



INSTITUTE OF FOREST BIODIVERSITY

Indian Council of Forestry Research and Education

(An autonomous body under Ministry of Environment, Forest & Climate Change, Government of India)

Dulapally, Kompally SPO, Hyderabad – 500 100

Phone: 040-66309500, Fax: 040-66309521, e-mail: director_ifb@icfre.org



No. 6-317/IFB/DPR Godavari/2020-21/1780

Date: 16.03.2021

TENDER NOTICE

Institute of Forest Biodiversity, Hyderabad invites e-tender from experienced and registered contractors/service firms/persons for Designing & Printing of the DPR (Detailed Project Report). For detailed information please visit website <http://ifb.icfre.org> or <http://moefcc.euniwizarde.com>. All corrigenda, agenda, amendments, clarifications etc. to the tenders will be posted on both the websites only. Bidders should regularly visit website to keep themselves updated. Tender will be accepted through online mode only.

(Dr. Ratnaker Jauhari, IFS)
Director

E -Tender

Two Bid Tender Document

For

**Designing & Printing of the DPR (Detailed Project Report)
for Institute of Forest Biodiversity Hyderabad**



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NOTICE INVITING TENDER

Tenders are invited from reputed firms/suppliers etc. For "Designing and Printing of DPR (Detailed Project Report) for Institute of Forest Biodiversity, Dulapally, Kompally S.O., Hyderabad - 500 100 (Telangana), through the E - procurement portal at the URL <https://moefcc.euniwizarde.com>.

The tender documents and other document may be downloaded from the above portal site <https://moefcc.euniwizarde.com> and NIT of the tender will also be available at <http://icfre.gov.in> & <http://ifb.icfre.gov.in> as per the schedule given in CRITICAL DATE SHEET as under. No hard copy of the tender document will be provided from the Institute.

CRITICAL DATE SHEET

A	Name of the Tender	Designing and Printing of the DPR (Detailed Project Report)
B	Tender no.	6-317/IFB/DPRGodavari/2020-21/
C	Availability of tender documents on website http://icfre.gov.in , http://ifb.icfre.gov.in or http://moefcc.euniwizarde.com .	17.03.2021
D	Registration Charges & Tender Processing Fee	As per the terms of ITI Limited
E	EMD	Rs.40,000/- (Rupees: Forty Thousand only) is to be deposited in favor of Director, Institute of Forest Biodiversity in form of DD payable at Hyderabad from any Nationalized bank
F	Tender Document fee	Rs.590/- (Rupees: Five Hundred and Ninety only) is to be deposited in favor of Director, Institute of Forest Biodiversity in form of DD payable at Hyderabad from any Nationalized bank
G	Date of commencement of Document Download	17.03.2021, 12:00 hrs
H	Date of commencement of Bid Submission	17.03.2021, 12:00 hrs
I	Last Date for submission of Bid	08.04.2021, 09:00 hrs
J	Date of Pre - Bid Meeting	26.03.2021 10:00 to 12:00 hrs

K	Venue of Pre – Bid Meeting	Institute of Forest Biodiversity, Dulapally, Kompally S.O., Hyderabad
L	Opening of Technical Bids	08.04.2021, 12:00 hrs
M	Opening of Financial Bids	09.04.2021 14:00 hrs

Tender Fee, EMD (original) etc in the form of DD in favour of Director, Institute of Forest Biodiversity, Hyderabad payable at Hyderabad must be delivered to the Director, Institute of Forest Biodiversity, Dulapally, Kompally S.O., Hyderabad - 500 100 on or before **last date for submission of bid (08.04.2021, 09:00 hrs)** as mentioned in the critical date sheet. Duly filled and signed tender documents complete in all respect may be uploaded in e – wizard portal latest by 08.04.2021 (09:00 AM) as per the critical data sheet along all the documents mentioned in the tender form.

INSTRUCTIONS TO BIDDERS

The bidders are required to submit the soft copies of their bids on the e-tender portal using valid Digital signature Certificates. The instructions given below are meant to assist the bidders in registering on the e- procurement portal, prepare their bids in accordance with the requirements and submitting their bids online on the e- tender Portal.

