

**Tender No. FSI-8/2015-Extn. (ISFR 15)**

**TENDER DOCUMENT FOR DESIGNING AND  
PRINTING OF  
INDIA STATE OF FOREST REPORT 2015**

**Date of issue & Sale of Tender Document  
26<sup>th</sup> October, 2015**

**Closing date & Time of Receipt of Tender  
13<sup>th</sup> November, 2015 (14:00 hrs.)**

**Opening of Technical Bid  
13<sup>th</sup> November, 2015 (15:30 hrs.)**



**FOREST SURVEY OF INDIA  
MINISTRY OF ENVIRONMENT, FORESTS & CC  
GOVERNMENT OF INDIA  
KAULAGARH ROAD, DEHRADUN**

No.FSI-8/2015-Extn.(ISFR15)  
Forest Survey of India  
Ministry of Environment, Forests & CC  
Government of India  
Kaulagarh Road, P.O.:IPE,  
Dehradun – 248 195.  
FAX No. 0135-2759104, 2754507

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**Forwarding letter**

(To be filled in by Tendering Party)

From: .....  
.....  
.....  
.....

To  
The Director General  
Forest Survey of India  
Kaulagarh Road,  
Dehradun – 248 195 (Uttarakhand)

**Sub: Tender for Designing and Printing of India State of Forest Report 2015.**

Ref: Your Tender Notice dated.....

Sir,

We are submitting herewith our tender ( Technical and Financial) for Designing and Printing of India State of Forest Report 2015 as specified in the tender notice and as laid down in tender document. We have read and understood all the terms and conditions governing in the tender. We agree to abide by these terms and conditions. We are enclosing herewith your receipt No..... dated ..... as a proof of having purchased the non transferable tender document. Accordingly, we are enclosing herewith our Earnest Money Deposit in the form of Demand Draft No..... dated ..... for Rs..... (in words)..... drawn in favour of Assistant Director (Accounts), Forest Survey of India, Dehradun to participate in the tender for printing of India State of Forest Report 2015.

All pages of the Tender Document along with copy of “Terms & Conditions” contained herewith have been duly signed.

Stamp & Signatures of the Authorised Signatory  
(Name of the Authorised Signatory).....  
Name of the firm .....  
Complete Address.....  
.....  
Date.....  
Telephone Nos.....  
E-Mail ID.....

**Last Date of submission of Tender: 13<sup>th</sup> November, 2015**

**FOREST SURVEY OF INDIA  
Ministry of Environment, Forests & CC  
Government of India  
Kaulagarh Road, PO:IPE,  
Derhadun – 248 195.**

**TENDER DOCUMENT**

Forest survey of India (FSI) invites SEALED TENDERS in two bid system(Technical Bid and Financial Bid) from reputed Offset Printers having in-house infrastructure in all respect such as designing, composing, processing, printing, cutting, binding units etc. for the designing and printing of the **India State of Forest Report 2015**.

2. The details of scope of work and specification are given below:

**A) Scope of work:**

- a) The total number of ISFR required to be printed, consisting of approximately 250 pages, are 4000 copies of English version, 1000 copies of Hindi version and 2000 copies of summary in English.
- b) The scope of work ( for both English and Hindi version of Report ) shall include works given here under as per specification and terms and conditions mention in the tender document :
  - (i) Designing the cover page – at least two samples are to be submitted by the tender after award of work for approval of the competent authority within 7 days after placing the order.
  - (ii) Designing content/ text layout (including maps & photographs)- at least two samples are to be submitted by the tenderor after award of work for approval of the competent authority within 7 days after placing the order.
  - (iii) Artful printing and binding of the report.
  - (iv) Delivery of reports as per specifications to FSI.
  - (v) Softcopy (in MS Word and PDF format in CD/DVD) of the final report in Hindi and English versions to be provided separately, which should be capable of uploaded on website.

