



## INDIAN INSTITUTE OF FOREST MANAGEMENT

P.O. BOX NO.357, NEHRU NAGAR, BHOPAL 462 003 (M.P.)

Tel-EPABX – 0755 – 2775716, Fax – 0755 – 2772878

### E-TENDER NOTICE

**NIT No: IIFM/AM(P)/2017-18/eTender/04**

**Dated: 15-06-2017**

Online Tenders ( 2 Bid system – Technical and Financial) on behalf of Director, Indian Institute of Forest Management, Bhopal are invited from experienced professional Printers for printing and supply of Summer Internship Bulletin 2017-18 and Placement Bulletin 2017-18 (along with Envelopes) of the Institute on full contract basis starting from conceptualization to final supply of the Bulletin, as per specifications indicated in the tender document.

T.No	Name of work	PAC. (In Rs)	Time allowed for completion of work	EMD (Rs)	Cost of tender form (In Rs)	
					Tender Cost	Online Processing fee
5	Tender for Printing of Summer Internship Bulletin 2017-18 and Placement Bulletin 2017-18 with the given specification in the Tender Document.	3 lakhs	60 Days	Rs 6,000/- Demand Draft	Rs. 1000/- Demand Draft	Rs.500/- + Service tax Online Payment

1. The Tenderers intending to participate in this Tender are required to get enrolled on the portal <https://eproc.lotusprocure.in>, Enrolment on the above mentioned Portal is mandatory.
2. The tenderers have to digitally sign their bids before submitting the bids hashes online thus the tenderers are advised to obtain Class 3 Digital Signature Certificates.
3. Tender documents are available in the website <https://eproc.lotusprocure.in> which can be purchase and downloaded from **15.06.17, 5:31 PM to 29.06.17 up to 5:00 PM**. And bid submission date from **15.06.17, 5:31 PM to 6.06.17 up to 5:00 PM**

Note: Online Processing Fee of Rs. 500/- + Service tax to be made online.

**4. Tender cost of Rs.1000/- (non-refundable) and EMD of Rs. 6,000/- should be submitted with the Physical**

**Envelope 'A'** in the form of **Demand draft** drawn from any Nationalized Bank in favor of **Director, IIFM**

5. The tenderers are required to submit Envelope 'A' physically as per the dates Indicated in Key Dates(**07.07.17, 2:00 PM**) to the Chief Administrative Officer, Indian Institute of Forest Management, Nehru Nagar, Post Box no-357, Bhopal-462003.

The Physical Envelope 'A' should contain the following.

Kindly upload scan copies of as mentioned tender documents under Technical Bid Format (Envelope A) & Submit Physical copy of the documents in department office in due date.

**Note:** IIFM reserves the right to reject any or all the Tenders received without assigning any reason(s) thereof.

**For Support:** Bidders should get in touch with **Mr. Pankaj Dwivedi** 9755093882 or 0755-4078648 or e-mail: [info@lotusprocure.in](mailto:info@lotusprocure.in) for e-tendering support.

**{Chief Administrative officer}**

**IIFM, BHOPAL**

**INDIAN INSTITUTE OF FOREST MANAGEMENT, BHOPAL**  
**NOTICE INVITING TENDER FOR PRINTING OF PLACEMENT**  
**BULLETIN**  
**(Tender No. IIFM/AM(P)/2017-18/eTender/04**

Online Tenders( 2 Bid system – Technical and Financial) on behalf of Director, Indian Institute of Forest Management, Bhopal are invited from experienced professional Printers for printing and supply of Summer Internship Bulletin 2017-18 and Placement Bulletin 2017-18 (along with Envelopes) of the Institute on full contract basis starting from conceptualization to final supply of the Bulletin, 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) or [www.tenders.gov.in](http://www.tenders.gov.in) which can be down-loaded from 15-06-2017 to 29-06-2017 upto 5 PM. Filled in tenders with name of work & name of Tenderer clearly mentioned on the Envelope should be received at IIFM latest by 06-07-2017 upto 5 PM addressed to the Chief Administrative Officer, Indian Institute of Forest Management, Nehru Nagar, Bhopal 462003. The Institute or its any authority will not be responsible for mail delay. The Tenders will be opened on 07-07-2017 at 3.00 PM in presence of tenderers present, if any. Tender cost of Rs. 1000/- (non-refundable) and Earnest Money Deposit (EMD) of Rs. 6000/- should be submitted with the Tender in the form of Demand Draft from any Nationalized Indian Bank in favor of Director, IIFM, Bhopal failing which the tender will not be considered. The Director, IIFM reserves the right to reject any or all Tenders without assigning any reason.

