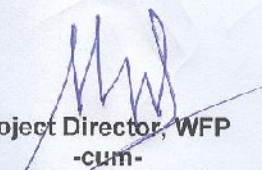


### **TENDER CALL NOTICE**

Sealed tenders in plain paper as per the terms of reference are invited from the reputed firms for Documentation of "WFP Interventions through Forest Department" (from 1986 to Mar 2010). so as to reach the office of the undersigned on the fourth floor, BDA Apartments, Nilakanthanagar, Nayapali, Bhubaneswar-751012 on or before 2<sup>nd</sup> August, 2010 by 3.30 PM; the sealed tenders will be opened on the same day at 4 PM. in presence of tenderers or their authorized representatives. The details of terms of reference can be had in person from the office of the undersigned on any working day between 11 AM to 4 PM or can be downloaded from the website [www.orissabamboo.org](http://www.orissabamboo.org). The tenders should be accompanied with the attested copies of up to date income and sales tax clearance certificates along with EMD of Rs.10000/- in shape of Bank Draft drawn in any Nationalized bank duly pledged in favour of Project Director, WFP -cum- State Mission Director, OBDA, Bhubaneswar, payable at Bhubaneswar, which will be refunded to the unsuccessful tenderers on finalization of the tenders, failing which the tender is liable for rejection. The sealed envelop containing the tenders should be superscribed as "Tender for 'Documentation of WFP Interventions" through Forest Department'. The undersigned reserves the right to accept or reject any or all tenders without assigning any reason thereof.

  
Project Director, WFP  
-cum-  
State Mission Director, OBDA

## Terms of Reference

### **Background :**

The United Nations World Food Programme (WFP) the food aid arm of United Nations, has been assisting in rural Development Projects implemented by the Forest Department since 1986 in selected districts of the State.

### **Purpose of the Book :**

- Provide a brief summary of the World Food Programme's interventions including those under Generated Funds in the State of Orissa executed/funded through the Forest Department.
- Act as an advocacy tool for replication of the project.
- Provide platform for getting support for continuation of the interventions from State / Central Government / Other Schemes.

In consultation with the Project Director, World Food Programme, Bhubaneswar, the contractor / consultant will prepare the ready-to-print document and also the required copies of prescribed specification on the intervention of the WFP in Orissa through the Forest Department.

The P.D., WFP and the WFP State Office, Bhubaneswar will provide information for the proposed document (only facts and figures). The P.D, WFP staff will discuss with the contractor / consultant regarding the WFP's interventions. Few photographs will also be provided to the consultant. The consultant will be required to undertake field visits to WFP-assisted forestry projects and all microplan / sectoral plan villages, ICDS projects etc. done under the corresponding Generated Funds for experiencing and then designing the document. The consultant will have regular and intense discussions with the WFP's counterparts, notably, the P.D., WFP/his staff, DFOs, District Collectors, DSWOs & CDPOs. On the basis of the available information followed by the discussions, the contractor will conceptualize, design and develop the document. The document has to be finally vetted by the Forest Department (P.D, WFP) before publication. Finally, the document will have to be printed in a book form with 75 copies for wide circulation.

### **Ready-to-print document :**

- An analysis of successful initiatives and non-successful programmes / activities should be undertaken.
- The document should bring out in clear terms the achievements including benefits that have accrued to the State through WFP's interventions carried out by Forest Department.
- The proposed document will contain texts, tables, graphics, graphs, maps and photographs.
- The language (English) should be lucid, crisp and of high standard.
- The document should highlight the status of pre-and post WFP's interventions with case studies.
- The contractor / consultant will also interact with the project authorities both at state and field levels to have better understanding of the projects / activities.
- Field photographs are to be taken, in consultation with the P.D WFP and the concerned departmental officers of the State Government and the NGOs, by a professional photographer or preferably by experienced amateurs to be engaged by the contractor / consultant.
- The contractor / consultant must make field visits with the P.D, WFP staff and the concerned departmental officers of the State Government and the NGOs for experiencing and designing of the document.
- The draft document will be shared and discussed with the P.D, WFP staff and the contractor / consultant will incorporate the suggestions, if any, from time to time. There may be few changes in the text during the preparation of the document.
- Two black and white copies of the draft document will be submitted to the P.D, WFP.
- These copies will be shared with few readers (not associated with the current WFP operation) for their comments as a test reading. Their suggestions, if needed, may be incorporated in consultation with the P.D, WFP.
- One copy of the four-colour ready-to-print document will be submitted to the P.D, WFP for record.

While preparing the ready-to-print document CD, the contractor / consultant will ensure the printing specifications indicated below.

- Two CD's of the ready-to-print document CD will be submitted to the P.D., WFP.
- The contractor / consultant will return all the photographs, reading materials and information sheets received from P.D, WFP, after the finalization of the document.
- The Forest Department will finally vet the document and the copyright of the document / book will remain reserved with the P.D, WFP.

**Specification of the proposed Book :**

- Size of the book : 8.5" X 10.5" (or 7.00" X 9.5") closed after finish
- Cover paper : 500 GSM matt art board
- Inner paper : 230 GSM matt art board
- Process : Four color offset process both cover and inner
- Total pages : 80 pages (including cover page)
- Binding : Section Binding / Center stitching
- After effects : Cover matt lamination / effect varnishing

**Number of copies to be printed : 75 Nos**

**Activities Schedule :**

Sl. No.	Deliverables / Activities	Dead line
1	Signed MoU for the assignment	Within 3 days after the receipt of the MoU
2	Formal discussions with the WFP staff and the P.D, WFP and collection of the information sheets from the WFP State Office.	Within 5 working days
3	Drawing a list of required photographs, field materials, etc.	Next 07 days
4	Field visit for collection of material and photography (by a professional photographer / experienced amateur) and finalization of the positioning of the photographs in the book	Next 30 days
5	Submission of the first draft of the book (with photographs) for P.D, WFP's comment	Next 10 days
6	Incorporation of the comments from P.D, WFP	Next 10 days after receiving the comments
7	Submission of the draft for test reading by few readers identified by the P.D, WFP (not associated with the current WFP operation) for their comments. Their suggestions, if needed, to be incorporated in consultation with the P.D, WFP	--
8	Discussions with Project Authorities and P.D, WFP. Incorporation of their inputs.	Next 10 days after receiving the comments from the readers
9	Submission of the second draft of the book for P.D, WFP's comment.	--
10	Incorporation of the comment	Next 5 days after receiving the comments.
11	Hand delivery two ready-to-print CD (WFP and Printer compatible) and one each (B/W and colour print) of the finally approved book.	Next 10 days.
12	Return of the materials received from the P.D, WFP (Photographs, reading materials etc.)	Next 5 days.
13	Printing of 75 Nos of copies	Next 15 days.

