SHORT TERM BID DOCUMENT

FOR

Designing & Printing Of Eternal Calendars

for

Uttar Pradesh Bird Festival 2019

Short Term Tender No.678 of 2018-2019

Cost of Tender Document: - Rs.1000/- + 18% GST
NOTICE INVITING SHORT TERM TENDER

OFFICE OF THE MANAGING DIRECTOR UP FOREST CORPORATION, LUCKNOW

Short Term Tender Notice NO: 678 of 2018-19 dated: 22/01/2019

1. Managing Director, Uttar Pradesh Forest Corporation (UPFC), Lucknow hereby invites tenders from the eligible firms/companies for the following supply/works:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the work</th>
<th>Cost of tender document (in Rupees)</th>
<th>Earnest Money Deposit (EMD) (in Rupees)</th>
<th>Time for completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Designing, Proof reading, Picture editing, Printing and binding of 1000 “Eternal Calendars” in 90 GSM art paper, size-5”x4” For Uttar Pradesh Bird Festival 2019</td>
<td>1,000/- + 18% GST (Non-Refundable)</td>
<td>20,000/-</td>
<td>31/01/2019</td>
</tr>
</tbody>
</table>

2. Terms & Conditions:

2.1. The bidding document consisting of qualifying information, eligibility criteria, set of terms and conditions of the contract and other related details can be seen/downloaded from the website www.upforestcorporation.co.in as per scheduled dated given below:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Date of issue of tender notice</td>
<td>23/01/2019</td>
</tr>
<tr>
<td>2</td>
<td>Start date down loading of on-line bid documents</td>
<td>23/01/2019</td>
</tr>
<tr>
<td>4</td>
<td>Dead line for receiving the hard copies of Bids in two envelop</td>
<td>29/01/2019 upto 3:00 PM , in the office of Managing Director, Aranaya Vikas Bhawan, 21/475, Indira Nagar, Lucknow</td>
</tr>
<tr>
<td>5</td>
<td>Date and time of opening of Technical Bids</td>
<td>29/01/2019 At 4:00 PM at meeting hall of U.P. Forest Corporation, Aranaya Vikas Bhawan, 21/475, Indira Nagar, Lucknow</td>
</tr>
<tr>
<td>7</td>
<td>Date and time of opening of Financial Bid</td>
<td>Date 29/01/2019 At 5:00 PM At meeting hall of U.P. Forest Corporation, Aranaya Vikas Bhawan, 21/475, Indira Nagar, Lucknow</td>
</tr>
</tbody>
</table>
2.2. Managing Director, Uttar Pradesh Forest Corporation, Lucknow reserves the right to cancel any or all Bids without issuing prior notice to the bidders.

2.3. The Minimum Eligibility Criteria and subsequently Technical Bid of only eligible responsive bidders who qualify the Minimum Eligibility Criteria shall be opened on the pre-designated date mentioned above.

2.4. In Case of any unavoidable circumstances, the tenders will be opened on the next working day or any subsequent date convenient to Managing Director, Uttar Pradesh Forest Corporation, Lucknow.

2.5. The financial bid of only eligible bidders who qualify with minimum 50% marks in the Technical Bid evaluation process shall be opened as given in para 2.1.

2.6. The hard copies of all documents as per this Bid Document should reach the office of The Managing Director, Uttar Pradesh Forest Corporation, Lucknow on or before the scheduled date and time mentioned above, failing which the bids shall be treated as non-responsive.

2.7. The Bidders are advised to mention the name of Applicant and Contact Number, Earnest Money Deposit (EMD) and other relevant documents including superscripted envelope for proper sorting out of documents by this office. In case of any ambiguity found the tender shall not be entertained.

2.8. In case the Successful Bidder fails to deposit the Earnest Money Deposit as mentioned above within the stipulated time the offer shall be extended to the 2nd Bidder subsequently.

2.9. The department shall not be responsible for any technical error or delay in submission of on line bids due to any reason.

2.10. The department can modify the terms and conditions, specification of work if need arises before the dead line date of receipt of tenders.

2.11. The bidders are advised not to make any change in Specifications. In no case they should attempt to create similar Specification/ Template manually. The Specifications as mentioned in this document should be used for filling the item rate inclusive of all taxes.