(CHIEF ADMINISTRATIVE OFFICER)

# SECTION -1

## INSTRUCTIONS & INFORMATION TO TENDERES

### 1. SCOPE OF THE WORK

1.1. The Indian Institute of Forest Management (IIFM), Nehru Nagar, Bhopal (hereinafter called the Institute) required the Summer Internship Bulletin 2017-18 and Placement Bulletin 2017-18 to be printed (with envelopes) with the technical specifications mentioned in this tender document. The time frame within which the work needs to be completed is also mentioned in this tender document.

1.2 The printer selected through this tender process (hereinafter called the contractor) will execute the work with the technical specifications mentioned in this document to the utmost satisfaction of the Institute and its representatives.

1.3 This tender is for the printing and supply of Summer Internship Bulletin 2017-18 and Placement Bulletin 2017-18. However, this contract can be extended for the next two years on year to year basis, based on mutual consent.

### 2. Eligibility of Tenderer

2.1.1. The Tenderer must have previous experience of executing such work for leading management of technical institutes in the country, such as IIMs, IITs or institutions of such national importance. Proof of having executed such work earlier should be submitted.

### 3. Earnest Money Deposit (EMD)

3.1 All tender documents should be accompanied by an Earnest Money Deposit (EMD) of Rs.6000/- for this particular work. No interest shall be payable by the Institute on this amount. This bid security shall be in favour of **Director, Indian Institute of Forest Management, Bhopal** and may be in the form of Demand Draft payable at Bhopal from any of the Nationalised Banks.

3.2 The EMD submitted shall be valid for 28 days beyond the validity period specified in this tender document.

3.3 The EMD of unsuccessful bidders will be returned within 28 days of the end of the validity period specified in this tender document.

3.4 The EMD of the successful bidder will be discharged after he has signed the Agreement and furnished the required Security Deposit.

3.5 The EMD may be forfeited, if

- a. the tenderer withdraws the tender after tender opening during the period of tender validity;
- b. the tenderer engage in any corruption or fraudulence practice.
- c. the successful tenderer fails within the specified time limit to

- i. sign the Agreement or
- ii. furnish the required Security Deposit.

#### **4. Documents comprising the Tender**

4.1 The tender submitted by the party shall comprise the following:-

- a. Cost of Bid Form of Rs.1000/-
- b. Bid Security (EMD) for Rs.6,000/- in the form Bank Draft in favour of Director, IIFM.
- c. Technical Part of the Tender Documents
- d. Financial Part of the Tender documents
- e. and any other materials required to be completed and submitted by party in accordance with these instructions.

#### **5. Sealing and Marking of Bids**

5.1 The tender documents should be submitted in three envelopes as mentioned below:-

5.2 **Envelope – A (Duly Sealed) Technical Bid:** Should contain

i. the cost of Bid document of Rs.1000/- and the EMD of Rs.6,000/- in the form of Demand Draft drawn in favour of Director, Indian Institute of Forest Management payable at Bhopal.

ii. All pages of the document should be signed by the tenderer or his authorised representative.

iii. All photocopies of the documents and any other list or statements submitted should be duly attested/ signed by the bidder or his authorised representative.

5.3 The Envelope should be marked as **“Envelope A – Technical Bid”**. Name and address of the bidder should be clearly written on this envelope. If the envelopes are not sealed and marked as above, the Institute will assume no responsibility for the misplacement or wrong or premature opening of the bid.