## B) Specifications

(a)	Size	8.25" x 11.75"
(b)	Number of pages	Cover page + 250 pages (approximately), subject to variation of $\pm 5\%$ pages.
(c)	Colours	All the pages are multi-coloured
(d)	Paper	Cover – 300 gsm Austria Magnomat Satin Inner pages – 130 gsm Austria Magnomat Satin Summary – 170 gsm Austria Magnomat Satin
(e)	Finish	Hybrid coating to be done on cover page.
(f)	Binding	Perfect binding with stitch
(g)	Type of printing	Both sides by offset press
(h)	Quantity	English version – 4000 copies Hindi version – 1000 copies Summary - 2000

3. The interested firms may submit sealed tenders in two separate sealed envelopes on or before 13.11.2015 by 1400 hrs. as per the following:

- (a) One for Technical Bid as per the enclosed "Annexure – A" along with Earnest Money Deposit (EMD) of Rs.20,000/- (Rupees Twenty Thousand only) in the form of pay order/Demand Draft/Bank Guarantee issued by any Scheduled/Nationalised Bank in favour of "Assistant Director (Accounts), Forest Survey of India, Dehradun" with a forwarding letter on official stationery of the firm in a sealed cover super scribing "Technical Bid for Designing and Printing of ISFR 2015" on top of the envelope. The authorized signatory of the Tenderer should sign and stamp each page of this Tender Document as a token of having read, understood and accepted the terms and conditions contained therein and submit the same along with the Technical Bid. Tenders/bids received without EMD will not be accepted.
- (b) The other one for Financial Bid as per enclosed "Annexure – B" on official stationery of the firm in a sealed cover super scribing "Financial Bid for Designing and Printing of ISFR 2015" on top of the envelope.

4. The two sealed covers containing Technical Bid and Financial Bid separately in each sealed cover should be then placed in a single sealed cover super scribed with "Tender Document for Designing and Printing of ISFR 2015" on top of the envelope should be sent to Director General, Forest Survey of India, Kaulagarh Road, Dehradun on or before 13.11.2015 by 1400 hrs.

5. The firm/tenderer should submit the complete information/documents indicated in the format prescribed for Technical Bid (Annexure-A) only. No modification in the bids will be allowed after submission of bids to Forest Survey of India, under any circumstances. It may please be noted that tenders which are not as per the prescribed format or are without complete information/documents or conditional tenders/bids will be summarily rejected.

Tenders received after due date and time will not be considered. There should be no erasing/overwriting/cutting/ fluiding in the bids, failing which, the bids will be summarily rejected.

6. Duly stamped and signed sample paper for cover pages and text pages should also be submitted along with Technical bids as per specifications.

7. In the first instance, the Technical bids shall be opened on 13.11.2015 at 15.30 hrs. in the Committee Room of FSI. The tenderer/firms may depute their authorized representative during the opening of Technical bids.

8. The Technical Bids will be evaluated by a Committee of FSI. For evaluation of Technical bids, the firm/tenderer has to design and submit a 20 page sample document which will be provided to the firm by FSI. The said sample document can be obtained from Deputy Director (Extension) on any working day from 26<sup>th</sup> October, 2015 onwards. The Committee will examine the sample document and based on the conceptualization, visualization and design layout of the sample document, the firm will be declared as technically qualified.

9. Once the Technical bids are accepted, the Financial bids of the tenderers, whose Technical bids have been accepted shall be opened. The date, time and venue for the same shall be communicated to the tenderer through phone. If any tenderer so desires, they may depute their authorized representative during opening of Financial bids.

10. The final selection of the firm/tenderer (from the firms who are found qualified in the Technical evaluation) for designing and printing will be done on lowest rate basis.

11. The other terms and conditions are as follows:

11.1 Tenderer should have design and printed minimum one report in last one financial years.

11.2 Decision of the Director General, FSI with regard to selection of tenderer will be final and binding and no communication in this regard will be entertained.

11.3 The rates should be quoted in figures as well as in words. The rate should be quoted in the format given in Annexure-B. Incomplete tender/bid will be summarily rejected.

11.4 Rates quoted should cover all types of taxes, duties and charges etc. for designing, typesetting, composing, processing, planning, layout, printing, binding, delivery etc.