2.12. The date of completion of work shall be on 31.01.2019.

2.13. In case of delay in completion of the work beyond stipulated period of completion, penalty up to 10% of the allotted cost shall be imposed.

sd/-
Managing Director
Uttar Pradesh Forest Corporation
Lucknow

No: 678
Dated: 22/01/2019
**LIST OF IMPORTANT DATES**

**NOTICE INVITING TENDER**

Tender No. 678 of 2018-19 Dated- 22/01 /2019

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Title of the Tender</strong></td>
</tr>
<tr>
<td>2.</td>
<td><strong>Tender Type</strong></td>
</tr>
<tr>
<td>3.</td>
<td><strong>Date of Issue of Notice Inviting Bid</strong></td>
</tr>
<tr>
<td>4.</td>
<td><strong>Period of downloading Tender Documents:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td><strong>Deadline for Receiving the Hardcopies of the Bids</strong></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td><strong>Time and date for opening Technical Bid/Bids</strong></td>
</tr>
<tr>
<td>7.</td>
<td><strong>Time and Date of opening Financial Bid</strong></td>
</tr>
<tr>
<td>8.</td>
<td><strong>Place of opening Bids</strong></td>
</tr>
<tr>
<td>9.</td>
<td><strong>Bid validity</strong></td>
</tr>
<tr>
<td>10.</td>
<td><strong>Officer Inviting Bids</strong></td>
</tr>
</tbody>
</table>

sd/-
Managing Director
Uttar Pradesh Forest Corporation
Lucknow
A. General

1. Scope of the Services
   (i) The Calendar shall be perpetual (eternal) desk calendar, a page a day calendar. The dates can be printed on both sides of a page thus limiting the pages to around 185.
   (ii) The selected bidder will have to present the designs for approval by Managing Director, or any designated by him, before printing.
   (iii) The selected bidder shall design and print 1000 copies of a page a day calendar as per the approved sample and provide the copies to Uttar Pradesh Forest Corporation (UPFC) by 31st January.
   (iv) The calendar shall be printed on 90 GSM art paper.
   (v) The Calendar shall be designed with pictures of nature and environment that will include flora and fauna besides the landscapes of the state.
   (vi) Besides pictures the calendar shall have motivational quotes, preferably related to nature and environment.
   (vii) The dates will be universal and not day specific, so that the calendar can be used irrespective of the year it is used.
   (viii) The selected bidder should have access to the images of the birds in Uttar Pradesh and quotes. However the department will cooperate in case of any shortfall in accessing the same.
   (ix) UPFC may demand the selected bidder to print additional copies immediately or in future.

2. Eligible Bidders
   2.1. This Invitation for Bids is open to all bidders as defined in this document.
   2.2. Consortium/joint ventures are not eligible for bidding.
   2.3. The bidder firm should be registered with Government Bodies as per Law.
   2.4. To qualify, the bidder must demonstrate having resources sufficient to meet the requirements of this project.
   2.5. Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:
       2.5.1. Made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements and/or
       2.5.2. Record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc. and/or
3. **Cost of Bidding**
   
   5.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the UP Forest Corporation will, in no case be responsible or liable for those costs.

4. **Technical Specifications**

   **Designing and Printing of Eternal Calendars For Uttar Pradesh Bird Festival 2019**

   1. Designing,  
   2. Proof reading,  
   3. Picture editing,  
   4. Quotation Printing  
   5. Printing and binding of Eternal Calendars in 90 GSM art paper For Uttar Pradesh Bird Festival 2019  
   6. Size specification for Eternal Calendars : 5”x4”
Bidding Documents

5. Bidding documents can be downloaded from www.upforestcorporation.co.in

6. The bidder is expected to examine carefully all instructions, conditions of the bid document, terms and specifications in the Bid Document. Failure to comply with the requirements of Bidding Documents shall be at the bidder’s own risk.

7. Bids which are not substantially responsive to the requirements of the Bidding Documents shall be rejected.

8. Amendment of Bidding Documents
   8.1. Before the deadline for submission of bids the UP Forest Corporation may modify the bidding documents by issuing addenda.
   8.2. Any addendum thus issued shall be part of the bidding documents and shall be communicated in leading newspaper or website of www.upforestcorporation.co.in
   8.3. To give prospective bidders reasonable time to take an addendum into account, in preparing their bids the UP Forest Corporation may extend, if felt necessary, the deadline for submission of bids in accordance with this Tender.
C. **Preparation of Bids**

8.4. **Language of Bid**

All documents relating to the Bid shall be in the language specified in the Tender.

9. **Documents comprising the bid and Selection Process**

9.1. For pre-qualification, applicants will be evaluated on the basis of Minimum Eligibility Criteria.

9.2. Applicants who fulfill the Minimum Eligibility Criteria will be evaluated on the basis of score achieved on company’s Technical Bid i.e.

