

E-Tender

**Two Bid Tender Document for Composing /Designing and Printing
of DPR**



TROPICAL FOREST RESEARCH INSTITUTE

P.O. – R.F.R.C, Mandla Road, JABALPUR – 482 021 (M.P)

CHECKLIST

S. No.	Documents	Yes/No	Page No.
1.	Scan Copy of Tender fee of Rs. 590/- in shape of DD in favour of Director, Tropical Forest Research Institute, payable at Jabalpur		
2.	Scan Copy of EMD in shape of DD in favour of Director, Tropical Forest Research Institute, payable at Jabalpur		
3.	Signed and scanned copy of PAN Card		
4.	Signed and scanned copy of Tender Acceptance letter as per tender document		
5.	Signed and Scanned copy of GST certificate		
6.	Signed and scanned copy of MSME/NSIC registration (if exemption of tender fee and EMD is claimed)		
7.	Signed and Scanned copy of Audited Balance sheet of last three years		
8.	Signed and scanned copy of complete technical details/specifications of the quoted items mentioned in the technical bid.		
9	Scanned and signed copy of Tender Document		



उष्ण कटिबंधीय वन अनुसंधान संस्थान
(भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद)
(पर्यावरण, वन एवं जलवायु परिवर्तन मंत्रालय, भारत सरकार की एक स्वायत्त परिषद)
डाकघर – आर०एफ०आर०सी०, मण्डला रोड, जबलपुर – 482 021



TROPICAL FOREST RESEARCH INSTITUTE
(Indian Council of Forestry Research & Education)
(An Autonomous Council under the Ministry of Environment,
Forests & Climate Change Govt. of India)
P.O. – R.F.R.C, Mandla Road, JABALPUR – 482 021 (M.P)

No. 15-1(1)/DPR/2020-21/pur/TFRI/JBP/

dt. /03/2021

NOTICE INVITING TENDER FOR : Composing /Designing and Printing of DPR

No. 2020-21/TFRI/JBP/01

Tropical Forest Research Institute, Jabalpur invites online tenders for the of Composing /Designing and Printing of DPR from eligible bidders. Details may be obtained online at MoEFCC web site <http://moefcc.euniwizarde.com> and <http://tfri.icfre.org>. Last date for submission of bids is **16/04/2021**. Bids submitted online only at site <http://moefcc.euniwizarde.com> will be accepted. Manual bids will not be accepted.

Manoj Kumar
Co-ordinator (F), TFRI, Jabalpur

Chapter-1

NOTICE INVITING TENDER FOR: COMPOSING /DESIGNING AND PRINTING OF DPR No. 2020-21/TFRI/JBP/01

Tropical Forest Research Institute, Jabalpur invites online bids (Technical & Financial) from eligible bidders Rates will be valid for a minimum period of 90 days from the date of opening of Tender (i.e 19/04/2021) for Composing /Designing and Printing of DPR . Tender documents may be downloaded from TFRI web site <http://tfri.icfre.gov.in/>. and MoEFCC web site <http://moefcc.euniwizarde.com> as per the schedule as given in CRITICAL DATE SHEET as under:

SNO	Activity	Date	Time
1.	Date of Publishing of Tender	26/03/2021	--
2.	Last date for receipt of bids	16/04/2021	15.00 hrs.
3.	Date of Opening of Technical bids at TFRI Jabalpur	19/4/2021	15.30 hrs.
4.	Date of Opening of Financial bids at TFRI Jabalpur	Will be decided after technical evaluation	

Bids shall be submitted **online only** at <http://moefcc.euniwizarde.com> of MoEFCC web site Manual bids shall not be accepted. Tenderers are advised to follow the instructions provided in the "Instructions to the Tenderer for the e- submission of the bids online through the Ministry of Environment, Forest and Climate Change Portal for e-Procurement at <http://moefcc.euniwizarde.com>

Name of Tender : Composing /Designing and Printing of DPR
Tenderer No. : No. 2020-21/TFRI/JBP/01
Tender Fee : Rs. 590.00 (including 18% GST)
EMD :Rs. 40000.00
Tender Processing Fee : As per

Tender Fee, EMD etc. will be deposited by bidder Through DD in favour of Director, Tropical Forest Research Institute, Jabalpur payable Jabalpur on which should reach of office or before bid opening date/time as mentioned in critical date sheet (19/04/2021 (15.30 PM) Duly filled and signed tender document complete in all respect may be uploaded on <http://moefcc.euniwizarde.com> latest by 16/04/2021 (3.00 PM) as per the critical datasheet along with all the documents mentioned in the tender form. Copy of Technical bid of Tender document submitted online may be submitted physically in sealed envelope super scribed boldly " Tender for **COMPOSING /DESIGNING AND PRINTING OF DPR**". However it is clarified that bid submitted online will only be considered for evaluation.

