

Himachal Pradesh Forest Department

Government of Himachal Pradesh

Through

**Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh
(Regd.) for implementation of the JICA assisted PIHPFEM&L, Shimla (ID-P269)**

Ref. No. E-Tender01/JICA/Vol-II/2976

Dated: 22/09/2021

Notice Inviting Tender (NIT)

Sealed tenders are hereby invited from registered Firms, Proprietary Firm(s), Company/Co-operatives Societies/Firms and other organizations, for **“Printing Work”** in the Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh, Shimla. The detailed tender document can be collected from the O/o Chief Project Director (JICA-PIHPFEM&L), Potters Hill, Summer Hill, Shimla on any working day or can be downloaded from website <https://hpforest.nic.in/> and <https://jicahpforestryproject.com/> from 23rd September, 2021 to 14th October, 2021. The last date for submission of tender is 14th October, 2021 up to 1:00 PM. The tenders will be opened on same day at 3:00 PM.

TENDER CONDITION

Scope of Work and General Instruction for Tenderer

Printing of various project documents/material of Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh at Shimla registered for implementation of the JICA assisted PIHPFEM&L, Shimla.

1. THE DOCUMENTS REQUIRED AT THE TIME OF OPENING OF TENDER:

The sealed bid shall comprise the following documents to be provided by the bidders in the same order as mentioned below:-

Sr. No.	Documents
1.	Tender Form.
2.	Tender Fee and EMD.
3.	Latest Balance Sheet for last 3 years.
4.	Proof of 3 years of operational experience (Copy of GST Registration Certificate/Rent Deed/Certificate of Shop & Establishment etc.
5.	Proof of registered Office/Branch in HP.
6.	Scan Copy of PAN. (Copies to be attached).
7.	Scan Copy of GST Registration No.
8.	Self declaration/undertaking for non blacklisting by any State/Central Govt. Department, Corporation or Agency.
9.	Authorization letter in case of representative of the Firm during opening of tender.
10.	NOC in case of ongoing COVID situation, if the Firm is not able to make physical representation during tender opening.

In case the date of opening of tender happens to be a holiday, the tender will be open on next working day.

2. ELIGIBILITY CONDITIONS FOR TENDERS:-

- 2.1 The following minimum conditions have to be met by tenderers participating in the tender and they must submit the documentary evidence in support of these requirements:-
- a) The tenderer should be financially sound and average annual turnover of the tenderer should be minimum of Rs. 25,00,000 (Twenty-Five lakh only) for the last three years, Documentary proof with copies of Balance Sheets should be submitted with technical bid.
 - b) The tenderer should have at least 3 years of operational experience. The copy of proof (GST Registration Certificate/rent deed/certificate of Shop & Establishment etc.) should be submitted with technical bid.
 - c) The tenderer should have registered office/branch office in Himachal Pradesh (Proof to be attached).
 - d) The tenderer should have valid PAN and GST Registration (copies to be attached).
 - e) The tenderer shall submit a declaration that his firm/agency has not been black listed by any State/Central/UT Govt. Department/undertaking or agency for fraudulent and unethical conduct in similar type of contract (Self declaration certificate is to be provided).
 - f) The tender documents are non-transferable i.e. only those firms can submit the tenders who have procured the tender documents and remitted the requisite tender fee on their name.

3. CLARIFICATIONS:

- 3.1 A prospective tenderer requiring any clarification of the tender documents may represent to the O/O Chief Project Director, (JICA-PIHPFEM&L), Potters' Hill, Summer Hill, Shimla-5 via email- cpdjica2018hpf@gmail.com or on telephone- 0177-2830217 /2831217. Clarification requests will be entertained up to seven days of uploading of tender on website. Thereafter, no clarification shall be entertained.

4. PLACE AND PERIOD OF SERVICE CONTRACT

- 4.1 The service contract period shall initially be for one year (12 months) which can be extended further on mutual negotiation on same terms and conditions.

5. SERVICE CONTRACT SCHEDULE:-

- 5.1 The entire scope of SERVICE CONTRACT shall be effective from the date of signing the agreement.

6. VALIDITY OF OFFER

- 6.1 The offer of the tenderers shall remain firm & valid for acceptance for a period of 365 days from the date of submission.

