

Two Bid Tender
Document

For

PRINTING OF ICFRE ANNUAL REPORT 2017-18 (English and Hindi)
(No. 07/Media/PO/Admin/ICFRE/2018-19)



**INDIAN COUNCIL OF FORESTRY RESEARCH
AND
EDUCATION**

**P. O. New Forest
Forest Research Institute
Dehradun-248-006
UTTARAKHAND**

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

Phone: 0135-2224866/69/34;
Website: [http:// icfre.gov.in](http://icfre.gov.in)

Fax: 0135-2750297
Email: poadmin@icfre.org

TENDER NO: 07/Media/PO/Admin/ICFRE/2018-19

1. **Online bids are invited on single stage two bid systems for the Printing of ICFRE Annual Report 2017-18 (English & Hindi).**
2. Tender documents may be downloaded from ICFRE website <http://icfre.gov.in> (for reference only) and CPPP site <https://eprocure.gov.in/eprocure/app> and MOEFCC Portal as per the schedule as given in tender critical date sheet as under:-

The schedule of activity is as follows:

SN	Activity/Item Description	Time Schedule
1.	Tender No.	TENDER NO: 07/Media/PO/Admin/ICFRE/2018-19
2.	Request tender document from date and time	17-08-2018 at 14:00 hrs.
3.	Request tender document till date and time	06-09-2018 at 13:00 hrs.
4.	Financial bid online submission end date and time	06-09-2018 at 14:00 hrs.
5.	Date and time for opening online Technical bid	06-09-2018 at 15:00 hrs.
6.	Date and time for opening online Financial bid	It will be decided after evaluation of technical bid.
7.	Amount of EMD to be deposited	The scanned copy of the DD of Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten thousand only) in the form of Demand Draft With Minimum Twelve Months Validity in favor of Account Officer, ICFRE payable at Dehradun

8.	e-Tender Processing Fee	<u>Rs.590/-</u> (including GST @18%) Nonrefundable shall be paid through e-payment gateway In favor of ITI limited.
9.	Tender document cost	Rs.500 (Excluding of GST@18%) only in the form of Demand Draft in favor of Account Officer, ICFRE payable at Dehradun
10.	ITI Helpdesk Contact Detail	Mr. Sandeep Kumar :09212512731,Mr.Amrendra Kumar:09015535108 Helpdesk No.(10:00 to 18:00 Hrs):011-49606060

Notice inviting tenders

(National Competitive Bidding)

(Indian Council of Forestry Research & Education)

Post- New Forest,

Forest Research Institute,

Dehra Dun - 248006 Uttarakhand, India

Phone: 0135-2224866/69/34; Fax: 0135-2750297

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

TENDER No. 07 /Media/PO/Admin/ICFRE/2018-19

BIDDING DOCUMENT Instructions to Bidders

Online Tenders are invited from the reputed firms for Printing of ICFRE Annual Report 2017-18 (English & Hindi):

Item No.	Name of assignment
1.	Printing of ICFRE Annual Report 2017-18 (English & Hindi)

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

ADG (Admin)

Terms and Conditions

Bids shall be submitted online only at MOEFCC website: <https://moefcc.euniwizard.com/> and CPP Portal <https://eprocure.gov.in/epublish/app>.

Tenderer/Bidder is advised to follow the instructions provided in the “Instructions to the Tenderer/Bidder for the e-submission of the bids online through the MOEFCC Portal.

Not more than one tender shall be submitted by one tenderer/bidder having business relationship. Under no circumstances, the father and his sons(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

Tenderer/bidder who has downloaded the tender from the <https://moefcc.euniwizard.com/> and CPP Portal <https://eprocure.gov.in/epublish/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 ICFRE.

Intending tenderers/bidders are advised to visit again ICFRE website <http://icfre.gov.in> and <https://moefcc.euniwizard.com/> and CPP Portal <https://eprocure.gov.in/epublish/app>.

at least 3 days prior to closing date of submission of tender for any corrigendum / addendum / amendment etc.

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. The bidder will bid for PRINTING OF ICFRE ANNUAL REPORT 2017-18 (ENGLISH & HINDI).

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

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

QUALIFICATION CRITERIA FOR THE BIDDER

Online e-tender are invited on behalf of Deputy Director General (Admin), ICFRE, Dehradun from reputed agencies / firms who fulfill the eligibility criteria for Printing of ICFRE Annual Report 2017-18 (English & Hindi). The Online Tender is invited in two bid system under MOEFCC Portal through <https://moefcc.euniwizard.com/>. The tender schedule is as per tender critical dates mentioned in Table cited in **Notice Inviting Tenders**.

- The complete tender in PDF format can be downloaded from the website. <https://moefcc.euniwizard.com/> Following documents are

required to be submitted along with bids:

- ❖ The scanned copy of the DD of the tender fee of (Rs. 500/- + Tax) in the form of Demand Draft in favour of Account Officer, ICFRE payable at Dehradun from any Commercial/ Recognized/ Nationalized Bank in India should be uploaded in **MOEFCC Portal**.
- ❖ The scanned copy of the DD of Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten thousand only) in the form of Demand Draft **With Minimum Twelve Months Validity** in favour of Account Officer, ICFRE payable at Dehradun from any Commercial/Recognized/ Nationalized Bank in India. Tenders submitted without EMD will be treated as invalid.
- ❖ The Bidders are required to submit Tender Fee, EMD. The scanned self certified copies of documents must be uploaded in MOEFCC Portal otherwise tender will be rejected.