11.5 The rates quoted will remain valid for one year from the date of issue of work order by FSI.

11.6 The following time schedule has been stipulated for implementation of work by the selected tenderer:

<b>Sl.No.</b>	<b>Item</b>	<b>Time Schedule</b>
(i)	Submission of two designs of cover page and two designs of content/text layout (including maps, colour photographs), as per scope of work and specifications.	Within 07 days of award of contract
(ii)	Submission of 1 <sup>st</sup> Draft	Within 07 days of supply of manuscript
(iii)	Submission of 2 <sup>nd</sup> Draft	Within 04 days of receipt of corrected version of draft proof.
(iv)	Submission of Final Proof (as per specifications)	Within 05 days of receipt of corrected version of draft proof.
(v)	Delivery of printed ISFR 2015 to FSI	Within 10 days from handing over the final proof complete in all respect by FSI

- 11.7 The successful tenderer must adhere to the time limit(s) and ensure delivery of the report on time. FSI reserves the right to recover a sum equal to 01% of the total cost, as penalty for each day's delay, subject to a maximum of 10% of the total cost.
- 11.8 The EMD of the tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. Further, such firms shall be blacklisted from participating in future tenders.
- 11.9 EMD of the unsuccessful tenderers will be returned to them without interest whatsoever, at the earliest after expiry of the final tender validity period/ conclusion of the contract, as the case may be.
- 11.10 EMD of the successful tenderer will be returned without any interest after the receipt of performance security.
- 11.11 Performance security deposit @ 5% of the value of work has to be deposited by the successful tenderer within seven (07) days of the award of tender/work. The performance security may be furnished in the form of Pay order/Demand Draft/Bank guarantee issued by any Scheduled/Nationalised Bank. The performance security deposit shall be deposited in the account of FSI.
- 11.12 If the successful tenderer fails to furnish the required performance security within the specified period, its EMD will be forfeited.
- 11.13 Performance security deposit would be refunded without any interest, after successful completion of contract in all respects to the satisfaction of FSI.
- 11.14 In case of delay in compliance with the order beyond stipulated time schedule FSI will have the right to cancel the order besides levying the above liquidated damages and/or forfeiting of performance security deposit. The work will then be done by alternate arrangement.

- 11.15 FSI may inspect the quality of papers, printing and binding before taking delivery and shall have the exclusive right to reject wholly or partly, any or all of the Reports without assigning any reason thereof and its decision shall be binding on the tenderer.
- 11.16 A very high quality of designing and printing as per specifications is required. The work done in slipshod manner will not be accepted.
- 11.17 The printing of the Report should be exactly as per the approved design/artwork and as per the specifications mentioned in this tender notice.
- 11.18 The printed copies of the Report, if found defective, will be replaced/redone by the tenderer free of cost.
- 11.19 No advance payment will be made for the job. Payment will be made after completion of the total work to the satisfaction of FSI and receiving all materials along with pre-receipted bill.
- 11.20 Payments are subject to delivery of all the Reports in accordance with the specifications and for any shortcomings the payment can be withheld/reduced in part or full by FSI.
- 11.21 TDS and other taxes as applicable will be deducted from each bill.
- 11.22 The bill shall be raised in the name of Director General, Forest Survey of India, Kaulagarh Road, Dehradun.
- 11.23 FSI reserves the right to accept or reject any or all the tenders/quotation(s) without assigning any reasons thereof.
- 11.24 The material/document supplied by FSI should be returned to FSI after the job is completed along with the bill.
- 11.25 CD/DVD in MS Word and PDF Format (both English and Hindi versions) of full Report capable of being uploaded on website are to be provided, without any extra cost, along with the printed copies for putting the Report on the website. Any delay in providing the CD/DVD will attract penalty @ Rs.500/- (Rupees Five Hundred Only) per day of delay.
- 11.26 All copyrights of the publication will be with the Forest Survey of India. None of the contents will be revealed to any person not associated with report work, nor material in the Report in any form, will be shared by the successful tenderer with anybody, without obtaining prior written consent of FSI.
- 11.27 Failure by the tenderer to comply with any statutory requirements and terms and conditions of tender during the period of contract or any deviation from the contractual conditions shall result in termination of the contract and subsequent disqualification for participation in any further tender in FSI. Performance security deposit would be



forfeited by FSI in the event of a breach/deviation of any contractual condition(s) by the tenderer.

11.28 Any delay in execution of the contract will entail a penalty to be decided by the Competent Authority of FSI. The decision of the Competent Authority will be final in such cases.

