tender in pdf format can be downloaded from the website <http://eprocure.gov.in> or www.fri.gov.in. Following documents are required to be submitted along with bids:
 - The scanned copy of the DD of the tender fee of Rs. 285/- (Rupees two hundred eighty five only) in a form of Demand Draft in favour of DDO, ICFRE payable at Dehradun from any Commercial/ Recognized/ Nationalized Bank in India should be uploaded in **CPPP portel**.
 - The scanned copy of the DD of Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten thousand only) in a form of Demand Draft **With Minimum Twelve Months Validity** in favour of DDO, ICFRE payable at Dehradun from any Commercial/Recognized/Nationalized Bank in India. Tenders submitted without Earnest Money Deposit will be treated as invalid
 - **The Bidders are required to submit Tender Fee, EMD and self certified hard copies of the tender document along with a copy of all certificates as submitted in technical bid. These self certified copies of these documents must be uploaded in CPP portal otherwise tender will be rejected.** These documents shall be sent to and received physically by the Office of the ADG (Admin), ICFRE by hand or by post before the date and time of opening of technical bid and in absence of which the technical bid of the bidder will not be considered.

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

- a) The tender is to be submitted in two parts viz. ‘**Technical bids**’ in a sealed envelopes and should accordingly be superscribed.
- b) The cost of tender document is Rs.285/- (Rupees two hundred eighty five only including VAT), which is non-refundable.
- c) The duly filled in tender documents, alongwith Annexure etc. as above, 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**
- d) The bidder shall furnish the details of profile of the firm participation in the tender in **Annexure I**.
- e) **Checklist for the bidders:**
- f) The Cover must contain the Technical proposal and must be superscribed (these documents must also be uploaded in CPP portal as scanned and self certified copies) 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/TIN 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 **DDO, ICFRE, Dehra Dun**. Tenders submitted without Earnest Money Deposit will be treated as invalid.
 - vi. Samples of papers to be used in text & cover.
 - vii. Firms relevant experience
 - viii. Sample copies to be evaluated
- g) The envelop should be placed in a sealed envelope and must be marked in bold letter as “**TENDER DOCUMENT FOR PRINTING OF ICFRE ANNUAL REPORT 2015-16 (English and Hindi) and Hindi Magazine (Taruchintan)**”, with details of sender clearly mentioned.

3. SCOPE OF WORK

- a) **The designing, layout, planning and printing of the ICFRE Annual Report 2015-16 (both English and Hindi version) must be of superior quality. The rates for printing of cover pages and text pages should be quoted separately.**
- b) The printed copies shall be delivered in two stages as mentioned below. Firstly 100 copies of English version as per approved proof and specifications given below shall be delivered, followed by 200 copies incorporating changes conveyed if any.
- i. Size - A 4
 - ii. Approximately 200 pages of text and 4 pages of cover in multicolor system planning. Payment will be made on the basis of actual pages printed.
 - iii. Text on superior quality Matt paper 130 GSM

- iv. Cover on superior quality imported Matt Paper 320 to 350 GSM
 - v. Lamination on cover
 - vi. Perfect binding.
- c) Printing of 200 copies of the above ICFRE Annual Report 2015–16 Hindi version as per specifications given below following approval of press proof:-
- i. Size - A 4
 - ii. Approximately 200 pages of text and 4 pages of cover in multicolor system planning.
 - iii. Text on superior quality imported Matt paper 130 GSM
 - iv. Cover on superior quality Matt Paper 320 to 350 GSM
 - v. Lamination on cover
 - vi. Perfect binding.
- d) Providing master CD (05 Nos.)/Pendrive of ICFRE Annual Report 2015-16 chapter-wise (English Version and Hindi Version each) in PDF format, for uploading on ICFRE website/portal and each file should have size less than 2 MB.

