

Notice Inviting Open Tender

For

**“DESIGNING, EDITING AND PRINTING OF FOREST TYPE ATLAS OF INDIA
2020.”**



**Forest Survey of India
Ministry of Environment, Forest & Climate Change
Government of India
Kaulagarh Road, P.O.- IPE
Dehradun – 248195**



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Ministry of Environment, Forest & Climate Change
Government of India
Kaulagarh Road, P.O. -IPE
Dehradun – 248 195

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Forest Survey of India
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Dehradun – 248 195

No:22-370/2020/FGD/FTM Tender/6386

Dated: 29-07-2020

SECTION-1: NOTICE INVITING E-TENDER (NIT)
(Two Stage Open Tender)

Director General, Forest Survey of India invites online electronic bids (e-tenders) under two-cover system on behalf of the President of India from domestic bidders registered in India.

DESIGNING, EDITING AND PRINTING OF FOREST TYPE ATLAS OF INDIA 2020

1. Hard Copies: 600 No's and Editorial Services.

Tender document can be viewed and downloaded from FSI website www.fsi.nic.in and <https://moefcc.euniwizarde.com>. The bid for the equipment is to be submitted **online only** on <https://moefcc.euniwizarde.com> up to the last date and time of submission of bids. Sale of hard copy of tender document is not applicable.

The offers, in the prescribed format, shall be submitted online at <https://moefcc.euniwizarde.com> as per the tender document. No Quotation will be accepted in hard copy, fax, e-mail or any other such means. The intending bidders must be registered with e-tender website <https://moefcc.euniwizarde.com>. The tender document is also available on Ministry of Environment, Forest and Climate Change website: <http://envfor.nic.in/> for reference only but not for submission. However, for the purpose of submission, the website <https://moefcc.euniwizarde.com> should be referred to. NIT can also be seen on CPP Portal <https://eprocure.gov.in/epublish/app>.

1. Brief Details & Critical Dates of Tender:

1.1 Brief Details of Tender:

S. No.	Item	Description
(i)	Name of work	“Designing, Editing and Printing of FOREST TYPE ATLAS OF INDIA.” (Details as per the page – 2)
(ii)	Tender specification no	No:2-370/2020/FGD/FTM Tender/6386 DESIGNING, EDITING AND PRINTING OF FOREST TYPE ATLAS OF INDIA 2020
(iii)	Mode of tendering	e-Tendering system (Open Tender)
(iv)	Tender ID	No:2-370/2020/FGD/FTM Tender/6386
(v)	Cost of bidding document	The interested bidders will have to deposit the amount of ₹1000/- (non-refundable) towards tender fee through Bharatkosh (https://bharatkosh.gov.in)
(vi)	EMD (Bid Security)	The scanned copy of the DD/ Bank Guarantee of Earnest Money Deposit (EMD) of ₹75,000/- (₹ Seventy five thousand only) only in the form of Demand Draft With Minimum three months Validity in favour of Assistant Director (Accounts), Forest Survey of India, Kaulagarh Road ,PO-IPE, Dehradun – 248195. All Micro and Small Enterprises (MSEs) are exempted from EMD and tender fee. Start-ups as recognized by Department of Industrial Policy & Promotion (DIPP) are exempted from furnishing the bid Security/ EMD. They should furnish with the Bid a self-attested copy of the valid certificate of recognition issued by DIPP. No other bidders are exempted from furnishing Bid Security / EMD except as mentioned elsewhere in the document.
(vii)	Completion Period/ Schedule	“Designing, Editing and Printing of FOREST TYPE ATLAS OF INDIA.” within six weeks of supply order.
(viii)	Required validity of Bid	The rates quoted must remain valid for 180 days from the date of opening of technical bid. Rates will not be changed under any circumstances.
(ix)	Tender Inviting Authority	Director General, Forest Survey of India, Kaulagarh Road, P.O. - IPE, Dehradun, Uttarakhand– 248195
(x)	Tender Processing Fee	₹ 1000/- + GST (Non Refundable)
(xi)	Registration Charges	₹ 3540/- (Non Refundable)

1.2 Important Dates of Tender:

S. No.	Particulars	Date & Time
(i)	Publish date and time	29-07-2020 15:00 Hrs.
(ii)	Sale / Document Download Start Date & Time	29-07-2020_17:00 Hrs
(iii)	Sale / Document Download End Date & Time	17-08-2020 14:00 Hrs.
(iv)	Pre bid conference (Venue: Forest Survey of India, Kaulagarh Road, PO-IPE, Dehradun-248195, Uttarakhand) and through video conferencing.	21-08-2020 16:00 Hrs
(v)	Online Bid Submission Start Date & Time	22-08-2020 11:00 Hrs
(vi)	Online Bid Submission Last Date & Time	26-08-2020 17:00 Hrs
(vii)	Last date of submission of cost of bidding document, EMD and other offline supporting documents to Director General, Forest Survey of India, Kaulagarh Road, P.O-IPE, Dehradun, Uttarakhand- 248195	26-08-2020 17:00 Hrs
(viii)	Date and time for opening online Technical bid	28-08-2020 15:00 Hrs
(ix)	Date and time for opening online Financial bid	To be notified after Technical Evaluation

SECTION-II: INSTRUCTIONS TO BIDDERS (ITB):

Broad Functionalities to be incorporated in “**Designing, Editing and Printing FOREST TYPE ATLAS OF INDIA.**” will be assessed during Technical evaluation of the bids (as mentioned in Annexure I).

