

**NOTICE INVITING E-TENDER**  
**Himalayan Forest Research Institute**  
 Conifer Campus, Panthaghati, Shimla-171013 (Himachal Pradesh)  
 Phone 0177-2626778 Fax 01772626779  
 Web : <http://hfri.icfre.gov.in> Email: [po\\_hfri@icfre.org](mailto:po_hfri@icfre.org)

Himalayan Forest Research Institute, Shimla invites only online bids for Designing and Printing of Detailed Project Reports (DPR) on Forestry Interventions for Five Rivers viz. Sutlej, Beas, Ravi , Chenab and Jhelum” under two bid systems. Please visit the website <http://hfri.icfre.org> for further details

1.	Tender No	<b>DPR Project/3/2019</b>
2.	Tender Inviting Authority:	The Chief Project Coordinator (CPC)-cum-Director, Himalayan Forest Research Institute, Conifer Campus, Panthaghati, Shimla 171013, (Himachal Pradesh) Phone 0177-2626778 Fax 01772626779, Web : <a href="http://hfri.icfre.org">http://hfri.icfre.org</a> or <a href="http://hfri.icfre.gov.in">http://hfri.icfre.gov.in</a> Email: <a href="mailto:po_hfri@icfre.org">po_hfri@icfre.org</a>
3.	Brief description of Job	Designing and Printing of Detailed Project Reports on Forestry Interventions for Five Rivers viz. Sutlej, Beas, Ravi , Chenab and Jhelum
4.	Cost of Tender Document	Rs. 1,000 (Rupees one thousand) only in the form of Demand Draft from any Scheduled Bank in favour of Director, Himalayan Forest Research Institute payable at Shimla
5.	EMD (Bid Security)	Rs. 1,00,000 (Rupees One lakh) only in the form of Bank Draft/FDR issued by any Nationalized Bank in favour of Director, Himalayan Forest Research Institute payable at Shimla (HP) and valid for six months. All MSMEs as defined in MSME procurement policy issued by Department of MSME or area registered with central purchase organization and all start-ups defined as per GSR-364 (E) dated 11 April 2018 (recognized by DIPP) are exempted from EMD.
6.	Tender documents available at Website	<a href="http://hfri.icfre.org">http://hfri.icfre.org</a> and <a href="https://moef&amp;cc.euniwizarde.com">https://moef&amp;cc.euniwizarde.com</a>
7.	Publish date and time	19 <sup>th</sup> December 2019 17:00 Hrs.
8.	Document Download Start Date & Time	20 <sup>th</sup> December 2019 17:00 Hrs
9.	Document Download End Date & Time	27 <sup>th</sup> December 2019 15:00 Hrs
10.	Pre-Bid Clarification Closing	28 <sup>th</sup> December 2019 15:00 Hrs
11.	Online Bid submission start date and time	21 <sup>st</sup> December 2019 16:00 Hrs.
12.	Online Bid submission last date and time	30 <sup>st</sup> December 2019 17:30 Hrs
13.	Last date of submission of cost of bidding document, EMD and other offline supporting documents	2 <sup>nd</sup> January 2020 17:30 Hrs The Chief Project Coordinator-cum-Director, Himalayan Forest Research Institute, Conifer Campus, Panthaghati, Shimla (HP) 171009
14.	Date and time for opening on line Technical Bid	3 <sup>rd</sup> January 2020 16:00 Hrs
15.	Date and time for opening on line Financial Bid	To be notified after technical evaluation.
16.	Contact person	Procurement Officer: Sanjeev Kumar, Contact no. - 9418481674

**NOTE: All other details including any date of extension, clarification, amendments, etc. may be obtained through the site. Bidder should take into account the corrigendum published from time to time before submitting the online bids.** The details of tender with complete terms and conditions are available on the MoEF&CC Portal at URL: <https://moefcc.euniwizarde.com> and website [www.icfre.gov.in](http://www.icfre.gov.in) which may be read out carefully before applying for the same. The bid is to be submitted online only on <http://hfri.icfre.org> OR <http://hfri.icfre.gov.in>, and <https://moefcc.euniwizarde.com> up to the last date and time of submission of bids. Sale of hard copy of tender document is not applicable.

## 1. PURPOSE OF TENDER

- a) For Designing, Layout, Planning of cover and text pages needs to be done by a professional for giving high standard look to the "Designing and Printing of Detailed Project Reports on Forestry Interventions for Five Rivers viz. Sutlej, Beas, Ravi, Chenab and Jhelum" (2 Volumes) plus Overview and one Executive Summary for DPR of all Rivers (viz. Sutlej, Beas, Ravi, Chenab and Jhelum)
- b) To Print the Reports on "Designing and Printing of Detailed Project Reports on Forestry Interventions for Five Rivers viz. Sutlej, Beas, Ravi, Chenab and Jhelum" as para 1 on prescribed paper alongwith binding.

