



131

**GOVERNMENT OF ASSAM**  
**OFFICE OF THE CHIEF CONSERVATOR OF FORESTS;**  
**RESEARCH EDUCATION & WORKING PLAN**  
**ARANYA BHAWAN; PANJABARI; GUWAHATI-781037**

Phone No. 0361-2330064

Email: - [assam.agroforestry@gmail.com](mailto:assam.agroforestry@gmail.com)

File No.FA.18/REWP/Ceiling/2022-23

Dated : 17.07.2023

**SHORT TENDER NOTICE (RFB)**

Sealed Tender affixing court fees stamp of Rs 8.25 are invited from reputed printing houses/Press/firms/proprietors for the work as detailed below:

Sl No	Name of Work	Estimated Amount	EMD	Period of Completion
1	Printing of Working Plan	Rs 3,00,000/-	Rs 7500/-	01 Year

The Terms and Condition and other details may be obtained from the office of the undersigned during office hours from 18.07.2023, 10:00 AM. The same can also be downloaded from official website forest.assam.gov.in

The tenders will be received upto 16.08.2023, 11:30 AM in the office of The Chief Conservator of Forest, Aranya Bhawan, Panjabari Guwahati 781037 and will be opened on the same day in the presence of the participating tenderers or their representatives. In the event of any unavoidable circumstances such as holiday etc, the same will be opened on the next working day at the same venue and time. Pre Bid meeting shall be scheduled on 24.07.2023 at 11:30AM at the office of the CCF, RE&WP Panjabari Guwahati 781037.

Chief Conservator of Forest

Research Education and Working Plan

Copy forwarded to

1. The Principal Chief Conservator of Forests & Head of Forest Force, Assam, Panjabari, Guwahati-37 for favour of Kind information
2. Notice Board and Website forest.assam.gov.in

Chief Conservator of Forest

Research Education and Working Plan



130

**GOVERNMENT OF ASSAM  
OFFICE OF THE CHIEF CONSERVATOR OF FORESTS;  
RESEARCH EDUCATION & WORKING PLAN; ASSAM  
ARANYA BHAWAN; PANJABARI; GUWAHATI-781037**

Phone No. 0361-2330064

Email: - [assam.agroforestry@gmail.com](mailto:assam.agroforestry@gmail.com)

**INSTRUCTIONS TO THE TENDERERS—**

1. **Single Envelope System** : The tenders are invited under **Single Envelope system**. The interested printing presses/agencies/firms are requested to submit sealed envelopes superscribing "**Tender for printing of Working Plan**". EMD of the requisite amount is to be kept in separate envelope along with the Bid documents.
2. **The Bids will be opened on 16.08.2023 at 11:30 AM** and evaluated by the BEC constituted by the Competent Authority.
3. The prospective bidders may contact the O/o The Chief Conservator of Forest RE&WP, Ground Floor, Aranya Bhawan, Panjabari Guwahati 781037 **to obtain the Form of Quotation/features/information and also for any clarifications required in this regard**. Form of Quotation/features/information can also be downloaded from official website of Assam Forest Department-Assam State Portal-<http://forest.assam.gov.in/>
4. Sample copy may be seen/examined in O/o The Chief Conservator of Forest RE&WP, Ground Floor, Aranya Bhawan, Panjabari Guwahati 781037
5. Detailed Rates be quoted as per given specifications for the printing of publication in *Annexure III*.
6. **Eligibility of the bidders**
  - (i) Should be an Indian Printing Press/Firm engaged in printing in Assam having its office in Assam only and Registered as per existing norms from Government Deptt.
  - (ii) Should have **minimum turnover of Rs 5.00 lacs per annum** during each of the last three years (valid and certified proofs are to be attached).
  - (iii) Should have minimum **three years** of experience in printing of Publications with Govt. Deptts./PSUs/etc.
  - (iv) Should not have been blacklisted by the Departments/Ministries of the Govt. of India. Declaration to this effect is to be submitted in the prescribed format (*Annexure I*).
7. **Earnest Money Deposit/Performance Security Deposit**
  - (i) An amount of **Rs. 7500 (Rupees Seven Thousand Five Hundred Only)** should be deposited as Earnest Money Deposit (EMD in the form of Demand Draft (DD) drawn in favour of **The Chief Conservator of Forest, RE&WP** and should be kept in a **separate sealed envelope superscribing E.M.D on it and kept with the technical bid documents. The value of DD should not be mentioned on the cover. Tender received without EMD or EMD for lesser amounts will be summarily rejected.**



- (ii) EMD will be forfeited if the bidders withdrew after submission of the bids or opening of the tenders.
- (iii) EMD will be refunded to the unsuccessful bidders.
- (iv) No interest will be payable on the amount of EMD.
- (v) The EMD should remain **valid** for a period of **One year** upto completion of all contractual obligations by the Printer including warranty obligation, if any. on receipt of EMD
- (vi) EMD will be released after all contractual obligations by the Printer are over. This can be withheld or forfeited in full or in part in case the supply order is not executed satisfactorily or within the stipulated period.

