

Two Bid Tender Document

***Re-e-tender of Designing and Printing and
Supply of abstract Book and Programme
Booklet for CFC-2017 and digital printing
of booklets in FRI***



**Forest Research Institute
P.O. New Forest
Dehradun-248006**

2016-17

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Notice Inviting Tenders
(National Competitive Bidding)
Forest Research Institute
(Indian Council of Forestry Research & Education)
Post- New Forest, Dehra Dun – 248006, Uttarakhand, India

Phone: 0135-2224205; Fax: 0135-2756865
Website: <http://fri.icfre.gov.in> Email: po_fri@icfre.org

Re-E- TENDER NO: XI-66/16-17/Purchase

Online bids are invited on single stage two bid systems for Designing and Printing and Supply of Abstract and Programme Booklet for CFC-2017 and digital printing of booklets in FRI

- I. Tender documents may be downloaded from FRI web site <http://fri.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	24-01-17 5.00 PM	Newspaper/FRI and CPP portal
Bid document download date	24-01-17 6.00PM	Central Public Procurement Portal (CPPP)
Due date for pre-bid conference:	27-01-17 11.00AM	Purchase Section Main Building, FRI
Bid submission start date	30-01-17 3.00 PM	CPP portal
Bid submission end date	16-02-17 3.00 PM	CPP portal
Opening date of technical bids	17-02-17 3.00 PM	Purchase Section Main Building, FRI
Opening date for financial bids	It will be decided after technical evaluation.	Purchase Section Main Building, FRI

CONTENT

THIS PAPER INCLUDES THE FOLLOWING DOCUMENTS:-



Purchase Officer

Chapter-1: Notice Inviting Tenders

Notice Inviting Tenders
(National Competitive Bidding)

Forest Research Institute

(Indian Council of Forestry Research & Education)

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

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Re-E- TENDER No. XI-66/16-17/Purchase

Instructions to Bidders

Online Tenders are invited from the reputed firms for designing and printing document for this Institute:-

Item No.	Name of assignment	
1.	Printing and Supply of Abstract book and Programme Booklet for CFC-2017 in FRI and Designing and digital printing of booklets	
Sl. No	Work	EMD
1	Designing and Printing of Abstract book	Rs 10000
2	Designing and Printing of Programme booklet	
3.	Designing and digital printing of booklets	Rs. 5000.00

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://fri.icfre.gov.in> and CPPP site <https://eprocure.gov.in/eprocure/app>



PURCHASE OFFICER

Chapter-2: 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.

The Supplier and its Subcontractors shall have the nationality of an eligible country. A Supplier or Subcontractor shall be deemed to have the nationality of a country if it is a citizen or constituted, incorporated, or registered, and operates in conformity with the provisions of the laws of that country. Nationality must be disclosed by the supplier.

All Goods and Related Services to be supplied under the Contract shall have their origin in Eligible Countries. For the purpose of this Clause, origin means the country where the goods have been grown, mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components.

The Purchaser (FRI) requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in **Annexure-4**.

Prices shall be quoted as specified in each Price Schedule (BOQ) as provided. The disaggregation of price components is required solely for the purpose of facilitating the comparison of bids by the Purchaser. This shall not in any way limit the Purchaser's right to contract on any of the terms offered. Prices shall be entered in the following manner:

(a) For Goods manufactured in India:

- (i) the price of the Goods quoted EXW (ex-works, ex-factory, ex warehouse, ex showroom, or off the-shelf, as applicable), including all excise duty and sales and other taxes already paid or payable on the components and raw material used in the manufacture or assembly of the Goods to be quoted in BOQ;
- (ii) any Sales tax/VAT and other taxes payable on the Goods to be quoted in BOQ, if the contract is awarded to the Bidder; and

- (iii) the price for inland transportation, insurance, and other local services required to deliver the Goods to their final destination (Project Site) as specified in the Bid document to be quoted in BOQ.

(b) For Goods manufactured outside India, to be imported:

- (i) the price of the Goods quoted at FOB up to named place of destination as specified in the Bid Document to be quoted in BOQ.
- (ii) the price for inland transportation, insurance, and other local services required to deliver the Goods from the named place of destination specified in the Bid document to be quoted in BOQ.

(c) For Goods manufactured outside India, already imported:

- (i) the price of the Goods, including the original import value of the Goods; plus any mark-up (or rebate); plus any other related local cost, and custom duties and other import taxes already paid/or to be paid on the Goods already imported to be quoted in BOQ in INR.

Tenderer/bidder who has downloaded the tender from the <http://fri.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 FRI website <http://fri.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 technical bid, tender fee and EMD should also be submitted physically on or before the last date and time of the submission of technical bid

The offers submitted by Fax/email/offline shall not be considered. No correspondence will be entertained in this matter.



2.1. Technical Bid

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

Cover I a. Qualifying 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)^c Signed and scanned copy of Organization chart and plants & equipment or brief information about the firm as per tender documents.
- v) Earnest Money Deposit (EMD) should be submitted as **crossed Demand Draft (DD)** in favor of Director, Forest Research Institute, Dehradun by post to Purchase officer, Forest Research Institute, Dehradun-248006, and the scanned copy of the same should be uploaded in the Portal. **The EMD for the work is given in Table.**
- vi) **Tender fee:-The tender form downloaded from above web sites must include Rs.575/- (including 14.5% Uttarakhand Trade Tax) by crossed Demand Draft in favour of Director, FRI** as tender fee along with the tenders submitted and the scanned copy of the same should be uploaded in the Portal.
- vii) A scanned and signed copy of Forestry and allied sectors for whom similar type of design and print jobs have been under taken satisfactorily;
- viii) A proof of having own establishment of offset printing with modern infrastructure and other facilities;
- ix) A certificate stating that the bidder or the key staff responsible for designing and printing of document will remain stationed and available at Dehradun till completion of the assignment;
- x) 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;
- xi) The firm/tenderer has to submit a 10 page sample document which will be provided to the firm by FRI. Also a certificate stating that the bidder have to submit a 10 page sample document designed specifically for the proposed assignment for the evaluation of the technical bids by the FRI Committee (Format of certificate is available at **Annexure – 1**). The said document can be downloaded from the website.
- vii) All certificates should be signed along with the seal/stamp on the letter head of the bidding firm/organization.
- xii) 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 and write-ups should also be uploaded as proof.
- xiii) Physical tender documents (qualifying, technical, etc) with tender fee and EMD alongwith samples of abstract book and programme booklet and

sample of digital printing of booklets. are essential to be submitted on or before the date and time of closing of the tender. Those who already submitted the above documents, EMD, tender fee, etc. need not to resubmit again. The missing or the documents not submitted in the previous bid should must be submitted again.

Check List

Item No	Qualifying documents	Yes/No	Page No
1.	Tender fee/ Exemption certificate		
2.	EMD in shape of FDR / Exemption certificate		
3.	Signed and scanned copy of valid registration certificate		
4.	Signed and scanned copy authorization certificate if applicable		
5.	Signed and scanned copy of PAN card		
6.	Signed and scanned copy of Tender Acceptance Letter 'as per tender document		
7.	Signed and scanned copy of VAT Clearance Certificate/VAT No.		
8.	Signed and scanned copy of TIN No./ Service Tax clearance certificate		
9.	Signed and scanned copy of Affidavit of partnership firm, if applicable		
10.	Signed and scanned copy of audited Balance sheet of last three years.		
11.	Signed and scanned copy of affidavit in non-judicial stamp paper of Rs 10/- by the firm that it has never been black-listed/debarred/banned by any Govt. Department/Public sector/any other Department must be attached along with the Bid, failing which the Bid shall be rejected.		
12.	Signed and scanned copy of Organization chart and plants & equipment or brief information about the firm as per tender documents.		
13.	Signed and scanned copy of proof of experience of last three (03) years, in the field of supply of the similar type material (Enclose copies of the supportive documents like supply orders with at least one order of Rs 4.00 lakhs or two orders of Rs 3.00 lakhs each or three orders of Rs. 2.00 lakhs each).		
14.	A scanned and signed copy of Forestry and allied sectors for whom similar type of design and print jobs have been under taken satisfactorily;		
15.	A proof of having own establishment of offset printing with modern infrastructure and other facilities;		
16.	A certificate stating that the bidder or the key staff responsible for designing and printing of document will remain stationed and available at Dehradun till completion of the assignment;		
17.	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;		
18.	The firm/tenderer has to submit a 10 pages (abstract book) and 5 pages (programme Booklet) and 10 pages of digital printing of booklet each sample document which will be provided to the firm by FRI. Also a certificate stating that the bidder have to submit a 10 pages and 5 pages sample document designed specifically for the proposed assignment for the evaluation of the technical bids by the FRI Committee (Format of certificate is available at Annexure – 1). The said document can be		

Note; These documents should be properly numbered and submitted as per sequence in the above Table.




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.

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 Purchase 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.


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(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 (including similar jobs)	15
ii. Quality of design of the 10 + 5 + 10 pages sample of the document	60
iii. List of clients satisfied by the similar job	15
iv. Proof of timely accomplishment of job	05
v. Breakup of the cost encompassing all jobs listed (inclusive of all ST, VAT, Service taxes, etc.)	05
Total	100

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 $Sf = 100 \times Fm/F$ (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 60%

The weight (F %) given to the Financial Proposal is 40%

2.4. General Terms & Conditions

The offer will be subject to the following terms and conditions: -

1. In order to maintain consistency across the publication (both volumes), the job for publication shall be considered as a single job and will not be split.
2. The tender for printing of publication is to be submitted in two parts viz. 'Technical Proposal' and 'Financial Proposal' in two separate sealed envelopes and should accordingly be superscribed.



3. The bidder shall design and submit a 10 + 5 +10 pages sample document which will be provided to the firm by FRI. The said sample document can be obtained from Director, FRI on any working day from 29.11.2016 onwards. The committee will examine the sample document provided by the bidder specifically designed for the proposed assignment and based on the conceptualization, visualization and design layout the sample document, the firm will be declared as technically qualified and a certificate also need to be provide by the bidder as per the format provided at **Annexure – 1** along with the technical proposal.
4. 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 - 2**.
5. Only those firms who have good experience as per details in **Annexure - 3** are eligible for bidding. Proofs in support of these are to be attached with the technical bids.
6. No bid should be withdrawn after the deadline for submission of tender and before expiry of the tender validity period. If a tenderer withdraws the tender during this period, it will result in forfeiture of the earnest money furnished by the bidder.
7. Normal terms of payment will be 100% payment within 30 days after receipt and acceptance of goods in satisfactory working condition after installation. If training is also the part of the offer, 20% payment will be released after the training. Generally no advance payment is made. If it is essential in cases of maintenance contract /AMC, it will be not exceeded amount payable for 6 months under the contract. It shall be paid after receiving the 110% Bank Guarantee. Other terms of payment should be clearly spelt in the offer. The LC will be open in case of imported equipments quoted in the foreign currencies. .
8. Variation in quantity is limited to 30% with the approval of competent authority. The reduction in the cost of the additional quantity of the goods/services will be 1% of the tender value.
9. Please note that FRI, Dehra Dun has Custom Duty Exemption and Excise Duty Exemption Certificate. This may be kept in consideration while quoting the rates.
10. The stores are required to be delivered in full and within 90 days/or time given in Supply Order after acceptance of the offer. If supplier asks for extension, it should be within the validity period and penalty as liquidated damage shall be charges @ 0.5% per week or 2% per month up to the maximum of 10% of the bidding cost in the extension period. It may be waived in unavoidable circumstances with the approval of competent authority.
11. The offer should be firm and open for acceptance till 120 days from the stipulated date of opening. Price escalation will not be allowed.
12. 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.
13. Indian vendor shall quote prices on F.O.R. destination (sites of consignee) basis and Payment to Indian supplier shall be paid in Indian rupees only.



14. Samples of papers should be provided in the technical bid.
15. The rates quoted are to be FOR, Director, Forest Research Institute, PO New Forest, Dehradun – 248 006. Rates are to be strictly quoted in **BoQ1**
16. The firms shall submit best samples of the works executed during the last three years (including at least one work of minimum Rupees ten lakh cost).
17. The Tender should be accompanied with a Bank Draft or Bankers Cheque or FDR of a nationalized bank of **Rs. 10,000/- and Rs. 5,000/- payable to Director FRI, Dehra Dun as Earnest Money Deposit.** Tenders submitted without Earnest Money Deposit will be treated as invalid
18. All pages of the tender document are to be signed and stamped by the tendering firm.
19. Bidders must have their own infrastructure, which may be inspected by FRI for verification.
20. Short-listing of a bidder do not confer any rights on any bidder, it only means that the offer made is under consideration.
21. 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.
22. Conditional Tenders are liable to be rejected.
23. Offers submitted by telex, telegram or fax shall not be considered.
24. In case of any dispute, the Director FRI shall decide the issue and her decision will be final and shall be binding on the parties.
25. No legal proceedings to enforce any claim and no suit arising out of this work contract shall be instituted except under the jurisdiction of Dehradun Court, Uttarakhand, India
26. Copy rights of the document proposed to be printed under the agreement shall be with FRI.
27. The successful bidder shall furnish, a **Performance Guarantee** in favour of Director, FRI Dehradun, for an amount equivalent to **15% of the contract value.** The Performance Guarantee shall be in the form of B.G. / FDR 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 (**Annexure 4 Format for Bank Guarantee**). It is not applicable in consumable items.
28. EMD is liable to be forfeited, if wrong information is furnished as regards the qualifying, technical and financial proposals; also if the successful bidder fails to furnish the performance guarantee within the stipulated period, the EMD shall be liable to be forfeited.
29. The Director FRI, 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

• PURCHASE OFFICER

A handwritten signature in black ink, appearing to be "James", written over a horizontal line.A handwritten signature in black ink, appearing to be "John", written over a horizontal line.

Chapter-3: Description of the Items, Specifications

a. Technical specifications of printing job

Specification

1. **Abstract Book: 700 numbers**
300 pages
A4 size multicolor
Inside paper 130 GSM AutriaMagnomet paper along with front and back
Cover
Paper of 300 GSM
2. **Programme booklet: 700 numbers**
30 pages,
A4 size multicolor
Inside paper 130 GSM AutriaMagnomet paper along with front and back
Cover
Paper of 300 GSM
3. **The designing and digital printing of booklets**
Quantity: 3 Nos.

Specification:

200 copies of each booklet
Booklet no. 1: 14x23 cm (pages 36+ 40 photographs)
Booklet no. 2: 14x23 cm (Pages 60 + 40 photographs)
Booklet no. 3: 14x23 cm (Pages 66 + 30 photographs)
Paper quality
Cover:300 GSM, AutriaMagnomet paper along
Inner pages:130 GSM paper; AutriaMagnomet paper along



Chapter-4: Schedule of Price

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, Annexure IV inclusive of all applicable taxes except Service Tax.

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 tampered/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 should be quoted in BoQ
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.	
ii	Taxes	As per statutory Liability applicable from time-to-time.