The Tender may be either modified or cancelled in part or full, at the discretion of the Assistant Director General (Admin.), ICFRE, without assigning any reason thereof.

2.1 Technical Bid

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

: Proof of having own establishment of offset printing with modern infrastructure and other facilities.

- Proof of registration with Directorate of Industries from OEM or equivalent.
 - Appropriate ISO/Govt. Registration Certificates in respect of the firm.
 - Proof of PAN/TAN allotted to the firm by the Income Tax Department.
 - Signed and scanned copy of GST clearance Certificate, TIN No., Certificate/Affidavit of partnership firm.
 - Proof of Income Tax Registration.
 - Copy of Income Tax return filed/ copy of balance sheet filed with the income tax department for latest assessment year.
 - Tax clearance certificate issued by Sales Tax Department for last 2 financial years.
 - Corporate tax clearance certificate for last 2 financial years.
 - Earnest Money Deposit equivalent of Rs. 10,000/-, in the form of DD /FDR/ Bank Guarantee / Bankers Cheque issued by any nationalised bank located at Dehradun, in favour of Account Officer, ICFRE Dehradun valid for at least Twelve months.
 - Copy of Firm's Registration / Partnership Deed / Power of Attorney.
 - The enclosed, Annexure 1 and 2 duly filled in must be submitted along with proposal.
 - The bidding firm must have undertaken work of similar magnitude during past three financial years. Enclose Client List with work orders.

- The bidding firm must possess an experience of atleast 5 years, in the field of printing of books / booklets. Enclose copies of the supportive documents.
- Any other documents in support of technical details.
- Authorization of the bidder for signing the tender documents.
- All attachments should be neatly numbered and indexed. An serial numbered Index sheet showing the numbers given to the attachment and title should be enclosed.
- Signed and scanned copy of audited Balance sheet of last three years and partnership deed as per the tender document.
- Signed and scanned copy of Organizational chart and plants & equipment as per tender documents.
- Tender fee: The tender form downloaded from above websites must include Rs. 500/- + tax by crossed Demand Draft in favour of Account Officer, ICFRE, Dehradun as tender fee along with the tenders submitted and the scanned copy of the same should be uploaded in the Portal.
- All certificates should be signed along with the seal/stamp on the letter head of the bidding firm/organization.
- Signed and Scanned copy of documents related to firms relevant experience for past three years.
- Samples of papers will be submitted to ADG with EMD.
- Approximately designed 10 Pages of the attached matter as per the design available at **Annexure-3** ,the bidder should be submitted 20 pages along with EMD on prescribed paper, no deviation from the approved design will be acceptable.

2.2 Price Bid

2.2.1 The financial proposal must be submitted in the Schedule of price bid in the form of BoQ_1.xls. Price bid undertaking,

2.2.2 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://moefcc.euniwizard.com/> separately for each item.

(b) Price Bid Undertaking

From: (Full name and address of the Bidder)

To,

Dear Sir/Madam,

I submit the price Bid for ----- and related activities as envisaged in the Bid document.

I have thoroughly examined and understood all the terms and conditions as 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 <https://moefcc.euniwizard.com/Bidders> are advised to download the format of BoQ_1.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. **Bidder shall not tamper/modify downloaded price bid template in any manner.** In case, if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with Indian Council of Forestry Research & Education, Dehradun.

1. The rates will be inclusive of GST fees, levies, etc. and any revision in the statutory taxes, fees, etc will be the responsibility of the Bidder.
2. In case of any discrepancy/difference in the amounts indicated in figures and words the amount in words will prevail and will be considered.
3. The quoted rates shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.

Authorized Signatory
(Signature of the Authorized Person)

(d) Checklist for the bidders:

- i) **Annexure 1 and 2** duly filled in and accompanied by supporting documents, duly indexed and numbered.
- ii) Proof of having own establishment of offset printing with modern infrastructure and other facilities.
- iii) Appropriate ISO/Govt. registration certificates in respect of the firm.
- iv) Proof of PAN/TAN allotted to the firm by the Income Tax Department.
- v) **Earnest Money Deposit** in the form of Bank Draft or Bankers Cheque or FDR or Bank Guarantee of a nationalized bank of Rs. 10,000/- payable to Account Officer, **ICFRE, Dehra Dun.**

Tenders submitted without Earnest Money Deposit will be treated as invalid.

- vi) Samples of papers will be submitted to ADG with EMD.
- vii) Approximately designed 10 Pages of the attached matter as per the design available at **Annexure-3**, the bidder should be submitted 10 pages along with EMD on prescribed paper, no deviation from the approved design will be acceptable.

3. SCOPE OF WORK

- a) **The designing, layout, planning and printing of the ICFRE Annual Report 2017-18 (both English and Hindi version) must be of superior quality. The rates for printing of cover pages and text pages should be quoted separately. The rates for printing Hindi and English version should be quoted separately.**

- b) The printed copies shall be delivered in two stages as mentioned below.

First Phase - 100 copies of Hindi and English versions each
Second Phase - Hindi and English versions 200 copies each

Amendment is possible in each stage. The printer must print the next step after all the modification is incorporated as per approved proof and technical specifications given below.