**8. Documents/Certificates required**

For bidding, the firms are required to submit the following self-attested and duly rubber stamped (on each page) photocopies of the following documents relating to their printing press/ firm, failing which their bid will be summarily/out-rightly rejected and will not be considered any further:

- (a) Copy of GST Registration Certificates;
- (b) Copy of Trade License ;
- (c) Copy of PAN Card;
- (d) Copies of Income Tax Returns filed for last 3 financial years (i.e. 2020-21, 2021-22 & 2022-23) duly certified by Chartered Accountant;
- (e) Balance Sheet of the last three financial years (i.e. 2020-21, 2021-22 & 2022-23) ;showing minimum turnover of Rs. 05 lacs per annum;
- (f) Proof of minimum 3 years experience of printing work with Govt. Deptts. or PSUs, having similar kind of jobs; A list of Clients etc. to be submitted;
- (g) Declaration regarding blacklisting or otherwise (*Annexure-I*); and
- (h) DD of EMD/PMD
- (i) Duly filled Proforma of Annexure-III & III-A

**9. Mode of Submission and last date for submission**

Tender in a sealed envelope should be addressed to The Chief Conservator of Forest RE&WP, Aranya Bhawan Panjabari Guwahati Assam 781037 and must reach on or before **16.08.2023 by 11:30 AM**. If delivered by post, the office of the Chief Conservator of Forest RE&WP shall not be responsible for loss or delay in transit. **Technical Bid will be opened at 13:00 hrs.** on the above mentioned date at O/o The Chief Conservator of Forest RE&WP, Ground Floor, Aranya Bhawan, Panjabari Guwahati 781037. Tenderers/Authorised Representative of the Tenderers are allowed to be present during the opening of Tender.

**10. Rejection of incomplete and conditional tenders**

The incomplete and conditional tenders will be rejected. **Quoting unrealistic rates will be treated as disqualification.**

123

**11. Performance Security:**

The successful tenderer will have to deposit a performance security (security deposit) for an amount of 5% (Five Percent) of the value of the contract in the form of a TDR/BG for the validity period of 14 months. The Security Deposit has to be further extended to 12 months if extension is agreed upon by both the parties.

The Security Deposit can be forfeited, wholly or partly, by order of the competent authority in the event of any breach or negligence or non-observance of any condition of contract or for unsatisfactory performance or for non-acceptance of the work order. The Performance security shall be returned after 15 days after successful completion of the work.

**12. Non-acceptance of the tenders received after the last date**

Tenders received after the closing date and time prescribed in the tender enquiry **shall not be accepted under any circumstances.**

**13. Non-transferability**

This tender is non-transferable.

**14. Extension of last date at the Discretion of the Chief Conservator of Forest, RE&WP**

The Chief Conservator of Forest, RE&WP may in their discretion extend the last date for submission of the Tender and such extension shall be binding on all the Tenderers. In case of government holidays/saturdays/sundays, the tenders will be opened on next working day.

**15. Termination of Contract**

The Chief Conservator of Forest, RE&WP reserves the right to terminate the contract at any time without assigning any reason.



**TERMS & CONDITIONS—  
PRINTING OF DEPARTMENTALLY RELATED STANDING COMMITTEE REPORTS**

**Rates/ Prices**

1. The rates should be quoted in Indian Rupees (in both words and figures) only.
2. Prices should be quoted F.O.R. Destination (Free delivery at the Office of the Chief Conservator of Forest, RE&WP, Panjabari Guwahati 781037 Assam).

**Penalty**

3. In case the Printer fails to adhere to prescribe time schedule and other deficiency is found in respect of quality of paper, cover, printing or layout, etc. the EMD is liable to be forfeited and penalty can be imposed as deemed fit by the CCF, RE&WP.
4. In the event of failure on the part of Bidder/Printing Press/Firm, the CCF may get the work completed from another printing press/firm and the previously engaged printing press/firm will have to reimburse the extra expenditure incurred by the CCF, RE&WP.

