

Dr. Anil Negi  
Procurement Officer



Phones:  
EPABX No. 0135 - 2224863  
Fax No.: 0135 - 2750297

**INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION**

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

No. 01/PO/Taruchintan/Admin/ICFRE/2014-15

Dated: 06<sup>th</sup> June, 2014

To,

**Sub: Quotation for printing of the ICFRE Annual Hindi Magazine  
"Taruchintan" - regarding.**

Dear Sir,

Scaled Quotations are invited from reputed firms for printing of the ICFRE Hindi Magazine "**Taruchintan**" as per the Terms and Conditions given in the Tender document.

Last date & time for submission of quotation	: 27.06.2014 at 3:00 PM
Date & time for opening of quotation	: 27.06.2013 at 4:00 PM

**Attachments:**

A document containing Instructions to bidders, Scope of Work, Terms and Conditions, the Contract, Payment Terms and Arbitration, Annexure - 1, 2 and 3 (11 Pages).

Yours faithfully,

(Dr. Anil Negi)  
Procurement Officer

**Copy to:-**

1. The ADG (Media & Extn.), ICFRE
2. Head, IT Division, ICFRE: Please arrange to upload the enclosed Tender document regarding printing of ICFRE Annual Hindi Magazine "**Taruchintan**" on ICFRE website at the earliest.
3. The DDO, ICFRE

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

LIMITED TENDER ENQUIRY FOR  
PRINTING OF The ICFRE Annual Hindi Magazine "तरुचिन्तन"

LIMITED TENDER DOCUMENT No. 02/PO/Taruchintan/Admin/ICFRE 2014-15 dated 06.06.2014

**Sealed quotations are invited from reputed firms owning printing facility.  
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 : 27.06.2014 upto 3:00 PM

Time and date for opening of Tenders for : 27.06.2014, 4:00 PM  
technical offers

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**

- (a) The tender for Printing and Publication of ICFRE Annual Hindi Magazine "तरुचिन्तन" be quoted in the attached Annexure - 1 to 3 only.
- (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 superscribed.
- (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:



- The **First Envelope** must contain the Technical proposal and must be superscribed in bold letter as "TECHNICAL PROPOSAL".
  - i) **Annexure 1 to 2**, duly filled in and accompanied by supporting documents.
  - ii) Proof of having own establishment of offsets 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/- (Rs. Ten thousand only) payable to DDO, ICFRE, Dehra Dun. Tenders submitted without Earnest Money Deposit will be treated as invalid.
- The **Second Envelope** must contain the financial proposal in **Annexure-3** and must be superscribed in bold letter as "FINANCIAL PROPOSAL".

### 3. SCOPE OF WORK

- 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. 160 to 200 pages of text.
  - 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.
- 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.
- 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 permitted.
- f) **Bidders may please note that:-**
  - 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.
  - Proof reading will be done by the bidder. 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.
  - ICFRE reserves the right to carry out correction in the material at any stage.
  - 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.
  - Time wasted due to these typographical errors or omissions would be counted and no extension of time would be allowed on this pretext.
  - Evaluation and Selection of printers will be based on the samples of work done by them in the past 5 years.

### 4. GENERAL TERMS AND CONDITIONS

- a) The tender for printing of publications 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 figures and in words in **Annexure - 3** only. In case of a discrepancy in the two, that quoted in words will be taken as valid.
- c) Samples of papers should be provided in the technical bid.
- d) 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.
- e) The firms shall submit samples of the works executed during the last three years.
- f) Only those firms who have good experience as per specifications detailed in clause "3 Scope of Work" are eligible for bidding. Proof in support of these is to be attached with the technical bids in Annexure - 2.
- 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 DDO, ICFRE, Dehra Dun as Earnest Money Deposit**. Tenders submitted without Earnest Money Deposit will be treated as invalid
- h) While submitting the bid, all pages of the tender document are to be signed and stamped by the tendering firm.
- i) Bidders must have their own infrastructure, which would be inspected by ICFRE for its verification.
- j) Short-listing of a bidder do not confer any rights on any bidder.
- 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 Proforma at **Annexure – 1..**
- m) The offer shall be valid for 12 months from the date of issue of work order.
- n) Conditional Tenders are liable to be rejected.
- o) Offers submitted by telex, telegram or fax shall not be considered.
- p) 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.
- q) 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.
- r) The successful bidder shall furnish a Performance Guarantee in favour of Director General, ICFRE, Dehradun for an amount equivalent to 15% 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 along with the letter of acceptance within 10 (Ten) days from the date of issue of letter of intent. The performance guarantee shall be released after ensuring the complete and satisfactory delivery of the printed material.
- s) 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.
- t) 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

- 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 3 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.
- d) 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 firm is to be submitted along with the Technical bid certifying the existence of the firm for atleast five years.
- 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 **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, ICFRE, Dehradun valid for atleast 12 months. 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 finalisation of the technical bids. The EMD of the successful bidder shall be returned within one week of furnishing of necessary Performances Guarantee.
- e) This Tender Document shall be submitted along with the bid, with each page thereof duly signed by the bidder with the seal of the firm affixed.
- f) The bidder will furnish the Financial Proposal in the specified **Annexure-3** and place it in a separate sealed envelope superscribed 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, 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-weeks notice, if the services of the contractor are found unsatisfactory or otherwise.
- e) The printed material shall not be deemed as an asset in any form by the successful bidder.