## 2. INSTRUCTION FOR ONLINE BID SUBMISSION

The Bidder is required to submit soft copies of their bids electronically on e-tender Portal (<https://MoEF&CC.euniwizarde.com>) using, valid Digital Signature Certificates. The instructions given below are meant to assist the Bidders in registering on the <https://moefcc.euniwizarde.com> Portal, prepare their bids in accordance with the requirements/ instructions and submitting their bids online on the <https://moefcc.euniwizarde.com> Portal of M/s ITI Ltd, a Government of India Undertaking.

### REGISTRATION:

- I. The Bidder is requested to visit the <https://moefcc.euniwizarde.com> (MOEF&CC) website. Only the registered bidder can participate in online bidding on <https://moefcc.euniwizarde.com> (MOEF&CC) website Therefore, the potential bidders must ensure their registration at the MOEF&CC site. For further reference, the bidders can check bidder's manual Kit available at the <https://moefcc.euniwizarde.com> (MOEF&CC) website.

Bidder participating in the e-tendering submission, it is mandatory for applicants to get registered their firm/company in e-tendering portal of <https://moefcc.euniwizarde.com>

- a. Access e-tendering website <https://moefcc.euniwizarde.com> to have user ID & password from M/s ITI Ltd., The annual registration charges for vendors/suppliers are with including GST per annum and pay Tender processing fee (Non-refundable).
- b. E-Tender Processing Fee (Non-refundable) online through IPG (Internet Payment Gateway) (Credit/Debit card) & Net Banking in favour of ITI Limited.

Euniwizard Helpdesk No	
Telephone/ Mobile	Customer Support: +91-11-49606060 Emergency Mobile Numbers: +91-93550-30623 and +91-93550-30609
E-mail ID	ewizardhelpdesk@gmail.com (Registration)

- II. As part of the enrolment process, the Bidder will be required to choose a unique username and assign a password for their accounts.

- III. During enrolment/ registration, the Bidder should provide the correct/ true information including valid email-id & mobile no. All the correspondence shall be made directly with the Contractors/ Bidders through email-id provided.
- IV. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (DSC) (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile
- V. Only one valid DSC should be registered by a Bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- VI. Bidder can then log into the site through the secured login by entering their user ID/ password and the password of the DSC/ e-Token.

**SEARCHING FOR TENDER DOCUMENT:**

- I. There are various search options built in the <https://moefcc.euniwizarde.com> Portal, to facilitate Bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the Bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the <https://moefcc.euniwizarde.com> Portal.
- II. Once the Bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. This would enable the <https://moefcc.euniwizarde.com> Portal to intimate the Bidders through SMS/ e-mail in case there is any corrigendum issued to the tender document.
- III. The Bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/ help from the Helpdesk. Customer Support: +91-11-49606060, ewizardhelpdesk@gmail.com

**PREPARATION OF BID:**

- I. If there are any clarifications, this may be obtained through the site, or during the pre-bid meeting if any. Bidder should take into account the corrigendum published from time to time before submitting the online bids.
- II. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidder should go through the tender schedules carefully and upload the documents as asked; otherwise, the bid will be rejected.
- III. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and they can be in pdf/xls/zip/ jpg formats. If there is more than one document, they can be clubbed together using zip format. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

### **SUBMISSION OF BID:**

- I. Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission time.
- II. Bidder should prepare the Cost of bidding document/ EMD as per the instructions specified in the tender document. The original Cost of bidding document/ EMD should be posted/ couriered/ given in person to the concerned official, latest by the last date of bid submission or as specified in the NIT/ tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid shall be liable for rejection.
- III. While submitting the bids online through already downloaded/ saved tender in 'Live Tenders' folder, the Bidder should read terms & conditions of (<https://moefcc.euniwizarde.com> portal) and accepts the same in order to proceed further to submit their bid.
- IV. Bidders should select the payment option as "offline" to pay the Cost of bidding document/ EMD and enter details of the DD/BC/BG.
- V. Bidder should digitally sign and upload the required bid documents one by one in respective "Tender Cover" as indicated in the tender document.
- VI. Bidders should note that, the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- VII. Bidders are requested to note that each document to be uploaded for the tender should be less than 2 MB. If any document is more than 2 MB, it can be reduced through zip/rar and the same can be uploaded. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- VIII. Utmost care shall be taken for uploading 'Schedule of Quantities & Prices' and any change / modification of the price schedule shall render it unfit for bidding.  
Bidder shall download the Schedule of Quantities & Prices i.e. BOQ\_XXXX.xls, in XLS format and save it without changing the name of the file. Bidder shall fill their respective rates in figures (financial quotes) and other details (such as name of Bidder) in light blue background cells, thereafter save and upload the file online in financial/price bid (Finance) cover without changing the filename. No other cell should be changed.  
Bidders are requested to note that they should necessarily submit their financial bids in the 'Finance' cover in the format provided and no other format is acceptable. **If the template of "Schedule of Quantities & Prices" file is found to be modified/ tampered by the Bidder, the bid shall be rejected.**  
The Bidders are cautioned that uploading of financial bid elsewhere i.e. other than in financial cover shall result in rejection of the tender.
- IX. Bidder should submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not