**Settlement of disputes**

5. All disputes, differences and questions arising out of or in any way relating to or concerning with this agreement or subject matter thereof or the representative rights, duties or liabilities of the parties shall be referred to the sole arbitration of the arbitrator appointed by the CCF, RE&WP or any person nominated by him/her. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996. The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the agreement shall be suspended on the ground of pending arbitration proceedings.

**Purchasers Rights**

6. The O/o CCF, RE&WP reserves the right to accept/reject any or all the Tenders in whole or in part without assigning any reason whatsoever and is not bound to accept the lowest tender.
7. The O/o CCF, RE&WP reserves the right to reject the material supplied in case it is of inferior quality and are not of requisite standards.

**Execution of Jobs**

8. Printing of publication should be as per the specifications (*Annexure III*).

**Process of Printing**

9. Process of printing should be as per requirement of the job i.e. single colour offset printing and two colour printing of cover of Working Plan Reports.

**Delivery**

10. Publication will have to be supplied as and when required after approval of the final proof.

126

#### A Mode of

11. Payment against Bill / Invoice shall be released only after supply of the items to the satisfaction of the CCF,RE&WP. No interest will be payable on the delayed payments. Payment will be made directly to the Printer's bank account through **e-payment** only. No request for other mode of payment will be entertained. **No advance payment will be made in any case.**

#### Change in quantity

12. Approximate quantity of the publication is given in the tender documents.

#### Agreement

13. The Tenderer who is awarded the contract will be required to sign **Proforma Rate Contract Agreement** with the CCF,RE&WP as per the specimen (*Annexure II*).

#### General/others

14. The Tenderer will be bound by the details furnished by him / her to CCF,RE&WP, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him/her is found to be fictitious at any stage, it would be deemed to be a breach of terms of contract making him/her liable for **legal action besides termination of the contract.**
15. No charges such as Octroi, packing, forwarding, freight insurance, loading and unloading, entry tax, demo, etc. will be allowed. All these are to be borne by the tenderer only.
16. PDF/Open (MS Word) file of the publication have to be provided.

125

**DECLARATION**

To

The Chief Conservator of Forest  
RE&WP  
Aranya Bhawan, Panjabari  
Guwahati 781037

Dear Madam/Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Earnest Money (EMD)/Performance Security Deposit (PSD), as applicable, in the format to be provided by your office as per conditions for obtaining the Purchase Orders.

3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned/suspended business dealing. I/We further undertake to report to the CCF, RE&WP immediately after we are informed, but in any case not later than 15 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the Tenderer)

Name:

Designation with Seal of the Printing Press/Firm

Date:



124

**PROFORMA RATE CONTRACT AGREEMENT—  
PRINTING OF DEPARTMENTALLY RELATED STANDING COMMITTEE  
REPORTS**

To be executed at the time of entering into agreement before placing order. Each page of this form shall be signed by the tenderer for acknowledging that he/she has seen the terms and conditions of the agreement.

**AGREEMENT**

The agreement is made on this \_\_\_\_\_ day of \_\_\_\_\_, 2023 between M/s. \_\_\_\_\_ herein referred to as the Printer under the name and style of M/s. \_\_\_\_\_ of the one part.

**Chief Conservator of Forest, RE&WP** herein after referred to as the other part whereas the said contractor has agreed with the **CCF,RE&WP** for printing and supply of the required publication with the specifications.

Now this indenture witnessed that in consideration of the promise, it is mutually agreed and declared between parties hereto as follows:

01. The contractor agrees to undertake to printing of publication as per the requirement as agreed to in their tender and letter dated \_\_\_\_\_ at the rates quoted by him/them. The rates are inclusive of all the levies taxes like freight and exclusive as the case may be insurance etc.
02. The printing of publication which are not in conformity with the requirements/specifications are liable to be rejected.
03. This contract shall be effective from the date of signing of the agreement.
04. The Printer shall execute the Purchase Orders (POs) placed by the concerned Officer with great promptness and satisfaction to the CCF,RE&WP. In case the Printer fails to adhere to prescribed time schedule and other deficiency is found in respect of quality of paper, cover, printing or layout, etc. the Earnest Money Deposit (EMD)/Performance Security Deposit (PSD) is liable to be forfeited and penalty can be imposed as deemed fit by the CCF,RE&WP.



123

- 05. The security deposit paid by the printer for due and faithful performance of the contract by the contractor of all and several covenants herein contained of his part to be observed with full power. **Deputy Conservator of Forest, RE&WP** on behalf of CCF, RE&WP to appropriate the said sum to any damage, penalties and other sums which the contractor may be required to pay in case the contractor fails to perform / fulfill or to keep and observe all or any of the said conditions of the agreement on his part herein after contained.
- 06. The EMD/PSD shall be released without any interest after successful completion of the work at the end of the contract period including the extended period, if any.
- 07. The EMD/PSD is to be forfeited to the CCF, RE&WP without any prejudice to any other rights and remedies of CCF, RE&WP in case the printer fails to undertake the contract work, as per the work orders and as per the terms and conditions given in tender schedule during the currency of the contract including the extended period, if any.
- 08. CCF, RE&WP reserves the right to terminate the contract at any time without assigning any reason.
- 10. That the tender schedule and terms & conditions shall also form part of the agreement.
- 11. That the printer acknowledges that he has fully acquainted himself with all the terms and conditions and he shall not plead ignorance of the same. In witness whereof, the printer has set his hand and the CCF, RE&WP has caused for and on his behalf to set his hand, the day and the year first above written.

Signature of the authorized official of the Printing Press/Firm

Signature of the authorized official of the CCF, RE&WP

Signature:

Signature:

Name :

Name :

Address :

Address :

**SPECIFICATIONS FOR THE PRINTING OF DEPARTMENTALLY RELATED  
STANDING COMMITTEE (DRSC) REPORTS (ENGLISH & HINDI VERSIONS)**

**SAMPLE SPECIFICATION MAY BE COLLECTED BEFORE QUOATING THE RATES**



121

**FORM OF QUOTATIONS FOR DEPARTMENTALLY RELATED  
STANDING COMMITTEE REPORTS (ENGLISH & HINDI VERSIONS)**

\* Rate

**1A. Per Page Rate (for full quantity)**

(i) Inclusive of composing/laser typesetting,  
processing, plate making, single  
colour offset printing on 75 GSM  
Sunshine offset printing paper/  
TAMaplitho Neutral Super Deluxe  
paper of Ballarpur Mill equivalent in BLACK & WHITE

**: English**

(For 1000 Pages)

Rs. \_\_\_\_\_

*[Proof Reading of the first proof is to be done  
by the DCF, RE&WP. Final proofs are to be thoroughly checked  
by the printer himself]*

**1B. Per Page Rate (for full quantity)**

(i) Inclusive of composing/laser typesetting,  
processing, plate making, multi  
colour offset printing on 75 GSM  
Sunshine offset printing paper/  
TAMaplitho Neutral Super Deluxe  
paper of Ballarpur Mill equivalent in COLOUR

**: English**

(For 1000 Pages)

Rs. \_\_\_\_\_

*[Proof Reading of the first proof is to be done  
by the DCF, RE&WP. Final proofs are to be thoroughly checked  
by the printer himself]*

**1C. Cost of Paper for 100 copies**

(in case of increase/decrease  
in number of copies of both version)

: Rs. \_\_\_\_\_ for 100 copies

**2. Cost of Cover**

On 210 GSM Indian Art Card with  
Two colour offset printing  
(per cover)

: Rs. \_\_\_\_\_ per cover

**3. Binding charges (Centre Stitch)**

(per book)

: Rs. \_\_\_\_\_ per book

Dated :

(Signature of Tenderer with seal of  
the Printing Press/Firm)

---

\*The rates should be quoted in Indian Rupees only (both in figures and words)

120

The following proforma of the Check-list has to be filled by the Tenderer Mandatorily.

**PROFORMA FOR THE CHECK-LIST**

Name & Address of Firm/Company \_\_\_\_\_

Tel. No: .....

- 1. DD/Pay Order No.; amount & date of EMD/PMD DD/Pay Order No.....,
  - Bank .....
  - Amount Rs.....
  - Dated.....
- 2. Registration No. & Date. ....
  - Certificate from Govt. Deptt. Issuing Authority. ....
- 3. GST Registration No.; and No. & Date. ....
- 4. PAN Card No. No. & Date.....
- 5. Income Tax Returns 2020-21 \_\_\_\_\_
  - (last 3 financial years) 2021-22 \_\_\_\_\_
  - 2022-23 \_\_\_\_\_
- 6. Balance Sheets 2020-21\_(last 3 financial years)
  - 2021-22\_
  - 2022-23 \_
- 7. Proof of 3 years experience Yes.....
  - in printing work with Govt. Deptt. or No.....
  - PSU's having similar kind of jobs
- 8. Declaration for not blacklisted by the Yes.....
  - Govt. Deptt./PSU etc. No.....

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

Dated: .....  
Firm

Name with Designation of Authorised Signatory & Seal of the Firm