



वन जैव विविधता संस्थान

INSTITUTE OF FOREST BIODIVERSITY

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद्

Indian Council of Forestry Research and Education

(An autonomous body under Ministry of Environment, Forest & Climate Change, Government of India)

Dulapally, Kompally S.O., Hyderabad – 500 100

Phone: 040 – 66309500, Fax: 040 – 66309521, e-mail: director_ifb@icfre.org, website: <https://ifb.icfre.gov.in>

No.6-1/IFB/2020-21/

Dated 20th July, 2020

NOTICE INVITING QUOTATIONS FOR PRINTING OF BOOKS

The Institute of Forest Biodiversity, Indian Council of Forestry Research and Education, An Autonomous body under Ministry of Environment, Forest and Climate Change, Government of India, invites sealed Quotations towards the empanelling of reputed offset printers for printing of Books.

The detailed specifications of the work to be done are given in the Scope of work under Terms and conditions of the contract.

DETAILS:

Last date and time for submission of bid: 28.07.2020 at 10:00 AM

Date, time & Venue of Bid opening: 28.07.2020 at 04:00 PM

PROFORMA- I

TECHNICAL BID

1.	Company/Firm Name				
2.	Registration Number and date of Registration				
3.	GST				
4	Factory License Number (Enclosed copy of Certificate)				
6	Address for communication (with Fax and Email)				
8	Annual Turnover as per the Income Tax returns of last three years (in rupees lakh) @	2015-16	2016-17	2017-18	
9	Profits after Tax in last three years (in Rupees lakhs)	2015-16	2016-17	2017-18	
10	Total experience in the field of publication of books, journals, periodicals etc				
11	List of major clients during the last two years.				
12	Whether the Agency is black listed any time by any Government Organisation for PSU, if Yes furnished details.				
13	Composing facilities available	a) English	b)Hindi	C) Bilingual	d) Other Indian language
14	Computer facilities	Number	Type/Model		
	a) Number of server Computers b) Number of Desk Top Systems c) Number of Laser Jet/other Advanced printers of which colour printers	Available/ Not Available.			

	MACHINE DETAILS	TYPE/MODEL
15	Type of machine with size	
16	Plate processors	
17	Colour Management software	
18	Colour Proofer	
19	Radius Monitor	
20	Scanners	
21	Automatic 1/2/3/4 colour Printing Machine	
22	Automatic Binding Machine (Perfect Binding/ Centre stitching /wiro stitching/spiral/ section sewing)	
23	Lamination Machine	

Certified that the above particulars are true.

Signature of Authorised

Date

:

(Name of Signatory and
company/ firm) Seal of
Company / firm.

ELIGIBILITY CRITERIA & TERMS AND CONDITIONS FOR EMPANELMENT OF PRINTERS

Eligibility criteria: 1. The applicant should be reputed printer preferably having an experience in carrying out printing works for Central/ State Govt. Ministers/ Departments/ PSU/ Autonomous bodies/ Statutory bodies of GOI/ International agencies like World Bank, UNDP etc.

2. The contractor should have a valid PAN/TAN number/ GST Registration Numbers/ and details thereof should be provided along with the Technical bid(Photocopy of the certificate duly attested to be enclosed.)

3. Copy of IT return filed during the last three financial years should be furnished. Printer will have to submit the printer registration certificate along with the trade license with the Technical bid.

4. Copy of work orders/ award letters showing the experience of work in the last two years should be provided along with the Technical bid.

5. The printer should not have been black listed or debarred by any Government Organisation/ PSU etc. The printer may furnish an undertaking to this effect on its letter head duly signed by authorized person of the firm/ agency.

6. The applicant must also fulfill the following criteria:-

i) Average turnover of printer agency for the last 3 Finance Years should not be less than Rs.20lac.

ii) Net worth of the printer should have earned continuous profit for the last 3 ye ars.

CERTIFICATE OF ACCEPTANCE

“Certified that we have read and understood all the terms and conditions in the Estimate and that our company/firm, namely,.....do hereby unconditionally accept all the Term and Conditions of the Document.

Date:
Signatory

Signature of Authorised

Place:

(Name of Signatory and company/
firm)

Seal of Company/Firm

SCOPE OF THE WORK/SPECIFICATION OF THE WORK TO BE DONE

Name of the Work: Printing of Books such as Annual Reports

Book	: A4
Size	: 8.25”(width)x 11.5”(height)
Paper size	: A1 (23.3”x33”)
Paper thickness	: 80/100 GSM in case of art paper and 95 GSM for sunshine super printing
Cover	: 23”X36”art board of 130 GSM for case binding.170 gsm for hard board binding and jacket
Designing & Editing	: Yes (2288 Pages)
Processing & Printing	: Multi – colour offset processing & printing /Matt finish (mention quote separately for (i) single side printing and (ii) double side (back to back printing)
Binding	: Perfect with flip cover
Quantity	: 150 Books