Intending tenderers are advised to visit MoEFCC's web site <http://moefcc.euniwizarde.com> frequently prior to closing date of submission of tender for any corrigendum/addendum/amendment.

Bids will be opened as per date and time as mentioned in the critical date sheet. After online opening of technical bid the result of their qualification as well as price bid opening result will be intimated online only.

Manoj Kumar
Co-ordinator (F), TFRI, Jabalpur

Chapter-2

Instructions to Bidders

To bidders are required are required to submit their bids on the e-tender portal using valid Digital Signature Certificate. The instructions five below are meant to assist the bidders in registering on the e-procurement portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender portal.

More information useful for submitting online bids on the e-procurement portal may be obtained at <http://moefcc.euniwizarde.com>

Registration <http://moefcc.euniwizarde.com>

Registration: - Intending bidders are requested to register themselves with <http://moefcc.euniwizarde.com> for obtaining user-id, by paying a registration fee, online tender processing fee etc. as required for registration.

The Prices should be quoted in the following manner:

1. The price quoted for the item of works would include the cost of materials required as per the specification specified in the said item of work as well as labour charges etc. including all excise duty and sales and other taxes already paid or payable for the said work.
2. The Director, Tropical Forest Research Institute, Jabalpur reserves the right to reject any or all the tenders without assigning any reasons whatsoever.
3. Tenders/Bidders who has downloaded the tender form the <http://moefcc.euniwizarde.com> and <http://tfri.icfre.gov.in/>. shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD shall be forfeited and tenderer/bidder is liable to be banned from doing business with TFRI future. Signed and Scanned Copy of EMD must be in uploaded at <http://moefcc.euniwizarde.com> and original must be submitted to TFRI and or before closing date.

1(a)The proposals must consist two bid systems as follows: “QUALIFYING DOCUMENTS”

Sl. No.	Document
1	Scanned copy of users list and satisfactory report of quoted model from reputed institute preferably Government institute,
2	Scanned copy of supportive documents from the users for the satisfactory performance .
3	Online Receipt in respect of Tender Form Fee and EMD/Exemption document/CSPO registration certificate.
4	Proof of registration of firm PAN & GST
5	Valid Income tax certificate of last three years from the date of tender.

6	The bidding firm must provide an work experience in publication of at least five (03) years, (Enclose copies of the supportive documents or supply orders)
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(2) Two bid systems TECHNICAL & FINANCIAL PROPOSAL.

(a) TECHNICAL EVALUATION

Evaluation of Qualifying Documents: Tenders shall be scrutinized and evaluated by the Technical Committee or a Committee constituted by competent authority with reference to parameters prescribed in the Bid Document. First of all, the qualifying documents of the bid will be checked and in absence of any qualifying documents the bid will be rejected.

(b) FINANCIAL PROPOSAL

The financial proposal must be submitted in the format as per the price schedule . Full details of business terms and conditions, e.g. packing and forwarding, delivery period, GST/Sales Tax/Trade Tax (whether provincial or Central), other Taxes/Charges, if any, the validity period of quotation, discount, free delivery, packing or any other information relevant to the items may please be indicated clearly. Prices must be quoted F.O.R. at T.F.R.I. Jabalpur in Indian Rupees.(INR) only. The bid shall be inclusive of all duties and levies except for excise duty/customs and sales tax at the prevailing concessional rates.

(c) SUBMISSION OF PROPOSAL

Financial and Technical Proposals containing the qualifying documents and EMD self attested scanned copy should attached.

(d) PROPOSAL EVALUATION

Two bid systems procedure will be adopted in evaluating the proposals

- (i) Checking of qualifying documents. This will be the documents, which shall be checked, and disqualification amongst these documents will lead to rejection of the proposal *in toto*,
- (ii) A technical evaluation of the qualified firm on the basis of the qualifying documents will be carried out prior to opening of their financial proposal,
- (iii) After financial evaluation. Firms will be ranked using a combined technical / financial score as indicated below.

(f) Technical Calculation

The evaluation committee appointed by the client will carry out its evaluation applying the evaluation criteria and point system as specified below. Each responsive proposal will be attributed a technical score (St.).