be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the Bidder at the eleventh hour.

- X. After the bid submission (i.e. after clicking —Freeze Bid Submissionl in the portal), the Bidder should take print out of system generated acknowledgement number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- XI. Bidder should follow the server time being displayed on Bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- XII. All the documents being submitted by the Bidder would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using Buyers / bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

**ASSISTANCE TO BIDDER:**

- I. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.
- II. Any queries relating to the process of online bid submission or queries relating to Euniwizard Portal in general may be directed to the **Euniwizard Helpdesk Portal**.

### **3. GENERAL TERMS AND CONDITIONS**

- a) Quality Cum Cost Based System (QCBS) method will be used for evaluation and selection of Bidders. In this method, proposals will be ranked according to their combined technical (St) and financial (Sf) scores. The weights for technical and financial scores will be 70 and 30 respectively.
- b) The bidder, who will qualify pre-qualification criteria, will be considered for technical evaluation. Bidders after qualifying in Technical Evaluation will only be considered for Financial Bid Evaluation.
- c) The rates quoted are to be F.O.R at Chief Project Co-ordinator-cum- **Director, HFRI**, Himalayan Forest Research Institute, Shimla (HP). Rates are to be strictly quoted online only; else it will be considered as invalid.
- d) The Tender should be accompanied with Bank Draft/FDR issued by **any Nationalized Bank of Rs. 1,00,000/- (Rupees One Lakh Only) payable to Director, HFRI, Shimla (HP) as Earnest Money Deposit (EMD)** and should be valid for six months from the date of bid opening. Tenders submitted without Earnest Money Deposit will be treated as invalid. All MSMEs as defined in MSME procurement policy issued by Department of MSME or area registered with central purchase organization and all start-ups defined as per GSR-364 (E) dated 11 April 2018 (recognized by DIPP) are exempted from EMD.
- 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. The EMDs of all the bidders except those whose technical bids have been accepted shall be returned within 30 working days of finalisation of the technical bids.
- f) The EMD of the successful bidder shall be returned within a week (working) after furnishing of necessary Performance Security, If the successful bidder fails to furnish the Performance Security within the stipulated period, the tender liable to be rejected
- g) The tenderer will have to deposit Performance Security money of Rs. 3,50,000 (Rupees Three lakh & fifty Thousand only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, in an acceptable form for the entire contract period and for additional (60) Sixty days thereafter, in favour of the Director HFRI within 15 days of the award of contract. The Security Deposit shall be released in full only in the event of completion of the tender and if no dues are recoverable from the tenderer. Interest will not be payable on Performance Security. EMD can be adjusted in the Performance Security on request of tenderer.
- h) Conditional Tenders are liable to be rejected.
- i) In case of any dispute, the Chief Project Co-ordinator (CPC)--cum-Director HFRI shall decide the issue and his/her decision will be final and shall be the binding on the parties.
- j) The Chief Project Coordinator 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

#### **3.1 Stakeholders obligations and special conditions**

##### **1. Buyer's obligations**

- a. The Buyer Department will provide a specimen hard/soft copy indicating the rough layout of tables/graphs/ text matters etc. to give an idea of general get up etc. This is, however, not to be treated as sample.
- b. Materials (content etc) provided for printing by Buyer should be rigorously verified for authenticity, clearness and legibility before being handed over to service provider.

##### **2. Service Provider Obligations**

- a. The Service Provider shall not transfer or assign or sublet any part of the service once agreed or any share or interest here in any manner or degree directly or indirectly to any person or corporation whatsoever.