(Hindi Magazine Taruchintan)

- a) **The designing, layout, planning and printing of the ICFRE Annual Hindi Magazine “Taruchintan” 2016 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 “Taruchintan” 2016, in Hindi as per specifications given below,
 - i. Size A 4 (Coloured)
 - ii. 160 to 200 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 multy colour (Text & Cover)
- c) Providing master CD of the ICFRE Annual Hindi Magazine “Taruchintan” 2016 in PDF format, for uploading on ICFRE website/portal and each file should have size less than 2 MB.
- d) A final draft in Color shall be made available to the ADG (Media & Extension), ICFRE and after approval of colour draft only the magazine shall be printed.
 - e) The printed book/magazine are required to be delivered in full within the stipulated time. Extension of time shall not be
- e) **Evaluation and Selection of printers will also be based on the samples of work done by them in the past 3 years, alongwith other criteria.**
- f) **The printed stores are required to be delivered in full within the stipulated time. Extension of time shall not be permitted.**

- g) Bidders may please note that:-
- (i) Material for ICFRE Annual Report 2015-16 (English & Hindi) and Annual Hindi Magazine "Taruchintan" 2016 will be provided to the printer in hard copy as well as in soft copy by the Asstt. Director General (Media and Extension), ICFRE. However, contents in hard copy shall be treated as valid for all-purpose.
 - (ii) Proof reading will be done by the bidder. ADG (Media & Extension), ICFRE will approve the proof.
 - (iii) **The final print for both the first stage and the final shall be done only after approval of the final draft in Color.**
 - (iv) ICFRE reserves the right to carry out any number of corrections/modification/alterations in the material at any stage.
 - (v) 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.
 - (vi) Time wasted due to these typographical errors or omissions would be counted and no extension of time would be allowed on this pretext.
 - (vii) The representative(s) of the ADG (Media & Extn.), ICFRE shall be in constant touch with the bidder for finalizing the final drafts after very stages.

4. GENERAL TERMS AND CONDITIONS

In order to maintain consistency across both the publication, the job for both the publication shall be consider as a single job and will not be split.

Samples of papers should be provided in the technical bid.

The rates quoted are to be FOR ADG (Media & Extension), Indian Council of Forestry Research and Education, P.O. New Forest, Dehradun – 248 006.

The firms shall submit best samples of the works executed during the last three years.

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.

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

All pages of the tender document are to be signed and stamped by the tendering firm.

Bidders must have their own infrastructure, which may be inspected by ICFRE for verification.

Short-listing of a bidder do not confer any rights on any bidder, it only means that the offer made is under consideration.

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.

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.**

Conditional Tenders are liable to be rejected.

Offers submitted by telex, telegram or fax shall not be considered.

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.

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, Uttaranchal.

The successful bidder shall furnish, a Performance Guarantee in favour of DDO (Admin.), ICFRE, 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.

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.

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

4. TIME SCHEDULE OF WORK

(Annual Report)

- a) The printer shall submit the press proof (after the proof reading by the printer) of the Annual Report 2015-16 both in English and Hindi Version within **15** days of placement of confirmed order and provision of text material and photographs.
 - b) The duly bound Annual Report 2015-16 (English Version 100 copies) shall be delivered within 5 days of intimation of approval of press proof.
 - c) The duly bound Annual Report 2015-16 (after carrying out the necessary changes of English Version 200 copies and Hindi Version 200 copies) shall be delivered within 5 days of intimation of change and final approval of the English version and approval of the press proof of the Hindi version.
- ##### **(Hindi Magazine “ Taruchitantan”)**
- d) 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.
 - e) In Case any modification at any time is suggested by ICFRE the revised proof shall be submitted within 3 Days from communication of modification(s) irrespective of number of proofs.

- f) The duly bound 500 copies of ICFRE Annual Hindi Magazine “Taruchintan” 2016 (500 copies) shall be delivered within 5 days of intimation of approval of press proof.
- g) **Time is essence of this contract. Therefore, no extension of time for whatsoever reason shall be permitted in the above schedule**

5. 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 DDO (Admin.), ICFRE, 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** 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 General (Admin), ICFRE 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 ICFRE 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 Assistant Director General Admin), ICFRE. Any assignment or subletting of this contract by the firm without prior written consent of Assistant Director General (Admin.), ICFRE 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 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.
- 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 ICFRE 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 Assistant Director General (Admin.) 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 ADG (Media & Extension), ICFRE.

9. PENALTY

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

The printer has to furnish the corrected press proof each time within 02 days irrespective of the number of proofs. Delay in submission of the corrected press proof will attract a penalty of Rs 200.00 per day each time. Delay in submission of printed copies will attract a penalty of Rs. 500.00 per day. In addition, the printer may also be blacklisted for a period deemed suitable by ADG (Admin.) ICFRE, in case the delay goes beyond a week.