- i. Size - A 4
 - ii. Approximately 200 pages of text and 4 pages of cover in multicolor system planning. Payment will be made on the basis of actual pages printed.
 - iii. Text on superior quality Matt paper 130 GSM
 - iv. Cover on superior quality imported Matt Paper 320 to 350 GSM
 - v. Lamination on cover
 - vi. Perfect binding.
- c) ICFRE reserves the right to print or not to print Hindi version in first and second phase of printing
 - d) Printing of the above **ICFRE Annual Report 2017-18 Hindi and English version** as per specifications given below following approval of press proof:-
 - i. Size - A 4
 - ii. Approximately 200 pages of text and 4 pages of cover in multicolor system planning.
 - iii. Text on superior quality imported Matt paper 130 GSM
 - iv. Cover on superior quality Matt Paper 320 to 350 GSM
 - v. Lamination on cover
 - vi. Perfect binding.
 - e) Providing master CD (05 Nos.)/Pendrive of ICFRE Annual Report 2015-16 chapter-wise (English Version and Hindi Version each) in PDF format, for uploading on ICFRE website/portal and each file should have size less than 2 MB.

- f) **Evaluation and Selection of printers will also be based on the samples of work done by them in the past 3 years, along with other criteria.**
- g) **The printed stores are required to be delivered in full within the stipulated time. Extension of time shall not be permitted.**
- h) **Bidders may please note that:-**
- (i) Material for ICFRE Annual Report 2017-18 (English & Hindi) will be provided to the printer in hard copy as well as in soft copy by the Asstt. Director General (Media and Extension), ICFRE. However, contents in hard copy shall be treated as valid for all-purpose.
 - (ii) Proof reading will be done by the bidder. ADG (Media & Extension), ICFRE will approve the proof.
 - (iii) **The final print for both the first stage and the final shall be done only after approval of the final draft in Color.**
 - (iv) ICFRE reserves the right to carry out any number of corrections/modification/alterations in the material at any stage.
 - (v) Printer will be responsible for any error/difference from the final proof. Errors once corrected will be not checked in later version and if cropped up it will be sole responsibility of the printer and subject to penalties.
 - (vi) Time wasted due to these typographical errors or omissions would be counted and no extension of time would be allowed on this pretext.
 - (vii) The representative(s) of the ADG (Media & Extn.), ICFRE shall be in constant touch with the bidder for finalizing the final drafts after very stages.

4. GENERAL TERMS AND CONDITIONS

- a) In order to maintain consistency across both the publication, the job for both the publication shall be considered as a single job and will not be attoted to different bidders.
- b) The tender for printing of publications is to be submitted in two parts viz. **'Technical Proposal'** and **'Financial Proposal'** in two bids.
- c) Only unit prices are to be quoted per page both in digits and in words ,wherein the detailed specifications of the above publications are given. In case of a discrepancy in the two, that quoted in words will be taken as valid. The financial proposal should include item wise rate and overall charges separately.
- d) The rates quoted are to be FOR ADG (Media & Extension), Indian Council of Forestry Research and Education, P.O. New Forest, Dehradun – 248 006. Rates are to be strictly quoted in Annexure – 3 of the tender document only, else it will be considered as invalid.
- e) The firms shall submit best samples of the works executed during the last three years along with the EMD.
- f) Only those firms who have good experience as per details in Annexure 2 are eligible for bidding. Proofs in support of these are to be attached with the technical bids.

- g) The Tender should be accompanied with a Bank Draft or Bankers Cheque or FDR of a nationalized bank of **Rs. 10,000/- payable to Account Officer, ICFRE, Dehra Dun as Earnest Money Deposit.** Tenders submitted without Earnest Money Deposit will be treated as invalid
- h) All pages of the tender document are to be signed and stamped by the tendering firm.
- i) Bidders must have their own infrastructure, which may be inspected by ICFRE for verification.
- j) Short-listing of a bidder do not confer any rights on any bidder, it only means that the offer made is under consideration.
- k) While submitting the bid, the bidder shall be deemed to have read, understood and accepted all the terms and conditions stated in this Tender Document.
- l) The bidder shall indicate the complete address of the firm / Office and work along with the name(s) of the contact person(s) and their Telephone / Fax / E-mails/Mobile Nos.(s) and other particulars as per the Pro forma at **Annexure - 1.**
- m) Conditional Tenders are liable to be rejected.
- n) In case of any dispute, the Director General, ICFRE shall decide the issue and his decision will be final and shall be the binding on the parties.
- o) No legal proceedings to enforce any claim and no suit arising out of this work contract shall be instituted except in a court of competent jurisdiction over Dehradun, Uttaranchal.
- p) The successful bidder shall furnish, a Performance Guarantee in favors of Account Officer, ICFRE, Dehradun, for an amount equivalent to 15% of the contract value. The performance Guarantee shall be in the form of B.G./Bank Draft issued by the Nationalized Bank. The Performance guarantee must be submitted along with the letter of acceptance within the stipulated time. The performance guarantee shall be released after ensuring the complete and satisfactory delivery of the printed material.
- q) EMD is liable to be forfeited, if wrong information is furnished as regards the qualifying, technical and financial proposals of the successful bidder fails to furnish the performance guarantee within the stipulated period, the EMD shall be liable to be forfeited.
- r) The Assistant Director General (Admin.), ICFRE, Dehradun, reserves the right without assigning any reasons thereof, to:
- i. Accept or reject whole or any part of an offer
 - ii. Reject any or all offers partly or wholly,
 - iii. Cancel or withdraw the Tender notice
 - iv. Accept or reject any deviations from these conditions