1. The Service Provider at his/ her own cost will arrange all the equipment, materials, and other things/ services etc. necessary for printing. The Buyer will provide only manuscript (both hard and soft copies).
2. The Service Provider shall do the printing and deliver printed material in accordance with the conditions of the contract at the time and place and in the manner as specified by the Buyer.
3. The Service Provider shall print, bind and deliver the work in clear and legible type, form and style and with other quantity and proper material in good and workmanlike manner, and by the process specified, and where sample is supplied, in accordance therewith.
4. The awarded Service Provider shall deliver two hard copies of the initial edited version of the compendium along with soft copy in Word/CorelDraw and PDF format both for approval (stage one).
5. The Service Provider shall, whenever called upon to do so, give full particular and information with regard to any work in hand and shall also permit an official deputed by the Buyer to inspect his printing premises at all responsible times. The Service Provider shall give assistance and information as may be required by the Buyer in connection with any contract or contracts.
6. Page Design should be given by Service Provider based on the Buyer's requirement. Service provider will provide sample copy with the final page design to Buyer before proceeding for the printing of complete assignment. Service Provider should clearly work as per detailed layout design, font size, style, colour, alignment, spacing, pagination, etc.

### **3.2 Special Terms and Conditions**

- a. The copyrights will be with the Buyer Department if the content has been prepared and provided by the Buyer Department.
- b. The proof reading/ checking will be done by the Buyer and whatever corrections are made should be incorporated by the Service Provider in ditto with a view to ensure 100% error free work. After getting such a proof for approval, if the Buyer finds that the Service Provider has not done corrections properly so as to ensure error/ deficiency free work, the Service Provider will be penalized to an extent and in a manner as deemed fit by the Buyer.
- c. The drives/charts etc. supplied by the Buyer will be returned by the Service Provider to the Buyer within week time of completion of the printing work. A soft copy in PDF and Word/CorelDraw format will be supplied to the Buyer along with the delivery of the printed copies to the Buyer.
- d. The Service Provider will be responsible for any loss, destruction, damage or deterioration of the printed materials for any cause whatsoever at any stage of printing or in course of transit from the Service Provider to the Buyer.
- e. The time specified for delivery or completion of order shall be strictly adhered to and time in this respect shall be deemed to be the essence of the contract. For reasons other than those beyond service providers control and/or if the quality of paper/ card etc. and the quality of printing etc. is not as per specification agreed to or if the time schedule is not adhered to and the job is delayed during printing or dispatching inter alia, the Buyer shall be entitled to exercise following options:-
  - i. To cancel the order without any financial repercussion on the part of the Buyer towards any expense incurred by the Service Provider in connection with the printing of the materials/Reports.
  - ii. Buyer may exercise penalty rights to cancel the contract with penalty of upto 10% of the contract value.

## **QUALIFYING REQUIRMENTS AND DOCUMENTS TO BE FURNISHED**

### **4. PRE-QUALIFICATION CRITERIA:**

**The Bidder, who qualifies the pre-qualification criteria, will consider for technical evaluation. (All Details should be provided as per Annexure – A & B)**

- 4.1. Tender Document Fee of Rs.1000/- (Not Refundable) should be paid in favour of Director, Himalayan Forest Research Institute payable at Shimla (HP). ***(Scanned copy of the same should be uploaded as part of the bid).***
- 4.2. The bidder will have to furnish an Earnest Money Deposit (EMD) of Rs. 1,00,000/- (Rupees One Lakh Only) in the form of DD / FDR issued by any Nationalized Bank, in favour of Director, Himalayan Forest Research Institute payable at Shimla (HP). ***(Scanned copy of the same should be uploaded as part of the bid).*** All MSMEs as defined in MSME procurement policy issued by Department of MSME or area registered with Central Purchase Organization and all start-ups defined as per GSR-364 (E) dated 11 April 2018 as recognized by Department of Industrial Policy and Promotion (**DIPP**) are exempted from EMD.
- 4.3. The Bidder must be a firm or legal entity i.e. (Private Company incorporated in India under the (Indian) Companies Act 1956/2013 or a company incorporated under equivalent law abroad, Partnership Firm registered under Partnership Act, 2008 or a Society registered under The Societies Registration Act, 1860. The applicant Bidder must have been operational in India from at least 10 years. ***(Registration/Incorporation Certificate must attach)***
- 4.4. The Bidder must have sufficient work experience in the field of designing and printing of high quality publications of scientific nature, forestry related reports, international conferences proceedings, etc. in India for more than 5 years. ***(Work Orders and Completion Certificates must attach as proof of experience)***
- 4.5. The Bidder must have experience of similar kind of services with Government Organizations/Public Sector Undertakings etc. during last seven years for which the cost of the single work order more than Rs. 25 lakh. ***(Work Orders and Completion Certificates must attach as proof of experience).***
- 4.6. A proof of having own establishment of offset printing with modern infrastructure and other facilities.
- 4.7. A Certificate stating that if need arises; the successful bidder will provide the key staff responsible for designing and final editing of document for finalization of the document(s) to be stationed at Shimla (HP) for minimum 3 days for each River Document.
- 4.8. The Bidder has to submit a sample of paper which will be used for printing the main text and cover page of the Volume I, Volume II , Overview of the Rivers and Executive Summary (for all Rivers) of DPR on Forestry Interventions of all the five Rivers
- 4.9. The Bidder has to submit a 20 page sample document alongwith a Certificate stating that the Bidder has submitted a 20 page sample document designed specifically for the proposed assignment for the evaluation of the technical bids by the HFRI technical bid Committee. (Format of Certificate is available at **Annexure – 1**)
- 4.10. The Bidder must have PAN of income tax department ***(Attach PAN and Income Tax Clearance Certificate of last three years i.e. 2015-16, 2016-17 & 2017-18.***