- Financial bids of only those firms who qualify the technical evaluation will be considered by the committee.

1.1 INSTRUCTIONS FOR ONLINE BID SUBMISSION:

This tender document has been published on the E-wizard portal <https://moefcc.euniwizarde.com/>. The bidders are required to submit soft copies of their bids electronically on the E-wizard Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the E-wizard Portal, prepare their bids in accordance with the requirements and submitting their bids online on the E-wizard Portal. More information useful for submitting online bids on the E-wizard Portal may be downloading from “Download” section available on home page on <https://moefcc.euniwizarde.com/>.

1.1.1 REGISTRATION:

- (i) The Bidder is requested to visit the link Bidders Manual Kit’ at <https://moefcc.euniwizarde.com> and Central Public Procurement (CPP) Portal (URL: <http://eprocure.gov.in/eprocure/app>).
- (ii) Bidders are required to enrol 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 ₹ 3540 /- per year through online banking.
- (iii) As part of the enrolment process, the Bidder will be required to choose a unique username and assign a password for their accounts.
- (iv) During enrolment/ registration, the Bidder should **provide the correct/ true information** including valid email-id & mobile no. All the correspondence shall be made directly with the Contractors/ Bidders through email-id provided.
- (v) For e-tendering, possession of valid **Digital Signature Certificate** (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.
- (vi) Upon enrolment on e-procurement portal (URL: <https://moefcc.euniwizarde.com>) for e-tendering, the Bidder has to register their valid Digital Signature Certificate with their profile.
- (vii) Only one valid DSC should be registered by a Bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (viii) Bidder can then log into the site through the secured login by entering their user ID/ password and the password of the DSC/ e-Token.

1.1.2 SUBMISSION OF BIDS:

(i) Bidder should log into the site well in advance for bid submission so that he/ she upload the bid in time i.e. on or before the bid submission time.

(ii) Bidder should prepare the Cost of bidding document/ EMD as per the instructions specified in the tender document. The original Cost of bidding document/ EMD should be posted/ couriered/ given in person to the concerned official, latest by the last date of bid submission or as specified in the NIT/ tender documents. The details of the DD/ any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid shall be liable for rejection.

(iii) Bidders should select the payment option as “offline” to pay the Cost of bidding document and EMD upload copy of scanned document i.e. DD/BC/BG.

(iv) Bidder should digitally sign and upload the required bid documents one by one in respective “Tender Cover” as indicated in the tender document.

(v) Bidders should note that, the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.

(vi) Bidders are requested to note that each document to be uploaded for the tender should be less than 2 MB. If any document is more than 2 MB, it can be reduced through zip/rar and the same can be uploaded. For the file size of less than 1 MB, the transaction uploading time will be very fast.

(vii) Utmost care shall be taken for uploading ‘Schedule of Quantities & Prices’ and any change / modification of the price schedule shall render it unfit for bidding.

Bidder shall download the Schedule of Quantities & Prices i.e. BOQ_XXXX.xls, in XLS format and save it without changing the name of the file. Bidder shall fill their respective rates in figures (financial quotes) and other details (such as name of Bidder) in light blue background cells, thereafter save and upload the file online in financial/price bid (Finance) cover without changing the filename. No other cell should be changed.

Bidders are requested to note that they should necessarily submit their financial bids in the ‘Finance’ cover in the format provided and no other format is acceptable. **If the template of “Schedule of Quantities & Prices” file is found to be modified/ tampered by the Bidder, the bid shall be rejected and further dealt as per provision of clause no. 12.0 of ITB including forfeiture of EMD.**

The Bidders are cautioned that uploading of financial bid elsewhere i.e. other than in financial cover shall result in rejection of the tender.

(viii) Bidder should submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the Bidder at the eleventh hour.

(ix) After the bid submission (i.e. after clicking —Freeze Bid Submission in the portal), the Bidder should take print out of system generated acknowledgement number, and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.

(x) Bidder should follow the server time being displayed on Bidder's dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.

(xi) All the documents being submitted by the Bidder would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered can not be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subject to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers / bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

1.1.3 ASSISTANCE TO BIDDERS:

Any queries relating to the process of online bid submission or queries relating to e-tendering Portal in general may be directed to the e-Wizard Helpdesk. The contact number for the helpdesk is **Mr. Amrendr Kumar: 9355030628** ,
Email:ewizardhelpdesk@gmail.com, Ph: 011-49606060.

Toll Free Number 1800-3070-2232.

Eligibility Criteria for Bidders:

2.1 The firm should have an average annual turnover of ₹1.50 Crore in the last 3 financial years. (Enclose the copy of Profit & Loss Account / balance Sheet & ITR).

2.1.1 Bids of those Bidders who have not submitted the requisite Cost of bidding document and EMD (as per Instructions to Bidders (NIT clause 1.1(V & VI) shall not be considered for evaluation, except in case of all Micro & Small enterprises (MSEs).

2.2 The bidders must fulfil the following minimum Qualifying Criteria:

2.2.1 The firm must have the office in Dehradun.

2.2.2 The rates should be quoted in figures as well as in words.

2.2.3 Tenderer should have designed and printed minimum three report of Government organization in last two financial years (submit copies at least two such reports).

