



**DIRECTORATE OF TOURISM
(GOVERNMENT OF JHARKHAND)**

**REQUEST FOR PROPOSAL
FOR
SELECTION OF AN AGENCY FOR PRINTING OF BROCHURE FOR
JHARKHAND TOURISM**

Ref. No. : Tou/Dir./Plan-23/2018 – 819 /

Dated : 13/06/2019

**Directorate of Tourism
Government of Jharkhand
MDI Building, 2nd Floor, HEC Campus, Dhurwa, Ranchi, Jharkhand
TEL NO: +91 651 2400493, Fax No: +91 651 2400492
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1. SECTION 1:- INTRODUCTION

1.1 Background

1.1.1 With an endeavor for promotion of tourism and culture of Jharkhand State, Directorate of Tourism intends to issue this Request for Proposals (RFP) to select an agency for Printing of Brochure for Jharkhand Tourism.

1.2 Schedule of Selection Process

DOT shall endeavour to adhere to the following schedule:

SI No	Description	Date
1	Pre-Bid Queries Submission	19/06/2019 by 17:00 Hours
2	Pre-Bid Conference	20/06/2019 by 15:00 Hours at DoT Office
3	Bid Due Date	09/07/2019 by 14:00 Hours
4	Technical and Financial Bid opening Conference	09/07/2019 15:00 Hrs at Directorate of Tourism Government of Jharkhand MDI Building, 2nd Floor, HEC Campus, Dhurwa, Ranchi, Jharkhand TEL NO: +91 651 2400493, Fax No: +91 651 2400492 E-MAIL: dirjharkhandtourism@gmail.com Visit us on www.jharkhandtourism.gov.in
5	Bid Validity period	180 days from the Bid Due Date
6	Earnest Money Deposit	20,000/- (Twenty Thousand Only)

2. SECTION 2:- INSTRUCTIONS TO BIDDERS

2.1 Eligible Bidders

2.1.1 In order to participate in the Selection Process, the Bidder's should be a single business entity (the "**Single Business Entity**"). The term Bidder used herein would apply to a Single Business Entity.

A Single Business Entity shall mean a company incorporated under Companies Act, 1956/2013 or a sole proprietorship firm registered under the Proprietorship Act, 1908 or a partnership firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership Firm registered under Limited Liability Partnership Act, 2008.

Note:

1. No Consortium or Joint Venture is allowed to participate in the Selection Process
2. If the Bidder is:
 - i. A company should furnish copy of the certificate of incorporation and memorandum of association as a proof of identity.
 - ii. A sole proprietorship firm, and a Limited Liability Partnership firm should furnish copy of the registration certificate, GST/PAN and IT returns for the last three financial years preceding the Proposal Due Date as a proof of identity.
 - iii. A registered partnership firm, it should furnish a copy of the IT returns for the last three financial years preceding the Proposal Due Date copy of the registration certificate under the registrar of firms and a copy of the partnership deed executed between the partners as a proof of identity

2.1.2 A Bidder is required to fulfill the criteria specified below. Any Bidder who does not meet the criteria set out below shall be disqualified.

- a) The Bidder must have achieved an average **Annual Turnover of Rs. 10 Lakhs (Ten Lakhs Only) during the preceding 3 (three) years**. To calculate the average turnover, the total turnover achieved by the Bidder during last 3 years shall be divided by 3. i.e.(2015-16, 2016-17 & 2017-18). Copy of supporting documents to be submitted.
- b) Agency / Firm Bidder should have been in the business of Printing or similar work in last 3 years. i.e.(2015-16, 2016-17 & 2017-18).Copy of work order to be submitted.
- c) In last three financial year the Agency / Firm should have experience **in minimum 3 similar work** in India for any government department/organizations. i.e.(2015-16, 2016-17 & 2017-18). Copy of work order to be submitted
- d) The Bidder must be registered in India. (supporting documents must be furnished) Should have **GST/PAN Registration**.
- e) The bidder should have **own printing press**. (supporting documents must be furnished).
- f) Firms shall be single entity. Consortium/Joint Venture are not allowed to participate in the selection process.

Any Agency which has been barred by the Central Government/Government of Jharkhand or any entity controlled by them, from participating in any project/provision of service and the bar subsists as on the Proposal Due Date, shall not be eligible to submit a Proposal (Undertaking should be furnished with proposal).

2.1.3 A Bidder should, in the last 3 (three) years, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project/provision of service or contract nor have had any contract terminated for breach by such Bidder. (Undertaking should be furnished with proposal).

2.1.4 The Bidder should submit a Power of Attorney.

2.1.5 Each Bidder shall submit only one (1) Proposal, in response to this RFP

2.2 Right to Accept any Proposal and to Reject any or all Proposals

2.2.1 DOT reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals at any time, without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons thereof.

2.3 Payment Schedule

Payment will be made to the Agency after completion of the work and ascertainment by DOT that work was carried out satisfactorily and in accordance with the terms and conditions of the RFP and Work Order issued to the Agency.

