

**HIMACHAL PRADESH STATE BIODIVERSITY BOARD(HPSBB)
VIGYAN BHAWAN, BEMLOE, SHIMLA-171001(HP)**

No. HPSBB-F(26)-1/2018-(Tender)-

Dated:18.01.2018

TENDER NOTICE

Properly sealed tender are invited from the reputed printers and publishers for printing of six books : titled (1) Status of Biodiversity in Himachal Pradesh (2) Tradable Bio-resources in Himachal Pradesh :Potential and Scope (3) Wild fruit resources of Himachal Pradesh (4) Hidden Treasures : An insight to diminishing traditional crops of Himachal Pradesh (5) Wild edible fruits of Himachal Pradesh and (6) Traditional crops of Himachal Pradesh so as to reach in this office on or before 08.02.2018 upto 1.00 PM, thereafter no tender shall be entertained. The offers will be opened on same day at 3.00 PM in the presence of the prospective tenderers who may wish to remain present.

Tender Form containing specifications, terms and conditions can be purchased from the office of the undersigned on any working day between 10.00 AM to 5.00 PM upto 07.02.2018 at the cost of Rs.1000/- on counter and Rs.1050/- by Registered post, which is non-refundable (only M.O/ TMO will be entertained sufficiently in advance to avoid the risk of late dispatch of the tender forms. Delay in submission of tender form due to late receipt of MO/TMO will be the entire responsibility of the tenderers). The tenders sent by post or courier shall be entertained only if these are actually received by the specific date and time.

The tender document can also be downloaded from the website www.hp Biodiversity.gov.in, however, such bidder shall be required to pay the cost of the tender document in the form of DD in favour of the Member Secretary, H.P. State Biodiversity Board, Shimla along with their bid.

The tender must be accompanied with an earnest money of Rs.20,000/- only in the shape of FDR duly pledged in the name of Member Secretary, H.P. State Biodiversity Board, Shimla. The tenders without earnest money or short or not in form specified above will be rejected straightway.

**Member Secretary,
HPSBB, Shimla.**

No. As above:-

Dated:-

Copy forwarded for information and necessary action to:-

1. The Director, Information & Public Relation Department, Himachal Pradesh, Shimla-2 along with one spare copies for wide publicity in two leading news papers in English and Hindi.
2. The Controller of Stores, Himachal Pradesh, Shimla-1.
3. Interested tenderers.
4. Notice Board.

**Member Secretary,
HPSBB, Shimla.**

Himachal Pradesh State Biodiversity Board (HPSBB)
Vigyan Bhawan, Bemloe, Shimla-171 001 (HP)

TENDER DOCUMENT FOR
PRINTING OF BOOKS TITLED 1) Status of Biodiversity in Himachal Pradesh, 2) Tradable Bio-resources in Himachal Pradesh: Potential and Scope, 3) Wild fruit resources of Himachal Pradesh, 4) Hidden treasures: An insight to diminishing traditional crops of Himachal Pradesh, 5) Wild edible fruits of Himachal Pradesh, 6) Traditional crops of Himachal Pradesh

TENDER DOCUMENT No. HPSBB-F(26)-01/2018-

dated 18th January, 2018

Sealed tenders are invited from reputed printers and publishers for printing of book/s on Status of Biodiversity in Himachal Pradesh (in English). The schedule of tender and the Terms and Conditions shall be as under: -

1. Schedule of Tender:-

Sale of Tender Document	:	From 18.01.2018 on all working days (10.00 AM to 5.00 PM)
Last time and date for submission of Tender	:	Upto 1.00 P.M. on 08.02.2018
Time and date for opening of Tenders for technical offers	:	At 3.00 PM on 08.02.2018
Duly filled in Tender Document must be submitted to:	:	Member Secretary Himachal Pradesh State Biodiversity Board Vigyan Bhawan, Bemloe, Shimla-171 001 (HP)

- ☛ The Tenders will be opened in the presence of bidders or their authorised representatives, if any.
- ☛ The Tender may be either modified or cancelled in part or full, at the discretion of the Chairman, Himachal Pradesh State Biodiversity Board, without assigning any reason thereof.
- ☛ The bidder shall submit all the documents required as per tender document at the time of submitting bid.