5.4 **Envelope-B (Duly sealed) Financial Bid:** Should contain Financial Part of the Offer in the format given in this Tender Document.

5.4.1. The Envelope should be marked as **“Envelope B – Financial Bid”**. Name and address of the bidder should be clearly written on this envelope. If the envelopes are not sealed and marked as above, the Institute will assume no responsibility for the misplacement or wrong or premature opening of the bid.

5.4.2 The above two envelopes should be put in a larger envelope, signed and sealed properly. This envelope should be addressed to:

**The Chief Administrative Officer  
Indian Institute of Forest Management  
P.O. Box No.357, Nehru Nagar  
Bhopal 462 003 (M.P.)**

This envelope must bear the following identifications:

- i. Tender for Printing of Placement Bulletin 2017
- ii. Tender No.- **IIFM/AM(P)/2017-18/eTender/04**
- iii. DO NOT OPEN BEFORE
- iv. Name & Address of the Tenderer-----

5.5 if the envelopes are not sealed and marked as above, the Institute will assume no responsibility for the misplacement or wrong/premature opening of the bid.

**6. Tender Opening**

- 6.1 On the due date and appointed time as specified in this document and as published in the NIT, the representatives of the Institute will open the Technical Part of the Tender in presence of the Tenderers or their representatives, if any, and will make a comparative chart of the technical part of the offers, to examine and determine the party who qualified in the Financial Bid.
- 6.2 The tenderers who qualified in the technical part will be invited to attend the Financial Bid Opening. The Financial Bids will be opened in the presence of representative of the Institute and in presence of the tenderers or their representative, if any.

**7. Award of Contract**

The Employer will award the Contract to the party who succeeds in the Bid Opening Process as mentioned above.

## **SECTION 2**

### **CONDITIONS OF CONTRACT**

#### **1. Service Execution Procedure**

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

1.2. 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 nationalised bank in India.

1.3. The contractor will conceptualize the ideas and theme of the Summer Internship Bulletin and Placement Bulletin, develop their design, take necessary photographs, and execute the work in the stipulated time.

1.4. The contractor will show the Institute's representative similar work samples of Placement Bulletin of reputed or high ranking B-schools for the selection of theme and idea as the expectation of the Institute is that the final output should be similar to that of the leading B-schools in presentation and concept.

1.5. A sample copy of the last years Summer Internship Bulletin and Placement Bulletin will be given to the contractor for reference and the output should be equal in its quality or better than that.

1.6. The contractor will get the satisfaction report from the representative of the institute for the work execution at different stages like draft 1, draft 2 and the final draft and thereafter get the bulletin printed with the given specifications.

1.7. Finally, a total satisfaction certificate should be obtained by the contractor from the Chairperson (SI & Placement) or the Manager in charge of SI & Placement of the Institute before raising the bill to the Institute. This certificate should also contain the certificate of delivery of final output within the time period specified.

1.8. Chapter-wise soft copy of the final bulletin compatible to web link in PDF and HTML format and also soft copy of the full document of the bulletin should be submitted to the Institute by the printer.

#### **2. Liquidated Damage**

2.1. If the contractor fails to provide services as per the requirement and time limit specified in this tender document, the Institute shall be at liberty to engage any other suitable agency/organization to get the work completed and the excess cost incurred on engagement of such agency/ organization shall be recoverable from the contractor.

2.2. In the event of such a situation as mentioned in clause 2.1 above, the Security Deposit of the contractor will be forfeited.

2.3. In the event of late supply of the final output, a penalty @1.5% per month (will be computed on per day basis) will be imposed on the total cost of the ordered item.

### **3. Payment**

3.1. No advance payment will be made by the Institute to the contractor.

3.2. The Institute shall release the payment to the contractor only after successful completion of the work and supplying the final output.

3.3. The Bill for payment should be accompanied by a satisfaction report from the Chairperson (SI & Placement) or the Manager in charge of SI & Placement.