3. PREPARATION AND SUBMISSION OF PROPOSAL

3.1.1 The Proposal and all related correspondence and documents shall be written in English language.

3.1.2 The Proposal shall be valid for a period of not less than 180 (One Eighty and Twenty) days from the Proposal Due Date ("**Proposal Validity Period**"), in the format set out in **Appendix-I**. DOT reserves the right to reject any Proposal that does not meet this requirement.

3.2 Earnest Money Deposit

3.2.1 The Bidder shall furnish an Earnest Money Deposit of Rs.20,000/- (Twenty Thousand Only) (the "Earnest Money Deposit" or "EMD") (90 days validity) in the form of a Demand Draft issued by a Nationalized Bank or a Scheduled Bank in India, drawn in favour of "**The Director, Directorate of Tourism, Jharkhand**" payable at "**Ranchi**" along with bid documents. DOT shall not be liable to pay any interest on the EMD so made and the same shall be interest free.

3.2.2 The EMD shall be returned to the unsuccessful Bidders after selection of the Selected Bidder. The EMD submitted by the Selected Bidder shall be retained as **Performance Security**.

3.3 Submission of Proposals

3.3.1 The Agency shall be required to submit a Technical & Financial Bid in separate sealed envelopes put in a bigger sealed envelopes super scribed as “RFP for – **“RFP for Selection of an Agency for Printing of Brochure for Jharkhand Tourism”**”.

A. “Technical Proposal”, consisting of the following: (Envelope-1)

- a. Letter of Proposal in the prescribed format at **Appendix - I**;
- b. Copy of the Bidder’s duly audited annual reports for the preceding 3 (three) Financial Years (Along with CA Certificate).
- c. All document as per RFP

B. “Financial Proposal:- (Envelope-2)

- a. The Financial Proposal in the prescribed format at **Appendix – II** on the letter head of the Bidder and signed by the authorised signatory.

3.4 Proposal Due Date

3.4.1 Proposals should be submitted in hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery at Directorate of Tourism office **upto __/__/2019 14:00 hrs** on the Proposal Due Date as indicated, in the manner and form as detailed in this RFP Document. Proposals submitted by either facsimile transmission or telex or e-mail will not be accepted.

3.5 Modifications/ Substitution/ Withdrawal of Proposals

3.5.1 The Applicants will not allow Modifications/ Substitution/ Withdrawal of Applications after submission of application.

3.5.2 Withdrawal of a Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period will not be allowed.

4. SECTION 3: EVALUATION OF PROPOSALS

4.1 Opening and Evaluation of Proposal

4.1.1 DOT shall open the Proposals on the date specified in Clause 1.3, in the presence of the Bidders who choose to attend.

4.2 Tests of Responsiveness

- 4.2.1 Prior to evaluation of Proposals, DOT will determine whether each Proposal is responsive to the requirements of the RFP.
- 4.2.2 DOT reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by DOT in respect of such Proposal.
- 4.2.3 Bids of a single business entity which are found to be non-responsive shall be rejected.

4.3 Evaluation of Technical Bid of the Bidder

- 4.3.1 The Proposals/Bids received will be scrutinized to assess their eligibility based on the qualifying criteria. Those Proposals/Bids which do not meet the qualifying criteria will be rejected, forthwith, or at any stage of detection.

4.4 Evaluation of Financial Proposals

- 4.4.1 The Financial Proposals of only the qualified Bidders as per **clause 4.5** shall be opened in the presence of the Bidder's representatives who choose to attend on the date and time intimated to the qualified Bidders. The name of the Bidder and the proposed financial offer shall be read aloud and recorded.
- 4.4.2 Rate of each brochure will be quote on per (5000) unit basis, **Rate of each brochure will be valid for 2 years from LOA issued. DOT may increase or decrease printing quantity based on requirement on quoted rate.**

4.5 Selection of Bidder

- 4.5.1 The Bidder quoted the **Lowest Service Fee** shall be declared as Selected Agency.

4.6 Letter of Award (LOA) / Work Order

After selection, a Letter of Award (the "LOA") / Work Order shall be issued, in duplicate, by DOT to the Selected Bidder(s) and the Selected Bidder(s) shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof.

ANNEXURE-1:- Scope of Work**Scope of work for selected agency :-**

1. The agency shall be responsible for printing (English language).The brochure will be of very high quality content and would focus on Jharkhand Tourism. Printing will be finalized with the consultation of DoT.
2. DoT will provide soft copy or brochure for below all category. Copy right of all creative's of brochure will be with DoT.
3. Printing of types of Brochures on Jharkhand Tourism and one Jharkhand Tourism Map. Sample will be available with DoT for reference.
4. Printing of below mentioned types of Brochures on Jharkhand Tourism and shall deliver the same at DoT office. The selected agency is required to give expert advice on specifications on print size & paper quality and provide creative as per requirement as and when required. Agency may visit DoT office for sample copy of each brochure.