## 8. 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 on such charges as may arise from the implementation of the contract.
- c) The payment is subject to deduction of TDS/service taxes 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).

## 9. 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 be construed a failure on part of contractor and consequently breach of contract.

In case the bidder fails to execute the order of printing of ICFRE Annual Hindi Magazine "तरुचिन्तन" 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 Hindi magazine incurred by the ICFRE in that case, the same shall be the liability of the bidder who failed to execute the order. Apart from forfeiture of Performance Guarantee, the contractor shall stand liable for being blacklisted for next one year barring him from participating in any tender whatsoever of ICFRE.

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. Apart from forfeiture of Performance Guarantee, the contractor shall stand liable for being blacklisted for next one year barring him from participating in any tender whatsoever or ICFRE.

## 10. ARBITRATION

- (a) Except where otherwise provided in the contract all queries 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 his behalf.
- (b) 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.
- (c) 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.
- (d) 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.



- (e) 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.
- (f) Services under the contract shall, notwithstanding the existence of any such dispute, quarrel 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

The proposals must consist of **two separate sealed envelopes** as follows:

1. The **First Envelope** must contain following documents and be superscribed 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 and copy of balance sheet.
  - (v) Earnest Money Deposit 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 DDO, ICFRE Dehradun valid for atleast six months.
  - (vi) Copy of Firm's Registration / Partnership Deed / Power of Attorney.
  - (vii) Annexure 1 and 2 duly filled.
  - (viii) Any other documents in support of technical details.
  - (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) Authorization authority letter of the bidder firm for signing the tender documents.
- (b) The **Second Envelope** must enclose the financial proposal in Annexure – 3 only and must be superscribed in and must be marked in bold letters as "**FINANCIAL PROPOSAL**".

## 12. SUBMISSION OF PROPOSAL

Financial and Technical Proposals separate envelopes should be put in third and these two envelopes and sealed thereafter. superscribing the cover, "**Financial Proposal**" and "**Technical Proposal**". This envelope must be clearly further superscribed the words "**To be opened by the Committee on 27.06.2014 at 4:00 PM.**"

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 stated time and date.

Ensure to sign & affix seal on all pages of the tender document before submitting.

## 13. EVALUATION OF PROPOSALS

A three-stage evaluation procedure will be adopted,



(i) **Stage – 1 EVALUATION OF TECHNICAL PROPOSAL**

Checking of technical and other documents received in envelop superscribed with technical proposal submitted along with the bid shall be carried out at this stage. Non receipt /submission of the requisite document will lead to rejection of the proposal.

Thereafter the technical evaluation criteria will be based on the firms relevant experience, technical manpower (qualifications, availability and experience) and availability of necessary infrastructure machinery etc and 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 eligibility criteria for financial proposal evaluation.

(ii) **Stage – 2 EVALUATION OF FINANCIAL PROPOSAL**

The evaluation committee to be appointed in this regard shall determine whether 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:

$S_f = 100 \times FM/F$  (Where F is amount of financial proposal and FM is lowest financial proposal).

(iii) **Stage – 3 FINAL EVALUATION OF THE BID**

Evaluated proposals 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%

The work order to the successful bidder shall be placed by the ADG (Media & Extension), ICFRE Dehradun on finalization of the process.

**Assistant Director General**  
Directorate of Administration  
ICFRE, 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. 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 fo the firm is undertaking : \_\_\_\_\_  
works similar to printing of Annual  
Report. Best sample whork 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 : \_\_\_\_\_

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

Date :  
Place :



## WORKS OF SIMILAR NATURE & MAGNITUDE SUCCESSFULLY COMPLETED DURING LAST 5 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

Sl. No.	Items	Specification	Qty.	Quoted Rates (in Rs. and words)	
				Rate per Page	Total
(1)	<b>Designing, Layout, Planning</b> of cover and text pages in Hindi	<ul style="list-style-type: none"> <li>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"</li> </ul>	200 pages of text and 4 cover pages		
(2)	<b>Printing</b> of ICFRE Annual Hindi Magazine "तरुचिन्तन" 500 Nos.	<ul style="list-style-type: none"> <li>Size A4 (Coloured)</li> <li>200 pages of text and 4 pages of cover</li> <li>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.</li> <li>Text on imported Matt paper 100 GSM</li> <li>Cover on Imported Matt Paper 300 GSM</li> <li>Lamination on cover – Matt laser</li> <li>Binding - Perfect</li> </ul>	1) Text pages  2) Cover		
(3)	Providing CD of ICFRE Annual Hindi Magazine "तरुचिन्तन"	<ul style="list-style-type: none"> <li>Web format (MS Word/PDF format chapter-wise).</li> <li>Maximum size of a file (2MB)</li> <li>Easily viewable on web.</li> </ul>	Master CD (01 Nos.)		
<b>GRAND TOTAL</b>					
4.	Cost per additional page beyond 200 pages				

Total Quote in words Rs. \_\_\_\_\_

- Note :**
1. The rates quoted to be inclusive of all taxes.
  2. Bill for Annual Magazine will be calculated on actual pages as the number of pages may vary.
  3. A final draft in Color shall be made available to ADG (Media & Extension) and on this approval only the publication shall be printed.

(Signature of Bidder)  
With Seal of the Firm

Place \_\_\_\_\_

Date \_\_\_\_\_