More information useful for submitting online bids on the e-procurement portal may be obtained at <http://moefcc.euniwizarde.com>

Registration with M/s. ITI Ltd. Portal (<http://moefcc.euniwizarde.com>)

1. Bidders are required to enroll on the e-procurement portal URL <http://moefcc.euniwizarde.com> with clicking on the link “Online Bidder Registration” on the e-tender portal by paying the registration fee of Rs.2,360/- (Rupees: Two Thousand Three Hundred and Sixty only) per year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (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.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in the site through the secured log -in by entering their user ID/ password and the password of the DSC/e-token.
7. The Scanned copies of all original documents should be uploaded on portal.
8. For any query contact to our helpdesk Number 011-49606060, 23710092, Mobile No. 08448288980

Searching for Tender Documents:

There are various search options built in the e-procurement portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.

Once the bidders had selected the tenders in which they are interested, bidder can pay non-refundable processing fee as per terms of ITI limited by net banking /Debit/ Credit Card they you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee, tenders will be moved to the respective “Register” Tab. This would enable the e-procurement portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

- Institute of Forest Biodiversity, Hyderabad is a research organization under Indian Council of Forestry Research and Education, Government of India. The IFB campus is situated in Dulapally, Kompally S.O., Hyderabad. Online Tenders are invited from reputed, experienced contractors/service firms/persons, who have not been blacklisted by any government Department/Agency
- Earnest Money Deposit (EMD) and e-tender fees are to be submitted in form of DD from any Nationalized bank in favor of Director, Institute of Forest Biodiversity and scanned copy/soft copy of the DD receipt shall be uploaded along with the bid. Offers/Bids without e-tender fees and the Earnest Money Deposits would not be considered and liable to be rejected.
- The contractor/firm shall have the nationality of an eligible country. A contractor/firm 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 provision of the laws of that country. Nationality must be disclosed by the supplier.

The prices should be quoted in the following manner:

- The price quoted for the item of works would include the cost of materials required as per the specification specified in the said item of work as well as labour charges etc. including all excise duty and sales and other taxes already paid or payable for the said work.
- The Director, IFB reserves the right to reject any or all the tenders without assigning any reasons whatsoever.

Tenders/Bidders who has downloaded the tender form the <http://ifb.icfre.gov.in> and <http://moefcc.euniwizarde.com> shall not tamper / modify the tender form including 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 shall be forfeited and tenderer/bidder is liable to be banned from doing business with IFB in future. Signed and Scanned copy of the EMD and tender fee must be uploaded at <http://moefcc.euniwizarde.com> and Original must be submitted on or before last date of the submission of the bid.

CHECKLIST

Sl.No.	Qualifying Documents	Yes/No	Page No.
1.	Tender Fee in shape of DD from any Nationalized bank in favour of Director, Institute of Forest Biodiversity, Hyderabad payable at Hyderabad		
2.	EMD in shape of DD from any Nationalized bank in favour of Director, Institute of Forest Biodiversity, Hyderabad payable at Hyderabad		
3.	Signed and Scanned copy of MSME/NSIC Registration (if exemption of tender fee and EMD is claimed)		
4.	Signed and scanned copy of PAN card		
5.	Signed and scanned copy of Tender Acceptance letter as per tender document		
6.	Signed and Scanned copy of GST certificate		
7.	Signed and Scanned Copy of Audited Balance Sheet of last three years		
8.	Signed and Scanned copy of Authorized Dealership Certificate		
9.	Signed and scanned copy 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 must be attached along with the bid, failing which the Bid shall be rejected.		
10.	Signed and scanned copy of complete technical details/specifications of the quoted items with make and model of all systems, sub – systems and additional items mentioned in the technical bid BROUCHERS/ORIGINAL CATALOGUE with other literature and write – ups should be uploaded as proof.		
11.	Scanned and signed copy of Tender Document.		

- Note :**
1. It is compulsory to fill the above check list.
 2. The document should be submitted/uploaded online in e-portal in the above order of the Checklist and place the check list as cover page with pagination of documents.
 3. In the absence of any of the above documents the bid shall be rejected.

