

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

NOTICE INVITING E-TENDER (No. IIFM/M(P)/ARC FOR PRINTING WORKS 2019-20)

Online Items-wise Tenders (Two Bid system - Technical & Financial Bids) on behalf of Director, IIFM are invited from reputed printers for Printing and Supply of following items on Annual Rate Contract basis for a period of one year

1. General Printing Works
2. Offset Printing Works

The Tender documents are available in our website www.iifm.ac.in/tender, <https://moefcc.euniwizarde.com>. and www.eprocure.gov.in.which can be downloaded from 24/5/2019. The last date and time for receiving the tender is 2.45 PM on 14/6/2019. The tender (Technical Bids only) will be opened on 14/6/2019 at 3.00 PM in presence of tenderers present, if any. EMD as mentioned in the Tender Document should be submitted online with the Technical Bid, failing which the tender will be rejected.

(CHIEF ADMINISTRATIVE OFFICER)

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically 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-tender 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-tender Portal may be obtained at: <https://moefcc.euniwizarde.com>

REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal (URL: <https://moefcc.euniwizarde.com>) with clicking on the link "Online bidder Registration" on the e-tender Portal by paying the Registration fee of Rs. 2360/- (Including GST) year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a 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 to 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 e- Procurement portal. (<https://moefcc.euniwizarde.com>)
8. Tender Processing Fee Rs. 590/- by Online (Including GST). Please feel free to contact ITI Helpdesk (as given below) for any query related to e-tendering.

1. Helpdesk landline No: 011-49606060, 2. Dheeraj-9113711647, 3. Mr. Amit Kumar Jha-9999728398

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL
TERMS AND CONDITIONS OF TENDER
(No. IIFM/M(P)/ARC FOR PRINTING WORKS 2019-20)

01. The tenderer should submit all required documents asked for in the Technical Bid format, failing which the tender will be rejected.
02. The tenderer should have minimum three years of experienced in running a Printing house having an average Annual Turnover of one crore rupees. A certificate issued by a

Chartered Accountant showing Annual Turnovers of 2016-17, 2017-18, 2018-19 with average Annual Turnover should be uploaded.

03. The rates quoted should be indicated in figures as well as in words and there should not be any overwriting as far as possible. Overwriting, if any, should be initialed..

04. Each and every page of the tender offer should be signed by the Tenderer and be uploaded with the technical bid as a token of acceptance of terms and conditions.

05. The quantities specified in this tender document are only indicative and for the purpose of estimate only. The institute shall be at liberty to vary (Delete/Reduce/increase) the quantum of any item. Also the Institute has the full right to order or not to order any item in the Annual Rate Contract to the successful tenderer.

06. The rates quoted (In Indian Rupees) for each item should be inclusive of cost of material, labour charges, and FOR IIFM Complex. However, GST will be paid extra at the prevailing rate at the time of billing.

07. Earnest Money Deposit (refundable) Rs 10,000/- should be paid online along with the Technical Bid. Tender received without EMD will be summarily rejected. MSME and SSI registered firms need not to pay EMD. However, Registration Certificate should be uploaded.

08. The Director, IIFM Bhopal, reserves the right to accept or reject any or all the offers in full or part or to waive off any formality, minor deviations and omissions without assigning any reason(s) or to cancel the tender in whole. The Institute reserves the right to reject conditional tenders and also relax any quotation's/tender's condition at its discretion.

09. Submission of offers shall be treated as the acceptance of the terms and conditions of the tender and any counter terms shall not be accepted

10. The tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, or does not supply the aforesaid items within the stipulated period, the aforesaid EMD will be forfeited.

11. The rates quoted by the bidder shall remain firm till the completion of the job/completion of the contract period and no price variation shall be entertained.

12. The selected party has to submit a Security Deposit of 5% of the total order value as the amount fixed by IIFM. and execute an agreement on Rs.100/- Non-Judicial stamp paper in the format given in Annexure I.

13. In case of non-compliance of the work order after entering into agreement, or withdrawing the offer after submitting the tender, the EMD/Security Deposit whatsoever will be forfeited and the party will be blacklisted for 3 years. Also, further action shall be taken at the costs of the party.

14. The Institute is not in any way bound to accept the lowest or any quotation and reserves the right to accept any quotation in whole or any part of the quotation or portion

of the quantity offered and reserves the right if required to negotiate with any or all the Tenderers without assigning any reason(s), whatsoever.

15. While quoting the rate, the serial number or the item mentioned in our list of items attached with the Tender Form should be maintained.

