

**F.No. 24-04/2023-Extn.-ISFR-2023**  
**Forest Survey of India**  
**Ministry of Environment, Forest & Climate Change**  
**Government of India**  
**Kaulagarh Road, P.O.- IPE ,Dehradun – 248195**  
**Uttarakhand**

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**GeM Specifications for use of AD (Stores) to prepare Bid on GeM Portal for ISFR-2023**

<b>Sl.No.</b>	<b>Activity</b>	<b>Description for GeM Bid</b>
1.	Type of printing	Printing with material
2.	Category of Printing	Book
3.	Mode of printing	Offset
4.	Colours	All the pages are multi-coloured.
5.	Printing content	Text + Pictorial
6.	Paper material	Magnostar
7.	Standard of paper	Conformity to Indian standard IS 1848
8.	Size of paper	8.25” x 11.75” (A4)
9.	Thickness of paper	100 GSM
10.	Inserts	Not required
11.	Language of printing	English and Hindi
12.	<b>Add on</b>	
(a)	Cover page	300 GSM, Matt, Laminated, Printed
(b)	Binding	Perfect binding with stitch
(c)	Packaging required	Carton
(d)	Embossing	Yes
13.	<b>Additional support</b>	
(a)		Designing support, Formatting support & logistic support (Delivery of order to the consignee)
(b)	Finishing	Matt Lamination with spot UV
(c)	Scanning	Yes
(d)	Security features	Bar Code
14.	Quantity, no. of pages, paper quality/ specifications etc.	<i>Refer Section-C of Annexure-I</i>
15	Others important details & conditions	<i>Refer Annexure-I</i>



**Tender specifications for “Designing, Editing & Printing of India State of Forest Report 2023”**

**A. Scope of work:**

- a) The total number of copies of ISFR 2023 required to be printed are as follows:
  - (i) English Volume I-2000 copies of
  - (ii) English Volume II-2000 copies
  - (iii) Hindi Volume I-500 copies
  - (iv) Hindi Volume II-500 copies
  - (v) Summary in English only- 1000 copies
  - (vi) Flyer in English only-1000 copies
- b) The scope of work (for both English and Hindi version of Report) shall include works given here under as per the general terms and conditions; technical specifications; time schedule of submission of report mention in the document.

**B. General terms and Conditions of Contract (T&C):**

- 1) The bidders must fulfil the following minimum Qualifying Criteria:
  - a. The firm should have an average annual turnover of ₹45 Lakh in the last three financial years (2020-21, 2021-22, 2022-23) (enclose copy of Profit & Loss Account/balance Sheet & ITR) (exception MSE Clause).
  - b. The firm must have adequate infrastructure such as printing press, offset setup etc. and experienced manpower in printing of texts and maps of high quality.
  - c. Tenderer should have designed and printed at least five reports of Government organization/other institutions in last one financial year.
- 2) Bids of only those Bidders who are meeting the Eligibility Criteria specified above will be considered for technical evaluation and award of the contract. Bidders will submit duly self-attested requisite supporting documents and testimonials with their Bids to prove their credentials and claim of meeting the Eligibility Criteria.
- 3) The reference date for considering the period for eligibility/qualification requirements above shall be the last day of the month before the one in which tenders are invited.
- 4) The Incomplete tender/bid will be summarily rejected.
- 5) Rates quoted should cover all types of taxes, duties and charges etc. for designing, typesetting, composing, processing, planning, layout, printing, binding, delivery etc.
- 6) Payment of additional pages beyond 10% will be made on pro-rata basis.
- 7) The tenderers who have been imposed any kind of penalty by FSI in the last three years will be debarred from participating in this bidding process. There bids will be summarily rejected.
- 8) The successful tenderer must adhere to the time limit(s) and ensure delivery of the report on time.
- 9) The successful tenderer must deploy its resources at FSI (Dehradun) for typing, designing, formatting, layout, setting etc. of the ISFR. A suitable space will be provided by FSI within the office campus of FSI from where all the above works will be executed. The tenderer will deploy necessary infrastructure and manpower for completion of the works. The tenderer can take the printout of the document at his offset press located in Dehradun or elsewhere.
- 10) The delivery of reports is to be provided by tenderer at FSI (Dehradun).

- 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. Performance security deposit would be refunded without any interest, after successful completion of contract in all respects to the satisfaction of FSI.
- 12) The printing of the Report should be exactly as per the approved design/artwork and as per the specifications mentioned in this tender notice.
- 13) The printed copies of the Report, if found defective, will be replaced/redone by the tenderer free of cost.
- 14) A very high quality of designing and printing as per specifications is required. The work done in slipshod manner will not be accepted.
- 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 if the quality and specification given by FSI are not met.
- 16) FSI reserves the right to recover a sum equal to 1% of the total cost, as penalty for each day's delay, subject to a maximum of 10% of the total cost.
- 17) 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.
- 18) The contractor shall not engage any sub-contractor or transfer the contract to any other person.
- 19) The bidder should have state of the art printing equipment owned by him for high quality of printing. The tenderer will have to produce documentary evidence for the same.
- 20) 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.
- 21) 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.
- 22) TDS and other taxes as applicable will be deducted from each bill.
- 23) The material/document supplied by FSI should be returned to FSI after the job is completed along with the bill.
- 24) The firm will also provide all the documents printed as searchable PDF documents mandatorily in a Pen drive without any extra cost, along with the printed copies for putting the Report on the website. Any delay in providing the pen drive will attract penalty @ Rs.500/- (Rupees Five Hundred Only) per day of delay.
- 25) 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.
- 26) 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.
- 27) 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.
- 28) 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.