SIGNATURE OF THE TENDERER

Conditions of Contract

Submission of Tender

The tender shall be submitted/uploaded online in two bids viz., Technical and Price Bid

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

All the pages of the bid being submitted/uploaded must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

Cover 1 Technical Bid:

Following documents are to be furnished by the Tenderer/Bidder along with Technical Bid as per the tender document.

Qualifying Documents:

1. Tender Fee of Rs.590/- (Rupees: Five Hundred and Ninety only) in shape of DD from any Nationalized bank in favor of Director, Institute of Forest Biodiversity payable at Hyderabad and scanned copy of the same should be uploaded in the portal.
2. EMD :Rs.40,000/- (Rupees : Forty Thousand only) is to be deposited in form of DD from any Nationalized bank in favor of Director, Institute of Forest Biodiversity payable at Hyderabad and scanned copy of the same should be uploaded in the portal.
3. Signed and scanned copy of MSME/NSIC Registration (if exemption of tender fee and EMD is claimed)
4. Signed and scanned copy of PAN card
5. Signed and scanned copy of Tender Acceptance Letter as per tender document
6. Signed and scanned copy of GST certificate
7. Signed and scanned copy of audited balance sheet of last three years
8. Signed and scanned copy of Authorized Dealership Certificate.
9. Signed and scanned copy of complete technical details/specifications of the quoted items with make and model of all systems, sub – systems and additional items mentioned in the technical bid BROUCHERS/ORIGINAL CATALOGUE with other literature and write – ups should be uploaded as proof.
10. 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 must be attached along with the bid, failing which the bid shall be rejected.
11. Signed and scanned copy of tender document.

Important: Earnest Money Deposit (EMD) and E- tender fees are to be submitted through DD in favour of Director, Institute of Forest Biodiversity payable at Hyderabad and the scanned copy/soft copy of the same shall be uploaded along with the Tender/Bid. The original DD's of EMD and Tender fees should be submitted to the office on or before the last date of submission of Bids. Bids/Offer without EMD would not be considered and the same would be rejected.

Cover 2: Price Bid:

Hard copies of financial bid should not be submitted physically in this institute. The financial proposal must be submitted/uploaded in the schedule of price bid in the form BOQ.xls separate of each item. Full details of business terms and conditions e.g. GST 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. **The price bid undertaking and schedule of price bid in the form of BoQ_1.xls must be filled as per format given in Chapter – V: Price Bid schedule.**

Proposal Evaluation

Clarification of Bids

To assist in the examination, evaluation, comparison of the bids and qualification of the Bidders, the Purchaser, at its discretion, may ask any Bidder for a clarification of its Bid. The Purchaser's request for clarification and the response shall be in writing by post/email/fax etc. Any clarification submitted by a bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered. No change, including any voluntary increase or decrease, in the prices or substance of the bid shall be sought, offered, or permitted except to confirm the correction or arithmetic errors noticed by the Purchaser in the evaluation of the bids.

If a bidder does not provide clarifications of its bid by the date and time set in the Purchaser's request for clarification, its bid may be rejected.

Unresponsive Bids

The bids will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribe in the Bid Document. The Bids are liable to be treated as non- responsive and will be rejected if bidder does not upload qualifying and technical documents as required in the bid Document.

Minor Informality/Irregularity/Non – Conformity

If during the preliminary examination, the purchaser find any minor informality and/or irregularity and /or non- conformity in a bid, the purchaser may waive the same provided it does not constitute any material deviation and financial impact and, also, does not prejudice or affect the ranking order of the bidders. Whenever necessary, the purchaser will convey its observation on such 'minor' issues to the bidder asking the bidder to respond by a specified date. If the bidder does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that bid may be ignored.

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

(i) Technical Evaluation:

(a) Evaluation of Qualifying Documents: Tenders shall be scrutinized and evaluated by the Technical Committee or a Committee constituted by competent authority with reference to parameters prescribed in the Bid Document. First of all, the qualifying

documents of the bid will be checked and in absence of any qualifying documents the bid will be rejected.