2.2.4 Performance security deposit would be refunded without any interest, after successful completion of contract in all respects to the satisfaction of FSI.

2.2.5 The individual(s) signing the Bid or other documents in connection with the Bid must attach the Power of Attorney in his/their name as a part of Pre-Qualification Bid. In case of non-submission of valid Power of Attorney, the Bid is liable to be rejected.

2.2.6 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.

2.2.7 Bids of only those Bidders who are meeting the Eligibility Criteria specified above will be considered for 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. Officer-In-Charge:

Director General, Forest Survey of India shall be an Officer-In-Charge of the aforesaid contract.

4 Consignee:

Director General, Forest Survey of India, Kaulagarh Road, P.O- IPE, Dehradun – 248195.
Contact No.+91-135-2754507 Fax No: +91-135-2756139, Email: dgfsi@fsi.nic.in

5. Paying Authority:

Assistant Director (Accounts), Forest Survey of India, Kaulagarh Road, P.O IPE, Dehradun – 248195.

6. Court of Competent Jurisdiction:

Any action taken or proceedings initiated on any of the terms of this Agreement shall be only in the court of competent jurisdiction under the Local Competent Court of Dehradun.

7. Technical Qualification Criteria:

S.NO.	DESCRIPTION	Parameters	Points
1	Experience in publication of similar atlas or reports.	1-3	5
		>3	10
2	Layout, Design, Quality of printing of Atlas / reports of other Central Govt. Department/Ministries (may provide at least five samples).	Up to 5	10
		>5	20

S.NO.	DESCRIPTION	Parameters	Points
3	Layout and design of sample document.		15
4.	Presentation by the firm	20	
5.	Clarity of map printing	20	
.6.	Infrastructure of firm.	15	
	TOTAL (Maximum Marks)	100	

Note: Mere downloading of Bid document by the prospective Bidder shall not be construed that such a bidder automatically fulfills the prescribed eligibility criteria. Whether the bidder meets the specific eligibility criteria or not, shall be checked or ascertained, on opening their bids by scrutinizing documentary evidences furnished by them along with their bid.

8.0 The bidder shall prepare the bid and submit the bid online only on —**Electronic Tendering System**” in following manner:

8.1 ONLINE SUBMISSION:

A Pre-bid conference will be held at FSI Dehradun on **20-08-2020 04:00 pm** onwards wherein the technical specifications of the services required by the purchaser will be explained to have clarity on the matter. Bidders are free to attend the conference.

8.1.1 Cover-1: Technical Bid:

Online bids should be submitted containing scanned copy of following document in Cover-1:

- i) All Documents establishing conformity to the Eligibility Criteria.
- ii) Demand Draft/Banker’s Cheque/ self-attested copy of valid relevant MSEs Certificate towards Cost of bidding document.
- iii) Demand Draft/Banker’s Cheque/Bank Guarantee/ self-attested copy of valid relevant MSEs Certificate towards Bid Security / EMD.
- iv) Annexure – I: Bid Performa & Annexure – V (Self Declaration by the Bidder)
- v) Annexure – II: Electronic Clearance System (ECS) Form.
- vi) Copy of PAN and GSTIN
- vii) Scanned copy of Power of Attorney along with authority of executants.

viii) Annexure – III: Declaration regarding applicability of Micro, Small & Medium Enterprise under MSMED Act, 2006 along with self-attested copy of the certificate.

ix) Annexure – IV: Declaration regarding applicability of Start-Ups under Start-Up India Initiative along with self-attested copy of certificate.

8.1.2 Cover-2: FINANCIAL BID (PRICE-BID):

The Financial Bid (Price Bid) shall be submitted in electronic form in conformity with the tender specifications on the portal only by the time & date as specified in NIT.

Submission of the Financial Bid (Price Bid) by any other means shall not be accepted by the Purchaser in any circumstances.

8.2 OFFLINE SUBMISSIONS:

Hard copy / Supporting documents:

The scanned copy(ies) of all the offline documents (hard copies) are to be uploaded online on the portal along with the Bid as provided in clause 8.1.1 of ITB.

- i) DD / Banker's Cheque / self-attested copy of valid relevant MSEs Certificate towards cost of bidding document.
- ii) DD / Banker's Cheque / self-attested copy of valid relevant MSEs Certificate towards Bid Security / EMD.
- iii) Power of Attorney along with authority of the executants.

Hard copy of online documents, if desired by the Purchaser, shall be submitted by the bidder in due course of time.

9. Opening of Tenders:

The purchaser will open the tenders at the specified date, time and place as indicated in the NIT document. In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day for the purchaser, the tenders will be opened at the appointed time and place on the next working day. Authorized representatives of the bidders, who have submitted tenders on time may attend the tender opening, provided they bring with them an authority letter from their respective firms.

The process of opening of the tenders in Two Bid System is as follows:

First Stage : The Technical Bids are to be opened in the first stage on/after the prescribed date and time. These Bids are then scrutinized and evaluated by the Technical Evaluation Committee (TEC) constituted by the competent authority with reference to the parameters prescribed in the Tender Enquiry Document. The bidders whose Technical Bids are found responsive and acceptable will pass on to the second stage. The details of the bidders, whose Technical bids have been accepted, will be uploaded on the CPP Portal along with the date of opening of their Financial/Price Bids.

