

**INDIAN INSTITUTE OF FOREST MANAGEMENT,  
POST BOX 357, NEHRU NAGAR BHOPAL 462 003**  
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**E-TENDER NOTICE**

TENDERS/2018-19/PROJECT REPORT OF GREEN ACCOUNTING )

Online Tenders ( 2 Bid system – Technical and Financial) are invited on behalf of Director, Indian Institute of Forest Management, Bhopal from experienced professional Printers for designing, printing and supply of Project Report on “Green Accounting of Forest Resources, Framework for Other Natural Resources and Index for Sustainable Environmental Performance for Uttarakhand State & Capacity Building on Environmental Statistics and Green Accounting”, as per specifications indicated in the tender document. The tender documents are available in our website [iifm.ac.in/tender](http://iifm.ac.in/tender), <https://moefcc.euniwizard.com>. or [www.eprocure.gov.in](http://www.eprocure.gov.in). The tender document can be down-loaded from <https://moefcc.euniwizard.com>. Last date for receipt of bids is 07-03-2019.

(Chief Administrative Officer)

**INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL**

**TENDER DOCUMENT FOR  
PRINTING OF PROJECT REPORT ON 'GREEN ACCOUNTING OF FOREST RESOURCES, FRAME  
WORK FOR .....**

TENDERS/2018-19/PROJECT REPORT OF GREEN ACCOUNTING )

**1. SCHEDULE OF REQUIREMENTS AND SPECIFICATIONS.**

The work involves printing of project report on “Green Accounting of Forest Resources, Framework for Other Natural Resources and Index for Sustainable Environmental Performance for Uttarakhand State & Capacity Building on Environmental Statistics and Green Accounting”, with the following specifications; the PDF version of the matter is available with us.

|                       |   |  |
|-----------------------|---|--|
| Total number of pages | : | 280 plus 4 cover pages   |
| Size                  | : | 8.25 inch x 10.75 inch   |
| Printing quality      | : | High quality offset printing, both side, and perfect binding.                                      |
| Paper quality         | : | Cover page - 300 gsm matt art board with matt lamination.<br>Inner pages - 130 gsm matt art paper. |
| Quantity of Bulletins | : | 200 Nos.   |

**2. GENERAL TERMS AND CONDITIONS OF TENDER**

01. The tenderer should submit all required documents asked for in the Technical Bid format, failing which the Tender will be rejected.

02. 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 and office seal affixed.

03. Each and every page of the tender documents should be signed by the Tenderer and be submitted with the Technical Bid as a token of acceptance of terms and conditions of this tender. Technical Bid and Financial Bid should be put in separate sealed covers and both the covers should be put in a big cover, super-scribing “Tender for Designing, Printing and supply of GREEN ACCOUNTING”. Corrections, if any, should be duly signed with seal.

04. The quantities specified are only indicative and for the purpose of estimate only. The institute shall be at liberty to vary (delete/reduce/increase) the quantum of the item. Also the Institute has the full right to order or not to order the item to the successful Tenderer.

05. The rates quoted (In Indian Rupees) for each item should be inclusive of all cost of material, labour charges, supply and installation at IIFM. No concessional forms will be issued for any tax rebate. GST/Taxes as applicable at the time of billing will be paid in addition to the quoted price

06. The Director, IIFM, Bhopal reserves the right to accept or reject any or all the offers in full or apart 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 conditions of Tender at its discretion.

07. Submission of offers shall be treated as the acceptance of Terms and Conditions of Tender and any counter terms shall not be accepted.

08. 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.

09. The rates quoted by the bidder shall remain firm till the completion of the job and price variation shall not be entertained.

**10. Performance Bank Guarantee/Security Deposit:** The successful tenderer shall furnish Bank Guarantee/performance guarantee which will be equal to 5% (five percent) of the work order value, in the form of Bank Guarantee from an Indian Nationalized Bank failing which 5% (five percent) of the work order value will be withheld for the period of the guarantee/warranty.

**11. Breach of Terms and Conditions:** In case of breach of any of terms and conditions mentioned above, the Director, IIFM will have the right to cancel the work order without assigning and reason thereof, and reserves the right to procure the items mentioned in the purchase order from alternate sources and their extra cost incurred thereof, if any, shall be recovered from the successful bidder and nothing will be payable by this Institute in that event and the security deposit in the form of performance Bank Guarantee shall be encashed.

12. The firm shall not assign or sublet the work or any part of it to any other person or party.

13. The tender is not transferable.

14. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.

15. In case of non-compliance of the work order after entering into Agreement or withdrawal of the offer after submitting tender, the EMD/Security Deposit will be forfeited and the party will be black listed for 3 years. Also, further action shall be taken at the costs of the Party.

16. 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.