Earnest Money Deposit of Rs.20,000/- in the shape of FDR duly pledged in the name of Member Secretary, H.P. State Biodiversity Board, Shimla with Minimum Six Months Validity to be submitted with Technical Bid.

2. INSTRUCTIONS TO THE BIDDERS

- (a) The tender for Printing and Publication of books titled 1) Status of Biodiversity in Himachal Pradesh, 2) Tradable Bio-resources in Himachal Pradesh: Potential and Scope, 3) Wild fruit resources of Himachal Pradesh, 4) Hidden treasures: An insight to diminishing traditional crops of Himachal Pradesh, 5) Wild edible fruits of Himachal Pradesh, 6) Traditional crops of Himachal Pradesh (all in English) be quoted in the attached **Annexure - 1 to 3** only. In no case, any other price list shall be entertained.
- (b) The tender is to be submitted in two parts viz. **‘Technical bids’** and **‘Financial Bid’** in two separate sealed envelopes and should accordingly be superscribed.
- (c) The cost of tender document is Rs.1,000/- (Rupees One Thousands only), which is non-refundable. Payment of the same is to be made in cash at the time of obtaining the tender document from the office of Member Secretary, Himachal Pradesh State Biodiversity Board, Vigyan Bhawan, Bemloe, Shimla-171 001 (HP). In case the tender has been downloaded from the website **www.hp Biodiversity.gov.in**, a Demand Draft of Rs.1000/- in favour of Member Secretary, HP State Biodiversity Board, Shimla, is to be attached with the tender document towards the cost.
- (d) The duly filled in tender documents, alongwith Annexure etc. as above, are to be submitted on or before the specified last date and time of submission in sealed cover to:
The Member Secretary
Himachal Pradesh State Biodiversity Board
Vigyan Bhawan, Bemloe,
Shimla-171 001 (HP)
- (e) The bidder shall furnish the details of profile of the firm participation in the tender in **Annexure-I**.
- (f) No tender shall be entertained after the last date prescribed for receipt of tender.
- (f) **Checklist for the bidders:**
- The **First Envelope** must contain the Technical proposal and must be superscribed in bold letters as **“TECHNICAL PROPOSAL”**, and shall contain the following:
 - i) **Annexure 1 and 2** duly filled in and signed and accompanied by supporting documents, duly indexed and numbered.
 - ii) Proof of having own establishment of offset printing with modern infrastructure and other facilities.
 - iii) Appropriate ISO/Govt. registration certificates/TIN No. in respect of the firm.
 - iv) Proof of PAN/TAN/GST allotted to the firm by the Income Tax Department.
 - v) **Earnest Money Deposit** in the form of FDR of Rs.20,000/- payable to **Member Secretary, HP State Biodiversity Board, Shimla**. Tenders submitted without Earnest Money Deposit will be treated as invalid.
 - vi) Samples of papers to be used in text & cover.
 - The **Second Envelope** must contain only the financial proposal in **Annexure-3** and must be marked in bold letter as **“FINANCIAL PROPOSAL”**.
 - Both the above envelopes should be placed in a third sealed envelope and must be marked in bold letter as **“TENDER DOCUMENT FOR PRINTING OF TITLED 1) Status of Biodiversity in Himachal Pradesh, 2) Tradable Bio-resources in Himachal Pradesh: Potential and Scope, 3) Wild fruit resources of Himachal Pradesh, 4) Hidden treasures: An insight to diminishing traditional crops of Himachal Pradesh, 5) Wild edible fruits**

of Himachal Pradesh, 6) Traditional crops of Himachal Pradesh, with details of sender clearly mentioned on the envelope.