5. TIME SCHEDULE OF WORK

- a) The printer shall submit the press proof (after the proof reading by the printer) of the Annual Report 2017-18 both in English and Hindi Version within **15** days of placement of confirmed order and provision of text material and photographs.
- b) The duly bound Annual Report 2017-18 (English Version 100 copies) shall be delivered within 5 days of intimation of approval of press proof.
- c) The duly bound Annual Report 2017-18 (after carrying out the necessary changes of English Version 200 copies and Hindi Version 200 copies) shall be delivered within 5 days of intimation of change and final approval of the English version and approval of the press proof of the Hindi version.
- d) **Time is essence of this contract. Therefore, no extension of time for whatsoever reason shall be permitted in the above schedule**

6. QUALIFYING REQUIRMENTS AND DOCUMENTS TO BE FURNISHED

- a) A certificate from the authorized signatory of the proprietary firm is to be submitted along with the Technical bid certifying the existence of the firm for atleast five years. In case of others copy of the firm registration be submitted.
- b) The information asked for in attached **Annexure – 1 and 2** must be furnished in the given format only and should be supported by necessary documents. It may be noted that supporting documents alone shall not be accepted as a substitute for the information asked for in the Annexure – 1 and 2.
- c) Copies of GST, paid for the latest Assessment Year. PAN/TAN allotted to the firm by Income Tax Department, Tax Clearance certificate issued by the Works Contract Cell of Sales Tax Department as per provision and Corporate Tax Clearance Certificate for the last two financial years be furnished with the Technical Bid.
- d) The bidder will have to furnish an Earnest Money Deposit of Rs. 10,000/- , in the form of DD / FDR / Bank Guarantee / Bankers Cheque issued by any nationalized bank located at Dehradun, in favour of Account Officer, ICFRE, Dehradun valid for atleast twelve months. The Tender shall be summarily rejected in the absence of EMD. No interest on the EMD shall be paid. The EMDs of all the bidders except those whose technical bids have been accepted shall be returned within 30 days of finalisation of the technical bids. The EMD of the successful bidder shall be returned within one week of furnishing of necessary performances Guarantee.
- e) The EMD is liable to be forfeited, if the bidder withdraws or impairs or derogates the bid in any respect or manner within the period of the validity of the offer. If the successful bidder fails to furnish the Performance Guarantee within the stipulated period the EMD shall be liable to be forfeited.

- f) This Tender Document shall be submitted along with the bid, with each page thereof duly signed by the bidder and affixed with the seal of the firm.
- g) The firms shall submit best samples of the works executed during the last three years along with the EMD.
- h). Approximately designed 10 Pages of the attached matter as per the design available at **Annexure-3** ,the bidder should be submitted 20 pages along with EMD on prescribed paper, no deviation from the approved design will be acceptable.

7. REGARDING CONTRACT

- a) If any part of the contract does not correspond or agree with any other part, or if any question arises as to the meaning of the terms of the contract or as to the performance of the work, Director General , ICFRE shall determine the matter and his decision shall be final and binding upon the parties hereto.
- b) The contract when executed by the parties hereto shall constitute the entire contract between the parties in connection with the works covered, and shall be binding upon the parties hereto or upon either of them unless the said modification shall be in writing and duly executed by ICFRE and the firm.
- c) The contract shall not be assigned or sublet in whole or in part by the firm without prior written consent of Assistant Director General (Admin), ICFRE. Any assignment or subletting of this contract by the firm without prior written consent of Assistant Director General (Admin.), ICFRE or any interest therein, or of any money due or to become due by reason of the terms hereof, shall be null and void.
- d) The Assistant Director General (Admin.) has the powers to cancel the contract at one-week notice, if the services of the contractor are found unsatisfactory or otherwise.
- e) The printed material under this contract shall not be deemed an asset in any form by the successful bidder.

8. PAYMENT TERMS

- a) **No claim on account of sales tax, service tax, VAT, work contract tax or any other taxes and duties presently in force for the material used for execution of the work awarded under the contract, will be entertained and all such taxes and duties shall be borne by the Contractor himself.**
- b) **The ICFRE shall deduct such taxes, duties and any other statutory levies imposed by the Government on such charges as may arise from the implementation of the contract.**
- c) The payment is subject to TDS as per Income Tax Rules / Laws.
- d) If the contractor violates any of these terms and conditions, the Performance Guarantee shall be liable for forfeiture, wholly or partly, as decided by Assistant Director General (Admin.) and the contract may be cancelled.
- e) The payment as per the contract shall only be released after the complete and satisfactory delivery of the printed material and on verification by the ADG(Media & Extension), ICFRE.

9. PENALTY

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

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

10. ARBITRATION

- (a) Except where otherwise provided in the contract all questions and disputes whatsoever in any way arising out of or relating to the contract or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of the warranty period or after the completion or abandonment thereof shall be referred to the sole arbitration of the person appointed by the Director General, Indian Council of Forestry Research and Education, (DG, ICFRE) Dehradun on this behalf at the time of dispute. There will be no objection to any such appointment that the arbitrator so appointed is an employee of ICFRE, or government servant or that he had to deal with the matters to which the contract relates or that in the course of his duties as employee of ICFRE, or government servant, he had expressed views on all or any of the matters in dispute of differences. The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, shall be replaced by another person as decided by DG, ICFRE, to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also a term of this contract that no person other than a person appointed by the Director General, ICFRE should act as arbitrator and if for any reason, that is not possible, the matter is not to be referred to arbitration at all in all cases where the amount of the claim in dispute is Rs. 50,000/- and above, the arbitrator shall give reasons for the award.
- (b) Subject as aforesaid, the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.
- (c) Services under the contract shall, notwithstanding the existence of any such dispute, question or controversy, continue during arbitration proceedings and no payment, due or payable by ICFRE or the firm shall be withheld on account of such proceedings unless such payments are the direct subject of the arbitration. Reference to arbitration shall be a condition precedent to any other action at law.