The points given to technical evaluation criteria are as under:-

(1) Specifications and Technical Details of works to be carried out

S. No.	Description and specification of the items	Quantity required
1.	Composing/Designing and Printing of DPR Narmada (Volume-I, Volume-II and Overview) with following	250 copies (each of Volume-I,

<p>specifications –</p> <p>i. Volume –I (Approx. 500 pages)</p> <p>ii. Volume –II (Approx. 350 pages)</p> <ul style="list-style-type: none"> • Size – 8 inch x11 inch • Multicolored cover page 300 gsm art sheet, mat finished with UV coating. • Inner pages 90 gsm, double sided multicolored printing. • Perfect binding. • Printing in single space using Luna font (font size – heading 12 Bold, text 10 normal) <p>iii. Overview</p> <ul style="list-style-type: none"> • Size – 8 inch x11 inch • Di-cut with multicolored cover page 300 gsm art sheet, mat finished with UV coating. • Inner pages 90 gsm, double sided multicolored printing. • Perfect binding. • Printing in single space using Luna font (font size – heading 12 Bold, text 10 normal) <ul style="list-style-type: none"> • Publisher will provide at least 2+1 draft copies. • Final draft will be in multicolor • Publisher will provide Soft copy in pdf format • Publisher will provide e-book of final report • Technical bid evaluation criteria is attached 	<p>Volume-II and Overview)</p>
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(2) Technical bid evaluation criteria are:

Total Marks 100

S. No.	Evaluation Criteria	Marks
1.	Advance payment –Nil (if firm will demand advance payment to carry out works it will get 0)	14
2.	Work experience in publication of Scientific and Technical material/similar type of works (Attested Copies of work orders required)	22
3.	No. of draft copies (2+1) or more of this order	14
4.	Existing MoUs for publication with Government/Semi Govt/Educational/Scientific institutions/ agencies (% of each copy rate of their Proposal)	22
5.	Charges for additional copies in case number increased after final orders due to enhance requirement of additional copies (highest number will be allotted to least price offer)	14
6.	Previous orders of publication from institute executed if any	14
	Total marks	100

The technical proposal should score at least 70 points out of 100 to be considered for financial evaluation.

(3)Financial Proposal

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

Proposal will finally be ranked according to their combined technical (S_t) and financial (S_f) scores using the formula $S = S_t \times T\% + S_f \times F\%$.

The weight ($T\%$) given to the Technical Proposal is 60%

The weight ($F\%$) given to the Financial Proposal is 40%

Chapter-3

TERMS & CONDITIONS

1. The Director, Tropical Forest Research Institute (Indian Council of Forestry Research and Education), Govt. of India, Jabalpur invites e-tender under Two Bid System for Composing /Designing and Printing of DPR(Detailed Project Report) for Institute, Jabalpur from experienced and registered contractors/service firms/persons who fulfil the minimum eligibility criteria prescribed in the e-tender document on MoEFCC. There will be no manual or by email submission of documents.
2. E-tender must be electronically submitted through online within prescribed data and time as mentioned in the e-procurement portal. Hard copy of the E-tender documents will not be accepted.
3. EMD & tender fee are to be submitted through DD, in favour of the Director, Tropical Forest Research Institute, payable at Jabalpur and the scanned copy/soft copy of the same shall be uploaded along with the Technical Bid. Offers/Bids without physical E-tender fees and the EMD would not be considered and rejected on opening date.
4. The Bidders who are exempted from EMD. They have to upload documentary proof along with the bid.
5. All the required document like technical documents, user certificate, supply order to other institutes, accreditation to quality management, PAN, TAN, GST, Income tax, EMD exemption certificates, along with E-Tender document should be attached uploaded and against the above E-tender. Documents not uploaded will not be accepted latter on.
6. The EMD may be forfeited if an e-Tenderer withdraws his bid during the period of bid validity specified or in case of a successful Bidder, if the bidder fails to furnish security deposit.
 - I. The EMD of the unsuccessful bidder will be released after of tender acceptance of offer by finalization.
 - II. For the successful bidder EMD will be released after they submit the performance guarantee as our instructions, otherwise.
7. Technical Bid: E-tenderers shall furnish complete technical specification and duly signed failing which E-Tender will not be accepted.
8. The following scanned documents (Self attested with rubber seal, in case of photocopies) should be uploaded along with the technical bid. Original documents for the following should be produced whenever required; failing which E-Tender submitted will be rejected at any moment
 1. Brochures supporting of the specifications quoted.
 2. Document supporting both past and present status of work.
 3. Valid proof of orders received from various Govt./Semi-Govt. etc. work.
9. The successful e-tenderers shall be entirely responsible for payment of all taxes, duties, license fees, road permits etc. incurred until the service completed.
10. The tenders, in which any of the prescribed conditions are not fulfilled or are incomplete in any respect, shall summarily be rejected.
11. The Institute will not responsible for any delay in submission of E-tender bids.
12. The bidder may see any the manuscript if required before bid.
13. The firm must have own printing facility.
14. The full text Photographs composed in MS word format will be supplied by the Institute.
15. The rates quoted should be inclusive of all applicable taxes.