7. DOCUMENTS COMPRISING THE TENDER

- 7.1 The bid should be submitted by the Tenderer in two parts in two separate envelopes and shall comprise of technical bid and financial bid duly put up in one envelope. The **TECHNICAL BID** should contain following documents duly attached:-
- a. Earnest money and tender fee detail/proof
 - b. Eligibility information and supporting documents in line with qualifying criteria as specified in clause 1 and 2.
 - c. Undertaking that the tender shall remain valid for the period of 365 days.
 - d. A declaration that the information s/he has furnished in the tender document is correct to the best of her/his knowledge and belief and all the clauses of bid are acceptable to the bidder.
 - e. Any other information/documents required to be completed and submitted by tenders.

THE FINANCIAL BID should contain only rates quoted by the bidder and no other document should be attached.

8. PRICE BASIS & BASIS of EVALUATION:-

- 8.1 The rates are to be submitted on the format provided as **Annexure-A**
- 8.2 The rates thus quoted by the tenderers should take due cognizance of printing works and basic designing especially in case of documents/pamphlets/brochures etc.
- 8.3 The evaluation of tenders will be carried out on the Gross Amount as proposed by the tenderers in the **Annexure A**.
- 8.4 In case of any deviation in quoting of rates, the offers of such tenderer shall be rejected and shall not be considered for evaluation.

9. PAYMENT TERMS:-

- 9.1 Payment will be made within 15 days after the receipt of Bill.

10. EARNEST MONEY DEPOSIT (EMD) & PERFORMANCE SECURITY:-

- 10.1 Tender Document Fee of Rs. 500/- (Five hundred only) and EMD of Rs. 25,000/- (Twenty Five Thousand only) are required to be submitted along with the tender documents in the form of Demand Draft from a Nationalized Bank/COMMERCIAL BANK as notified by Govt. of Himachal Pradesh /India in favour of CPD, (JICA-PIHPFEM&L), Potters Hill, Summer Hill, Shimla- 5.

- 10.2 Performance security shall be obtained @ of 10% of the value of contract from the successful tenderer and shall be maintained in accordance with Rule 120 of the HP Financial Rule, 2009.
- 10.3 The EMD of the unsuccessful tenderer shall be returned only after award of contract to successful tenderer. The EMD of the successful tenderer shall be returned back after receipt of the performance security to be furnished by successful bidders.

11. TERMS AND CONDITIONS:-

- 11.1 The cost of tender document of Rs.500/-, shall have to be deposited while submitting the offer.
- 11.2 Tenders not conforming to the conditions in this document will be summarily rejected and no correspondence there on shall be entertained what so ever.
- 11.3 The Chief Project Director (JICA-PIHPFEM&L) Shimla reserves the rights to cancel the tender/contract at any stage without assigning any reason.
- 11.4 The service contract shall be awarded initially for a period of one year; however the contract can further be extended, subject to satisfactory performance after one (01) year by the Chief Project Director JICA (PIHPFEM&L) Shimla.
- 11.5 The quality of printing should be of good standard and as per requirement, In case it is found that the services are not up to the mark and ordered specification, it would be open for the Chief Project Director to terminate the Agreement.
- 11.6 If after award of contract, the successful bidder fails to provide required printed item within 7 days of the date of order/ as per requirement, the contract is liable to be cancelled and EMD will be forfeited.
- 11.7 In case of an emergent requirement i.e. short notice delivery, the Project can get the printing works done by a local supplier, after intimating the successful tenderer, on the rates finalized as per this tender.
- 11.8 The delivery of the material should be F.O.R. and inclusive of installation at site within the jurisdiction of Shimla (Rural/Urban) Sub-divisions. However, the extra delivery cost (Freight only) beyond this will be paid extra as per the Govt. rates fixed by the DC, Shimla.

12. Arithmetical errors will be rectified on the following basis:-

- 12.1 A tender determined as not substantially responsive will be rejected by the tender committee and may not subsequently be made responsive by the tenderer by correction of the non-conformity.

- 12.2 The SERVICE CONTRACT shall be awarded to the overall responsive and successful tenderer only based on the evaluation and qualification criteria specified above.
- 12.3 The exact value of printing work to be procured in 2021-22 in the contract cannot be calculated exactly, as it depends on the amount of official work for which printing work will be required. The tentative value of printing works will be Rs. 5 to 7 lacs, however it is contingent to the availability of annual budget and actual number of documents created by different experts during the year.

13.0 CHANGE OF QUANTITY/ CONTRACT PRICE:-

- 13.1 During the execution of the contract, Chief Project Director (JICA-PIHPFEM&L), reserves the right to increase or decrease the material to be provided under the service contract without any change in unit prices and other terms and conditions.
- 13.2 The base unit rates, as mentioned in the contract shall remain FIRM during the course of contract.