3. SCOPE OF WORK

- a) **The designing, layout, planning and printing of books titled 1) Status of Biodiversity in Himachal Pradesh, 2) Tradable Bio-resources in Himachal Pradesh: Potential and Scope, 3) Wild fruit resources of Himachal Pradesh, 4) Hidden treasures: An insight to diminishing traditional crops of Himachal Pradesh, 5) Wild edible fruits of Himachal Pradesh, 6) Traditional crops of Himachal Pradesh** must be of superior quality. The rates for printing of cover pages and text pages should be quoted separately.
- b) The printed copies shall be delivered in two stages as mentioned below. Firstly 10 copies as per approved proof and specifications given below shall be delivered, followed by 10 copies incorporating changes conveyed, if any.
 - i. Approximately 500 pages of text and 12 pages of cover in multicolor system planning (for books at Sr. No. 1, 5 & 6): text on superior Matt paper 100 GSM, size 8.5 X 11 inch.
 - ii. Approximately 200 pages of text and 12 pages of cover in multicolor system planning (for books at Sr. No. 2, 3 & 4): text on superior Matt paper 140 GSM, size 10 X 14 inch.
 - iii. Cover on superior quality imported Matt Paper on 350 GSM
 - iv. Lamination on cover
 - v. Perfect binding (Hard Binding on Coffee Table books, Sr. No. 2,3,4)
- c) Providing master CD (05 Nos.)/Pendrive of the document chapter-wise (English) in PDF format, for uploading on HP State Biodiversity Board website/portal and each file should have size less than 2 MB.
- d) **Evaluation and Selection of printers will also be based on the samples of work done by them in the past 3 years, alongwith other criteria.**
- e) **The printed stores are required to be delivered in full within the stipulated time. Extension of time shall not be permitted in any case.**
- f) **Bidders may please note that:-**
 - (i) Material for these books will be provided to the printer in hard copy as well as in soft copy by the State Project Coordinator, HPSBB. However, contents in hard copy shall be treated as valid for all-purpose.
 - (ii) Proof reading will be done by the bidder. Member Secretary, HPSBB will approve the proof.
 - (iii) **The final print for both the first stage and the final shall be done only after approval of the final draft in Color.**
 - (iv) HPSBB reserves the right to carry out correction in the material at any stage.
 - (v) Printer will be responsible for any error/difference from the final proof. Errors once corrected will not be checked in later version and if cropped up it will be sole responsibility of the printer and subject to penalties.
 - (vi) Time wasted due to these typographical errors or omissions would be counted and no extension of time would be allowed on this pretext.
 - (vii) The representative(s) of the Member Secretary, HPSBB, shall be in constant touch with the bidder for finalizing the final drafts after every stage.

4. GENERAL TERMS AND CONDITIONS

- a) In order to maintain consistency across both the publication, the job for both the publication shall be considered as a single job and will not be split.

- b) The tender for printing of publications is to be submitted in two parts viz. **‘Technical Proposal’** and **‘Financial Proposal’** in two separate sealed envelopes and should accordingly be superscribed.
- c) Only unit prices are to be quoted per page both in digits and in words in **Annexure - 3** only, wherein the detailed specifications of the above publications are given. In case of a discrepancy in the two, that quoted in words will be taken as valid. The financial proposal should include item wise rate and overall charges separately.
- d) Samples of papers should be provided in the technical bid.
- e) The rates quoted should be FOR the Member Secretary, HPSBB, Vigyan Bhawan, Bemloe, Shimla-1. Rates are to be strictly quoted in Annexure – 3 of the tender document only, else it will be considered as invalid.
- f) The firms shall submit best samples of the works executed during the last three years with the technical bid.
- g) Only those firms who have good experience as per details in Annexure 2 are eligible for bidding. Proofs in support of these are to be attached with the technical bids.
- h) The Tender should be accompanied with a FDR of **Rs.20,000/- duly pledged in favour of the Member Secretary, HPSBB, Shimla-1 as Earnest Money Deposit**. Tenders submitted without Earnest Money Deposit will be treated as invalid
- i) All pages of the tender document are to be signed and stamped by the tendering firm.
- j) Bidders must have their own infrastructure, which may be inspected by HPSBB for verification.
- k) Short-listing of a bidder do not confer any rights on any bidder, it only means that the offer made is under consideration.
- l) While submitting the bid, the bidder shall be deemed to have read, understood and accepted all the terms and conditions stated in this Tender Document.
- m) The bidder shall indicate the complete address of the firm / Office and work along with the name(s) of the contact person(s) and their Telephone / Fax / E-mails/Mobile Nos.(s) and other particulars as per the Pro forma at **Annexure - 1**.
- n) Conditional Tenders are liable to be rejected.
- o) Offers submitted by e-mail, telex, telegram or fax shall not be considered.
- p) In case of any dispute, the Chairman, HP State Biodiversity Board shall decide the issue and his decision will be final and shall be the binding on the parties.
- q) No legal proceedings to enforce any claim and no suit arising out of this work contract shall be instituted except in a court of competent jurisdiction over Shimla, Himachal Pradesh.
- r) The successful bidder shall furnish, a Performance Guarantee in favour of the Member Secretary, HPSBB, for an amount equivalent to 10% of the contract value. The performance Guarantee shall be in the form of Bank Draft/Bank Guarantee issued by the Nationalized

Bank which shall remain valid for a period of sixty days from the date of completion of contract. The Performance guarantee must be submitted along with the letter of acceptance within the stipulated time. The performance guarantee shall be released after ensuring the complete and satisfactory delivery of the printed material.

- s) EMD is liable to be forfeited, if wrong information is furnished as regards the qualifying technical and financial proposals or if the successful bidder fails to furnish the performance guarantee within the stipulated period.
- t) The Member Secretary, HPSBB, reserves the right without assigning any reasons thereof, to:
 - i. Accept or reject whole or any part of an offer
 - ii. Reject any or all offers partly or wholly,
 - iii. Cancel or withdraw the Tender notice
 - iv. Accept or reject any deviations from these conditions

5. TIME SCHEDULE OF WORK

- a) The printer shall submit the press proof (after the proof reading and editing by the printer) of the **books** within **15** days of placement of confirmed order and provision of text material and photographs.
- b) The duly bound **books** (10 copies each) shall be delivered within 5 days of intimation of approval of press proof.
- c) The duly bound **books** (after carrying out the necessary changes), 10 copies shall be delivered within 5 days of intimation of change and final approval of the press proof.
- d) **Time is essence of this contract. Therefore, no extension of time for whatsoever reason shall be permitted in the above schedule**

6. QUALIFYING REQUIREMENTS AND DOCUMENTS TO BE FURNISHED

- a) A certificate from the authorized signatory of the proprietary firm is to be submitted along with the Technical bid certifying the existence of the firm for atleast five years. In case of others, copy of the firm registration be submitted.
- b) The information asked for in attached **Annexure – 1 and 2** must be furnished in the given format only and should be supported by necessary documents. It may be noted that supporting documents alone shall not be accepted as a substitute for the information asked for in the Annexure – 1 and 2.
- c) Copies of Sales Tax/VAT/GST etc., paid for the latest Assessment Year. PAN/TAN/GST allotted to the firm by Income Tax Department, Tax Clearance certificate issued by the Works Contract Cell of Sales Tax Department as per provision and Corporate Tax Clearance Certificate for the last two financial years be furnished with the Technical Bid.
- d) The bidder will have to furnish an Earnest Money Deposit of Rs.20,000/- in the form of FDR duly pledged in favour of the Member Secretary, HPSBB, Shimla valid for atleast six months. The Tender shall be summarily rejected in the absence of EMD. No interest on the EMD shall be paid. The EMDs of all the bidders except those whose technical bids have been accepted shall be returned within 30 days of finalisation of the technical bids. The EMD of the successful bidder shall be returned within one week of furnishing of necessary performances Guarantee.