- 29) The contract shall be subject to the Indian laws and jurisdiction of the courts located in Dehradun only.
- 30) Corrigendum/Addendum/Cancellation, etc. to this Tender, if any, shall be published on GeM portal and will not be published in the newspapers.
- 31) 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.
- 32) Any queries relating to the bid may be directed to the GeM portal or to Mr. Dhanraj Sangolkar, AD (Stores/Extn.), FSI: 0-9997167577 and 0135-2753138.

### C. Technical specifications and details (\$)

Sl. No.	Description	Requirement
1.	Size	• 8.25" x 11.75" (A4 size)
2.	Number of pages (*)	<p><b><u>ISFR 2023 (Volume I) in English – 2,000 copies and Hindi – 500 copies:</u></b></p> <p>• Cover Page + 320 inner pages (approximately), subject to variation of <math>\pm 10\%</math> pages.</p> <p><b><u>ISFR 2023 (Volume II) in English – 2,000 copies and Hindi – 500 copies:</u></b></p> <p>• Cover Page + 420 inner pages (approximately), subject to variation of <math>\pm 10\%</math> pages.</p> <p><b><u>ISFR 2023 (Summary) in English only– 1,000 copies:</u></b></p> <p>• Cover Page + 40 inner pages (approximately), subject to variation of <math>\pm 10\%</math> pages</p> <p><b><u>Flyer in English only– 1,000 copies:</u></b></p> <p>• Close size A4.</p> <p>• Open size 11.75" x 24.75" (A3).</p>
3.	Paper Material	<p><b><u>ISFR 2023 (Volume I &amp; II):</u></b></p> <p>• Cover Page – 300 gsm (Glossy paper)</p> <p>• Inner pages – 100 gsm (Mat Paper)</p> <p><b><u>Summary:</u></b></p> <p>• Cover Page – 220 gsm (Glossy finish)</p> <p>• Inner pages – 100 gsm (Mat finish)</p> <p><b><u>Flyer:</u></b></p> <p>• 300 gsm (Imported IRIS Paper), Spot UV &amp; Varnish.</p>
4.	Colours	All the pages are multi-coloured with text and pictures/photos.
5.	Finish	<p>• Leaf Printing (with spot UV varnish) on the Cover Page.</p> <p>• Embossing to be done on cover page.</p> <p>• Mat finishing on each inner page.</p>
6.	Binding	• Perfect binding with stitching
7.	Type of printing	Both sides by offset press

8.	General Instructions	<ul style="list-style-type: none"> <li>• The firm must have adequate infrastructure for printing of high quality report press, offset setup etc. and experienced manpower in printing of texts and maps of high quality.</li> <li>• Printing agency must deploy its resources at FSI (Dehradun) for <u>typing, designing, formatting, layout, setting etc. of the ISFR. A suitable space will be provided by FSI within the office campus of FSI from where all the above works will be executed. The tenderer will deploy necessary infrastructure and manpower for completion of the works. The tenderer can take the printout of the document at his offset press located in Dehradun or elsewhere.</u></li> <li>• The printer should work closely with the officials of FSI for specifications format, dpi etc. of composed maps and pictures.</li> </ul>
<p><b>\$ A pre-bid meeting will be convened on 28<sup>th</sup> June 2024 at 1500 hrs at committee room of FSI, Dehradun.</b></p>		

**D. Time schedule has been stipulated for implementation of work by the selected tenderer:**

S. No.	Item	Time Schedule
(i)	Submission of three designs of cover page and three designs of content/text layout (including maps & photographs), as per scope of work and specifications.	Within 7 days of award of contract/supply order
(ii)	Submission of three designs of content/ text layout (including maps & photographs), as per scope of work and specifications.	Within 8-15 days of award of contract/supply order
(iii)	Submission of 1 <sup>st</sup> Draft	Within 15 days of supply of manuscript from FSI
(iv)	Submission of 2 <sup>nd</sup> Draft	Within 07 days of receipt of corrected version of draft proof.
(v)	Submission of Final Proof (as per specifications)	Within 05 days of receipt of corrected version of draft proof.
(vi)	Delivery of printed Annual Reports to FSI	Within 10 days from handing over the final proof complete in all respect by FSI in a packet of 10 books duly packed in craft paper.

**E. Technical Specification Evaluation Criteria:**

S.No.	Description	Parameters	Points
1	Experience in publication of previous ISFR (*)	1-2	7
		>2	10
2	Layout, Design, Quality of printing of reports of other Central Govt. Department/Ministries in last one financial year	Up to 5	10
		>5	20
3	Layout and design of sample document(#).		20
4.	Presentation by the firm the (date will be intimated subsequently)		20
5.	Clarity of map printing		20
6.	Infrastructure of firms		10
<b>TOTAL (Maximum Marks)</b>			<b>100</b>
* Tenderer must have completed supply order without any penalty.			

S.No.	Description	Parameters	Points
# Sample document is uploaded on GeM alongwith Bid document. The Bidders have to design the layout of the sample document and submit the same alongwith their tender document. The bidders will also give a presentation on their experience, infrastructure including manpower and capability of printing a high quality document as a part of technical evaluation for which each firm will be intimated separately.			

All the bidders securing 70 (Seventy) and above score points in Technical Evaluation will be considered as technically qualified, subject to fulfilment of General Terms and conditions (para B).

**F. Terms of Payment:**

(i) 100% payment shall be released after receipt and verification of **“Designing, Editing and Printing of India State Forest Report 2023.”** in the library and upon production of following documents:

- Invoice in Triplicate
- Inspection Report/ Dispatch Instruction, Test Certificates
- Insurance Intimation/ Cover (if any)
- All necessary manuals keys.

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