- 4.11. The Bidder must have valid GST Registration Certificate (***Copy must attach***)
- 4.12. The Bidder must have minimum annual turnover of Rs. 75 lakh for the last three F.Y. i.e. ***2015-16, 2016-17 & 2017-18. (Certified copy of audited balance sheets along with Certificate from Chartered Accountant must attach).***
- 4.13. The Bidder shall not be a Consortium.
- 4.14. The Bidder must not have been black listed or debarred in any Central/ State Govt. / PSU/ Autonomous bodies and the like. (***Self-Declaration on Company letter head***)
- 4.15. The Bidder must not have been penalized by any Central/ State Govt. / PSU/ Autonomous bodies and the like for delayed completion of work or carrying substandard work. (***Self-Declaration on Company letter head***).
- 4.16. The Bidder must have sufficient technical staff/ man power along with experienced executives. (***Undertaking on Company letter head***)
- 4.17. All Certificates should be signed along with the seal/stamp on the letter head of the bidding Bidder/organization

***NOTE:*** *The information asked for in attached Annexure - A and B must be furnished in 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 - A and B.*

**Annexure – A**

**Pre-Qualification criteria - Compliances must be filled by the bidder**

S. No.	Description	Compliance Yes/ No	Page No. of Documents attached
4.1	Tender Document Fee of Rs.1000/- (Not Refundable) should be paid in favour of Director, Himalayan Forest Research Institute payable at Shimla (HP). <b>(Scanned copy of the same should be uploaded as part of the bid).</b>		
4.2	Earnest Money Deposit (EMD) of <b>Rs. 1,00,000/- (Rupees One Lakh Only)</b> in the form of <b>DD/FDR</b> issued by any Nationalized Bank, in favour of Director, Himalayan Forest Research Institute payable at Shimla (HP). <b>(Scanned copy of the same should be uploaded as part of the bid)</b> . All MSMEs as defined in MSME procurement policy issued by Department of MSME or area registered with central purchase organization and all start-ups defined as per GSR-364 (E) dated 11 April 2018 (recognized by Department of Industrial Policy & Promotion (DIPP) are exempted from EMD.		
4.3	The Bidder must be a firm or legal entity i.e. <b>Private Company</b> incorporated in India under the (Indian) Companies Act 1956/2013 or a company incorporated under equivalent law abroad, <b>Partnership Firm</b> registered Partnership Act, 2008 or a <b>Society</b> registered under The Societies Registration Act, 1860. The Bidder must have been operational in India from at least 10 years. <b>(Registration/Incorporation Certificate must attach)</b>		
4.4	The Bidder must have sufficient work experience in the field of designing and printing of high quality publications of scientific nature, forestry related reports, international conferences proceedings, etc. in India for more than 5 years. <b>(Work Orders and Completion Certificates must attach as proof of experience)</b>		
4.5	The Bidder must have experience of similar kind of services with Government Organizations/Public Sector Undertakings etc. during last seven years for which the cost of the single work orders more than Rs. 25 lakh. <b>(Work Orders and Completion Certificates must attach as proof of experience).</b>		
4.6	A proof of having own establishment of offset printing with modern infrastructure and other facilities <b>(Proof must be attached for said infrastructure/facilities).</b>		
4.7	A Certificate stating that if need arises; the successful bidder will provide the key staff responsible for designing and printing of document for final editing of the document for minimum 3 days for each River Document to be stationed at Shimla (HP), Himachal Pradesh		
4.8	The Bidder has to submit a sample of paper which will be used for printing the main text and cover page of the Volume I, Volume II , Overview of the Rivers and Executive Summary (for all Rivers) of DPR on Forestry Interventions of all the five Rivers.		
4.9	The Bidder has to submit a 20 page sample document alongwith a Certificate stating that the Bidder has submitted a 20 page sample document designed specifically for the proposed assignment for the evaluation of the technical bids by the HFRI technical bid Committee. (Format of Certificate is available at <b>Annexure – 1)</b>		
4.10	The Bidder must have PAN of income tax department. <b>(Attach PAN and Income Tax Clearance Certificate of last three years i.e. 2015-16, 2016-17 &amp; 2017-18 )</b>		