- e) The EMD is liable to be forfeited, if the bidder withdraws or impairs or derogates the bid in any respect or manner within the period of the validity of the offer. If the successful bidder fails to furnish the Performance Guarantee within the stipulated period the EMD shall be liable to be forfeited.
- f) This Tender Document shall be submitted along with the bid, with each page thereof duly signed by the bidder and affixed with the seal of the firm.
- g) The bidder will furnish the Financial Proposal in the specified **Annexure-3** and place it in a separate sealed envelope marked **“FINANCIAL PROPOSAL”**.

7. REGARDING CONTRACT

- a) If any part of the contract does not correspond or agree with any other part, or if any question arises as to the meaning of the terms of the contract or as to the performance of the work, the Chairman, HPSBB, shall determine the matter and his decision shall be final and binding upon the parties hereto.
- b) The contract when executed by the parties hereto shall constitute the entire contract between the parties in connection with the works covered, and shall be binding upon the parties hereto or upon either of them unless said modification shall be in writing and duly executed by HPSBB and the firm.
- c) The contract shall not be assigned or sublet in whole or in part by the firm without prior written consent of Member Secretary, HPSBB. Any assignment or subletting of this contract by the firm without prior written consent of Member Secretary, HPSBB or any interest therein, or of any money due or to become due by reason of the terms hereof, shall be null and void.
- d) The Member Secretary, HPSBB has the powers to cancel the contract at one-week notice, if the services of the contractor are found unsatisfactory or otherwise.
- e) The printed material under this contract shall not be deemed an asset in any form by the successful bidder.

8. ROYALTIES AND LICENCES

The Publisher shall pay to the HPSBB:

- [a] A royalty of ten percent [10%] of the retail price thereof on all copies of the Work sold, less returns.
- [b] No royalties shall be payable of copies furnished to the Author, or on copies for review, sample, or other similar promotional purposes, or on copies destroyed.
- [c] The Publisher agrees to provide six (6) copies to the Author as Author's copies free of cost.
- [d] HPSBB shall buy back 100 copies each of the Work at distributor discount of 40% of the printed price. Payment for these shall be made within 30 days of supply of the same. No Royalty shall be payable by PUBLISHER to HPSBB on sale of these books to HPSBB.
- [e] On sales in open market, 10% of print price shall accrue to HPSBB as Royalty. This may be remitted as cash or in the form of more copies of the books on same terms as in clause 8 [d] above as desired by HPSBB.
- [f] No Royalty shall be payable on copies of the book sent for reviews to journals etc. A separate record would be maintained and rendered to HPSBB by the PUBLISHER of all such books sent.

- [g] Selling rights in open market shall vest with the PUBLISHER. HPSBB shall not make any sales to trade distributors, booksellers and the like, for which rights of sale vest solely with the PUBLISHER.

9. PAYMENT TERMS

- a) **No claim on account of sales tax, GST, service tax, VAT, work contract tax or any other taxes and duties presently in force for the material used for execution of the work awarded under the contract, will be entertained and all such taxes and duties shall be borne by the Contractor himself.**
- b) **The HPSBB shall deduct such taxes, duties and any other statutory levies imposed by the Government on such charges as may arise from the implementation of the contract.**
- c) The payment is subject to TDS as per Income Tax Rules/Laws.
- d) If the contractor violates any of these terms and conditions, the Performance Guarantee shall be liable for forfeiture, wholly or partly, as decided by Member Secretary, HPSBB and the contract may be cancelled.
- e) The payment as per the contract shall only be released after the complete and satisfactory delivery of the printed material and on verification by the Member Secretary, HPSBB.