11.29 Payment  $\pm$  5% of the excess / less pages will be made on prorata basis.

11.30 In the matter or any disputes, between the parties regarding the terms and conditions, quality of designing and/or printing of Report and execution thereof, the matter shall be amicably resolved through mutual consultation within 21 days. If the same could not be resolved within 21 days then the matter would be referred to Arbitrator(s) as may be decided by Director General, FSI for arbitration under the Arbitration and Conciliation Act, 1996. The firm shall not question the decision of the Arbitrator(s) on the ground that the Arbitrator(s) is/are Government servant(s). The decision of the Arbitrator(s) shall be final and binding on the parties.

11.31 The contract shall be subject to the Indian laws and jurisdiction of the courts located in Dehradun only.

12. Corrigendum/Addendum/Cancellation, etc. to this Tender, if any, shall be published on the website of Forest Survey of India only and will not be published in the newspapers. Therefore, all concerned are advised to check the website of FSI regularly.

13. In case any firm needs and information/clarification, it may contact Deputy Director (Extension), Forest Survey of India, Kaulagarh Road, Dehradun on any working day (Monday to Friday between 2:30 p.m. to 4:30 p.m.) with prior appointment. It may be noted that no clarification/information after closure of the last date for receipt of tender will be entertained.

**ANNEXURE-‘A’**

**TECHNICAL BID FOR DESIGNING AND PRINTING OF ISFR 2015  
OF FOREST SURVEY OF INDIA**

**INDEX / CHECK LIST OF DOCUMENTS/ INFORMATION ENCLOSED WITH  
TECHNICAL BID**

<b>Sl. No.</b>	<b>Particular/ description of documents/ information</b>	<b>Compliance</b>	<b>Page No.(s)</b>
(i)	Covering Letter on official stationery of the firm/ tenderer	<b>Yes/ No</b>	
(ii)	Technical Bid ( <b>Duly stamped &amp; signed</b> )	<b>Yes/ No</b>	
(iii)	Copy of PAN ( <b>Duly stamped &amp; signed</b> )	<b>Yes/ No</b>	
(iv)	Copy of TIN/ VAT No. ( <b>Duly stamped &amp; signed</b> )	<b>Yes/ No</b>	
(v)	Whether having their own composing, processing, printing, cutting, binding units etc. in their premises	<b>Yes/ No</b>	
(vi)	Copies of documents related to past experience of firm/ tenderer for designing and printing of Reports in the last year ( <b>Duly stamped &amp; signed</b> )	<b>Yes/ No</b>	
(vii)	Earnest Money Deposit (EMD)	<b>Yes/ No</b>	
(viii)	Whether the <b>duly signed and stamped sample papers</b> as per specification (both Cover pages and Inner Text/ Photograph pages) enclosed	<b>Yes/ No</b>	
(ix)	Whether complete Tender document enclosed with Technical Bid ( <b>Duly stamped &amp; signed</b> )	<b>Yes/ No</b>	
(x)	Any other document/ information (Please specify)	<b>Yes/ No</b>	
(xi)	Financial Bid in sealed envelope ( <b>Duly stamped &amp; stamped</b> )	<b>Yes/ No</b>	In separate envelope
		<b>Total number of pages</b>	

**TECHNICAL BID FOR DESIGNING AND PRINTING OF ISFR 2015  
OF FOREST SURVEY OF INDIA**

<b>Particulars</b>	<b>To be filled by the tenderer/ firm</b>	
(a)	Name of the tenderer/ firm	
(b)	Office Address with PIN Code	
(c)	Name, designation and address of the contact person for this job	
(d)	Telephone No. of contact person	
(e)	Mobile No. of contact person	
(f)	E-mail address of contact person	
(g)	Type of firm (Proprietorship/ Private/ Partnership/ Private Limited/ MNC/ Cooperative/ Govt. Undertaking, etc.) [Please specify].	
(h)	PAN ( <b>Duly stamped and signed copies to be enclosed</b> ).	