9.3. Based on the Technical Scores, the applicants will be ranked in Descending Order, from the highest scorer to the lowest scorer, with the Minimum qualifying Score being 50% of the Total Technical Bid.

9.4. Applicants who score a minimum of 50% on Technical Bid will be evaluated for Financial Bid.

10. **Submission of Tender—Two Envelope System- Selection Process**

10.1. Submission of bids has to follow two-envelope system. The bid will comprise of two parts – Technical and Financial – to be submitted in two separate sealed envelopes.

10.2. **Technical Bid**

The parameter to be considered for the technical evaluation and the marks awarded for each parameter is listed below:-

<table>
<thead>
<tr>
<th>S.No</th>
<th>Parameter/ Criteria</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Firm/company should have prior experience in designing Brochures, catalogues, pictorial books and Calendars printing with well known Government or private institutions.</td>
<td>50</td>
</tr>
<tr>
<td>2</td>
<td>The applicant will need to present the design for Eternal Calendar</td>
<td>50</td>
</tr>
</tbody>
</table>

a. The Technical Bid envelope should be super scribed as “**Technical Bid – Short term Tender for Designing and Printing of Eternal Calendars.**”

b. The Technical Bid should contain the signed and sealed completed forms of the Technical Bid along with relevant enclosures.

c. The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria mentioned below:

10.2.1. The Eligible Applicants will be ranked in Ascending Order (i.e.) the Bidder who quoted the lowest Value (L1) will be ranked first and so on.

10.2.2. The L1 bidder will be awarded a score of 100.

10.2.3. Financial Scores for other than L1 bidders will be evaluated using the following formula Financial Score of a Bidder (FS) = (Financial bid of L1 bidder) / (Financial bid of the Bidder) X 100 (adjusted to 2 decimals)
10.3. The UP Forest Corporation shall follow a Quality Cost Based Selection (QCBS) process, based on the quality and cost, since the product is of technically specific nature.

10.4. The overall rating for the bidders shall be done on the basis of weightages to be assigned as described below:

10.4.1. Technical score – 70%
10.4.2. Financial score - 30%
10.4.3. The Overall Rating = TS*0.7 + FS*0.3, adjusted to 2 decimal places.

10.5. Technical Committee will evaluated the design & product quality and will give them marks out of 100

10.6. In case of a tie in the overall score, the bidder with the superior Technical Score (TS) will supersede the other Bidder.

10.7. While the successful Bidder will be selected based on the Overall Ratings, the Corporation does not bind itself in any way to select the bidder(s) having the highest Overall Rating.

11. The Minimum Eligibility Criteria shall comprise of:

11.1. The Successful Bidder firm should be a registered Company/Firm with Government bodies (Copy to be attached).

11.2. Participating bidders should have average turnover of INR 50.00 Lakhs in the last three years i.e. (2015-16, 2016-17 & 2017-18) - Copies of Annual Accounts for last three financial years (2015-16, 2016-17 & 2017-18) of the company to be attached as supporting document.(Annexure II)

11.3. Copy of PAN should be attached.

11.4. Copy of GST Registration Number should be attached.

11.5. Bank draft of Rs. 1,000.00 + 18% GST being Tender cost in the name of Managing Director, Uttar Pradesh Forest Corporation, Lucknow payable at Lucknow must be enclosed with the Minimum Eligibility Bid documents.

11.6. An Earnest Money deposit of Rs. 20000.00 (Two Thousand Only) in the form of Account Payee DD from any Scheduled Bank drawn in favour of Managing Director, Uttar Pradesh Forest Corporation, Lucknow payable at Lucknow is to be enclosed with the Minimum Eligibility Bid documents.

11.7. Bidders shall provide a declaration of ineligibility for corrupt and fraudulent practices in the Central Government, the State Government or any public undertaking, autonomous body, authority by whatever name called under the Central or the State Government.

11.8. Each bidder must produce:
   (i) An affidavit that the information furnished with the bid documents is correct in all respect;
   (ii) Such other certificates as defined in the Tender.
11.9. Failure to produce the certificates and the Supporting documents shall make the bid non-responsive.

12. (i) **Eligibility criteria:**
   The selected Bidder:
   a) Should have designed and printed calendars before.
   b) Preferably would have worked with UPFC on an assignment
   c) Should have access to the pictures of flora and fauna of U.P. besides landscapes of U.P.
   d) Should have access to quotes, preferably related to nature and environment.
   e) Sufficient organizational capacity in the matter relevant to the scope of services.
   f) Experience in the field of tourism/allied field.
   g) Completed a Calendar authorised by a Government agency.