4.11	The Bidder must have valid GST Registration Certificate ( <b>Copy must be attached</b> )		
4.12	The Bidder must have minimum annual turnover of <b>Rs. 75 Lakhs</b> for last three Financial Year i.e. <b>2015-16, 2016-17 &amp; 2017-18. (Certified copy of audited balance sheets along with Certificate from Chartered Accountant must attach).</b>		
4.13	The Bidder shall not be a Consortium		
4.14	The Bidder must not have been black listed or debarred in any Central/ State Govt. / PSU/ Autonomous bodies and the like. ( <b>Self-Declaration on Company letter head</b> )		
4.15	The Bidder must not have been penalized by any Central/ State Govt. / PSU/ Autonomous bodies and the like for delayed completion of work or carrying substandard work. ( <b>Self-Declaration on Company letter head</b> ).		
4.16	The Bidder must have sufficient technical staff/ man power along with experienced executives. ( <b>Undertaking on company letter head</b> )		

## 5. TECHNICAL EVALUATION

Pre-qualification criteria given in para – 4 will be evaluated by Tender Committee and those who qualify will be considered for further evaluation.

Technical Bid shall bear maximum marks of 100 and the minimum marks for qualifying the technical bid shall be 70 marks. Bidders after qualifying in Technical Evaluation will only be considered for Financial Bid Evaluation.

The breakup of maximum marks shall be based on the following parameters:-

S. No.	Parameter	Max. Score	Details	Break Up	Page No. of Documents attached
1	The Bidder should have minimum average annual turnover of Rs. 75 lakh.in last three F.Y. i.e. 2015-16, 2016-17 & 2017-18.	10	Rs. 75 Lakh to Rs. 1.00 Cr.	05	
			Above Rs. 1.00 Cr.	10	
2.	Quality of a sample of paper which will be used for printing the main text and cover page of the Volume I, Volume II , Overview of the Rivers and Executive Summary (for all Rivers) of DPR on Forestry Interventions of all the five Rivers as approved by Technical Committee of HFRI, Shimla	10	Good-Best	0-10	
3.	The Bidder should have experience of similar kind of services with Government Organizations/Public Sector Undertakings etc. during last seven years for which the cost of the single work orders more than Rs. 25 lakh. <b>(Completion Certificate must enclosed along with work order)</b>	20	One Projects	10	
			More than one Project	20	
4.	The Bidder must have sufficient work experience in the field of designing and printing of high quality publications of scientific nature, forestry related reports, international conferences proceedings, etc. in India for more than 5 years. <b>(Work Orders and Completion Certificates must attach as proof of experience)</b>	20	No	0	
			Yes	20	
5.	Quality of a 20 page sample document including cover page designed specifically for the proposed assignment approved by the technical bid evaluation Committee of the HFRI	40	No	0	
			Yes	40	

### NOTE:

- The bidder has to submit a 20 page sample document designed specifically for the proposed assignment. *HFRI may request the shortlisted Bidders to make presentation if required. (The dates of presentation would be intimated accordingly).*
- *The documents already enclosed in pre-qualification criteria, need not to be attached again. Page no. should be mentioned clearly for the technical evaluation.*

## **6. EVALUATION OF PROPOSALS**

A three-stage evaluation procedure will be adopted,

### **Stage - 1 EVALUATION OF TECHNICAL PROPOSAL**

The Technical bid Evaluation committee constituted by HFRI will carry out its evaluation applying the evaluation criteria and point system.

The technical evaluation criteria will include the Bidder's relevant experience, technical manpower (qualifications, availability and experience) and availability of necessary infrastructure machinery etc. The technical evaluation also includes examination of the quality of samples/Reports of past jobs 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.