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 by the Director General, Indian Council of Forestry Research and Education, (DG, ICFRE) 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 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. 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 DG, ICFRE, 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 General, ICFRE 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 ICFRE 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 **cover** 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 having paid for last assessment year.
- (iii) Proof of Income Tax Registration.
- (iv) Copy of Income Tax return filed/ copy of balance sheet filed with the income tax department for latest assessment year.
- (v) Tax clearance certificate issued by Sales Tax Department for last 2 financial years.
- (vi) Corporate tax clearance certificate for last 2 financial years.
- (vii) Earnest Money Deposit equivalent 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 (Admin.), ICFRE Dehradun valid for at least six months.
- (viii) Copy of Firm's Registration / Partnership Deed / Power of Attorney.

- (ix) The enclosed, Annexure 1 and 2 duly filled in must be submitted along with proposal.
- (x) The bidding firm must have undertaken work of similar magnitude during past three financial years. Enclose Client List.
- (xi) The bidding firm must possess an experience of atleast 3 years, in the field of printing of books / booklets. Enclose copies of the supportive documents.
- (xii) Any other documents in support of technical details.
 - (XII) Authorization of the bidder for signing the tender documents.
 - (XIII) 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.

Chapter-3: Description of the Items, Specifications

a. Technical specifications of printing job

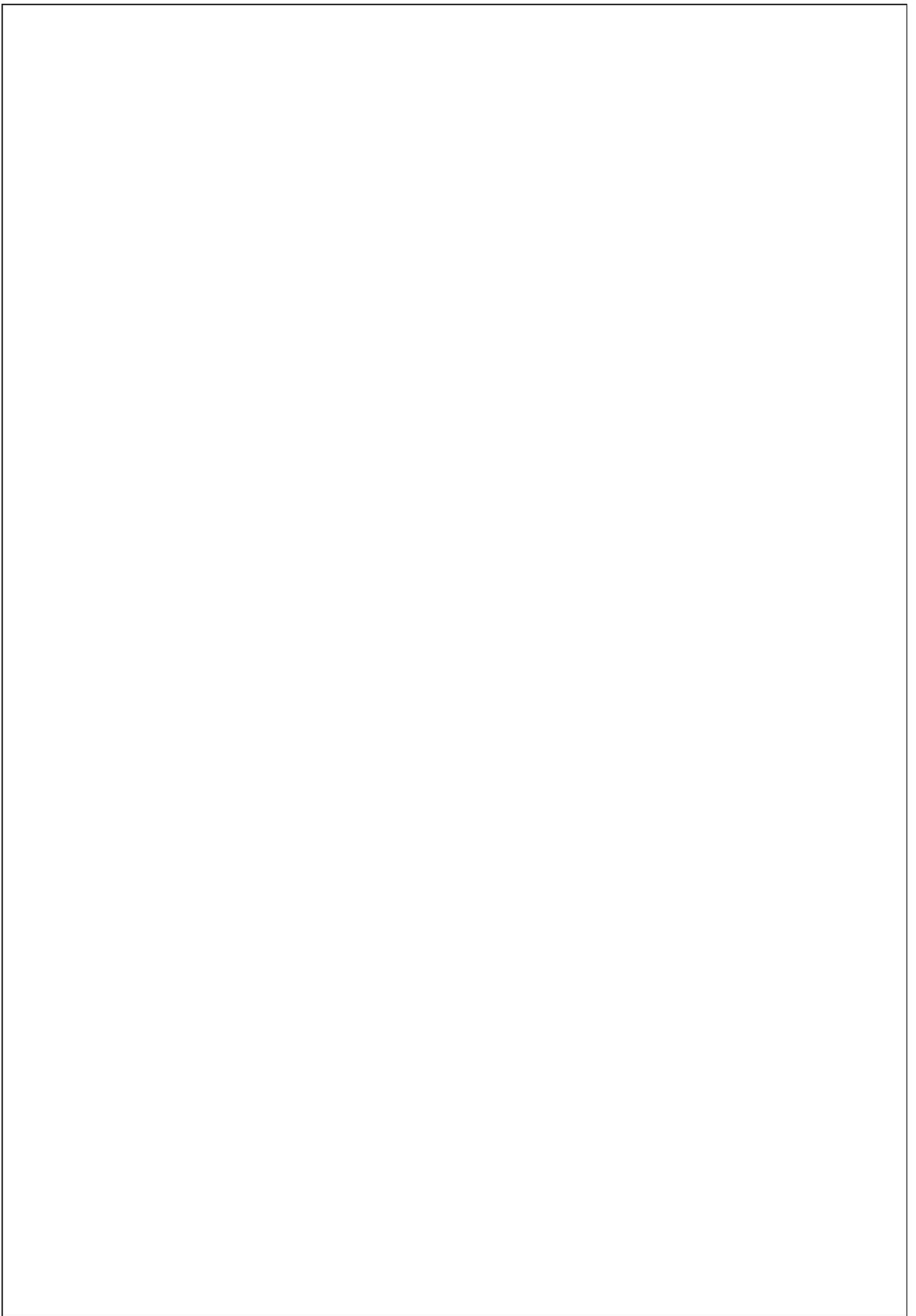
Chapter-4: Schedule of Price

- (a) Price bid undertaking
- (b) Schedule of price bid in the form of BoQ_1.xls

Chapter-5: Agreement

The Supplier _____ agrees to accept all the terms and conditions provided in tender document in letter and spirit.

Name/Seal of the Tenderer



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. Technical Manpower with qualification: _____
19. Detailed qualification and experience: _____
of professional available for designing,

layout, planning of cover and text pages
of the report

20. Experience of the firm is undertaking : _____
works similar to printing of Annual
Report. Best sample work needs to
be attached
21. Proof of the fact that firm own printing: _____
Facility/have MOU for printing with
an established firm who own their
printing facility
22. Proof of solvency : _____
23. Time Schedule for accomplishment of Job: _____
24. Relevant additional information, if any,
(use extra sheet if necessary) : _____

Signature of Bidder

Name

With Seal of the Firm

Date :

Place :

Date :

Annexure - 2

**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

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