(ii) **Financial Eligibility Criteria:**
   The Firm/Company must have a minimum turnover of INR 50 lacs in each of the three previous financial years.
   The above information should be furnished in the given format - ANNEXURE – II

13. **Earnest Money**
   The Bid document must be accompanied with refundable earnest money of INR 20,000 (Twenty Thousand Only) in the form of a Demand Draft/ Pay Order Payable at Lucknow, favouring MD, Uttar Pradesh Forest Corporation, Lucknow. EOI without earnest money shall not be entertained.

14. **Termination of Services**
   **Force Majeure**
   Uttar Pradesh Forest Corporation reserves the right to terminate the services of the Firm, if it finds the work unsatisfactory, at any stage during the contract period. The Firm will be paid within a week of the work completed.

   The Firm/Company shall not be considered in default, if delay in delivery occurs due to causes beyond his control such as acts of God, natural calamities, civil wars, fire, strike, frost, floods, riot and acts of unsurpassed power. In the event of delay due to such causes, the delivery schedule will be extended for a length of time equal to the period of force majeure or at the option of Uttar Pradesh Forest Corporation, the order may be cancelled. Such cancellation would be without any liability whatsoever on the part of Uttar Pradesh Forest Corporation.

   The MD, Uttar Pradesh Forest Corporation reserves the right to reject any or all the proposals without assigning any reason, to relax or waive or revise any of the conditions stipulated in the terms and conditions of EOI as deemed necessary in the best interest of Uttar Pradesh Forest Corporation for good and sufficient reasons.

   sd/-
   Managing Director,
   Uttar Pradesh Forest Corporation,
   Lucknow

No:678, Dated:- 22/01/2019
## ANNEXURE – I

**Form A – General Information about the Firm**

<table>
<thead>
<tr>
<th>Slno.</th>
<th>Particulars</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.5</td>
<td>GST No.</td>
<td></td>
</tr>
<tr>
<td>1.6</td>
<td>TIN No.</td>
<td></td>
</tr>
<tr>
<td>1.7</td>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>1.8</td>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>1.9</td>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Details of authorized person</td>
<td></td>
</tr>
<tr>
<td>2.1</td>
<td>Name</td>
<td></td>
</tr>
<tr>
<td>2.2</td>
<td>Address with PIN code</td>
<td></td>
</tr>
<tr>
<td>2.3</td>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>2.4</td>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>2.5</td>
<td>E-mail</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Information About the Organization</td>
<td></td>
</tr>
<tr>
<td>3.1</td>
<td>Previous Experience in designing and printing of Calendar</td>
<td>Year/s Calendar project executed for</td>
</tr>
<tr>
<td>3.2</td>
<td>Total number of professionals available with the bidder</td>
<td>Project executed for UPFC</td>
</tr>
</tbody>
</table>

*additional sheet may be attached as per the need

______________________________

Signature of the Bidder
ANNEXURE – II

Form B : Financial Information (Please attach copies of Audited Financial Statements)

<table>
<thead>
<tr>
<th>Turnover of the Organisation</th>
<th>FY 2015-16</th>
<th>FY 2016-17</th>
<th>FY 2017-18</th>
</tr>
</thead>
</table>

_________________________

Signature of the Bidder
ANNEXURE – III

Financial Proposal In Sealed Envelop

To,
The Managing Director
U.P. Forest Corporation
Aranya Vikas Bhawan, 21/475,
Indira Nagar, Lucknow- 226016

Sub:- Tender for selection of Design Agency for Eternal Calendars for Uttar Pradesh Bird Festival 2019

Sir,

1. I the undersigned, offer to provide the consulting services for the above in accordance with your EOI dated, and my proposal (Financial Proposals).
2. My Financial Proposal is given below:-

<table>
<thead>
<tr>
<th>Material Specification of Eternal Calendars for Uttar Pradesh Bird Festival 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Lump sum fees payable for Designing, Proof reading, Picture editing, Printing and binding of Eternal Calendars in 90 GSM art paper For Uttar Pradesh Bird Festival 2019</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rupees (With GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(In Figures)</td>
</tr>
</tbody>
</table>

3. Pan No/GST No.-
4. My Financial Proposal shall be binding upon me subject to the modifications resulting from contract negotiations, if any.
5. Whenever if any discrepancy is there, the amount mentioned in words will be final.
6. I understand you are not bound to accept any proposal you receive.

I, the undersigned, certify to the best of my knowledge. I understand that any wilful misstatement described herein may lead to disqualification or dismissal, and/or any other disciplinary action being taken by the Authority.

Yours faithfully,

(Signature)
Name:
Date:
Address:
Phone No:
Mobile No:
E-mail Id: