

# 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. Tender/JICA/Vol-I

Dated: 18/08/2020

## 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 downloaded from website <https://hpforest.nic.in/> from 20<sup>th</sup> August, 2020 (2 PM) to 31<sup>st</sup> August, 2020 up to 5 PM. The last date for submission tender is 3<sup>rd</sup> September, 2020 up to 2 PM. The tenders will be opened on 03<sup>rd</sup> September, 2020 at 3 PM. Duly completed tender form along with cost of tender document i.e. Rs. 500/ (Rs Five Hundred only) in the shape of Demand Draft and Earnest Money Deposit amounting of Rs 25,000/ (Rs. Twenty Five Thousand only) in the form of Demand Draft in favour of Chief Project Director, PIHPFEM&L should be submitted with tender. The cost of tender document and EMD should be handed over in the office of undersigned. All subsequent corrigendum, modifications and clarifications in respect of this tender will be published only on aforesaid website. The bidders are advised to visit the aforesaid website regularly. The tenders submitted without cost of tender and EMD will be rejected straightway without further communication.

## 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:**

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 document
2.	Tender Fee and EMD
3.	Latest Balance Sheet (The Contractors/Co-operatives Societies/Firms and other organizations having minimum Rs 25,00,000/- (Twenty-five lakh) average turnover for last 3 years shall be eligible). Documentary proof with copies of Balance Sheets should be submitted at the time of Bid-submission.
4.	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 provided at the time of bid submission.

5.	The tenderer should have registered office/branch office in Himachal Pradesh (Proof to be attached).
6.	Scan Copy of PAN. (Copies to be attached).
7.	Scan Copy of GST Registration No.
8.	The tenderer shall submit a declaration/undertaking that his firm has not been black listed by any State/Central govt. department corporation or agency for fraudulent and unethical conduct in similar type of contract (Self certificate is to be provided).
9.	Authorization letter in favour of signatory of tender & documents and representative of the firm during opening of tender OR an NOC in case of ongoing COVID situation, firm is not able to make physical representation during tender opening.

## 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 at the time of bid submission.
- 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 provided at the time of bid submission.
- 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 downloaded 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](mailto:cpdjica2018hpf@gmail.com) or on telephone@ 0177-2830217 /2831217. Clarification requests will be entertained up to seven days of submitting 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 submitted by the Tenderer shall comprise of:
- 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.

#### **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 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.

## **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 2020-21 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 reconciliation 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

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

## ANNEXURE A

No. (1)	Item Name (2)	Type (3)	Specification (These are indicative specifications and actual payment will be in accordance with actual no. of pages printed) (4)	Unit (5)	Unit of measure (copies/sets) (6)	Per Unit Rate in Rs. (7)	GST in Rs. (8)	Estimated Per Unit Rate incld. GST (9)=(7)+(8)	G. Total Amount in Rs (10)=(6)*(9)
1	Documents	Manuals	1. A4 Size 2. Pages: avg 50; Single Coloured Printing; GSM 90 3. Paper Bound Front & Back Cover - Coloured; GSM 250	per document	200				
2	Documents	Manuals	1. A4 Size 2. Pages: avg 50; Coloured Printing; GSM 100 3. Paper Bound Front & Back Cover - Coloured; GSM 250	per document	200				
3	Registers & Accounting Books	Registers	1. Finished Size in cm: 21x34 2. Total No. of Pages: 100 3. Single Coloured Printing GSM: 90 4. Front & Back Cover: Hard Bound, Coloured with Lamination	per book	500				
4	Calendar	Hanging	1. Coloured 2. Single Page; top loop hanging 3. Finished Size in cm: 65 x 50 4. GSM: 170	per calendar	1000				
5	Calendar	Table	1. One Page Per Month 2. GSM: 300 3. Both Side Coloured printing with Matt Lamination 3. Finished Size of each Page in cm: 18x18 4. Hard Bound base with Lamination; GSM 130; One-side spiral binding	per calendar	500				
6	Diaries	Normal Diary	1. Cover - Finished size in cm: 25x19 2. Inner - Finished size in cm: 24x18 3. Front & Back Cover: Coloured; Hard Bound, Matt Finish 4. Pages: 2 days per page 5. 10 Coloured pages (GSM 130) ; remaining pages single ruled (GSM 100)	per diary	1000				
7	Diaries	Executive Diary	1. Cover - Finished size in cm: 25x19 2. Inner - Finished size in cm: 24x18 3. Front & Back Cover: Coloured, Hard Bound, Gloss Lamination 4. Pages: 2 days per page 5. 10 Coloured pages (GSM 130) ; remaining pages single ruled (GSM 100)	per diary	500				

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8	File Folders	Folder	1. Right Pocket Letter Size File Folder 2. Front & Back Cover - Coloured and Laminated 3. GSM: 300	per folder	500				
9	Notepads	Simple Pad	1. Finished size in cm: 21.5x13.8 2. Paper Bound Top & Bottom Cover - Coloured; GSM 130 3. Simple Pad with Plain Sheets Gluing at Shorter Side; GSM 90 4. Pages: 15	per pad	500				
10	Spiral Notebook	Notebook	1. Finished size in cm: 22x14 2. Paper Bound Front & Back Cover - Coloured; GSM 300 3. Single Ruling with Spiral at Longer Side; GSM 90 4. Pages: 50	per notebook	500				
11	Pamphlets	Single Page	1. Size in cm: 22x14 2. Coloured with GSM 90 3. Single page double side printing	per pamphlet	1000				
12	Brochures	2 Panel Fold	1. Close Size in cm: 22x14 2. Coloured with GSM 130 3. Two-Panel fold – double side printing	per brochure	1000				
13	Brochures	3 Panel Fold	1. Close Size in cm: 22x14 2. Coloured with GSM 130 3. Three-Panel fold – double side printing	per brochure	1000				
14	Newsletter	Booklet	1. Close size in cm: 28x21 2. Coloured with GSM 100 3. Pages - avg. 6; Center staple; double side printing	per newsletter	200				

  
**Chief Project Officer**  
 Project for Improvement of H.P.  
 Forest Ecosystems Management  
 & Livelihoods, Shimla