(4) **Financial Evaluation:**

- (4) Financial Bids of only technically qualified bidders shall be opened online for further scrutiny and evaluation.

Terms and Conditions:

1. The Director, Institute of Forest Biodiversity (Indian Council of Forestry Research and Education), Govt of India, Hyderabad invites online offers under Two Bid System for the **Designing and Printing of the DPR (Detailed Project Report) for Institute of Forest Biodiversity, Hyderabad** from experienced and registered contractors/service firms/persons who fulfill the minimum eligibility criteria prescribed in the e-tender document. There will be no manual submission of documents.

2. The tender for printing of publication is to submit in two parts viz. "Technical Proposal and Financial proposal "

3. E-tender documents can be downloaded from IFB website and e - portal. Aspiring bidders/suppliers who have not enrolled/registered in e-procurement should enroll/register before participating through the website <http://moefcc.euniwizarde.com>

4. E-tender must be electronically submitted through online within prescribed data and time as mentioned in the e-procurement portal. Hard Copy of the E-tender documents will not be accepted.

5. 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.

6. In order to maintain consistency across the publication (both volumes and overview), the job for publication shall be considered as a single job and will not be split.

7. The rates quoted are to be FOR; Director, Institute of Forest Biodiversity, Dulapally, Kompally S.O., Hyderabad - 500 100.

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

9. Conditional tenders are liable to be rejected.

10. Bidders must have their infrastructure, which may be inspected by IFB for verification.
11. Short listing of a bidder do not confer any rights on any bidder, it only means that the offer made is under consideration.
12. 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.
13. Offers submitted by telex, telegram or fax shall not be considered.
14. In case any of the dispute, the Director, IFB shall decide the issue and his decision will be final and shall be binding on the parties.
15. Copyrights of the document proposed to be printed under the agreement shall be with IFB, Hyderabad.
16. EMD is liable to be forfeited, if wrong information is furnished as regards the qualifying, technical and financial proposal; also, if the successful bidder fails to furnish the performance guarantee within the stipulated period; the EMD shall be liable to be forfeited.
17. Earnest Money Deposit (EMD) are to be submitted through DD from any Nationalized bank in favour of Director, Institute of Forest Biodiversity, Hyderabad payable at Hyderabad and the scanned copy/soft copy of the same shall be uploaded along with the technical bid.
18. Earnest Money Deposit (EMD):-
 - (a) The EMD to the unsuccessful e-tenderer (s) will be returned at the earliest after expiry of the final bid validity or latest on or before the 30th day of the award of the purchase order whichever is earlier.

The EMD may be forfeited: If a e-Tenderer withdraws his bid during the period of bid validity specified or in case of a successful Bidder, if the bidder fails to furnish security deposit

 - The EMD of the unsuccessful bidder will be released after finalization.
 - For the successful bidder EMD will be released after they submit the performance security as per our instructions, otherwise
19. The number and quantity mentioned in the above E-tender Notice is the probable number and the same may be increased/decreased according to the requirement. The Director, IFB reserves the right to order or not to order any number and quantity.
20. All the required document like technical documents, user certificate, supply order to other institutes, accreditation to quality management, PAN, TAN, GST, income tax, small scale industries exemption certificates, import license, authorization from principal supplier/manufacturer etc. along with E-Tender document should be uploaded and attached against the above E-Tender. If failed to upload and attach the E-Tender will be rejected.
21. Technical Bid: e-tenderer shall furnish complete technical specification in the format

prescribed duly signed failing which E-Tender will not be accepted.

22. The following scanned documents (Self attested with rubber seal, in case of photocopies) should be uploaded along with the technical bid. In case of photocopies in original documents for the following should be produced whenever required; failing which E – tender submitted will be rejected at any moment.

a. Brochures supporting of the specifications quoted.

b. Authorization Certificate of the concerned company in favour of the e-tenders of the Principal dealer if the e-tenders is a sub agent to sell/service/give annual maintenance service for the items quoted.

c. Document supporting both past and present status of the work.

d. Valid proof of any orders received from various Govt./Semi – Govt/P.S.U etc.