3.4. Penalty and taxes, if any, will be deducted from the final bill as per the existing IIFM norms.

### **4. Quality of Output**

4.1. It will be the responsibility of the contractor to maintain the expected standard of the Bulletins.

4.2. The contractor should maintain the quality as specified in the specification of work quality in the document.

### **5. Period of Delivery of Final Output**

5.1. The contractor will complete the work and supply the final output within 60 days from the date of placing the work order.

5.2. A certificate from the representative of the Institute will be obtained by the contractor stating that the final output is delivered within the period of delivery as mentioned in the work execution procedure of this tender document.

### **6. Tender validity: Three months.**



# SECTION 3

## TECHNICAL SPECIFICATIONS

3.1. The work involves with single piece planning.

3.2. The contractor should conceptualise the ideas and themes, develop the design, take necessary quality photographs, prepare the profiles of the students, print the brochure with the specifications and deliver the final output within the period of time specified in this tender document.

3.3. The contractor needs to present at least two concepts or ideas for the brochure before the placement committee and get the matter cleared from the Chairperson (SI & Placement) or Manager in charge of SI & Placement.

3.4. The printing specifications are as follows:

**a. Summer Internship Bulletin 2017-18**

Total number of pages	:	48+4 cover pages
Size	:	8.25" x 11.75"
Printing quality	:	High quality four colour printing
Inner page	:	145 GSM
Cover page	:	270 + GSM
Paper quality	:	Imported texture paper Inner pages 145 GSM, Cover pages 270+GSM (FSC & Green Energy certified Eco Friendly Paper)
Quantity of Bulletins	:	200 Nos.

**b. Placement Bulletin 2017-18**

Total number of pages	:	52+4 cover pages
Size	:	8.25" x 11.75"
Printing quality	:	High quality four colour printing
Inner page	:	145 GSM
Cover page	:	270 + GSM
Paper quality	:	Imported texture paper Inner pages 145 GSM, Cover pages 270+GSM (FSC & Green Energy certified Eco Friendly Paper)
Quantity of Bulletins	:	200 Nos.

**Envelopes:** Suitable size to the Bulletins with 120 GSM Maplitho paper, inside lamination, two colour printing. Quantity equal to number of each bulletins.

One book mark 2.5"X9" with multicolour printing on 130 GSM should be supplied with each bulletin

**SECTION 4**  
**TECHNICAL BID FORMAT**

**(Tender No. IIFM/AM(P)/2017-18/eTender/04)**

(This should be duly signed by the authorised official of the contractor and affixed his office seal)

Sl.No.	Requirements	Willingness to provide the requirement (please tick)		Documents attached wherever applicable (please tick)	
		Yes	No	Yes	No
01	Conceptualising the ideas and developing the designs of the Placement Bulletin and SI Bulletin would have to be suggested by the printer.				
02	Provide professional photographers for photography required for the designing and also for the profiles of the students.				
03	Design the Bulletins with the concept and the theme selected.				
04	Print the Bulletins in the stipulated time and with adherence to global standards				
05	Delivery of Bulletins to be done to the Institute in the stipulated time and in perfect condition				
06	The final output should be ready within 30 days of issue of work order				
07	Expectation of the Institute that the final output should be similar to that of leading B-schools in presentation and concept				
08	Similar work samples (at least two) of Placement Bulletin and SI Bulletin of reputed or high ranking B-schools executed by the Tenderer				
09	Willingness of the tenderer to present atleast two concepts or ideas for the bulletin, which have to be presented before the Placement Committee in person on a given date as appointed by the Placement Committee.				
10	Copy of Registration of the firm				
11	PAN number of the firm and the Income Tax Return filed for the FY 2016-17				
12	TIN Number and the service tax return for the FY 2016-17				
13	Sample of cover pages, inner pages and envelopes as per the prescribed GSM to be attached with seal & signature.				
14	Willingness and ability to supply the final output as per technical specifications.				
15	Demand Draft of Rs.6000/- towards EMD				
16	Demand Draft of Rs..1000/- towards Cost of Tender form.				