Second Stage : In the Second Stage, the Price Bids of technically qualified bids only will be opened. The Price Bids will be scrutinized by Cost Statement Table (CST) Committee constituted by the competent authority. The report of the CST committee will decide the lowest bidder. This report will also be uploaded on CPP Portal.

SCRUTINY AND EVALUATION OF TENDERS

(1). **Unresponsive bids**: The tenders will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the Tender Enquiry Document. The tenders are liable to be treated as non-responsive and will be summarily ignored if following documents are not provided along with technical bids.

- (a) Checklist (clause No. 13 of ITB).
- (b) Registration certificate of the bidding firm with government body in their country. (Credential/document not attached).
- (c) Declaration (Annexure-V) is not duly signed and stamped. (Bidder has to agree to accept all the terms & conditions of the Tender Enquiry Document)
- (d) Tender Validity Period is shorter than the required period.
- (e) Required EMD (Amount, Validity, etc.)/ Exemption document have not been provided.
- (f) Bidder has not agreed to deposit the required performance security (In case of allotment of the tender).
- (g) Copy of agreement of Indian agent with its foreign principal with the precise relationship between them and nature of services which would be available from Indian agent. Copy of this agreement must be attached with the tender.
- (h) By any means/reason, the incomplete bid uploaded on e-procurement.gov.in shall be treated as Unresponsive.

(2). Technical Evaluation:

The Technical Bids will be scrutinized and evaluated by the "Technical Evaluation Committee" (TEC) constituted by the competent authority with reference to the parameters prescribed in the TE document. During the Technical Bids scrutiny, the members of the

TEC will read the salient features of the bids like Delivery Period, Earnest Money Deposit, other special features of the bids, as deemed fit.

Minor Informality/Irregularity/Non-Conformity:

If, during the preliminary examination, the purchaser finds any minor informality and/or irregularity and/or non-conformity in a tender, the purchaser may waive the same provided it does not constitute any material deviation and financial impact and, also, does not prejudice or affect the ranking order of the bidders. Wherever necessary, the purchaser will convey its observation on such „minor“ issues to the bidder asking the bidder to respond by a specified date. If the bidder does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.

(3) Financial Evaluation:

In the second stage, the Price Bids of technically qualified bidders only shall be opened for further scrutiny and evaluation. The ultimate/landing cost in respect of store is arrived at by considering following elements:

10. Scoring for Technical Evaluation:

10.1 The Technical evaluation committee appointed by DG, FSI will carry out its evaluation applying the evaluation criteria and point system. Each responsive proposal will be attributed a technical score (St.). The technical proposal should score at least **70 points out of 100** to be considered for financial evaluation. **(Refer Section-II point 7.)**

10.2 During bid evaluation, the Purchaser may ask the bidder for clarification of its bid. The request for clarification and the response shall be in writing, and no change in the price or substance of the bid shall be sought, offered or permitted.

10.3 The bidder shall quote for the individual items mentioned in the Price Bid. The evaluation of the bids shall be done based on the total price as per BOQ_XXXX: Schedule of Quantities & Prices of Section-IV

10.4 All applicable taxes, duties and levies as mentioned in BOQ_XXXX i.e. Schedule of Quantities & Prices of Section-IV shall be considered for the purpose of evaluation of bids.

10.5 Any adjustments in price that result from the above procedures shall be added, for purposes of comparative evaluation only, to arrive at an 'Evaluated Bid Price '. Bid prices quoted by Bidder shall remain unaltered.

10.6 Scoring for Financial Evaluation:

The evaluation committee will determine if the financial proposals are complete and without computational errors. The lowest financial proposals (Fm) will be given a financial score (Sf) of 100 points. The financial scores of other proposals will be computed as follows $Sf = 100 \times Fm/F$ (Where F is amount of financial proposal).

10.7 Ranking of Bids:

Bids will finally be ranked according to their combined technical (St) and financial (Sf) scores using the formula $S = St \times T\% + Sf \times F\%$. The weight (T %) given to the Technical Proposal is 70%. The weight (F %) given to the Financial Proposal is 30%.

10.8 Technical and Financial evaluation will be done in a composite manner taking into consideration proposal in the bids for all the three components of the procurement.

11.0 Award Criteria & Purchaser's Right to accept any bid and to reject any or all Bids:

11.1 The Purchaser reserves the right to accept or reject any bid, or cancel/ withdraw the invitation to Bid for any reason, including National Defence and security conditions, and annul the Bidding process and reject all bids at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or Bidders. However, the Bidder(s), who wish to seek reasons for such decision of cancellation/ rejection, shall be informed of the same by Purchaser unless its disclosure reasonably could be expected to affect the sovereignty and integrity of India, the security, strategic, scientific or economic interest of the State, relation with foreign state or lead to incitement of an offence.

11.2 The Purchaser shall not be bound to accept the lowest or any bid and reserves to itself the right of accepting whole or a portion of any of the bid as it may deem fit, without assigning any reason thereof.

11.3 Canvassing in any form or any approach, official or otherwise, by the Bidder to influence the consideration of his bid shall render the bid liable to summary rejection.

11.4 Subject to ITB Clause 10, the Purchaser shall award the contract to the successful Bidder whose bid has been determined to be substantially responsive and to be the highest ranked bid, further provided that the Bidder is determined to be qualified to perform the contract.