23. The date of sequencing has to be delivered at this Institute.

24. Financial Bid: The e – tenders should use Price Bid format as provided in the website and rates should be entered in the allotted space only and submitted after filling the relevant columns. Any financial bid not given in the prescribed format will be rejected.

i. The rate should be valid for a minimum of 120 days from the date of opening of the E – tender.

ii. Price list of the company if any should be uploaded with the bid.

25. SECURITY DEPOSIT:

The successful bidder/tenderer should furnish a Performance Guarantee in favour of Director, Institute of Forest Biodiversity, Hyderabad, for an amount equivalent to 5% of the total order value. The Performance Guarantee shall be released after ensuring the complete and satisfactory delivery of the printed material.

26. No advance payment will be made under any circumstances.

27. ICFRE, the parent body of the IFB, Hyderabad is registered with the Department of Scientific and Industrial Research (DSIR), Ministry of Science and Technology, Government of India New Delhi for the purpose of availing customs duty exemption in terms of Government Notification No. 51/96 – Customs dated 23 -7-1996 and central excise duty exemption in terms of Government Notification No 10/97 – Central Excise dated: 1st March 1997. Therefore, the parties may offer their rates without including Customs and Central Excise duty.

28. The bids shall remain valid for 120 days after the date of bid opening. Any e-tenderers whose validity of the financial bid is for a lesser duration shall be rejected by the Institute as non – responsive.

29. The successful e – tenderers shall be entirely responsible for all taxes, duties, license fees, octroi road permits, etc., incurred until the service completed.

30. The competent authority does not bind himself to accept the lowest or any other tenderer, and reserves its right to reject any or all tenders received without assigning any reasons whatsoever.

31. The tenders, in which any of the prescribed conditions are not fulfilled or are

incomplete in any respect, shall be summarily rejected.

32. The Institute will not responsible for any delay on the part of the e-tenderers in submission of the E – tender bids. Any bids received by the Institute after the deadline prescribed for submission of the bids, will be rejected.

33. Each page of the general terms and conditions uploaded with the e-tender should be duly signed as a token of acceptance of all terms and conditions of the e – tender. No deviation in the terms and conditions of the e-tender notice will be accepted. The supporting documents should be duly stamped and signed by the e-tenders otherwise rejected. No retyping of the general terms and conditions supplied is accepted. Submit this terms and conditions duly signed along with the technical bid.

34. The Director, Institute of Forest Biodiversity, Hyderabad reserves the right to cancel/reject full or any part of the e – tender, without assigning any reason. No correspondence will be entertained in this regard.

35. Canvassing whether directly or indirectly, in connection with the tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

36. The bidder may see the manuscript if required before bid.

37. The rates quoted should be inclusive of all applicable taxes.

38. No part payment for printing jobs will be made. The said work at every stage, will have to be carried out under the supervision of the Nodal Officer, DPR of this institute.

39. If firm fails to execute the job within the stipulate time or leaves the job incomplete or refuses to complete the work or takes more time than the scheduled/ fixed time, then the firm will be liable to be penalized. The Director, IFB, Hyderabad reserves the right to impose a penalty at his discretion.

40. The delivery must be made at Institute of Forest Biodiversity, Hyderabad.

41. The Director, IFB Hyderabad, reserves the right without assigning any reasons thereof to,

4. 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.

Specifications and Technical Details

3.1 Technical specifications of designing and printing job

SPECIFICATIONS FOR Detailed Project Report on Rejuvenation of Godavari River through Forestry Intervention

(4) Designing and Layout – In consultation with and to the satisfaction of the team

General Specifications

The Designing and Printing of Detailed Project Reports (DPR) on Rejuvenation of Godavari River through Forestry Interventions shall be of following specifications: -

- 1) **Size:** 11 inches (h) x 8.25 inches (w)
- 2) **Cover with** Multi-coloured printing along with UV coating and double embossing; **inside pages** multi-colored printing with 2 special colours
- 3) **Printing Quality:** High quality CTP, alcohol-based offset printing, both side printing
- 4) **Quantity and Pages:** As per details below (including 4 cover pages) (subject to change)

Table: Tentative quantity and number of pages to be printed

Sr. No.	Item	Designing and Printing of DPR on Forestry Interventions for Rejuvenation of Godavari River	
		Pages (No.)*	Copies (No.)**
1	Volume I	500	400
2	Volume II	700	400
3	Overview	30	400

* The number of pages are approximate as per Word/pdf format, before designing works.