11. EVALUATION OF PROPOSALS

A three-stage evaluation procedure will be adopted,

(i) Stage – 1 EVALUATION OF TECHNICAL PROPOSAL

Checking of qualifying documents and technical documents submitted along with the bid.

The technical evaluation criteria will include the firms **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 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.

(ii) 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:

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

(iii) 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 65%

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

Assistant Director General(Admin)
Directorate of Administration
ICFRE, Dehradun

PARTICULARS OF THE FIRM

1. Name of the company : _____
2. Head / Regd. Office Address : _____
 - a) Postal : _____
 - b) Fax. No. : _____
 - c) Telephone No.s (s) : _____
 - d) E-mail Address : _____
 - e) Website Address : _____
3. Former name of company (if any): _____
4. Dehradun Office Address : _____
 - a) Postal : _____
 - b) Fax. No. : _____
 - c) Telephone No.s (s) : _____
 - d) E-mail Address : _____
5. Type of Organization : Individual / Partnership / Incorporated
6. (i) Year of establishment: _____
ii) Year in which printing:
work started _____
7. Amount of EMD deposited
 - a) Draft / Bank Guarantee No.: _____
 - b) Bank Detail : _____
 - c) Amount : _____
8. Period of validity of Tender: _____
9. Details of supporting : _____
documents enclosed : _____
: _____
- 10 Name and address of the : _____
authorized signatory / : _____
contact person for this Tender : _____
11. Whether letter of Authority for : _____
attending bid opening
enclosed with Tender ?

12. Whether PAN certificate attached?: _____
13. GST No. : _____
14. Whether the company has : _____
ISO Certification ?
If yes / whether document attached
in technical bid
15. Turn over of the firm : _____
16. List of equipment and machines : _____
available for printing work
17. Technical Manpower with qualification: _____
18. Detailed qualification and experience : _____
of professional available for designing,
layout, planning of cover and text pages
of the report
19. Experience of the firm is undertaking : _____
works similar to printing of Annual
Report. Best sample whork needs to
be attached
20. Proof of the fact that firm own printing : _____
facility/have MOU for printing with
an established firm who own their
printing facility
21. Proof of solvency : _____
22. Time Schedule for accomplishment of Job: _____
23. Relevant additional information, if any,
(use extra sheet if necessary) : _____

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

Date :
Place :

**WORKS OF SIMILAR NATURE & MAGNITUDE
SUCCESSFULLY COMPLETED DURING LAST 3 YEARS**

Outline of recent experience on assignments of similar nature

Sl. No.	Description of Work	Cost of Assignment	Address of Organisation with Phone No. for which Assignment Done	Samples Attached Yes/No
1	2	3	4	5

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

7. Forestry Extension for Taking Research to People

The Council endeavors to transfer simple implementable technologies to the intended target groups, especially State Forest Departments and farmers. It also engages in development and dissemination of forestry extension programmes. It coordinates various extension activities of ICFRE Institutes and Centres. It also provides consultancy/technical services in the field of forestry, environment and allied sciences as well as environment impact assessment, environment management plan and other related areas. The Council is committed to disseminate its research outputs to the stakeholders through various schemes such as, Van Vigyan Kendras, Demo Villages, Networking of VVKs with KVKs, through organizing and participating in various extension activities and by means of quality publications.

7.1 Collection, Compilation and Publication of forestry reports/journals

7.1.1 Research Publications

Publications are a major part of extension activities of the Council. There are books, booklets, brochures, pamphlets, research papers and periodicals published every year. Following are the brief account of publications during the period under Report:

- **Annual Reports of ICFRE for the year 2014-15**
- **Bi- annuals ICFRE Newsletter and Vaniki Samachar**
- *Detailed Project Report (DPR) on Forestry Interventions for Ganga, Volume I & II.*
- *Book on Advances in Mycorrhiza & Useful Microbes in Forestry, ICFRE State of Knowledge Series-II*
- *Book on Climate change mitigation and adaptation in forestry sector in India.*
- *Book on Bamboos in India*
- *Book on Ecological Sustainability for Non-timber Forest Products: Dynamics and case Studies of Harvesting.*
- *Monograph on Butterflies of Garhwal, Uttarakhand, Western Himalaya, India*
- *Book on Forest Genetic Resource Management*
- *Book on Advances in Tree Seed Science and Silviculture*
- *Book on Pictorial Guide on Shola Trees*
- *Draft report on Measures for Conservation, Utilization, Research and Education (CURE) for Red Sanders protection and sustainable use*
- *Booklet on Cultivation prospects of edible bamboo shoots.*
- *Book on Statistics in Forestry: Methods and Applications*

A total of 412 research articles were published by ICFRE in scientific journals of national and international repute and in the books during the year as per the following details:

