

उष्णकटिबंधीय वन अनुसंधान संस्थान

TROPICAL FOREST RESEARCH INSTITUTE

Indian Council of Forestry Research & Education

(An autonomous Council under the Ministry of Environment & Forests, Govt. of India)

P.O. – R.F.R.C., Mandla Road, Jabalpur – 482 021.

**TENDER FORM FOR PRINTING OF PAMPHLETS AND TECHNICAL BULLETINS**

Tender No.15- 1(XXXII)/2012-14/VVK Demo/Pur/TFRI/JBP/4599 Dated of the issue: 18  
/02/2014

**ENCLOSURES**

1. Tender Notice
2. Tender Form
3. Specifications for Publication or printing
4. Proforma for submission of Prices/Rates
5. Conditions of Tendering for supply of material
6. Questionnaire For Quality Control

Tender document Sl.No.....issued to

M/s.....

.....  
.....  
.....

Cost of Tender documents Rs.....received in cash/vide D.D./ Bankers Cheque

No.....dated.....drawn on

.....

Signature and seal of the issuing Officer

Tender for Pub./Ex/13-14/rkd/doc/1



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**TENDER NOTICE FOR PROCUREMENT OF PRINTING**

Advertisement No. 15-1 /12-14/VVK-Demo/TFRI/JBP/

Dt. / /2014

Sealed tenders are invited from reputed firms for the "Printing of Pamphlets and Technical bulletins"

Tender Fee	:	Rs.250.00 (Non Refundable )
		Cash/DD/Banker's Cheque Favour of
		Director, Tropical Forest Research Institute,
		Jabalpur
Issue of Tender starts from	:	10 AM 24 /02/2014
Issue of Tender ends on	:	1 PM 12 / 03/2014
Last date of submission of tender	:	1.00PM 12 /03 /2014
Opening of tender	:	3.15PM 12 /03 /2014

Note: Tender document is also available on our website <http://tfri.icfre.gov.in>

Director  
Tropical Forest Research Institute  
Jabalpur

Tender for Pub./Ex/13-14/rkd/doc/2

To,

The Director

Tropical Forest Research Institute

P.O.: RFRC, Mandla Road, Jabalpur

Sub:- Tender Form for Printing of Pamphlets and Technical bulletins.

Ref: Your Advertisement Published in the Dainik Bhasker & Hindustan Times on.....

The undersigned hereby tenders and offers (subject to Institute's conditions of tendering) to the Tropical Forest Research Institute, Jabalpur to supply of "Printing of Pamphlets and Technical bulletins" as described in the enclosures with details of specifications in good condition. It is certified that the specifications of Printing items and all other conditions wherever described in the tender document, have been replied in full, giving clear details. The decision given by the institute in this regard will be final. It is also understood that the tenderer any (interpretation in case of) will have no right to furnish any technical or commercial clarification after opening of the tender.

Date.....

Tenderer's signature with date

Name of the Tenderer

Address

## TENDER FORM

1. Name and the full address of the .....

Tenderer with telephone/fax number (if any) .....

2. (a) If the tenderer is an authorized dealer of a .....

company give detailed information of  
authorization (Dealer certificate should be enclosed)

(b) Sales tax/Commercial tax Registration .....

(C) If registered as Contractor/Supplier of specific .....

equipment with any Central/State Govt. department  
give details

(d ) Income tax/ clearance certificate (copy to be .....

enclosed

(e ) Whether registered with

( I ) DGS & D .....

(II) Small Scale Industries Corporation .....

(III) National Small Scale Industries Corp. ....

Etc. If any, copy of the same should be

Submitted to claim exemption from EMD

3. Validity Period 31.03.2014 .....

4. Delivery Period to be specifically mentioned.....

5. Whether Proprietary Item? If yes, enclose the certificate.....

YES	NO
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6. Details of offer

S. N o.	Name of Item	Specifica tion with make	Unit Price	Taxes & Duties (mention)	Other charges if any (mention)	Total unit cost (for TFRI, Jabalpur

7. Accessories if any (To be mentioned clearly) .....

8. Guarantee / Warrantee of the item .....

9. Enclosures .....

(i) EMD .....

(ii) Catalogue .....

(iii) Registration Certificate .....

(iv) Income Tax Clearance Certificate .....

(v) Sales Tax / Professional Tax Certificate .....

(vi) Octroi etc. if paid (proof required) .....