**The number of copies are tentative and payment will be made on basis of actual no. of pages and copies

5) **Paper:** Specifications of the paper are as under:

- (i) **For main Volume I and Volume II** – Cover: 300 GSM Art Card Matt Finish. Inside pages: 100 GSM Matt Finish. (Paper sample to be attached by bidder)
- (ii) **For Overview**– Cover: 260 GSM, Iris/Rendezvous fine paper, Inside pages: 120 GSM Iris/Rendezvous fine paper

6) **Designing:** Computerized designing by skilled graphic designers along with colour correction and enhancement of photographs with conversion to high resolution to the satisfaction of the buyer.

7) **Printing:** CPC with CTP printing, alcohol based along with aqua coating on all pages with two special colours on all pages.

8) **Finish: Cover page:** Gloss/ Matt and **inside pages:** Matt finish

- 9) **Lamination:** Thermal lamination on cover gloss/matt + UV coating on cover pictures
- 10) **Binding:** Soft bound, with sewing and perfect binding using good quality glue
- 11) **Proofs:** Two colour dummies are required before the final printing and four dummies in black & white are required while compiling the books.
- 12) The copyright will be with the IFB, Hyderabad

3.2 Deliverables

- a. The deliveries must be completed within 10 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 IFB's plans of completing the work within the time frame.
- b. 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)
- c. Soft copy of the subsequent/second edited version of the document in Word/CorelDRAW and PDF format both, incorporating changes suggested by the IFB, Hyderabad before the DPR is placed before second stage of approval (stage two).
- d. Number of final version of the DPR documents as per financial bid.

3.3 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.
- b. Last fifteen days (at least) of designing work will be carried out at Hyderabad to allow close monitoring of designing work and incorporation of necessary corrections to the satisfaction of the Buyer.
- c. 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).
- d. The Service Provider shall do the designing and 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.
- e. 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.
- f. 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 and stage two).
- g. 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.
- h. 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.

3.4 Other Terms and Conditions

- a. The copyrights will be with the Buyer Department as 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 a 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.

Price Schedule

Price bid undertaking: The format of Price bid undertaking as given under:

From (Full Name and address of the Bidder)

To
The Director
Institute of Forest Biodiversity
Hyderabad

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 inclusive of all applicable taxes except Service Tax.

Signature of authorized Representative

Schedule of Price Bid in the form of BoQ_1.xls

The prices should be quoted only in BoQ_1.xls available in the e-portal.

The below mentioned Financial/Proposal/Commercial Bid format is provided as BoQ_1.xls along with his bid document at <http://moefcc.euniwizarde.com> bidders are advised to download at this BoQ_1.xls as it is the 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 bidder is liable to be banned from doing business with IFB

1. The rates, taxes, charges, etc. should be quoted as per BoQ.
2. All taxes , fees, leives, etc. and any revision in the statutory taxes/fees, etc will be the responsibility of the bidder.
3. In case of any discrepancy / difference in the amounts indicated in figures and words the amounts in words will prevail and will be considered.
4. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory
(Signature of the Authorized Person)

Agreement/Contract Form

Tender Acceptance Letter

(To be given on company Letter Head)

Date.....

To
The Director,
Institute of Forest Biodiversity,
Hyderabad.

Sub: Acceptance of Terms and Conditions of Tender.

Tender Reference No.

Name of the Tender/Work:

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) name _____
_____As per your advertisement, given in the above mentioned website(S).
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. _____To _____(including all documents like annexure(s), schedule (s) etc.,) which form part of the contract agreement and I/we shall abide hereby by the terms
/conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in it's totality/entirely.
5. I/we do hereby declare that one firm has not been blacklisted/debarred/banned by any Govt. Department / Public sector undertaking.
6. I/we certify that all information furnished by the our firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully
(Signature of the Bidder, with Official Seal)