

INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

NOTICE INVITING TENDER

(No. IIFM/M(P)/ARC FOR PRINTING WORKS 2019-20)

Online Items-wise Tenders (Two Bid system - Technical & Financial Bids), are invited from reputed printers for Printing and Supply of General Printing Works on Annual Rate Contract basis for a period of one year. Detailed Tender Documents are available in our website www.iifm.ac.in/tender, <https://moefcc.euniwizarde.com> and www.eprocure.gov.in. 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 down-loaded from 01.10.2019. The last date and time for receiving the tender is 2.45 PM on 21.10.2019. The tender (Technical Bids only) will be opened on 21.10.2019 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)

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

01. All provisions in the General Financial Rules 2017 and Manual of Procurement 2017 issued by the Department of Expenditure, Ministry of Finance, Government of India will be applicable to this tender.
02. The tenderer should UPLOAD all required documents asked for in the Technical Bid format, failing which the tender will be rejected.
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 e paid extra at the prevailing rate at the time of billing.
07. Earnest Money Deposit (refundable) Rs 5,000/- should be paid online along with the Technical Bid. Tender received without EMD will be summarily rejected. In place of EMD, a declaration under Rule 170(iii) of GFR 2017 can be uploaded. 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 Number etc should be uploaded.

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 tenderer should have minimum three years of experienced in running a Printing house having an average Annual Turnover of Rs.25 lakhs. A certificate issued by a Chartered Accountant showing Annual Turnovers of 2016-17, 2017-18, 2018-19 with average Annual Turnover should be uploaded.
- d) Joint venture with any other firms shall not be entertained.

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 WORKS2019-20)
TECHNICAL BID FORMAT FOR GENERAL 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 License under MP Shops & Establishments Act with year of establishment.	
03	CA Certificate as per Annexure I indicating year of establishment, 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 5,000/- (Rupees ten thousand only) to be paid online Or Declaration as per Rule 170(iii) of GFR 2017 as per Annexure II Or MSME/Small Scale Industries Registration Certificate copy	
07	Self-declaration that the Firm has not been blacklisted by any Govt. Organization.	
08	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

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.	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 multi-colour, (ie. Green, Yellow, Blue and Red) printing file green colour size 14"x19.5"(close), 14"x19"(open) bilingual printing	2000 Nos.	
10	File folders multi-colour, (ie. Green, Yellow, Blue and Red) 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(white) 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	Waterproof Envelopes (non-plastic) with bilingual with printing (Size 11"x15")	1500 Nos.	
22	Waterproof Envelopes (non-plastic) with 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)

00 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

CERTIFICATE OF THE CHARTERED ACCOUNTANT
(in his/her letterhead)

Sl	Description	Details
1	Name of the Company	
2	Registration Number/ License Number under Shops & Establishment Act	
3	GST Registration Number	
4	Year of Establishment	
5	Number of years experience in Printing Works	
6	Turn over of FY 2016-17	
	Turn over of FY 2017-18	
	Turnover of FY 2018-19	
	Average Turnover of FY 2016-17, FY 2017-18 & FY 2018-19 (this should be more Rs.25 lakhs)	

Place :

Date :

Name, signature, and Membership Number of
Chartered Accountant

DECLARATION UNDER GFR RULE No. 170(iii) of GFR 2017
(in the letter head of the bidder with place, date, signature with office seal)

I/We, in my/our capacity as authorized signatory of the firm, solemnly declare the following :

- 1. I/We submit the bid for Printing work in the Indian Institute of Forest Management, Nehru Nagar, Bhopal, MP, an autonomous body of the Govt of India.**
- 2. I/We understand that all provisions of General Financial Rules 2017 are applicable to this bid.**
- 3. I/We accept that if we withdraw or modify our bids during the period of bid validity, or if we are awarded the contract, or to submit a performance security before the deadline defined in the request for bids document, we will be suspended/barred for a period of five years from being eligible to submit bids for contracts with IIFM.**

Place :

(signature of authorized signatory)

Date :

with office seal