16. No Part payment for printing jobs will be made. The said work, at every stage, will have to be carried out under the supervision of the Nodal Officer, DPR of this Institute.
17. If the firm fails to execute the job within the stipulated time or leaves the job incomplete or refuses to complete the work or takes more time than the scheduled/fixed time, then the firm will be liable to be penalized. The Director, TFRI, Jabalpur reserves the right to impose a penalty at his discretion.
18. Disputes, if any, will be under the jurisdiction of Jabalpur Court, M.P., India.

Manoj Kumar
Co-ordinator (F), TFRI, Jabalpur

समन्वयक (सुविधा)
Co-ordinator (Facilities)
समन्वयक (सुविधा) एवं प्रशासनिक सहायक
TFRI, Jabalpur

Agreement

The Supplier _____ agrees to accept the terms and conditions of this bidding document in letter and spirit.

Name/Seal of the Tenderer

Format for Bank Guarantee

To

Director,
Tropical Forest Research Institute
P.O. R.F.R.C., Mandla Road,
Jabalpur.

Your Order No. _____ for the supply and delivery of _____ has been accepted by M/s _____.

In accordance with the terms of payment of the said order, we have agreed to pay the balance of 5% of the contract price of the supplier, furnishing you with an acceptable Performance Bank Guarantee for 10% of the total contract value, viz Rs. _____ for the due performance by the Supplier of all its contractual obligations and to be valid for a period of 24 months for the date of bank guarantee for this purpose you have agreed to accept our guarantee.

In consideration thereof, we hereby guarantee payment of and undertake to pay Rs. ___ and remit to you on demand and without demur the sum of Rs. _____ being 10% of the total value of the contract on receipt of your intimation that the Supplier has committed a breach of any of its contractual obligations.

This guarantee shall be valid for a period of 24 months from the date of Installation of the equipment in satisfactory condition or 27 months from the date of dispatch of the last lot of consignment whichever is earlier, and in any event shall expire on _____, you shall have the right to file/make your claim on us under the guarantee for a period of sixty days from the said date of expiry.

This guarantee shall not be revoked without your express consent and shall not be affected by your granting time or any other indulgence to the supplies or by any change in the constitution of the Bank or the supplies or for any other reason whatsoever.

Not with standing anything, contained herein above our liability under this guarantee is restricted to Rs. _____ and this guarantee will remain in force up to and inclusive of _____ - unless an action to enforce a claim under the guarantee is filed against us within sixty days from the date of expiry i.e. on or before _____, all rights under the guarantee shall be forfeited and we shall be relieved and discharged from all liabilities there under.

Signatory Bank with Seal



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P.O. R.F.R.C, Mandla Road, JABALPUR (M.P) 482021



TECHNICAL BID

Tender No :-No. 2020-21/TFRI/JBP/01

Name of work - Composing /Designing and Printing of DPR.

Name of the Company/Firm etc.		
Sl.No	Document Details	Attached/ Not Attached (Give page no.)
1	Scanned copy of users list and satisfactory report of quoted model from reputed institute preferably Government institute,	
2	Scanned copy of supportive documents from the users for the satisfactory performance .	
3	Online Receipt in respect of Tender Form Fee and EMD/Exemption document/CSPO registration certificate.	
4	Proof of registration of firm PAN & GST	
5	Valid Income tax certificate of last three years from the date of tender.	
6	The bidding firm must provide an work experience in publication of at least five (03) years, (Enclose copies of the supportive documents or supply orders)	



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FINANCIAL BID

Tender No. 2020-21/TFRI/JBP/01

Name of work Composing /Designing and Printing of DPR

Name of the Company/Firm etc.

Sl. No	Item Description		Amount
1	Total cost of Composing /Designing and Printing of DPR (250 copies (each of Volume-I, Volume-II and Overview)	Rs.	
2	GST	Rs.	
3	Other	Rs.	
5	Total	Rs.	0.00
	Total in words		