### **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:

**$S_f = 100 \times FM / F$  (Where F is amount of financial proposal, FM is the cost of lowest financial bid proposal).**

### **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 70%**

**The weight (F %) given to the Financial Proposal is 30%**

## 7. **SCOPE OF WORK:**

- 1) The Designing and Printing of Detailed Project Reports (DPR) on Forestry Interventions for Five Rivers viz. Sutlej, Beas, Ravi, Chenab and Jhelum shall be of following specifications:- [i] Size : 10.75 inches (h) x 8.25 inches (w)
- 2) Colour: Cover – multi-colours, inside pages may be different combinations of 2 and 4 colours to be decided at the time of printing.
- 3) Printing Quality: High quality offset printing, both side and perfect binding
- 4) Quantity and Pages: As per details below (Including 4 Cover pages) (subject to change)

### I. Main Documents details

Sr. No	Item	Sutlej River		Beas River		Ravi River		Chenab River		Jhelum River	
		Pages (No.)	Copies (No.)	Pages (No.)	Copies (No.)	Pages (No.)	Copies (No.)	Pages (No.)	Copies (No.)	Pages (No.)	Copies (No.)
1	Volume I	320	150	320	150	270	100	220	100	220	100
2	Volume II	120	150	120	150	120	100	80	100	80	100
3	Overview	40	500	40	500	30	500	30	300	30	300

### II. EXECUTIVE SUMMARY

Sr.No	Item/ Details	Pages (No.)	Copies (No.)
1	Executive Summary ( Indus River basin: Sutlej, Beas, Ravi, Chenab and Jhelum)	50	600

- 5) Paper:
  - (i) For main Volume I and Volume II - Cover – 300 GSM Matte Finish Art Card. Inside pages 130 GSM Matte Finish Art Paper. (Paper sample to be attached)
  - (ii) For Overview and Executive Summary – Cover -270 GSM, Iris/Natural evolution, Inside pages- 130 GSM Iris/Natural evolution
- 6) Finish: Cover page Gloss Matt and inside pages matt finish.
- 7) Lamination: Outer cover lamination + UV on cover pictures
- 8) Binding : Perfect Binding (Soft Cover Binding)
- 9) The copy right will be with the HFRI as the Compendium has been prepared on the cost of HFRI.
8. Deliverables
  - 8.1 The deliveries must be completed within 7 days from the date of approving the final proof for each document by the Buyer/indenter. The time is the essence of the contract and therefore it is mandatory for the Bidder who responds to this bid to meet these expectations, as they are tightly linked to HFRI's plans of completing the work within the time frame.
  - 8.2 Three hard copies of the initial edited version of the DPR document along with soft copy in Word/ CorelDRAW and PDF format both (stage one)

- 8.3 Soft copy of the subsequent/second edited version of the document in Word/CorelDRAW and PDF format both, incorporating changes suggested by the HFRI before the DPR is placed before second stage of approval (stage two).
- 8.4 Number of final version of the DPR documents as per financial bid.

### **TIME SCHEDULE OF WORK**

- a) The complete scope of work is to be completed within a maximum period of 2 months.
- b) Time is essence of this contract. Therefore, no extension of time for whatsoever reason shall be permitted.

### **9. DECIDING AWARD OF CONTRACT**

- a) Quality and competence of the technical service provider shall be considered as the paramount requirement, followed by financial bids.
- b) The Chief Project Co-ordinator (CPC)--cum-Director HFRI, Shimla (HP) reserves the right to accept or reject any or all the proposals without assigning any reason.
- c) You are requested to hold your proposal valid for 60 (sixty) days from the date of submission. During this period you will maintain, your proposed price without change. The HFRI will make its best efforts to finalize the agreement within this period.
- d) Please note that the cost of preparing a proposal and contract including visits to HFRI, Shimla (HP), if any is not reimbursable.

### **10. 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, Chief Project Co-ordinator (CPC)--cum-Director HFRI, Shimla (HP) 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 HFRI and the Bidder.
- c) The contract shall not be assigned or sublet in whole or in part by the Bidder without prior written consent of Project Coordinator. Any assignment or subletting of this contract by the Bidder without prior written consent of Project Coordinator or any interest therein, or of an money due or to become due by reason of the terms hereof, shall be null and void.
- d) The Chief Project Co-ordinator (CPC)--cum- Director HFRI, Shimla (HP) has the powers to cancel the contract at one-week notice, if the services of the contractor are not found unsatisfactory or otherwise.

### **11. TAXES & DUTIES**

- a) The prices shall be inclusive of all taxes & levies including GST and other statutory duties as applicable. Rate of taxes should be indicated separately in the Price Bid.
- b) Statutory deduction, wherever applicable, shall be made from invoice as per government rules. Necessary Certificate will be issued for such deductions.

- c) GST component of the invoice of the bidder may be kept on hold in case there is any mismatch/irregularity in GST return filling on the part of the bidder.

## **12. PENALTY**

In the event of failure to meet the job completion in stipulated date/time liquidated damage may be imposed on the contractor for sum not less than 0.5% of the contract value for that item/job for each week or part thereof.