11.5 The scoring arrived at in terms of clause 9.0 shall be considered for the comparison and evaluation of the bids. However, for the purpose of award of work, the combined ranking as per clause 9.0 of ITB shall be considered.

12.0 Corrupt, Fraudulent, Collusive or Coercive Practices:

It is expected from the Bidders/ Vendors/ Contractors that they will observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy:

(a) For the purpose of this provision, the terms set forth below shall mean as under:

(i) "**corrupt practice**" means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution; and

(ii) "**Fraudulent practice**" means a misrepresentation/ omission of facts in order to influence a procurement process or the execution of a contract.

(iii) "**Collusive practice**" means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Purchaser, designed to establish bid prices at artificial, non-competitive levels; and

(iv) “**Coercive practice**” means harming or threatening to harm, directly or indirectly, person or their property to influence their participation in a procurement process or affect the execution of a contract;

(b) A Bid may be rejected by the Purchaser if it is determined at any stage that the respective Bidder has engaged in corrupt, fraudulent, collusive and coercive practices as mentioned above in competing for the contract in question.

(c) The Purchaser may declare a bidder ineligible, either indefinitely or for a stated period of time, if it at any time determines that the firm has engaged in corrupt or fraudulent practices, Collusive and Coercive practices in competing for, or in executing, a contract.

(d) **Banning of Business Dealings:** It is not in the interest of FSI to deal with Agencies who commit deception, fraud or other misconduct in the tendering process and/or during execution of work undertaken. The grounds on which Banning of Business Dealings can be initiated are as follows:

(i) If the security consideration, including questions of loyalty of the Agency to FSI so warrants;

(iii) If the Agency has resorted to Corrupt, Fraudulent, Collusive, Coercive practices including misrepresentation of facts and violation of the any provisions provided in the Contract;

(iv) If the Agency uses intimidation / threatening or brings undue outside pressure on FSI or its official for acceptance / performances of the job under the contract;

(vi) If the Agency does not fulfill the obligations as required under the Contract and Violates terms & conditions of the contract which has a serious affect for continuation of the Contract.

(vii) If the work awarded to the agency has been terminated by FSI due to poor performance of the contract in the preceding 5 years.

(viii) If the Central Vigilance Commission, Central Bureau of Investigation or any other Central Government investigation Agency recommends such a course in respect of a case under investigation or improper conduct on agency’s part in matters relating to the FSI or even otherwise;

(ix) On any other ground upon which business dealings with the Agency is not in the public interest.

(Note: The examples given above are only illustrative and not exhaustive. The Competent Authority may decide to ban business dealing for any good and sufficient reason).

13.0 Check List (This Check List duly tick marked shall be submitted online)

S. No.	Document Required	Action required	Submitted Please tick (✓)
1.	Self attested copies of Documentary evidences in Support of the qualification criteria as per ITB Clause No. 2.0. Original documents of successful bidder will be checked before issuing award of the contract.	To be uploaded online.	
2.	Cost of bidding document	To be submitted in hard copy and uploaded online.	
	(i) DD amounting to ₹_____ /-		(i)
	Or		Or
	(ii) self-attested copy of valid Certificate towards Exemption of Cost of bidding document.		(ii)
3.	Bid Security / EMD	To be submitted in hard copy and uploaded online.	
	(i) DD Amounting to ₹_____ /-		(i)
	Or		Or
	(ii) self-attested copy of certificate towards exemption of Bid Security / EMD.		(ii)
4.	Power of Attorney along with authority of executants.	To be submitted in hard copy and uploaded online.	
5.	ECS Form	To be uploaded online duly filled in.	
6.	PAN - Copy of PAN card	To be uploaded online	
7.	GST - Copy of GST certificate	To be uploaded online	
8.	MSMED declaration as per Performa. (If MSME exemptions are sought)	To be uploaded online duly filled in	
9.	Bid Performa	To be uploaded online duly filled in	
10.	Schedule of Quantities & Prices i.e. Financial Bid (Price Bid) of Section-IV	To be filled online	

Annexure- I

(To be filled and uploaded online)

BID PROFORMA

S. No.	Description of information	Replies by the bidder	
1.	Name of the firm		
2.	Complete address of Regd./ Head Office		
	i) Postal ii) Telephone/ Fax iii) E-mail		
3.	Former name of the Firm (in any)		
4.	Type of the firm (Proprietary/ Partnership/ Private Ltd. Co. / Public Ltd. Co.)		
5.	Whether MSE or Start-Up (tick in the appropriate box)	MSE	Start-Up
6.	Year and place established		
7.	Are you registered with any Government/ (if yes, give details)for supply of similar services covered Under the Specifications		
8.	Have your company ever been declared Bankrupt (if yes, give details)		
9.	Validity period of tender, reckoned from the last date of online bid submission	120 days	
10.	Whether all technical particulars, drawings etc., furnished and filled in all schedules, appended to the tender documents.		
11.	Rate of Taxes & Duties	(Mention here only % rates as applicable)	
	1. Supply: a) GST b) Any other Tax, if any 2. Transportation & Insurance Charges: a) GST b) Any other taxes & duties etc.		(%) (%) (%) (%)
12.	Goods & Services Tax Identification No. (GSTIN)		

Place: _____

Date: _____

For & on behalf of

Signature : _____

Name: _____

Designation : _____

(of the authorized representative of the bidder)

Official seal of the Company:

Declaration regarding applicability of Micro, Small & Medium Enterprise under MSME Act, 2006

DECLARATION / UNDERTAKING:

- A) I/We confirm that the provisions of Micro, Small & Medium Enterprise are applicable/not applicable to us and our organization falls under the definition of:
- a. - Micro Enterprise
 - b. - Small Enterprise
 - c. - Medium Enterprise

Please tick in the appropriate option box and attach documents/certificate, if any.