14.0 SIGNING OF CONTRACT:-

- 14.1 Within 7 days from the date of award, the successful tenderer shall enter into a Contract Agreement with the Chief Project Director (JICA-PIHPFEM&L) Shimla.

15.0 SUB -CONTRACT:-

- 15.1 The tenderer shall not sublet, transfer or assign any part of this service contract.

16.0 ARBITRATION & CONCILIATION ACT:-

- 16.1 Except where otherwise provided in the contract, all question and disputes arising out of or relating to the contract shall be referred to the Sole Arbitrator appointed by the Chief Project Director (JICA-PIHPFEM&L) Shimla. The provisions of the "Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to all arbitration proceedings under this clause".
- 16.2 All disputes or differences shall be settled in accordance with the provisions of the Arbitration and Conciliation Act., 1996, or any statutory modifications. The venue of Arbitration shall be Shimla. The courts of Shimla shall have exclusive jurisdiction.

17.0 TERMINATION OF CONTRACT:-

- 17.1 In case unsatisfactory services by the contractor are reported, the Chief Project Director (JICA-PIHPFEM&L), Shimla reserves the right to terminate the Service Contract after giving 15-days' notice. The performance EMD/Security deposit in that case shall be forfeited. Any payment due, in case of non-satisfactory services shall also not be paid irrespective of the provisions in the contract elsewhere.

- 17.2 The SERVICE CONTRACT can be terminated any time before the expiry of the contract period by giving 15-days' notice.
- 17.3 Even though the tenderer meet the required qualifying criteria, they are subject to disqualification if they have:-
- a. Made misleading or false representations in the forms statements, affidavits and attachment submitted in proof of the qualification requirements and /or
 - b. Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history or financial failure etc.
- 17.4 The Chief Project Director (JICA-PIHPFEM&L), Shimla further reserves the right to cancel or terminate the SERVICE CONTRACT in part or full by giving 15-days' notice if,
- a. The tenderer fails to comply with any of the terms & conditions.
 - b. The tenderer become bankrupt or goes into liquidation;
 - c. Any receiver is appointed for the property owned by the tenderer.

18.0 TAX LIABILITY:-

- 18.1 Chief Project Director (JICA-PIHPFEM&L), Shimla shall not bear any Income Tax or any other tax liability of the tenderer. GST (as applicable), as per notifications of Government of India from time to time, shall be applicable and shall be paid accordingly.

Encl: As above.



Project Director (JICA-PIHPFEM&L)
Potters Hill, Summer Hill, Shimla-5 (H.P.)

Annexure-A

Sr. No.	Name of Items	Specification (Rates for all items are inclusive of Designing, typing, print and F.O.R. Delivery/installation, wherever applicable)			Unit Rate in Rs. Inclusive GST					G. Total Amount in Rs.
		Paper	Size	Unit of measure (copies/sets)	Upto 500	501-1000	1001-2000	2001-4000	Above 5000	
1.	Brochure (Multi-Colour)	90gsm Mapletho	8.5"x 11"	Per brochure						
			9.5" x 14.5"							
		130gsm Art Paper	8.5"x 11"							
			9.5" x 14.5"							
		170gsm Art Paper	8.5"x 11"							
			9.5" x 14.5"							
220gsm Art Paper	8.5"x 11"									
	9.5" x 14.5"									
2.	Hand Bill Single Colour	52gsm paper	5"x 8"	Per book						
			8"x10"							
			9.5" x 14.5"							
3.	File Folder (Multi-Colour)	300 gsm Both Side Jacket As per sample	24cm x 33cm	Per Folder						
			23.5cm x 36cm							
		500gsm Both Side Jacket As per sample	24cm x 33cm							
			23.5cm x 36cm							
4.	Poster (Multi Colour)	80gsm Mapletho	15" x 20"	Per Poster						
			20"x30"							
		130sm Art Paper	15"x 20"							
			20"x30"							
5.	Note Pad (Cover Multi Colour Printed)	80gsm Mapletho	14cm x 22cm	Per Note pad						
			Pages upto 30							
			Pages upto 50							
			Pages upto 100							
		90gsm Art Paper Pages upto 30 Pages upto 50	14cm x 22cm							