Sl. No.	Name of the Institute	Number of research articles published in scientific journals and books/ proceedings		
		National Journal	Foreign Journal	Chapter in Books / proceedings
1	ICFRE, Dehradun	1	4	4
2	FRI, Dehradun	69	56	19
3	IFGTB, Coimbatore	24	22	25
4	IWST, Bengaluru	13	21	18
5	TFRI, Jabalpur	12	7	15
6	AFRI, Jodhpur	21	8	12
7	RFRI, Jorhat	16	8	7
8	HFRI, Shimla	14	6	2
9	IFP, Ranchi	4	0	0
10	IFB, Hyderabad	0	1	3
	Total	174	133	105

A total of 32 research articles were presented in seminars/conferences/workshops and 55 abstracts and 33 popular articles were also published by ICFRE Institutes during the year as per the following details:

Sl. No.	Name of the Institute	Number of articles presented in seminar/conferences/workshops and abstracts and popular articles published		
		Article presented	Abstract published	Popular articles
1.	FRI, Dehradun	0	18	3
2.	IFGTB, Coimbatore	0	2	1
3.	IWST, Bengaluru	26	0	2
4.	TFRI, Jabalpur	0	18	7
5.	AFRI, Jodhpur	0	14	19
6.	RFRI, Jorhat	0	0	0
7.	HFRI, Shimla	6	3	1
	Total	32	55	33

A total of 8 books and 23 booklets, brochures/pamphlets were published by the ICFRE during the year as per the following details:

Sl. No	Name of the Institute	Number of books and booklet, brochures/pamphlets published	
		Books	Booklets/Brochures/Bulletins/Pamphlets
1	ICFRE, Dehradun	1	0
2	FRI, Dehradun	3	2
3	IFGTB, Coimbatore	3	11
4	IWST, Bengaluru	0	1
5	TFRI, Jabalpur	1	7
6	HFRI, Shimla	0	2
	Total	8	23

7.1.2 National Forest Library and Information Centre (NFLIC)

- The National Forest Library and Information Centre (NFLIC) is the richest in document collection on forestry and allied sciences in South and South-east Asia. During the year, 25,215 books were loaned to the users for outside reading. Besides, 52,590 documents were consulted inside the library.
- 656 books and other documents were added to the NFLIC during the year. The NFLIC subscribed 26 Indian periodical titles and one International journal for the year. It also received 491 issues of the periodicals as gratis.
- During the year, 241 books were sold to the State Forest Departments, universities, etc.

7.1.3 Environmental Information System (ENVIS)

7.1.3.1 ENVIS Centre on Forestry, FRI, Dehradun

- It was established about twenty years ago. The ENVIS Centre on Forestry published books entitled Bamboos in India, Environment and Forests News Digest and Poplar in India.

7.1.3.2 ENVIS Centre on Forest Genetic Resources and Tree Improvement, IFGTB, Coimbatore

- Posters were released by ENVIS centre on Forest Genetic Resources and Tree Improvement, IFGTB, Coimbatore to create awareness amongst stakeholders on following occasions:
 - International Day for Biological Diversity on 22 May 2015.
 - International Day for the preservation of the Ozone Layer on 16 September 2015.
 - International Mountain Day on 11 December 2015.
 - International Day of Forests on 21 March 2016.
- During the two days exhibition of the Science Express Climate Action Special (SECAS), information boards were displayed at the platform with highlighted general activity of ENVIS and importance of Forest Genetic Resources and Tree Improvement on 22 and 23 March 2016 at Palakkad Railway Station in Olavakkode, Kerala.



Exhibition of the Science Express Climate Action Special (SECAS)

7.2 Dissemination of developed technologies

7.2.1 Van Vigyan Kendras (VVKs) and Demo Villages (DVs)

7.2.1.1 Van Vigyan Kendras (VVKs)

Various technologies developed by the Council and its Institutes and State Forest Departments (SFDs) are disseminated to the user groups including farmers and forest based industries under Van Vigyan Kendras (VVKs) scheme that was initiated during 2007-08. Summary of capacity building and other activities are as follows:



Training at Tuli, Nagaland under VVK

Sl. No.	Name of Institute	No. of trainings	Days and place	Other activities
1.	TFRI, Jabalpur	4	5 days at Koraput, Odisha	-
2.	RFRI, Jorhat	4	5 days at Arunachal Pradesh	-
		1	5 days at Mizoram	-
		1	2 days at Nagaland	-
		1	3 days at Tripura	-
3.	HFRI, Shimla	-	-	Provided literature
4.	IFP, Ranchi	-	-	MoU signed for two VVKs

7.2.1.2 Demo Villages (DVs)

Dissemination of various technologies developed by the Council and its institutes to the user groups including farmers through demonstration are done through an extension programme i.e. Demo Village (DV) which is in operation since 2007-08. Summary of capacity building and other activities are as follows:

Sl. No	Name of Institute	No. of demonstration s/trainings	Other extension activities
1.	TFRI, Jabalpur	2	Observed International Day for Biological Diversity
2.	RFRI, Jorhat	1 training - workshop	Plantation programme at Meleng grant
3.	HFRI, Shimla	-	Maintenance work



Training under Demo Village – under



Training under Demo Village at

7.2.2 Direct to Consumer Scheme

Direct to Consumer scheme (DTC) was launched in July, 2011 as a novel extension strategy to bring the technological advancements made through research breakthroughs in ICFRE at the doorstep of end-user without loss of time. The following activities were conducted under DTC:

