

**INDIAN INSTITUTE OF FOREST MANAGEMENT,
POST BOX 357, NEHRU NAGAR BHOPAL 462 003**
Tel: EPABX :0755-2775716,2773799, Fax: 0755-2772878

E-TENDER NOTICE

TENDERS/2018-19/PROJECT REPORT/ECONOMIC VALUATION/NTCA

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 “Economic valuation of tiger reserves in India phase II study Sponsored by NTCA ”, as per specifications indicated in this tender document. The tender documents are available in our website www.iifm.ac.in/tender, <https://moefcc.euniwizarde.com>. or www.eprocure.gov.in. The tender document can be down-loaded from <https://moefcc.euniwizarde.com>. Last date and time for submitting online bid is 31-05-2019 at 1445 hrs.

(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>)

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

Name of Work	TENDER DOCUMENT FOR DESIGNING AND PRINTING OF PROJECT REPORT ON “ECONOMIC VALUATION OF TIGER RESERVES IN INDIA PHASE II STUDY SPONSORED BY NTCA”.
Bid Security (Earnest Money Deposit)	EMD of Rs.16,000/- to be deposited online (NSIC/MSME registered firms to attach copy of currently valid certificate for exemption from EMD)
Availability of tender document on website : https://moefcc.euniwizarde.com/	21-05-2019 1000 hrs.
Last date of submission of tender	31-05-2019 up to 1445 hrs.
Date and time for opening online technical bids	31-05-2019 at 1500 hrs.
Date and time for opening online financial bids for technically Qualified bidders.	-----
Place of Opening of Bid	Indian Institute of Forest Management, Bhopal
Officer Inviting Bid	Chief Administrative Officer Indian Institute of Forest Management Nehru Nagar, Bhopal 462003
Tender Processing Fee	Rs. 660/- by Online (Six Hundred Sixty Rupees only) Including GST

**INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL
TENDER DOCUMENT FOR DESIGNING AND PRINTING OF PROJECT REPORT ON “ECONOMIC
VALUATION OF TIGER RESERVES IN INDIA PHASE II STUDY SPONSRED BY NTCA”.**

TENDERS/2018-19/PROJECT REPORT/ECONOMIC VALUATION/NTCA

1. SCHEDULE OF REQUIREMENTS AND SPECIFICATIONS.

The work involves designing, printing and supply of project report on “Economic Valuation of Tiger Reserves in India Phase II Study”, with the following specifications.

Total number of pages	:	350 including 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. Inner pages - 130 gsm matt art paper.
Quantity of Bulletins	:	600 Nos.
Procurement of photographs From authorized sources	:	15 to 20

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 **PROJECT REPORT ON “ECONOMIC VALUATION OF TIGER RESERVES IN INDIA PHASE II STUDY SPONSRED BY NTCA.** 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 Gurantee/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.

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 designing, printing and supply of Project Report on "**PROJECT REPORT ON "ECONOMIC VALUATION OF TIGER RESERVES IN INDIA PHASE II STUDY SPONSORED BY NTCA**". After the work, the pdf electronic version should be submitted to the institute/indenter.

04. Delivery Period/Timelines :- **The deliveries must be completed within 15 days from the date of approving the final proof by the indenter.** 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. (to be attached).			
02	Annual Turnover during i) FY 2016-17 ii) FY 2017-18 iii) FY 2018-19 iv) Average of FY 2016-17, 2017-18 & 2018-19			
03	Copies of Audited Balance Sheet with Returns of Last 3 Financial Years.(FY 2016-17, 2017-18 & 2018-19 to be attached).			
04	Copy of PAN Card (to be attached.)			
05	Corpies of 1. Registration 2. GST Registration 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.16,000/- to be deposited online (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. i) FY 2016-17 ii) FY 2017-18 iii) FY 2018-19 (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:-----

5 FINANCIAL BID FORMAT

Sl. No.	Specification	Quantity	Rate per copy	Total amount (Rs.)
1	<p>Designing, Printing and supply of Project Report on “PROJECT REPORT ON “ECONOMIC VALUATION OF TIGER RESERVES IN INDIA PHASE II STUDY SPONSRED BY NTCA”</p> <p>The work involves printing and supply of the above report with following specifications :</p> <p>Total number of pages - 350 including 4 cover pages Size : 8.25 in x 10.75 in Printing quality : High quality offset printing and perfect binding.</p> <p>Paper quality</p> <p>Cover page - 300 gsm matt art board with matt lamination.</p> <p>Inner pages - 130 gsm matt art paper.</p>	600 Nos.		
2	<p>Procurement of photographs from authorized sources (Rate to be quoted per piece). The number of photographs will be tentatively 15 to 20</p>	15 to 20		
Total				

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
2012 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.inimum 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:.....