FINANCIAL PROPOSAL FOR ANNUAL REPORT 2015-16

Annexure – 3

Sl. No.	Items	Specification	Qty.
1.	Designing, Layout, Planning of cover and text pages (both English and Hindi Version)	<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 Annual Report 	Approx. 200 pages of text for Hindi and English version 4 cover pages for English and Hindi version.
2.	Printing of ICFRE ANNUAL REPORT 2015-16 (English Version) (In two stages, 100 copies initially and 200 copies later on incorporating any changes or correction)	<ul style="list-style-type: none"> • Size A4 • Approximately 200 pages of text and 4 pages of cover. • The designing, layout, planning and printing of the ICFRE ANNUAL REPORT 2015-16 (both English and Hindi version) must be of superior quality. The rate for printing of cover pages and text pages should be quoted separately. • Text on imported Matt paper 130 GSM • Cover on Imported Matt Paper 320 to 350 GSM • Lamination on cover • Perfect binding. 	300 Nos. 1) Text pages 2) Cover (per copy) 3) Lamination (per copy) 4) Binding (per copy)
3.	Printing of ICFRE ANNUAL REPORT 2015-16 (Hindi Version)	<ul style="list-style-type: none"> • Size A4 • Approximately 200 pages of text and 4 pages of cover. • The designing, layout, planning and printing of the ICFRE ANNUAL REPORT 2015-16 (both English and Hindi version) must be of superior quality. The rate for printing of cover pages and text pages should be quoted separately. • Text on imported Matt paper 130 GSM • Cover on Imported Matt Paper 320 to 350 GSM • Lamination on cover • Perfect binding. 	200 Nos. 1) Text pages 2) Cover (per copy) 3) Lamination (per copy) 4) Binding (per copy)
4.	Providing CD of ICFRE Annual Report 2015-16	<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 (05 Nos.)/Pendrive English Version and Hindi Version each
Rates for Extra texts pages – rates per page Hindi English			

Note:

- i.** The rates quoted shall be inclusive of all taxes/Sales Tax/CST/GST/VAT/Excise etc. and FOR O/o ADG (M&E), ICFRE.
- ii.** The English copies shall be printed in two stages. The first copies of 100 will be printed and delivered initially and the final copies of 200 will be printed and delivered after carrying out the changes suggested by ICFRE.
- iii.** The first stage and final stage printing shall be done only after approval of the draft in Color.
- iv.** Payment will be made on the basis of actual number of pages printed.

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

FINANCIAL PROPOSAL FOR HINDI MAGAZINE “TARUCHINTAN”

Sl. No.	Items	Specification	Qty.
(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"	200 pages of text and 4 cover pages
(2)	Printing of ICFRE Annual Hindi Magazine "Taruchintan" 500 Nos.	<ul style="list-style-type: none">• Size A4 (Coloured)• 200 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 "Taruchintan"	<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.)
4.	Cost per additional page beyond 200 pages		