(i)	TIN / VAT No. ( <b>Duly stamped and signed copies to be enclosed</b> ).	
(j)	Past experience of firm/ tenderer for designing and printing of Reports in last financial year. <b>Please enclose supporting documents duly stamped and signed copies of work orders issued by the Ministry/ Departments of Central Government/ State Governments/ UTs / Autonomous Bodies/ PSUs.</b>	
(k)	Whether sample paper as per Specification both for Cover Page and Inside text/ photograph pages enclosed. <b>(The sample papers should be duly stamped and signed).</b>	<b>Yes/ No</b>
(l)	Whether one sample copy of the Report designed and printed by the firm/ tenderer in the last one year. <b>(The samples should be duly stamped and signed).</b>	<b>Yes/ No</b>
(m)	Details of Earnest Money Deposit (EMD).	
	(i) Amount	<b>Rs.</b>
	(ii) Pay Order/ Draft No.	
	(iii) Date of issue	
	(iv) Issuing Bank	
	(v) Address of issuing Bank	
	(vi) Date of validity of EMD	
(n)	Whether the terms and conditions of tender are acceptable or not.	<b>Yes / No</b>
(o)	Whether the firm is blacklisted by any Ministry/ Department of the Central Government/ State Government/ UT/ PSU/ Autonomous Body, etc. or any criminal case is registered against the tenderer / firm or its owners/ partners anywhere in India.	<b>Yes / No</b>
(p)	Whether the signatory to this tender/ bid is authorized to sign such tenders/ bids on behalf of firm/ tenderer	<b>Yes / No</b>

**Declaration:- It is certified that the information contained hereinabove is true and correct, no part of it is false and nothing material has been concealed there from.**

Signature of authorized signatory : \_\_\_\_\_  
Name of authorized signatory : \_\_\_\_\_  
Designation of authorized signatory : \_\_\_\_\_  
Date : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
Landline and Fax No. : \_\_\_\_\_  
E-mail ID : \_\_\_\_\_  
Stamp of the firm/ tenderer : \_\_\_\_\_

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**ANNEXURE-‘B’**

**FINANCIAL BID FOR DESIGNING AND PRINTING OF ISFR 2015  
OF FOREST SURVEY OF INDIA**

**(ON OFFICIAL STATIONERY OF THE FIRM/ TENDERER)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>To be filled by the tenderer</b>
(a)	Name of the tenderer/ firm	
(b)	Office Address with PIN Code	
(c)	Name, designation and address of the contact person for this job	
(d)	Telephone No. of contact person	
(e)	Mobile No. of contact person	
(f)	E-mail address of contact person	
(g)	Type of firm (Proprietorship/ Private/ Private Limited/ MNC/ Cooperative/ Govt. Undertaking).	
(h)	PAN	
(i)	TIN / VAT No.	

(j) I/We hereby offer following rates for designing and printing of India State of Forest Report 2015, as per scope of work, specifications and terms and conditions contained in the tender document:-

**(Please specify rates both in words and figures)**

<b>Descr iption</b>	<b>* Total Rate (inclusive of all taxes, duties, etc.) (in Rupees)</b>		
		<b>(In Words)</b>	<b>(In figures)</b>
(1)	(2)	(3)	(4)
(A)	Designing, typesetting, composing, proof reading, processing, scanning of data/ photographs (if required), planning, layout, gloss/ lamination of cover pages, printing, artful binding, packing and delivery, etc. of <b>1000 copies in Hindi, 4000 copies in English and 2000 copies of Summary</b> of ISFR 2015, as per scope of work, specifications and terms and conditions specified in the tender document.		

\* - No reimbursement on account of any additional service tax or any other tax or duty, etc. which might not have been included herein will be given by Forest Survey of India, Dehradun on account.

(k) The terms and conditions contained in the tender document are acceptable to us and we will abide by the final decision of the Director General, Forest Survey of India, Dehradun. We also declare that we have never been black listed by the any Ministry/ Department of Central Government / State Government / UTs/ PSU/ Autonomous Body, etc. and that the signatory to this tender/ bid document is authorized to sign such tenders/ bids on behalf of the firm/ tenderer.

Signature of authorized signatory : \_\_\_\_\_

Name of authorized signatory : \_\_\_\_\_

Designation of authorized signatory : \_\_\_\_\_

Date : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Landline and Fax No. : \_\_\_\_\_

E-mail ID : \_\_\_\_\_

Stamp of the firm/ tenderer : \_\_\_\_\_

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