17. In case of delay in supply within the specified time period in the Supply Order, Director IIFM without prejudice to its other remedies under the contract, deduct from the contract price as liquidated damages, a sum equivalent to 0.5% per week (To be calculated on number of day basis) of the price of the undelivered items upto maximum of 5%. Such penalty will be deducted from the Bills of the firm or from the Security Deposit of the Vendor.

18. In case of inferior quality of items, or supply of items not as per the approved specifications/sample, the Institute has the right to reject the complete material and cancel the supply order and forfeit the EMD including black-listing of the party; or to impose appropriate amount of penalty as decided by the Institute

19. The Tenderer should have its own establishment, which can be inspected at call by IIFM, before finalization of the Tender.

20. The Institute has the right to retain the rates of L-1 to L-3 parties as deemed fit.

21. Criteria for award of supply order will be based on the rates quoted by the bidders, besides fulfilling other criteria as asked for in the Tender documents.

22. Validity of this Tender will be 3 months from the date of submission of the Tender.

23. If the last date of receipt and opening of the Tender happens to be a declared holiday by unforeseen circumstances, the Tender will be received and opened on the immediate next working day.

24. A self declaration, declaring the bidder has not been blacklisted by a Central/State/Local Government Organisation/Academic Institution/PSU to be submitted.

25. IIFM requires that the bidders who wish to bid for this work have highest standards of ethics. IIFM reserve the right to reject a bid if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices while competing for this contract. IIFM may declare a vendor ineligible, either indefinitely or for a stated duration, to be awarded a contract if it at any time determines that the vendor has engaged in corrupt and fraudulent practices during the execution of the contract.

26. In case of any ambiguity/dispute in the interpretation of any of the clauses in this tender document, interpretation/decision of the Director, IIFM shall be final and binding on all parties.

27. By signing and submitting this document as a part of tender, the tenderer undertakes that they obey the requirements of provisions of Competition Act, 2002.

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### **3. SPECIFIC TERMS AND CONDITIONS OF TENDER**

01. The Tenderer must have at least three years previous experience of executing such work for Institutes of National Importance, such as IIMs, IITs, IISERs, IITMs, or such similar institutions. Proof of having executed such work earlier to such institutes should be submitted.

02. Average Annual Turnover of the tenderer for the last three financial years should be 1 (one) crore.

03. This tender is for printing and supply of Project Report on "GREEN ACCOUNTING OF FOREST RESOURCES, FRAME WORK FOR....", the PDF material is available with us.

04. Delivery Period/Timelines :- The deliveries must be completed within 15 days from the date of issuing Purchase/Work Order. The time is the essence of the contract and therefore it is

mandatory for the bidders who respond to this bid to meet these expectations, as they are tightly linked to IIFM's plans of completing the work within the time frame.

## 05. Service Execution Procedure

6.1. Upon award of the contract, the contractor will submit the agreement as per tender document in a Rs.100/- non-judicial stamp paper.

6.2. The contractor will submit the Security Deposit of 10% of the cost of work in the form of a Demand Draft in favour of the Director, IIFM drawn in any nationalized bank in India.

6.3. Satisfaction certificate should be obtained by the contractor from the Coordinator of the CESM Cell or the Manager in charge of the Cell before raising the bill to the Institute. This certificate should also contain the certificate of delivery of final output within the time period specified.

## 4. TECHNICAL BID FORMAT

| Sr.No. | Technical requirements   | Yes | No | Attachment Number. |
|--------|--|-----|----|--------------------|
| 01     | Copy of currently valid Company Registration/Incorporation Certificate or Registration under Company Law.<br>(to be attached).   |     |    |                    |
| 02     | Annual Turnover during<br>i) FY 2015-16<br>ii) FY 2016-17<br>iii) FY 2017-18<br>iv) Average of FY 2015-16, 2016-17 & 2017-18   |     |    |                    |
| 03     | Copies of Audited Balance Sheet with Returns of Last 3 Financial Years.( FY 2015-16, FY 2016-17 and FY 2017-18 to be attached).  |     |    |                    |
| 04     | Copy of PAN Card<br>( to be attached.)   |     |    |                    |
| 05     | Copies of<br>1. Registration<br>2. GST Registration<br>3. Factory Act License  |     |    |                    |
| 06     | Bid document duly filled in and signed as token of acceptance of Terms and Conditions of Tender.   |     |    |                    |
| 07     | EMD of Rs.6,000/- by Demand Draft drawn from any Nationalized Bank in favour of Director IIFM, Bhopal.<br>(NSIC/MSME registered firms to attach copy of currently valid certificate for exemption from EMD)                            |     |    |                    |
| 08     | Proof of experience of having executed such work of Institutes of National Importance such as IIMs, IITs, IISERs, IIITMs or such similar institutes during the last three years.<br>i) FY 2015-16<br>ii) FY 2016-17<br>iii) FY 2017-18 |     |    |                    |

|    |   |  |  |  |
|----|---|--|--|--|
|    | (copy of Purchase Order/Work Order to be submitted alongwith sample)  |  |  |  |
| 09 | Self Declaration in letter head stating that Bidder is not under liquidation, Arbitration, Court receivership or similar proceedings.                                       |  |  |  |
| 10 | Self declaration in letter head stating that the bidder has not been blacklisted by a Central/State/Local Government Organisation/Academic Institution/PSU to be submitted. |  |  |  |