- B) I/We also confirm that we are MSEs owned by SC/ST Entrepreneurs (Strike out if not applicable)
- C) I/We also undertake to inform the change in this status as aforesaid during the currency of the contract, if any.

(Authorized Representative of Firm)

Declaration Regarding Applicability of Start Ups under Start-Up India Initiative

DECLARATION / UNDERTAKING

A) I/We confirm that the provisions of Start-Up India Initiatives are:

Applicable to us and our organization falls under the definition of Start-Ups.

Not applicable to us and our organization does not fall under the definition of Start-Ups.

Please (tick) the appropriate box [] and attach documents / certificates, if any.

B) I/We also undertake to inform the change in this status as aforesaid during the currency of the contract, if any.

(Authorized Representative of Firm)

DECLARATION

1. I,.....Son/Daughter/Wife of
Shri.....
....., Proprietor/Director/authorized signatory of the Agency mentioned above, is competent to sign this declaration and execute this tender document.

2. I, have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false information/fabricated document would lead to the rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

4. Certified that (Name of the Agency) is an Authorized Dealer of
..... (Name of OEM) for supply of
.....
.....

5. Certified that the agency has not been black listed /security deposit has not been forfeited in case of the agency during the last five years.

Signature of authorized person

Date:

Full Name:

Place:

Seal

Section–III: Terms and Conditions of Contract (T&C):

1.0 Scope of the Work: “Designing, Editing and Printing FOREST TYPE MAPPING ATLAS”

2.0 Generals conditions:

2.1 The Purchaser reserves to itself the right to take over the part or full contract from the Vendor after the award of the Contract or during the execution of Contract without assigning any reason.

2.2 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.

2.3 The Incomplete tender/bid will be summarily rejected.

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

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

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

S. No.	Item	Time Schedule
(i)	Submission of two designs of cover page and two designs of content/ text layout (including colour photographs), as per scope of work and specifications.	Within 15 days of award of contract
(ii)	Submission of 1 st Draft	Within 15 days of supply of manuscript
(iii)	Submission of 2 nd Draft	Within 07 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 Atlas 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.

2.7 The successful tenderer must adhere to the time limit(s) and ensure delivery of the Atlas 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.

2.8 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.

2.9 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.

2.10 EMD of the successful tenderer will be returned without any interest after the receipt of performance security.

2.11 Performance security deposit @ 10% 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.

2.12 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.

2.13 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 Atlas without assigning any reason thereof and its decision shall be binding on the tenderer.

2.14 A very high quality of designing and printing as per specifications is required. The work done in slipshod manner will not be accepted.

2.15 The printing of the Atlas should be exactly as per the approved design/artwork and as per the specifications mentioned in this tender notice.

2.16 The printed copies of the Atlas, if found defective, will be replaced/redone by the tenderer free of cost.

2.17 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.

2.18 Payments are subject to delivery of Atlas in accordance with the specifications and for any shortcomings the payment can be withheld/reduced in part or full by FSI.

2.19 TDS and other taxes as applicable will be deducted from each bill.

2.20 The bill shall be raised in the name of Director General, Forest Survey of India, Kaulagarh Road, Dehradun.

2.21 FSI reserves the right to accept or reject any or all the tenders/quotation(s) without assigning any reasons thereof.

2.22 The material/document supplied by FSI should be returned to FSI after the job is completed along with the bill.

2.23 **The firm will also provide all the documents printed as searchable PDF documents mandatorily** in an encrypted DVD/ Pen drive without any extra cost, along with the printed copies for putting the Atlas on the website. Any delay in providing the DVD/pen drive will attract penalty @ Rs.500/- (Rupees Five Hundred Only) per day of delay.

2.24 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 Atlas work, nor material in the Atlas in any form, will be shared by the successful tenderer with anybody, without obtaining prior written consent of FSI.

2.25 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.

2.26 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.

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

2.28 In the matter or any disputes, between the parties regarding the terms and conditions, quality of designing and/or printing of Atlas 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.

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

2.30 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.

2.31 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.

3.0 Prices, Taxes & Duties:

3.1 Prices shall be Firm and on F.O. R, i.e. FSI, Dehradun inclusive of charges for packing, handling, forwarding, transportation, insurance and all applicable taxes and duties.

3.2 Taxes, duties and levies, as applicable twenty-eight (28) days prior to deadline for submission of bids, shall be mentioned separately in Price Bid i.e. Schedule of Quantities & Prices (Section-IV).

3.3 All taxes & duties mentioned in the Price Bid as per clause 2.2 above shall be paid/ reimbursed against proper invoice as per rules/documentary evidence and restricted to the total amount of Taxes and Duties in Price Bid subject to clause 2.4 below. No other taxes and duties shall be payable / reimbursable by FSI.