Signature :-----

Name :-----

Address:-----

## SECTION 5

### FINANCIAL BID FORMAT

(Tender No. IIFM/AM(P)/2017-18/eTender/04)

Sl.No.	Specification	Quantity	Rate in Rupees per copy	Total amount for 200 copies (Rs.)
1a	<p><b>Designing, printing and supply of Summer Internship Bulletin 2017-18.</b></p> <p>Total Inner Pages 48 Nos. + Cover pages 4. Size 8.25" x 11.75" High Quality, four colour printing, A1 colour Perfect Binding Imported texture paper Inner pages 145 GSM, cover pages 270+GSM (FSC &amp; Green Energy certified Eco Friendly Paper)</p> <p>Envelope of suitable size to the Bulletin, 120 GSM Maplitho Paper, inside lamination, two colour printing</p> <p>Also one book mark 2.5"X9" with multicolour printing on 130 GSM should be supplied with each bulletin</p>	200 Nos.		
1b	In case of increase/decrease of inner pages, rate per page for 200 Nos.	Each page		
1c	In case of increase/decrease of number of copies, rate per copy	Each copy		
2a	<p><b>Designing, printing and supply of Placement Bulletin 2017-18.</b></p> <p>Total Inner Pages 52 Nos. + Cover pages 4. Size 8.25" x 11.75" High Quality, four colour printing, A1 colour Perfect Binding</p>	200 Nos.		

	<p>Imported texture paper Inner pages 145 GSM, cover pages 270+GSM (FSC &amp; Green Energy certified Eco Friendly Paper)</p> <p>Envelope of suitable size to the Bulletin, 120 GSM Maplitho Paper, inside lamination, two colour printing</p> <p>Also one book mark 2.5"X9" with multicolour printing on 130 GSM should be supplied with each bulletin</p>			
2b	In case of increase/decrease of inner pages, rate per page for 200 Nos.	Each page		
2c	In case of increase/decrease of number of copies, rate per copy	Each copy		

Note: Rate quoted should be inclusive of all charges, taxes and FOR at IIFM, Bhopal

Signature:-----

Name:-----

Address:-----

**AGREEMENT FORM**  
**(To be executed in Rs.100 non-judicial stamp paper after award of contract)**

This agreement made the .....day of..... two thousand twelve  
between the Indian Institute of Forest Management, P.O. Box. No.357, Nehru Nagar, Bhopal (M.P.) (hereafter  
called the "Institute" and..... (name and address of contractor) (hereinafter called "the  
Contractor").

Whereas the Institute is desirous of printing the Placement Bulletin 2017 (hereinafter called "the work") and the  
Institute has accepted the Offer by the Contractor for the execution and completion of that work and the  
remedying of any defects therein, at a contract price of Rs.....  
(Rupees.....).

**NOW THIS AGREEMENT WITNESSETH as follows:**

1. In this Agreement, words and expression shall assume the same meanings as are respectively  
assigned to them in the Conditions of Contract hereinafter referred to and they shall be deemed to  
form and be read and construed as part of this Agreement.

In consideration of the payments to be made by the Institute to the Contractor as hereinafter  
mentioned, the Contractor hereby covenants with the Employer to execute and complete the  
work, as per all the terms and conditions mentioned in the tender document No. IIFM/AM(P)/2017-  
18/eTender/04, which is a part of this agreement, and remedy the defects therein in conformity with  
all aspects with the provisions of the Tender document.

2. The Institute hereby covenants to pay the Contractor in consideration of the execution and  
completion of the work and in the remedying the defects wherein the Contract Price or such other  
sum as may become payable under the provisions of the Contract at the times and in the manner  
prescribed by the Tender document.

The tender document under which this agreement is signed shall be deemed to form and be read  
and construed as part of this Agreement.

The Common Seal of the Indian Institute of Forest Management hereunto affixed in the presence of:

Signed Sealed and Delivered by

(Signature of Employer)

In presence of  
01-----  
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02-----  
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In presence of:  
1-----  
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2-----  
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