9.	Books	Title Multi-Colour on 250gsm Printing with lamination, inner text pages: 130gsm important art paper multi colour Printing, 16 pages (rates for every additional 4 pages are to be indicated with each category)	8.5"x 11"	Per book						
			8.5" x 11"							
			7"x 9.5"							
10.	Books	Title & Inner Pages All Multi-Colour on 170gsm Printing & Title with lamination 32 pages (rates for every additional 4 pages are to be indicated with each category)	8.5"x 11"	Per book						
			8.5" x 5.5"							
			7"x 9.5"							
11.	Registers	Pages 150 approx. (Content Every 5-7 pages change) Paper: 90gsm Printing: Single colour Binding: Hard Binding Pasting colour print on Front and back with lamination. (As per sample)	21cm x 34cm	Per register						
12.	Wall Calendar	Paper: 130 gsm Art Paper Printing: Multi Colour Binding: Tin (Top & Bottom)	Size 20"x30"	Per calendar						
13.	Table Calendar	Paper: 170 gsm important Art paper Number of Pages: 14 (Front & Back)	Size 8"x 8.5"	Per Calendar						

		Printing: Multi Colour with UV+ Drip off Binding: Wiro with hard bound Stand									
14.	Diary	Pages: 2 days per page Printing: 10 pages starting coloured (80gsm) Remaining pages single ruled Paper: 80gsm Binding: Hard Binding	19cm x 25cm	Per Diary							
15.	Diary Special Form Binding	Pages: Single day Printing: 10 pages starting coloured (80gsm) Remaining pages single ruled Paper: 80gsm Binding: Hard Binding		Per diary							
16.	Envelope	70 To 100 gsm Single Colour Printing	1. 9"x4"	Per Envelope							
			2. 11"x5"								
			3. A4								
			4. Legal								
			5. File Size								
17.	Coffee Table Book	Pages: 80-100 Paper: 170gsm Rendezvous Fabrication: On Outer Jacket Leafing, Spot UV on Aqua's Coating inside all pages Binding : Hard Binding Printing: Multi Colour	9.5"x14"	Per book							
			10"x10"								
			12"x12"								
			12"x9"								
			12"x18"								

Sr. No.	Name of Item	Specification (Rates for all items are inclusive of Designing, typing, print and F.O.R. Delivery/installation, wherever applicable)		Unit Rate in Rs. Inclusive GST				G. Total Amount in Rs.
		Paper	Size					
18.	Standee	Star Flex Designing and Printing	Per Sqft.	1	10	15	20	
		Standee Media Designing and Printing						
19.	Flex Banners	Normal Flex Designing and Printing (Per Sq. ft.)	Per Sq. ft.					
		Star Banner Designing and Printing (Per Sq. ft.)	Per Sq.ft.					
		Flex Printing on 1 Inch Square Pipe frame with Welding (per Sq. ft)	Per Sq.ft.					
		Satin Banner (Per Sq. Ft.)	Per Sq.ft.					
20.	Invitation Card / Greeting Cards	300gsm Art Card, Single Colour Printing With Envelope	7" X5"	Per hundred	Rate : Qty. 100	Rate : Qty. 1000		
		300gsm Art Card, Multi Colour Printing With Envelope	5"x14" Two Fold	Per envelope	Rate : Qty. 100	Rate : Qty. 1000		
		Digital Printing Per Pic with Envelope		Per Envelop	Rate: Qty. 100	Rate : Qty. 1000		
21.	Vinyl (Printing & Designing)	On Sub Board Sheet 3mm per Sq. ft.		Per Sq. ft.				
		On Sub Board Sheet 5mm per Sqr.ft		Per Sq.ft.				
		On 24 gauge Iron Sheet		Per sheet				
		On 5mm ACP Sheet		Per sheet				

22.	Certificates (Multi Color)	Designing & Printing of A4 Certificate on 300gsm Art Card Qty : 500	Per Certificat e	Rate	Rate	Rate		
				Qty: 50	Qty: 100	Qty: 500		
23.	Photo Frame	Photo Frame with Digital Print out Mounted on 8mm board with best framing per sq. inch	per sq. inch					
24.	Identity Cards	Designing and Printing of I Card on PVC Dragon Sheet	Per Identity Card					
25.	Letter Pad	Designing and Printing of Letter pad Multi Colour on Bond Paper (100Sheet) Pad (A4 Size)	Per Pad					
26.	Name Plate	Vinyl pasted Name plate on 5 mm Sun Board	Per plate					
		Vinyl Cut Name Plate with 5 mm block Acrylic Sheet						



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