3.4 Statutory variation, in Taxes and Duties or levy of any new Tax after 28 (Twenty-Eight) days prior to deadline for submission of bid will be adjusted/reimbursed against production of documentary evidence.

3. Transit Insurance:

Transit Insurance shall be borne by the supplier.

4. Terms of Payment:

(i) 100% payment shall be released after receipt and verification of “**Designing, Editing and Printing of FOREST TYPE ATLAS OF INDIA.**” in the library and upon production of following documents:

Detail of Documents:

- I) Invoice in Triplicate
- II) Inspection Atlas/ Dispatch Instruction, Test Certificates
- III) Insurance Intimation/ Cover (if any)
- IV) All necessary manuals keys.

In case of MSE:

All the payments for the supplies and/ or services [*as applicable*] rendered by MSEs (Micro & Small Enterprises) Vendor/ Contractor under the Contract shall be released within forty-five (45) days from the day of acceptance*.

In case, payment is not released as mentioned above, FSI shall pay the principal amount plus compound interest with monthly rests from the date of immediately following the date agreed upon @ three times of bank rates as notified by Reserve Bank of India from time to time.

***Day of Acceptance means** - day of the actual delivery of goods or the rendering of services; where any objection is made in writing by the buyer regarding acceptance of services within

fifteen (15) days from the date of delivery of the goods or the rendering of services, the day on which such objection is removed by the Vendor.

In case of non-MSE:

All the payments for the supplies and/or services [as applicable] rendered by non-MSEs (non-Micro & Small Enterprises) Vendor/ Contractor under the Contract shall be released within forty-five (45) days from the receipt of invoice/ bills from the Contractor/ Vendor complete in all respect. In case, payment is not released as mentioned above, FSI shall pay the principal amount plus simple interest from the date immediately following the date agreed upon @ 8% (eight percent) per annum.

7. Performance Guarantee:

Within 28 days of receipt of Supply Order, the Vendor shall furnish to the Director General, FSI a Performance Guarantee in the form of Demand Draft/ Bank Guarantee from an Indian Nationalized Bank or any Scheduled Bank in India as per the format appended as **Annexure-VI** herewith for an amount equal to (10) ten percent of the contract price by way of guarantee valid till three months beyond the warranty period as mentioned in the Tender Document for the due and faithful performance of the contract along with the other terms and conditions agreed to.

The Performance Guarantee shall be released after successful completion of the warranty period. The Performance Guarantee amount will not earn any interest in whatsoever period detained by FSI. The Contractor shall communicate the following bank details to the issuing Bank for online confirmation of Bank Guarantee to be submitted in terms of this clause:

Name of the beneficiary: _____
Account No.: _____
IFSC Code: _____
Address of the Bank: _____

BANK PERFORMANCE GUARANTEE**Bank Guarantee**

(To be stamped in accordance with Stamp Act if any, of the Country of the issuing Bank)

Bank Guarantee No.

Date

To,

[Purchaser's Name & Address]

Dear Sirs,

In consideration of the *[Purchaser's Name]*
 (Hereinafter referred to as the Purchaser
 which expression shall unless repugnant to the context or meaning thereof, include its
 successors, administrators and assigns) having awarded to M/s
 *[Vendor's Name]*
with its Registered/Head Office
 at..... (Hereinafter referred to as the Vendor ,
 which expression shall unless repugnant to the context or meaning thereof, include its
 successors administrators, executors and assigns), a Contract by the issue of Purchaser 's
 Letter of Acceptance No. dated
 and the same having been acknowledged
 by the Vendor, for*[Contract sum in figures and words]* for*[Name of the Supply]*
 and the Vendor having agreed to provide a Contract Performance Guarantee for the faithful
 performance of the entire Contract equivalent to(*)
 of the said value of the aforesaid supply
 under the Contract to the Purchaser.

We..... *[Name & Address of the Bank]* ...
 having its Head Office at
 (Hereinafter referred to as the Bank,
 which expression shall, unless repugnant to the context of meaning thereof, include its
 successors, administrators, executors and assigns) do hereby guarantee and undertake to pay
 the Purchaser, on
 demand any and all monies payable by the Vendor to the extent of
 (*)
 as aforesaid at any time up to (@)
 *[days/month/year]* without any demur, reservation, contest, recourse or
 protest and/or without any reference to the Vendor. Any such demand made by the Purchaser
 on the Bank shall be conclusive and binding notwithstanding any difference between the
 Purchaser and the Vendor or any dispute pending before any Court, Tribunal, Arbitrator or any
 other authority. The Bank undertakes not to revoke this guarantee during its currency without

previous consent of the Purchaser and further agrees that the guarantees herein contained shall continue to be enforceable till the Purchaser discharges this guarantee or till[days/month/year] whichever is earlier.

The Purchaser shall have the fullest liberty, without affecting in any way the liability of the Bank under this guarantee, from time to time to extend the time for performance of the Contract by the Vendor. The Purchaser shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Vendor, and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Contract between the Purchaser and the Vendor or any other course or remedy or security available to the Purchaser. The Bank shall not be released of its obligations under these presents by any exercise by the Purchaser of its liberty with reference to the matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of the Purchaser or any other indulgence shown by the Purchaser or by any other matter or thing whatsoever which under law would, but for this provision have the effect of relieving the Bank.