10 Any other relevant information .....

## निविदा की शर्तें

1. दर प्रेषित किये जाने वाले लिफाफे के उपर विज्ञापन क्रमांक एवं भाव पत्र खोले जाने की तिथी निश्चित रूप से अंकित की जावे ।
2. प्रकाशित की जाने वाली सामग्री उसकी मात्रा एवं गुणवत्ता संबंधी मापदंड (Specifications) इस फार्म के साथ संलग्न है ।
3. सामग्री की पूर्ति, पूर्ति आदेश में अंकित तिथी में ही करने होगी, अवधि बढ़ाने का पूर्ण अधिकार संस्थान के निदेशक का होगा ।
4. भुगतान बिल से, शासन नियमों के अनुरूप निर्धारित दर पर आयकर की कटौती की जावेगी ।
5. सामग्री की पूर्ति निर्धारित मापदण्ड अनुसार एवं निर्धारित समय सीमा में नहीं करने पर धरोहर राशि राजसात की जा सकती है । इस संबंध में निदेशक का निर्णय अंतिम एवं बन्धनकारी होगा ।
6. इस सूचना से संबंधित कार्यों से उत्पन्न मतभेद/विवाद जबलपुर स्थित सक्षम न्यायालय में ही मान्य होगा ।
7. निदेशक को किसी भी सामग्री के अथवा सभी सामग्री के भाव पत्रों का बिना कारण बताये निरस्त करने का अधिकार होगा ।
8. दरें भरने के पूर्व किसी प्रकार की अतिरिक्त जानकारी स्पष्टीकरण एवं स्थल एवं ड्राइंग निरीक्षण इत्यादि हेतु क्रय अधिकारी / कार्यालय से दूरभाष 2744136,137 अथवा व्यक्तिगत रूप से सम्पर्क किया जा सकता है । भावपत्र प्रस्तुत किये जाने के उपरान्त कार्य से संबंधित किसी भी बिन्दु के स्पष्ट नहीं आने के कारण को मान्य नहीं किया जावेगा ।
9. निविदाकर्ता को निविदा प्रपत्र के साथ विक्रय कर एवं आयकर पंजीकरण प्रमाण पत्र संलग्न करना होगा ।
10. निविदा में अलग से दर्शाये गयी शर्तें मान्य नहीं होगी ।
11. दर सभी कर सहित सामग्री को संस्थान परिसर तक पहुँचाने के व्यय सहित देना है ।
12. जिस आइटम हेतु कम्पनी का नाम संस्थान की तरफ से दर्शाया गया है, उस आइटम के लिए उसी कम्पनी हेतु दरें मान्य की जायेंगी ।
13. धरोहर राशि रूपये 8000.00 बैंकड्राफ्ट, निदेशक उष्णकटिबंधीय वन अनुसंधान संस्थान के नामे देय प्रस्तुत करना होगा ।
14. भुगतान शर्तें—मुद्रित बिल तीन प्रतियों में जिस पर टिन न इत्यादि आवश्यक सूचना दर्ज हो भुगतान हेतु प्रस्तुत करें । अग्रिम भुगतान की शर्तें मान्य नहीं होगी । सामग्री अच्छी गुणवत्ता एवं संतोषप्रद स्थिति में प्राप्ति के उपरांत किया जायेगा ।

दिनांक:

निविदाकार के हस्ताक्षर

स्थान:.....

निविदाकार का नाम:.....

## SPECIFICATION OF PUBLICATION

- 1) Description of work: The publications are to be printed on an offset printing machine from the master copies (on transparent paper/Butter Paper). These master copies will be prepared by the printer. The necessary DTP composing work whichever required as indicated, is also assigned to the printer, **the handwritten or typed manuscript** or previous available copy of brochure bulletin s etc in case of reprinting will be provided by this office/Directorate to the successful bidder.
- 2) Language : Hindi/ English/Chhattisgarhi/all
- 3) Tenderer should also enclose sample of their offset printing works (enclose samples and last three work order from Govt. Deptt.).
- 4) Tenderer who have already completed such type of scientific publication works may be given preference
- 5) All artwork is centred within the document page
- 6) To ensure correct printing, an appropriate border will be added to all artwork supplied
- 7) All fonts used should be embedded (PDF's) or converted to outlines
- 8) Output of all printing work will be of photo quality
- 9) The paper used in published/printed material the order (or publication) shall be of same lot/uniform
- 10) Two set laser print black and white (actual size) and one colour print set (actual size) i.e. Proof should be given before finalization of printing.
- 11) Paper sample for each job should be enclosed separately along with rates in the Tender.
- 12) **Finish and formation:** Shall be uniform.
- 13) **Cleanliness:** The dirt count for each side of the paper shall not exceed 50 specks per square feet.
- 14) **Sampling and testing:** Shall be conducted in accordance with standards
- 15) **Specification:-** Paper for Cover, text matter and message and photographs: Multi colour offset printing on Indian or imported Art paper (Glossy or Matt finish) as mentioned below

Items	Thickness	Size and Printing side
Pamphlets	170GSM/210 GSM Art paper	A-4 Size, Multi colour both side printing
Technical Bulletin	Cover page-220 GSM Matt finish with matt lamination	9"X7", as per requirements
	Inner pages-130 GSM Art paper	9"X7", both side printing
Pamphlets about the Institute	210 GSM Art paper	A-3 Size, Multi colour both side printing

**or as per specimen copy approved by the committee/Paper shall conform to the standard sample(s)** (Samples along with rates must be submitted with offer).