10. PENALTY

In case the bidder fails to execute the order of printing of the document on biodiversity in Himachal Pradesh within the stipulated schedule the performances guarantee shall be forfeited, and the work got done through some other printer. In case of any increase in the cost of printing of the document incurred by the HPSBB, the same shall be the liability of the bidder who failed to execute the order.

The printer has to furnish the corrected press proof each time within 05 days irrespective of the number of proofs. Delay in submission of the corrected press proof will attract a penalty of Rs.200.00 per day each time. Delay in submission of printed copies will attract a penalty of Rs.500.00 per day. In addition, the printer may also be blacklisted for a period deemed suitable by Member Secretary, HPSBB, in case the delay goes beyond a week.

11. ARBITRATION

- (a) Except where otherwise provided in the contract all questions and disputes whatsoever in any way arising out of or relating to the contract or otherwise concerning the work or the execution or failure to execute the same whether arising during the progress of the warranty period or after the completion or abandonment thereof shall be referred to the sole arbitration of the person appointed by the Chairman, Himachal Pradesh State Biodiversity Board, Shimla, on this behalf at the time of dispute. There will be no objection to any such appointment that the arbitrator so appointed is an employee of HPSBB, or government servant or that he had to deal with the matters to which the contract relates or that in the course of his duties as employee of HPSBB, or government servant, he had expressed views on all or any of the matters in dispute of differences. The arbitrator to whom the matter is originally referred being transferred or vacating his office or being unable to act for any reason, shall be replaced by another person as decided by the Chairman, HPSBB, to act as arbitrator in accordance with the terms of the contract. Such person shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also a term of this contract that no person other than a person appointed by the Chairman, HPSBB, should act as arbitrator and if for any reason, that is not possible, the matter is not to be referred to arbitration at all in all cases where the amount of the claim in dispute is Rs.50,000/- and below.

- (b) Subject as aforesaid, the provisions of the Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.
- (c) Services under the contract shall, notwithstanding the existence of any such dispute, question or controversy, continue during arbitration proceedings and no payment, due or payable by HPSBB or the firm shall be withheld on account of such proceedings unless such payments are the direct subject of the arbitration. Reference to arbitration shall be a condition precedent to any other action at law.

12. GUIDELINES FOR THE BIDDERS

(a) **The proposals must consist of two separate sealed envelopes as follows:**

The **First Envelope** must contain following documents and be marked in bold letter as “**TECHNICAL PROPOSAL**”

- (i) Proof of registration with Directorate of Industries from OEM or equivalent.
- (ii) Proof of Sales Tax /VAT/GST.
- (iii) Proof of Income Tax Registration.
- (iv) Copy of Income Tax return filed/ copy of balance sheet filed with the income tax department.
- (v) Earnest Money Deposit equivalent of Rs.20,000/-, in the form of FDR duly pledged in favour of Member Secretary, HPSBB, Shimla valid for atleast six months.
- (vi) Copy of Firm’s Registration / Partnership Deed / Power of Attorney.
- (vii) The enclosed, Annexure 1 and 2 duly filled in must be submitted along with proposal.
- (viii) The bidding firm must have undertaken work of similar magnitude during past three financial years. Enclose Client List.
- (ix) The bidding firm must possess an experience of atleast 5 years, in the field of printing of books / booklets. Enclose copies of the supportive documents.
- (x) Any other documents in support of technical details.
- (xi) Cost of tender document, if downloaded from website.
- (xii) Authorization of the bidder for signing the tender documents.
- (xiii) All attachments should be neatly numbered and indexed. An serial numbered Index sheet showing the numbers given to the attachment and title should be enclosed.

The **Second Envelope** must enclose the Financial proposal and must be marked in bold letter as “**FINANCIAL PROPOSAL**”. Rates must be quoted in the **Annexure 3** only.