Sl. No.	Name of Institute	Activities
1.	FRI, Dehradun	Established Centre for Bamboo Processing and Training Lectures were organized on various aspects of forestry
2.	RFRI, Jorhat	Three training-cum-workshops of 38 days duration on Bamboo Handicrafts for a total of 70 participants from various parts of Assam, Arunachal Pradesh, Manipur and Meghalaya



Bamboo Handicraft Training under DTC at RFRI, Jorhat

7.2.3 Technologies transferred

FRI, Dehradun disseminated following technologies:

- Rendered various technical services to Indian Pulp and Paper Industries and research organization.
- One-day training programme on value added mushroom products (pickle, soup and nuggets (*bari*) was conducted with the help of Baghban Gramodyog Samiti, Dehradun on 25 April 2015 that was attended by 32 people at Shyampur, Dehradun, an adopted village of FRI.

IFGTB, Coimbatore disseminated following technologies:

- High yielding clones of *Casuarina* (1.0 lakh plants), eucalypts (0.5 lakh plants) and teak (0.1 lakh plants) were mass multiplied vegetatively and supplied to farmers at affordable price.
- Improved planting stock of teak was mass multiplied through micro-propagation. Four demonstration trials of teak have been laid out in the research stations of IFGTB namely Panampally, Chennai, Neyveli and Tirunelveli. Planting material has been supplied to farmers.
- New bio-pesticide product “Crawl clean” (Green insecticide) against mealy bug, *P.marginatus* was introduced by Shri Ashok Lavasa, IAS Secretary,



“Crawl clean” bio-pesticide product released by Shri Ashok Lavasa, IAS Secretary, MoEF&CC

MoEF&CC on 15 June 2015.

- The new product Vermico-IPM Growth Enricher (Instant Potting medium) was released by Shri Prakash Javadakar, Hon'ble Minister of State(IC), Environment, Forest & Climate Change, Govt. of India on 2 February 2016.



Vermico-IPM Growth Enricher released by Hon'ble Minister of state (IC),
Shri Prakash Javadekar, MoEF&CC

- CFHRD, Chhindwara, a Centre under TFRI, Jabalpur disseminated information on mahua flowers collection method, low cost technology for raising of seedlings of *Buchanania lanzan* (chironji), preparation of Jivamrut (biofertilizer) and also a plant based bio-pesticide.

RFRI, Jorhat disseminated following technologies:

- Broom grass based agroforestry model: Broom grass cultivation on jhum fallows intercropping with *Cajanus cajan* and *Ananas comosus* was recommended to the jhumias of Kanchanpur, Tripura by CFLE through Mars Socio-welfare society.
- Bamboo propagation techniques: Forty farmers in Tripura were motivated to raise bamboo nurseries in their homesteads.
- Techniques to local communities: A Technology Demonstration Session on Bamboo was organized at Bamboo Treatment Centre which is operational under Mars socio welfare Society for the local Communities of Kanchanpur.
- Low-cost Vermi-composting Techniques: Vermi-composting units made up of treated bamboo and painted with tar were introduced. Market linkages were developed for livelihood promotion through sale of vermi-compost produced by the beneficiaries in West Tripura and North Tripura.



7.3 Evolving and coordinating comprehensive extension strategies in forestry research

7.3.1 Seminars/Symposia/Workshops Organized

- Training Workshop on National Bamboo Database Web portal / software usage,
- Consultation Meetings for and National Workshop on DPR Preparation of Forestry Intervention for Ganga,
- Extraction of Genomic DNA from challenging dicot plants,
- Review & Revision of National Forest Policy,
- Bamboo Reserve Management and Advances in Utilization Options,
- Plant Biodiversity and Phyto-luxuriance as a way and means for eternal green globe,
- Agro-forestry & its management,
- Bamboo Working Manual,
- REDD⁺ Himalayas: Developing and using Experience in Implementing REDD⁺ in the Himalayas,
- National Database Web Portal,
- Propagation, Nursery Management, Commercial Cultivation and Value Addition of Bamboo,
- Bamboo based Livelihood generation and other Tree species,
- *Flemingia* based Lac Cultivation,
- Mandatory requirements for designing of plant tissue culture laboratory and Standard Operating Procedures for tissue culture production facility,
- Documentation of Medicinal Plants Ingredients in curing 10 most Common Diseases,
- Seed Grading and On-farm Trials for Productivity Enhancement in Jhum Crops,
- Management of Herbal Gardens and Documentation of Traditional Healing practices,
- Technology extension through Field demonstration of Forest-based livelihood options,
- Cultivation of Atish (*Aconitum heterophyllum*) and Bankakri (*Podophyllum hexandrum*),
- Planting activities around natural water resources,
- Agro-forestry vs Productivity, Climate Change Mitigation and Adaptation,

Summary of Seminars/Symposia/Workshops organized at various ICFRE Institutes/Hq. are as follows:

Sl. No.	Institutes/Hqt.	No. of Seminars/Symposia/Workshops/ meetings organized	Days
1.	ICFRE, Dehradun	10	15
2.	FRI, Dehradun	8	15
3.	IFGTB, Coimbatore	1	1
4.	IWST, Bengaluru	3	7
5.	TFRI, Jabalpur	2	6
6.	RFRI, Jorhat	10	21
7.	HFRI, Shimla	2	2
8.	IFB, Hyderabad	1	1

7.3.3 Special Activities (Such as Van Mahotsava, Forestry Day and Other occasions)

45th Earth Day

HFRI, Shimla organised the 45th Earth Day on 22 April 2015 at its upcoming Western Himalayan Temperate Arboretum at Potter Hill, Shimla. Over 100 students and local people participated in the programme. An exhibition of Hill Bamboo products was also displayed.