- 16) Quote rates/copy (up to 500 copies each) for each items mentioned above separately in enclosed proforma.
- 17) Printed sample of all type of binding and lamination, before final printing will be supplied by the successful bidder.
- 18) The soft copy of printed matter (including items mentioned herein below) in the CD/other storage medium will also be provided by the successful bidder to the office, in PDF format along with fonts:
  - i) All files generated in Corel draw (.Cdr file with fonts) and Corel Photo-paint to bitmap files; (i.e. Original files used for publishing the material)
  - ii) All files generated/created in Pagemaker in .docx format

DIRECTOR, TFRI, JABALPUR

## PROFORMA FOR SUBMISSION OF PRICE SCHEDULE

Quote your item wise rates for different works (Separate rate schedule for each type of paper used)

### 1. TYPESETTING

1) Rates for Laser Typesetting (DTP) of scientific text in English/Hindi/Chhattisgarhi **per page** or part thereof for:

	<b>Data entry of the Job given</b> Rate per page (Rs)	<b>Formatting (data supplied by TFRI, Jabalpur )</b> Rate per page(Rs)	<b>Data Entry and Formatting</b> Rate per page(Rs)
Pamphlet	.....	.....	.....
Technical Bulletin	.....	.....	.....
Pamphlet about the institute	.....	.....	.....

### 2. SCANNING/PLANNING/SYSTEM OUTPUTTING ITEMWISE OR LUMP SUM

1. Charges for inputting/scanning of Photos or graphic works <b>per Photo/graph/design</b> Rs.....	
2. Charges for scanning Colour Photographs etc., <b>per sq. inch.</b> Rs.....	
3. Charges for System outputting of Cover/Text Pages/photo, etc. including planning & placement of B&W photo, colour photos, drawings, graphics, etc., <b>per sq. inch.</b>	
<b>For photos upto size (50 sq inch)</b>	<b>For photos above size (50 sq inch)</b>
(a) Single Colour (Rs) .....	(a) Single Colour (Rs) .....
(b) Double Colour (Rs.) .....	(b) Double Colour (Rs.) .....
(c) Four Colour (Rs.) .....	(c) Four Colour (Rs.) .....

### 3. OFFSET PRINTING

Items	Thickness	Size and Printing side	Rates/copy (up to 500 copies)
Pamphlets	170GSM/210 GSM Art paper	A-4 Size, Multi colour both side printing	
Technical Bulletin	Cover page-220 GSM Matt finish with matt lamination	9"X7", as per requirements	
	Inner pages-130 GSM Art paper	9"X7", both side printing	
Pamphlets about the Institute	210 GSM Art paper	A-3 Size, Multi colour both side printing	

### 4. LAMINATION

Rates for Lamination (using high quality film), **per sq. inch** for Glossy/Matt finish lamination of cover page of technical bulletins .....

### 5. Other

Signature with Seal



## QUESTIONNAIRE FOR QUALITY CONTYROL

<b>Do You Have the following Facilities for Undertaking the Jobs</b>		
<b>1.</b>	<b>TYPESETTING</b>	<b>Remarks</b>
Softwares (latest version) — MS Word, Ventura, Page Maker, Corel Draw,	Yes	No
Media for Transportation of digital data — CD or pen drives etc.	Yes	No
Laser Printer 1200 DPI (post script)—Black & White, Colour	Yes	No
<b>2.</b>	<b>SCANNER (Resolution above 2000 DPI)</b>	
Drum --	Yes	No
Flat-bed	Yes	No
Size : A3	Yes	No
<b>3.</b>	<b>IMAGE SETTER</b>	
Size : A2/A3	Yes	No
High Resolution	Yes	No
<b>4.</b>	<b>PLATE-MAKING</b>	
Plate Exposure Unit for PS Plates	Yes	No
Plate Developing Unit (Automatic/Manual)	Yes	No
<b>5.</b>	<b>PRINTING MACHINES</b>	
Four-colour Sheet-fed Offset printing machine (C.P.C.)	Yes	No
Four-colour Sheet-fed Offset Printing Machine, give nos. & size.	Yes	No
Two-colour Sheet-fed Offset Printing Machine, give nos. & size.	Yes	No
Single-colour Sheet-fed Offset Printing Machine, Automatic, give nos. & size.	Yes	No
<b>6.</b>	<b>BINDING FACILITIES</b>	
Lamination Machine	Yes	No
Stapling Machine	Yes	No
Folding Machine	Yes	No
Cutting Machine—Programme cutting, manual	Yes	No
Perfect binding/creasing	Yes	No
<b>7. INTERNET CONNECTIVITY</b>		
For transportation of Material/Proofs for printing	Yes	No

Signature with Seal