13. SUBMISSION OF PROPOSAL

Financial and Technical Proposals should be sealed in two separate envelopes and these two envelopes should be again put in third envelope and sealed thereafter superscribing on the cover. "**Financial Proposal**" and "**Technical Proposal**". This envelope must be clearly superscribed the words "To be opened by the EVALUATION COMMITTEE at 3.00 PM on 08.02.2018".

The proposal must contain no interlineations or overwriting except as necessary to correct errors made by the concerned themselves, in which cases such corrections must be initialed by the person or persons signing the proposal. The completed proposal must be delivered on or before the stipulated stated time and date.

14. EVALUATION OF PROPOSALS

A three-stage evaluation procedure will be adopted,

(i) Stage – 1 EVALUATION OF TECHNICAL PROPOSAL

Checking of qualifying documents and technical documents submitted along with the bid. This will be the first envelope, which shall be checked, and disqualification amongst these documents will lead to rejection of the proposal in Toto.

The technical evaluation criteria will include the firms' **relevant experience, technical manpower (qualifications, availability and experience) and availability of necessary infrastructure machinery etc.** The technical evaluation also includes examination of the quality of samples submitted with the proposal. Evaluation will be carried out for total technical score (St) of 100 and scoring 70 points out of 100 will be the eligible criteria for financial evaluation.

(ii) Stage – 2 EVALUATION OF FINANCIAL PROPOSAL

The evaluation committee will determine if the financial proposals are complete and without computational errors. The lowest financial proposals (FM) (The currency is in Indian Rupees) will be given a financial score (Sf) of 100 points. The financial scores of other proposals will be computed as follows:

$Sf = 100 \times FM/F$ (Where F is amount of financial proposal, FM is lowest financial proposal).

(iii) Stage – 3 FINAL EVALUATION OF THE BID

Proposal will finally be ranked according to their combined technical (St) and financial (Sf) scores using the weights $S = St \times T\% + Sf \times F\%$.

The weight (T%) given to the Technical Proposal is 60%

The weight (F%) given to the Financial Proposal is 40%

NOTE :- BIDDER must go through these terms and conditions very carefully and put his signature along with stamp in token of acceptance of these terms and conditions. It shall also be noted that any further change in the tender documents shall be intimated/published only through website of this institute.

Member Secretary
HP State Biodiversity Board
Vigyan Bhawan, Bemloe, Shimla-1

PARTICULARS OF THE FIRM

1. Name of the company : _____
2. Head / Regd. Office Address : _____
 - a) Postal : _____
 - b) Fax. No. : _____
 - c) Telephone No.s (s) : _____
 - d) E-mail Address : _____
 - e) Website Address : _____
3. Former name of company (if any): _____
4. Shimla/Himachal Office Address : _____
 - a) Postal : _____
 - b) Fax. No. : _____
 - c) Telephone No.s (s) : _____
 - d) E-mail Address : _____
5. Type of Organization : Individual / Partnership / Incorporated
6. Copy of firm's/company's/Institution's Registration :
7. (i) Year of establishment: _____
ii) Year in which printing: _____
work started
8. Amount of EMD deposited
 - a) Draft / Bank Guarantee No.: _____
 - b) Bank Detail : _____
 - c) Amount : _____
9. Period of validity of Tender : _____
10. Details of supporting : _____
documents enclosed : _____
: _____
11. Name and address of the : _____
authorized signatory / : _____
contact person for this Tender : _____

12. Whether letter of Authority for : _____
attending bid opening
enclosed with Tender ?
13. Whether Sales Tax/VAT/GST certificate attached ? : _____
14. Sales Tax /VAT/GST Regd. No. : _____
15. Proof of income tax registration : _____
16. Copies of ITRs for the last 2 years alongwith
Balance Sheets filed with IT Deptt. _____
17. Whether the company has : _____
ISO Certification ?
If yes / whether document attached
in technical bid
18. Turn over of the firm : _____
19. List of equipment and machines : _____
available for printing work
20. Technical Manpower with qualification: _____
21. Detailed qualification and experience : _____
of professional available for designing,
layout, planning of cover and text pages
of the report
22. Experience of the firm in undertaking : _____
works similar to printing of books
Five best sample of work needs to
be attached.(past three years)
23. Proof of the fact that firm own printing : _____
facility/have MOU for printing with
an established firm who own their
printing facility
24. Proof of solvency : _____
25. Time Schedule for accomplishment of Job: _____

26. Cost of tender document, if downloaded
(Please provide details)

26. Relevant additional information, if any,
(use extra sheet if necessary) : _____

**Signature of Bidder
Name
With Seal of the Firm**

Date :
Place :

**WORKS OF SIMILAR NATURE & MAGNITUDE
SUCCESSFULLY COMPLETED DURING LAST 3 YEARS**

Outline of recent experience on assignments of similar nature

Sl. No.	Description of Work	Cost of Assignment	Address of Organisation with Phone No. for which Assignment Done	Samples Attached Yes/No
1	2	3	4	5

**(Signature of Bidder)
With Seal of the Firm**

FINANCIAL PROPOSAL

Annexure – 3

Sl. No.	Items	Specification	Qty.	Quoted Rates (in Rupees and words)	
				Rate per Page	Total
1.	1) Status of Biodiversity in Himachal Pradesh, 2) Wild edible fruits of Himachal Pradesh, 3) Traditional crops of Himachal Pradesh (In two stages, 10 copies initially and 10 copies later on incorporating any changes or correction)	<ul style="list-style-type: none"> • Size 8.5x11 inch • Approximately 500 pages of text and 12 pages of cover. • The designing, layout, planning and printing of the the HPSBB document must be of superior quality. The rate for printing of cover pages and text pages should be quoted separately. • Text on imported Matt paper 100 GSM • Cover on Imported Matt Paper on 350 GSM • Lamination on cover • Perfect binding. 	100 copies each. 1) Text pages (per page) 2) Cover (per copy) 3) Lamination (per copy) 4) Binding (per copy)		
2.	1) Tradable Bio-resources in Himachal Pradesh: Potential and Scope, 2) Wild fruit resources of Himachal Pradesh, 3) Hidden treasures: An insight to diminishing traditional crops of Himachal Pradesh (In two stages, 10 copies initially and 10 copies later on incorporating any changes or correction)	<ul style="list-style-type: none"> • Size 10x14 inch • Approximately 200 pages of text and 12 pages of cover. • The designing, layout, planning and printing of the the HPSBB document must be of superior quality. The rate for printing of cover pages and text pages should be quoted separately. • Text on imported Matt paper 140 GSM • Cover on Imported Matt Paper 350 GSM • Lamination on cover • Perfect Hard binding 	100 copies each 1) Text pages (per page) 2) Cover (per copy) 3) Lamination (per copy) 4) Binding (per copy)		
3.	Providing CD of the document on biodiversity	<ul style="list-style-type: none"> • Web format (MS Word/PDF format chapter-wise). • Maximum size of a file (2MB). • Easily viewable on web. 	Master CD (05 Nos.)/Pendrive		
Total					
Rates for Extra text pages					
Total Quote in words					

Note:

- i.** The rates quoted shall be inclusive of all taxes/GST/Sales Tax/CST/GST/VAT/Excise etc. and FOR office of the Member Secretary, HPSBB, Shimla.
- ii.** The copies shall be printed in two stages. The first 10 copies shall be printed and delivered initially and the final 10 copies shall be printed and delivered after carrying out the changes suggested by HPSBB.
- iii.** The first stage and final stage printing shall be done only after approval of the draft in Color.
- iv.** It is certified that the prices as quoted above are inclusive of all taxes/duties etc. and nothing above shall be charged over and above this cost.

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