16. Only technical bids will be opened on the date specified in the Tender Notice. Financial Bids of only those tenderers who qualify in the technical bid will be opened on a subsequent date with due intimation to the Tenderers.

17. The Institute will have the right to ask the parties to submit sample(s) of the items to the Institute for which rates have been quoted, for quality assessment for finalization of party for award of the ARC. Samples should be as per the prescribed quality. Failure/refusal of submitting samples will result in disqualification of their tender. Also, the samples of selected party will be retained by the Institute till the expiry of the ARC.

18. The Institute is not bound to order the ARC approved items to the approved party and may purchase from any other parties also.

19. The Institute will have the right to order for any number of quantity of items as per the requirement, also at short notice during the contract period and the party should be able to supply the item in smaller quantity also at short notice.

20. Copy of registration of the firm, GSTN registration No. should be attached with the tender.

21 Validity of this Tender will be 3 months from the last date of submission of the tender.

22. Eligibility Criteria :

- a) Firm/bidders blacklisted at any stage or by any IITs/IIITs/IIMs/NITs/Central Universities/IISERs/CSIR Labs/PSUs need not apply.
- b) The bidder should be an Indian registered company engaged in printing and publishing with minimum experience of 5 years. The bidder should have sufficient infrastructure, technical expertise and financial strength to undertake the contract.
- c) The bidder should be experienced of similar 10 (ten) works, of multi-colour printing work of IITs/IIITs/IIMs/NITs/Central Universities/IISERs/CSIR Labs/PSUs. The nature of completed work should be publication of annual reports and brochures etc. (Documentary proof of work orders must be submitted along with the bid).
- d) Minimum average annual turnover of Rs.1crores in the last three financial years. (/CA certificate to be enclosed, duly supported by the income tax return for financial years 2016-17, 2017-18 and 2018-19). Joint venture with any other firms shall not be entertained.
- e) The bidder must have ISO 9001 Certificate..(copy of which should be attached with the Technical Bid)

The above terms & conditions are acceptable to us.

(Name, signature and seal of Tenderer)

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL
NOTICE INVITING TENDER
(No. IIFM/M(P) ARC FOR PRINTING WORKS 2019-20)
TECHNICAL BID FORMAT
FOR PRINTING WORKS

SL.No.	Requirements	Placed in Page No.
01	Tenders Document duly signed with office seal to be as token of accepting of Terms & Conditions of the Tender.	
02	Copy of Registration certificate under Company's Act or under respective Municipal Corporation with year of establishment.	
03	CA Certificate indicating Annual Turnover for the FY 2015-16, FY 2016-17 and FY 2017-18	
04	Copy of GST Registration,	
05	Copy of PAN Card.	
06	EMD of Rs 10,000/- (Rupees ten thousand only) to be paid online	
07	ISO 9001 Certificate to be attached	
08	Self-declaration that the Firm has not been blacklisted by any Govt. Organization.	
09	Self declaration that the Firm has not been liquidated by any competent Court of Law.	

(Name, Signature & Address of Tenderer)

Place & Date:.....

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL
(No. IIFM/M(P)/ARC FOR PRINTING WORKS2019-20)
DETAILS OF ITEMS AND SPECIFICATIONS FOR GENERAL PRINTING 2019-20
FINANCIAL BID

PART – I
GENERAL PRINTING
LIST OF ITEMS FOR GENERAL PRINTING ITEMS.

Sr No	Name of item and description	Qty. (No.)	Rate each (Rs.)
01	Letter head (Size 11"x8.1/2") screen printing double colour Executive Bond paper (bilingual)85 GSM Containing 100 sheets in each pad.	300 pads	
02	Note sheet in ledger paper with single colour printing 90 GSM Ledger paper. (size-A-4) bilingual both side printing. With eye let and tag.	300 Pads	
03	MDP Writing Pads- Size: 14cm x 22cm, Spiral Binded-80 GSM maplitho, 100 inner pages (25 green and 25 white sheets in each pad), both side ruling and emblem in single colour on all pages, cover 170 gsm white Handmade card sheet printing in two colour (bilingual) back cover hard sheet (as per sample)	600 pads	
04	Rough Pad on orient sheets with 70 gsm maplitho paper, cover multi- colour printing,(bilingual), inner pages single colour. size A-4 cover card sheet (thick) light green, total 50 sheets in a pad (as per sample).	3000 Nos.	
05	Rough pad on orient sheets with 70 gsm maplitho paper, cover on card sheet (thick)light green colour. Cover multi colour printing and inner pages single colour (bilingual) size A5 30 sheets in each pad (8.5"x5.2").as per sample.	3000 Nos.	
06	Store Requisition Books size 28 cms x 22cm100 sets in a book,70 gsm Maplitho paper in 3 colours(Yellow Green & White).Single Colour Bilingual printing with Book No. and Sr No. on each page.	100 pads	
07	Gate Pass: Size 8 ½ " x5" First Page 70 GSM Maplitho paper good quality. Copy on Rice paper, numbering of pages, bilingual printing with book no.	50 Pads	
08	Medical Reimbursement Bills Paper- 70 gsmMaplitho, A3 size, one fold both side Bilingual printing with Emblem on single colour	5000 Nos.	
09	File cover with printing (adjustable spring clip cobra file in single colour printing file green colour size 14"x19.5"(close), 14"x19"(open) bilingual printing	2000 Nos.	
10	File folders (light green colour) standard size card sheet cloth pasted in middle with single colour printing with eyelet and tag(bilingual printing	2000 Nos.	
11	Envelope medium (without window)printing in double colour size 9"x4", 120 gsm Maplitho paper bilingual printing with bar code, as per sample approved by Postal Department.	5000 Nos.	
12	Envelope medium with window bilingual double colour printing with bar code size 9"x4" 120 gsm maplitho paper, as per sample approved by Postal Department.	10000 Nos.	
13	Envelope big in brown thick Paper 120 GSM maplitho size 11"x6" printing in single colour bilingual	5000 Nos.	
14	File Pad (Full scap size) single Colour(Green) bilingual printing on white paper with good quality flap and good quality tag	1000 Nos.	

15	Envelope large size in thick paper 120 gsm maplitho 12"x10"-light cream colour ingle colour printing, inside cloth pasted	1000 Nos.	
16	Envelopes large size A4 in 120 gsm maplitho white paper size 12"x10" with single colour printing	1000 Nos.	
17	Visiting cards double colour screen printing synthetic card/ recycled card sheet. Both side printing (Hindi & English). (a) Rate for Synthetic Card: (b) Rate for Recycled Card: (c) Rate for Card sheet	5000 Nos.	
18	MDP Certificates-Size A4, 270 gsm Matt finish paper with four colour screen printing	1000 Nos.	
19	Answer sheets-PFM & MRM Answer sheets size 41x33 cm. 4 sheets(20 pages), 80 gsm Maplitho paper. Ruled, Single colour printing with one eye-lid & staple done fold with perforation as per sample.	3000 Nos.	
20	Supplementary answer sheets one sheets (4 pages)(PFM & MRM) size 41x33 cm single sheet 80 GSM Maplitho ruled paper. Single colour printing as per sample.	2000 Nos.	
21	Envelopes big plastic bilingual with printing size 11"x15"	1500 Nos.	
22	Envelopes Medium Plastic. Bilingual with printing Size 10"x12"	1500 Nos.	
23	Name Badges (as per sample)	500 Nos.	
24	Printing of cover pages (A-4 size, hand made card sheet 250 GSM different colors, three-colour screen printing) and binding of PFM/MRM/FPM/MDP Rules & Hand Book as per sample. (Inner pages ranging from 10 to 50 pages will be photocopied and will be given for binding).	500 Nos.	
25	File folder – 25 cm x 32 cm on hand-made card sheet 250 GSM with colour printing both side in Hindi and English with two inner pockets both side, as per sample approved.	1000 Nos.	
26	Writing Pad – 15 cm x 10.5 cm with cover multi-colour printing on 300 GSM art card with lamination. Inner 80 GSM maplitho paper, 100 pages single colour printing with locking binding, as per sample.	1000 No.	

Note: Please note that the quantity mentioned is approximate only for calculation purpose. The Institute has the right to order any number of quantity as per requirement. Samples may be seen from the Purchase Section/Central Stores of the Institute before quoting rates.

(Name, signature and seal of Tenderer)

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL
 DETAILS OF ITEMS AND SPECIFICATIONS
 (No. IIFM/M(P)/ARC FOR PRINTING WORKS 2019-20)
FINANCIAL BID FOR OFFSET PRINTING

Sr No	Name of item and description	Qty. (No.)	Rate/Rs
01	<p>MDP COURSE BROCHURE (With envelopes) (Designing, printing & supply – single Piece planning). One sheet A-4 size three folding. Paper: 130gsm Glossy Indian Art sheet both side printing, 5-8 colour Photographs, multi-colour printing. Envelopes 120 gsm maplitho paper with Double colour printing.</p> <p>-Rate for 100 copies : -Rate for 200 copies.: -Rate for 500 copies.:</p>	200
02	<p>NEWSLETTER (Quarterly): Designing, Printing and supply (single piece planning). Size: A-4. Multi-colour both side Printing. 5- 15 colour photographs On inside and outside pages. Total Pages – 16 (approx.). Paper: 130Gsm Imported Matt Finish art paper white. Envelopes: 120 gsm maplitho paper Double colour printing, size – Suitable for the Newsletter. Final version of the Newsletter be Given on CD along with the printed Matter.</p> <p>(a) Rate for 500 copies : (b) Rate for 750 copies : (c) Rate for 1000 copies :</p> <p>In case of increase/decrease in No., of copies, rate per copy In case of increase/decrease in No. of inner pages, rate per page</p>	1000
03	<p>Designing, printing and supply of Annual Report 2017-18</p> <p>The work involves designing, printing and supply (single piece planning). Cover and Inner pages are in multi-colour offset printing with colour photographs, charts etc. Cover pages are to be laminated and the reports to be with perfectly bound with proper creasing</p> <p>Total number of pages. Appx 300 inner and 4 cover pages. Both Hindi and English of appx 150 pages each in one volume. Size 8.25” x 11.75” High quality four colour printing (single piece planning) Inner page 90 GSM High quality imported white glossy paper. Cover page 300 GSM Imported matt finish Art paper with lamination</p> <p>In case of increase/decrease of inner pages, rate per page for 250 Nos In case of increase/decrease of number of copies, rate per copy</p>	250	<u>Rate per copy</u>

04	PROJECT REPORTS (Designing, printing & supply – single Piece planning)	500	<u>Rate per copy</u>
	<p>(I) Size: A-4, Cover inside & outside Multi-colour printing (colour Photographs/design). 300 gsm Imported art matt finish paper with lamination. Inside Text should be on 120 gsm DO white Maplitho paper, single colour printing, Perfect binding & Creasing of cover.</p>		
	<p>(a) Approx. 100 pages (50 sheets) Printing on both side.</p>		
	<p>-Rate for 100 copies -Rate for 200 copies -Rate for 500 copies</p>		<p>.....</p>
	<p>In case of increase/decrease in No.of pages (approx.50 pages),</p>		
	<p>- Rate for 100 copies : - Rate for 200 copies : - Rate for 500 copies :</p>		<p>.....</p>
	<p>In case of increase/decrease in no. of copies,</p>		
	<p>-Rate for 100 copies : -Rate for 200 copies : -Rate for 500 copies :</p>		<p>.....</p>
	<p>(b)Approx. 200 pages (100 sheets) Printing on both side.</p>		
	<p>-Rate for 100 copies : -Rate for 200 copies : -Rate for 500 copies :</p>		<p>.....</p>
	<p>In case of increase/decrease in No. of pages (approx.50 pages),</p>		
	<p>-Rate for 100 copies : -Rate for 200 copies : -Rate for 500 copies :</p>		<p>.....</p>
	<p>In case of increase/decrease in no. of copies,</p>		
	<p>- Rate for 100 copies : - Rate for 200 copies : - Rate for 500 copies :</p>		<p>.....</p>
	<p>(c)Approx 300 pages (150 sheets) Printed on both side.</p>		
	<p>- Rate for 100 copies : - Rate for 200 copies : - Rate for 500 copies :</p>		<p>.....</p>
	<p>In case of increase/decrease in No. of pages (approx.50 pages),</p>		
	<p>- Rate for 100 copies : - Rate for 200 copies : - Rate for 500 copies :</p>		<p>.....</p>
	<p>In case of increase/decrease in no. of copies,</p>		
	<p>- Rate for 100 copies : - Rate for 200 copies : - Rate for 500 copies :</p>		<p>.....</p>

10	<p>PROJECT REPORTS OF SMALLER QUANTITY (Designing, printing & supply – single Piece planning)</p> <p>Size A-4, cover and inside Multicolor offset printing with color Photographs on cover and inside pages and design. Cover 300 gsm Imported matt finish art sheet with lamination. Inside text should be on 130 gsm imported white Matt finish art paper, multi-colour offset printing, Perfect Binding and creasing.</p> <p>(a) Approx. 50 inner pages (25 sheets) printing on both sides:</p> <ul style="list-style-type: none"> - Rate for 10 copies - Rate for 20 copies - Rate for 30 copies - Rate for 40 copies - Rate for 50 copies <p>(b) Approx. 100 inner pages (50 sheets), printing on both sides:</p> <ul style="list-style-type: none"> - Rate for 10 copies - Rate for 20 copies - Rate for 30 copies - Rate for 40 copies - Rate for 50 copies <p>(c) Approx. 200 inner pages (100 sheets), printing on both sides:</p> <ul style="list-style-type: none"> - Rate for 10 copies - Rate for 20 copies - Rate for 30 copies - Rate for 40 copies - Rate for 50 copies 		
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NB:

01. Rate for Increase/Decrease in no. of copies would be up to 50%.

02 No Condition should be inserted. Only rate to be quoted.

03. Rate should be quoted for increase/decrease of no. of pages as well as for copies failing which the offer will not be considered for the concerned item.

04. The photographs, if any, to be taken by the approved printer will be the property of IIFM. All photographs will be retained by IIFM.

05. The quantity indicated is only for calculation purpose. **The Institute reserves the right to increase/decrease the quantity of any item(s) as per the actual requirement, and not place order for the Rate Contract items.** The ordered items will have to be delivered at IIFM.

06. In case of offset printing items, the printed version of the items should be given to the Institute in Pendrive with printed material.

07. The printer has to submit proof of the test material as many times as required in consultation with the concerned indenter.

08. The printer has to supply the material within the stipulated time mentioned in separate purchase orders, which shall normally be ten working days from the date of final approval of the text material. In urgency the printer should be prepared to supply the material even before the normal stipulated time of ten working days.

(Name, signature and Seal of Tenderer)

100 rupees non-judicial stamp paper – to be submitted on award of work order)

A G R E E M E N T

This agreement is entered into this _____ day of _____ 2019 between Indian Institute of Forest Management (IIFM), Bhopal (being represented by its Administrative Officer which expression shall include his successors in office), the first party of the Agreement, and M/s _____ (being represented by its proprietor which expression shall include its successors or assignees),, the second party on the other part of the Agreement.

WHEREAS, the Tender of Indian Institute of Forest Management, Bhopal, vide Purchase Order No..... dated..... placed to M/s,..... for supply of details given in the Purchase Order (Schedule-I which shall form the part of this agreement).

WHEREAS the party on the first part has accepted the Purchase Order of the party for the supply of item(s) as per the details given in the Schedule-I and the said party has agreed to supply the items on the terms and conditions explained hereafter and also as per the Order No..... dated.....

THIS AGREEMENT THUS WITNESSES AS FOLLOWS

01. That the party on the second part will supply the item(s) on the rates mentioned in the Schedule for the period from to.....
02. That the ordered items will be supplied as per the Purchase/Work Order.
03. That the items will be supplied strictly according to the Brand/specifications/samples approved by the competent authority of the Institute.
04. That in case of inferior quality or delay in supply, the penalty of 1. 5% of the total cost of the ordered items will be imposed or complete rejection of the items will effect.
05. The party on the first part has the right to increase/decrease the quantity of items to be ordered.
06. The party on the first has the full right to cancel the order at any time without assigning any reason and in case of any loss caused to the first party from the party on the second part, the party on the first part has the full right to recover the amount from pending/future bill of the party on the second part.
07. That the party on the second part will submit a Security Deposit for an amount of Rs..... by Demand draft drawn in favour of Director, IIFM Bhopal and in case the party on the second part fails to supply the ordered items within the stipulated time/approved quality items/fails to executive the order in part or full, the party on the first part reserves the right to terminate the work order and forfeit the above Security deposit and also award the work to any other party.

08. That, the party of the second part agreed that they will not make any request for enhancement in the approved rates as per the terms and conditions of the work order.
09. That the party on the second part shall be liable and answerable to the party on the first part in respect of all causes of damages, claims, charges, etc. of any, arising out of carelessness, breach of the agreement.
10. In case of dispute arising between the parties in respect of interpretation, construction of this agreement, the same shall be referred to the Director, IIFM for adjudication thereof and whose decision shall be final and binding upon both the parties.

IN WITNESSES WHEREOF, both the parties of this Agreement, sign and execute this agreement on the date as aforesaid at Bhopal.

(Chief Administrative Officer)
Indian Institute of Forest Management

Bhopal

Second party:
Name:

M/s

Witness:

01

02