Signature :-----  
Name :-----  
Address:-----  
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## 5 FINANCIAL BID FORMAT

| Sl.No. | Specification  | Quantity | Rate per copy | Total amount (Rs.) |
|--------|--|----------|---------------|--------------------|
| 1      | <p><b>Printing and supply of Project Report on “GREEN ACCOUNTING OF FOREST RESOURCES, FRAME WORK FOR ”</b></p> <p>The work involves printing and supply of the above report with following specifications :</p> <p>Total number of pages - 280 + 4 cover pages<br/> Size : 8.25 in x 10.75 in<br/> Printing quality : High quality offset printing and perfect binding.</p> <p>Paper quality</p> <p>Cover page - 300 gsm matt art board with matt mination.</p> <p>Inner pages - 130 gsm matt art paper.</p> | 200 Nos. |               |                    |

Note: Rate quoted should be inclusive of all charges, and FOR at IIFM, Bhopal.  
GST/Taxes as applicable at the time of billing will be paid in addition to the quoted price.

Signature:-----  
Name:-----  
Address:-----

FORM FOR PERFORMANCE BANK GUARANTEE  
(To be furnished on award of Contract)

To

The Director  
Indian Institute of Forest Management  
Nehru Nagar, Bhopal

WHEREAS..... (Name and address of Contractor) (Hereinafter called "the Contractor" or "Supplier") has undertaken, in pursuance of Contract No..... dated..... to execute supply of furniture items for your Institute.

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a Nationalized Indian Bank for the sum specified therein as Security for compliance with his obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee.

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, upto a total of ..... (amount of guarantee) Rupees..... (in words), such sum being payable in the types and proportions of currencies in which the Contract price is payable, and we undertake to pay you, upon your first written demand, and without cavil or argument, any sum or sums within the limits of ..... (amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein. We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the Contract or of the Services to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until 28 days from the date of expiry of the Defects Liability Period.

Signature and seal of the Guarantor.....

Name of Bank.....

Address.....

Date.....

## INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL

(On 100/- rupees Non-judicial stamp paper – to be submitted on award of work order)

### AGREEMENT

This Agreement is entered into this..... day of .....  
2019 between the Indian Institute of Forest Management (IIFM), Bhopal, having its office at  
Nehru Nagar, Bhopal, being represented by the Director,( 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, against the Tender of Indian Institute of Forest Management,  
M/s..... have submitted the quotation for the supply of item(s) , details  
given in Schedule-I (Supply Order) which shall form the part of this Agreement.

WHEREAS the party on the first party has accepted the quotation 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.
02. That the ordered items will be supplied within ..... days or as specified in the Purchase  
Order.
03. That the items will be supplied strictly according to the brand/specifications/samples,  
approved by the competent authority of the Institute.
04. Minimum guarantee of one year from the date of supply of the item, will be offered by the  
supplier, for repair/replacement of the items.
05. That in case of delay in supply within the specified time period in the Supply Order, Director  
IIFM without prejudice to its other remedies under the contract, deduct from the contract price as  
liquidated damages, 0.5% per week subject to maximum of 5% of the price of the undelivered  
items. Such penalty will be deducted from the Bills of the firm or from the Security Deposit of the  
Vendor.
06. have also the right to cancel the supply order and forfeit the EMD/Security Deposit,  
including black-listing of the party.
07. In case of inferior quality of items, or supply of items not as per the approved  
specifications/sample, the Institute has the right to reject the complete material and cancel the  
supply order and forfeit the EMD including black-listing of the party; or to impose appropriate  
amount of penalty as decided by the Institute.
08. The party on the first part has the right to increase/decrease the quantity of items to be  
ordered.



09. That the party on the second part will submit a Security Deposit for an amount of Rs..... by Demand Draft/FD/Bank Guarantee drawn in favour of Director, IIFM, Bhopal.

10. That the party on 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.

11. 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.

12. 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.

13. The party on the second part undertakes to abide all the terms and conditions as mentioned in the Tender Notice (No.....).

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  
Nehru Nagar, Bhopal.

Second Party:  
Name & Address:.....