National Technology Day

- FRI, Dehradun celebrated the Day on 11 May 2015.

International Biodiversity Day (IBD)

- IBD was celebrated on 22 May 2015 by CFRHRD, Chhindwara under TFRI, Jabalpur, AFRI, Jodhpur and HFRI, Shimla. Several programmes were organized on this day such as awareness programme for villagers/public through public rally, extempore speech, slogan/quiz competition, science exhibition etc.



Shri N.K. Vasu, Director, AFRI interacting with the audience on the occasion of the IBD



Celebration of IBD at AFRI, Jodhpur



Celebration of IBD at HFRI, Shimla

World Environment Day

- FRI, Dehradun observed WED along with FRI Day on 5 June 2015. CFHRD, Chhindwara under TFRI, Jabalpur; AFRI, Jodhpur; RFRI, Jorhat and HFRI, Shimla also observed WED. Various events such as Cleaning campaign, Awareness-cum-Training Programme, Extempore speech, instant slogan writing and Quiz competition for the students, villagers including women and children were organized. A farmers' meet and consultation workshop on promotion of Forest-based Livelihoods for Environmental Security was also conducted



LIMITED TENDER ENQUIRY DOCUMENT FOR PRINTING OF IC
Exhibition inaugurated by Director, FRI and student visit during celebration on WED



Celebration of WED at RFRI, Jorhat

Celebration of WED at HFRI,

World Day to Combat Desertification

- AFRI, Jodhpur and HFRI, Shimla celebrated World Day to Combat Desertification on 17 June 2015. Lectures were delivered and a discussion was also organized. A plantation campaign was also organized at AFRI campus.



Dr. V.P. Tewari, Director, HFRI interacting with the audience on the occasion of the WDCD



Plantation activity during celebration of the WDCD at AFRI, Jodhpur

Van Mahotsava

- CFRHRD, Chhindwara under TFRI, Jabalpur celebrated on 07 July 2015 by conducting plantation at CFRHRD campus and seedlings were also distributed to the CFRHRD residents.
- FRI, Dehradun celebrated the Van Mahotsava on 17 July 2015.
- AFRI, Jodhpur and IFP, Ranchi organized Van Mahotsava on 7 August 2015 in the Arboratum of the institute. Plantation of Different species was done in the Arboratum on this occasion.
- IFP, Ranchi celebrated 'Van Mahotsava' on 07 August 2015. On the occasion, Dr. S. A. Ansari, Director, IFP alongwith all



Celebration of Van Mahotsav at AFRI, Jodhpur

Instruction to Bidders for e-tendering

The Special Instructions (for e-Tendering) supplement “General Instructions to Bidders”, as given in the Tender Document. Submission of online Bids is mandatory for this Tender.

For conducting electronic tendering, MoEFCC is using the portal <https://moefcc.euniwizard.com> of M/s ITI Ltd, a Government of India Undertaking.

1.0 Tender Bidding Methodology:

The offer should be submitted through e-tendering mode in the website <https://moefcc.euniwizard.com> containing two e-bid viz. Technical and Financial Bid. The Bids will be uploaded along with all signed and scanned documents those are required for particular tender.

2.0 Broad outline of activities from Bidders prospective:

- (i) Procure a Digital Signing Certificate (DSC).
- (ii) Register on e-wizard portal.
- (iii) View Notice Inviting Tender (NIT) on e-wizard portal.
- (iv) Download official copy of Tender Documents from e-wizard portal.
- (v) Bid-Submission on e-wizard portal.
- (vi) Attend Public Online Tender Opening Event (TOE) on e-wizard portal
- (vii) Opening of Financial-part (Only for Technical Responsive Bidders).

For participating in this tender online, the following instructions need to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the e-wizard portal.

3.0 Digital Certificates:

It is mandatory for all the bidders to have class-III Digital Signature Certificate – Signing + Encryption (in the name of person who will sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA's from the link www.cca.gov.in) to participate in e-tendering.

4.0 Registration:

To participate in the e-tendering submission, it is mandatory for applicants to get registered their firm/company in e-tendering portal of ITI. <https://moefcc.euniwizard.com> to have user ID & password from M/s ITI Ltd., The Annual registration charges for vendors/suppliers are Rs.2000/+18%GST-per annum. The procedure for the registration is as under:

Go to the website <https://moefcc.euniwizard.com> In the home page, click on “Registration”

2) In the Vendor Registration form, vendor has to fill up the all mandatory applicant details. After submission of registration form, you will get the verification link on your registered mail id, after verification you log in your account with your user id and password and complete the all activity related to registration etc. Document uploading, paid registration fee, after completion of registration payment, you need to send your acknowledgement copy on our held desk mail id ewizardhelpdesk@gmail.com for activation of your account.

Please feel free to contact ITI Helpdesk (as given below) for any query related to e-tendering.

1. Helpdesk landline No: 011-49606060

2. Mr. Amrendra Kumar (90155315108), Mr.Sandeep kumar (09212512731)