The Bank declares that this Bank Guarantees issued by the Bank, utilizing the credit limit of M/S..... (Name of contractor) and also agrees that the Purchaser at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Vendor and notwithstanding any security or other guarantee the Purchaser may have in relation to the Vendor's liabilities.

- i) Our liability under this Bank Guarantee shall not exceed
- ii) This Bank Guarantee shall be valid up to
- iii) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if Purchaser serve upon Bank a written claim or demand on or before @.....

Dated this day of 20... .. at.....

WITNESS

1
 (Signature)
 (Name)
 (Official Address)

2.
 (Signature)

(Name)
 (Official Address)

Signed for and on behalf of the Bank

(Signature)
 (Name)
 (Designation with Bank Stamp)

Attorney as per Power
 of Attorney No.
 Dated

Communication address of the Bank
 Name of the contact person
 Tel. No. Fax No.
 Email:

Notes: 1. (*) This sum shall be ten percent (10%) of the Contract Price denominated in the types and proportions of currencies. (@) This date will be Ninety (90) days beyond the warrantee period as specified in the Contract.

2. The stamp papers of appropriate value shall be purchased in the name of guarantee issuing Bank.

3. Vendor 's stamp with full details i.e. name of the Purchaser in whose favour this stamp paper has been purchased should invariably be mentioned on the back side of the stamp paper.

4. Bank Guarantee is required to be submitted directly to the Purchaser by the issuing bank (on Behalf of the Vendor) under the registered post (A.D.). The Vendor can submit an advance copy of Bank Guarantee to the Purchaser. However, in case of exceptional circumstances where efficient postal services are not in force, the Bank Guarantee may be submitted by the Vendor directly to the Purchaser and the issuing Bank shall submit an unstamped duplicate copy of Bank Guarantee directly under the registered post (A.D.) to the Purchaser, with a forwarding letter.

SECTION-IV: Schedule of Quantities & Prices

Tender Inviting Authority: Director General, Forest Survey of India, Kaulagarh Road, P.O IPE, Dehradun – 248195

Description of the Supply: “Designing, Editing and Printing of FOREST TYPE ATLAS OF INDIA.”

Tender Specification No: _____ **Dated:** _____ / _____ /2019

Name of the Bidder/ Bidding Firm / Company:

PRICE SCHEDULE

Annexure-VII

S. No,	Work	Quantity	Unit Price (in Rs)	Total Amount (in Rs)
1	2	3	4	5
1.	Designing, Typesetting, Composing, Proof Reading, Processing, Scanning of data/photographs(if required) planning, layout, Gross/Lamination of cover pages, printing, artful binding, packing and delivery, etc. of Forest Type Atlas Of India.” (In English, pages 200 +/- 10%)	600		
2.	Editorial Services for scientific manuscript editing for all the above mentioned documents			
3.	Sub Total			
4.	GST/Any other taxes			
5.	Grand Total (Inclusive all)			

Note:

1. All applicable taxes & duties including GST.
2. It is hereby confirmed that, except as otherwise stipulated in the tender Specification and statutory variations permitted as per the contract, the above unit rates and other charges as mentioned in this schedule, will remain firm till the subject supplies are completed. Further, it is confirmed that no other charges would be payable by FSI, in connection with our execution of the resultant Purchase Order.
3. The “Contract Price” shall mean the total price, inclusive of all taxes.

SECTION- V : TECHNICAL SPECIFICATIONS AND DETAILS: “Designing, Editing and Printing of FOREST TYPE ATLAS OF INDIA.”

The Revised Forest Type Atlas of India is a document made out of a national wide exercise to revisit and update Forest Type Atlas published in the year 2011. The Atlas gives the status of Forest Types of India and all States and Union Territories. The document is a scientific reference report which is widely used by different Ministries of Government of India, Honourable courts, State Governments, Scientific organizations, State Forest Departments, academia and other stake holders. It is therefore required that the document should be of High Quality Matching to the International Standards.

A) Scope of work:

- a) The total number of Atlas required to be printed are 600 copies in English.
- b) The scope of work 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 tenderer after award of work for approval of proof by the competent authority within 8 days and 15 days respectively after placing the order.
 - (iii) Editorial service for scientific manuscript editing.
 - (iv) Artful printing and binding of the Atlas within 25 days of placing the order.
 - (v) Delivery of Atlas as per specifications to FSI.
 - (vi) Softcopy (in MS Word and searchable PDF format in CD/DVD) of the final Atlas in a condensed form to be provided separately, which should be capable of uploading on website.
 - (vii) The printer should work closely with the officials of FSI for specifications format, dpi etc. of composed maps and pictures and collect the same well in time.

B) Specifications:

(a)	Size	Cover - 11 " x 17" or decided by DG, FSI Paper- 10.75 " x 16.75 " or decided by DG, FSI
(b)	Number of pages	200 +/- 10%
(c)	Colours	All the pages are multi-coloured.
(d)	Paper	Cover – 170 GSM Hard Bound Inner pages – 130 GSM imported magnum.
(e)	Finish	Hybrid coating to be done on cover page. (mat finishing each inner page)
(f)	Binding	Perfect binding with stitch
(g)	Type of printing	Both sides by offset press
(h)	Quantity	600