## **13. TERMS OF PAYMENT**

- a. On completion of the printing for each Rivers as follows

Sr.No	Detail of Work	Payment in % of quoted price
1.	Volume I + Volume II+ Overview of each River	15
2.	<b>EXECUTIVE SUMMARY</b> (DPR Indus River basin <i>viz.</i> Sutlej, Beas, Ravi , Chenab and Jhelum)	15
3.	Final payment will be made on submission and acceptance of reports by the HFRI, Shimla (HP)/ ICFRE, Dehradun	10

- b. On the basis of the quantity printed.
- c. If number of pages exceeds 5% of the total number of the scheduled quantity for each document then the exceeded pages will be paid as per rate quoted by the Bidder as per financial proposal.

## **14. 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 Chief Project Co-ordinator (CPC) - cum-Director HFRI on this behalf at the time of dispute. There will be no objection to an such an appointment that the arbitrator so appointed is an employee of HFRI, Shimla (HP) 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 HFRI, 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 Chief Project Co-ordinator (CPC)--cum-Director HFRI, 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 Chief Project Co-ordinator (CPC)--cum-Director HFRI 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 HFRI or the Bidder 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.
- d) All arbitration can be challenged in the courts of Himachal Pradesh Only.

**Annexure - B****PRE-QUALIFICATION CRITERIA****PARTICULARS OF THE BIDDER**

1.	Name of Bidder	:	
2.	Type of organization (individual / partnership / corporation / other)	:	
3.	Date of establishment	:	
4.	Corporate / Registered office address in full	:	Address: Pin: E-Mail: Phone:
5.	Local Business office address in full	:	
6.	Contact person for this Tender	:	Name: Designation: Full Address: Pin: Email: Phone:
7.	Authorized person who have signed Tender Documents	:	Name: Designation: Full Address: Pin: Email: Phone:

**8. Details of Financial turnover:**

S. No.	Financial Year	Total Turnover (In INR)
1	F.Y. 2015-16	
2	F.Y. 2016-17	
3	F.Y. 2017-18	

9. Details of sufficient work experience in the field of designing and printing of high quality publications of scientific nature, forestry related reports, international conferences proceedings, etc. in India for more than 5 years;

S. No.	Title of the Assignment	Name of the Client	Start date (Month/Year)	Completion Date (Month/Year)	Cost of the assignment	Proof of Completion Attached

10. Details of similar kind of services with Government Organizations/Public Sector Undertakings etc. during last ten years for which the cost of the single work order more than Rs. 25 lakh;

S. No.	Title of the Assignment	Name of the Client	Start date (Month/Year)	Completion Date (Month/Year)	Cost of the assignment	Proof of Completion Attached

Enclosures:

- (a) Any other relevant document(s) (please list)
- (b) Pre-qualification compliance (**Filled Annexure-A must enclosed**)

**Signature of Bidder**

**Name**

**With Seal of the Bidder**

**Date:**

**Place:**

**Annexure C****FINANCIAL PROPOSAL**

<b>Tender Inviting Authority: The Chief Project Coordinator-cum- Director, Himalayan Forest Research Institute , Shimla (HP)</b>				
<b><u>Schedule of Works</u></b>				
Sl. No	Description of Work	Qty.	Unit Price (In Rs.)	Total Price (In Rs.)
1.01	Complete Scope of services as stipulated in the scope of work on price basis inclusive of all taxes and levies , direct and indirect expenses and without any escalation, etc. for Designing and Printing of Detailed Project Reports on Forestry Interventions for Five Rivers viz. Sutlej, Beas, Ravi , Chenab and Jhelum	01 Job		
	Total Price (In Rs.)			
	Tax/GST @ 12% (as per statutory Liability applicable from time to time			
	Grand Total in Figures			
	Grand Total in Words –			
1.02	Rate per page for extra pages (if exceeds 5% of the total number of the scheduled quantity)			

**Signature of Bidder****Name****With Seal of the Bidder****Date:****Place:**

## **Annexure-1**

### **Certificate regarding submission and evaluation**

To,

Himalayan Forest Research Institute  
Conifer Campus, Panthaghatti  
Shimla - Himachal Pradesh-171013

Dear Sir/madam

I \_\_\_\_\_ as bidder understand that the 20 page sample designed document submitted by me will be examined by the HFRI, Shimla Committee and based on the conceptualization, visualization and design layout of the sample document the committee reserves the right to reject or approve the technical bid. Hence after the approval of the technical bid the Bidder/ tenderer will be declared as technically qualified for the evaluation of financial bid.

**Signature of Bidder**

**Name**

**Seal of the Bidder**

Date :  
Place :