Specification

Sl. No.	Particulars	Size(in cms)		Open Size (in cms)		Pages	Fold	Paper Specification
		H	W	H	W			
1	Brochure 1	5.162 "	7.325 "	20.7 "	7.325 "	8	3 fold	Art paper – 250 gsm with Matte lamination
2	Brochure 2	21 "	9.9 "	21 "	59.38 "	2	4 fold	Art paper – 250 gsm with Matte lamination
3	Brochure 3	4.66"	5.5"	17.5 "	22 "	2	5 fold	Art paper 100 gsm
4	Brochure 4	5.2 "	5.2 "	5.2 "	10.4 "	34	Single	Cover - Art paper 250 gsm with Matte lamination, Inside – Art paper 150 gsm
5	Brochure 5	8.278 "	5.848 "	8.278 "	11.7 "	4	Single	Art paper - 250 gsm with Matte Lamination
6	Brochure 6	7.791 "	7.791 "	7.791 "	15.40 "	12	Single	Art paper - 250 gsm with Matte Lamination
7	Brochure 7	8.278 "	5.848 "	8.278 "	11.7 "	4	Single	Art paper - 250 gsm with Matte Lamination
8	Brochure 8	12.6"	9 "	12.6 "	18 "	16	Single	Cover - Art paper 250 gsm with Matte lamination, Inside – Art paper 150 gsm
9	Brochure 9	5.2 "	5.2 "	5.2"	10.4 "	30	Single	Cover - Art paper 250 gsm with Matte lamination, Inside – Art paper 150 gsm
10	Brochure 10	6.3"	6.3"	6.3"	12.6"	24	Single	Cover - Art paper 250 gsm with Matte lamination, Inside – Art paper 150 gsm
11	Brochure 11	5.16"	8.27"	5.16"	16.53"	20	Single	Cover - Art paper 250 gsm with Matte lamination, Inside – Art paper 150 gsm
12	Brochure 12	6"	6"	12	24	2	Multi fold	Paper – Art paper 150 gsm with matte lamination
13	Brochure 13	21"	14.8"	21"	29.6"	12	Single	Cover - Art paper 250 gsm with Matte lamination, Inside – Art paper 150 gsm
14	Brochure 14	5.8"	4.11"	5.8"	8.22"	12	Single	Cover - Art paper 250 gsm with Matte

								lamination, Inside – Art paper 150 gsm
15	Docket Folder	As per the Dummy						As per the Dummy
16	Bag	As per the Dummy						As per the Dummy

5. **The actual figures will be provided in multiple of thousand and requirement of the DoT.** The number of creative's/ printed brochures required are only indicative and may increase or decrease according to the actual.
6. **Rate of each brochure will be quote on per (5000) unit basis. Rate of each brochure will be valid for 2 years from LOA issued. DOT may increase or decrease printing quantity based on requirement on quoted rate.**
7. Agency will provide all printed, raw and edited copies to DoT after completion of work as per RFP.

5. SECTION 4:- FORMATS FOR SUBMISSION OF PROPOSAL**5.1 Appendix – I – Letter of Proposal***(On the letterhead of the Bidder)*

Dated:

To
The Director
Directorate of Tourism
Government of Jharkhand
MDI Building, 2nd Floor, HEC Campus,
Dhurwa, Ranchi, Jharkhand

Dear Sir,

Sub: Proposal for “RFP For Selection of an Agency for Printing of Brochure for Jharkhand Tourism”

- 1 With reference to your RFP document dated____/____/_____, I/We, having examined the Bidding Documents and understood their contents, hereby submit my/our Proposal for the aforesaid Service. The Proposal is unconditional and unqualified.
- 2 All information provided in the Proposal and in the Appendices is true and correct.
- 3 I/We shall make available to DOT any additional information it may find necessary or require to supplement or authenticate the Bid.
- 4 I/We acknowledge the right of DOT to reject our Proposal without assigning any reason or otherwise and hereby waive my/our right to challenge the same on any account whatsoever.
- 5 I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the Bidders to bid for the Services, without incurring any liability to the Bidders.
- 6 I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by DOT in connection with the selection of the Bidder, or in connection with the Selection Process itself, in respect of the above mentioned activities and the terms and implementation thereof.
- 7 I/We offer a EMD of Rs.20,000/- (Twenty Thousand Only) to DOT in accordance with the RFP Document.
- 8 I/We agree and understand that the Proposal is subject to the provisions of the Bidding Documents. In no case, I/We shall have any claim or right of whatsoever nature if the activities/ Right is not awarded to me/us or our Proposal is not opened.
- 9 I/We agree to keep this offer valid for 180 (One Hundred and Eighty) days from the Proposal Due Date specified in the RFP.
- 10 I/We agree and undertake that the authorised signatory in Appendix- VI shall represent the company in all matters pertaining to the Selection Process. No third person,

consultant, agency shall represent the company in all matters pertaining to the Selection Process.

11 I/We agree and undertake to abide by all the terms and conditions of the Bidding Document.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP document.

Yours faithfully,

Date:

(Signature of the Authorised signatory)

Place:

(Name and designation of the of the Authorised signatory)

Name and seal of Bidder

5.2 Appendix- II- Format for Financial Proposal

(On the Letter head of the Bidder)

Date:

To
The Director
Directorate of Tourism
Government of Jharkhand
MDI Building, 2nd Floor, HEC Campus,
Dhurwa, Ranchi, Jharkhand

Dear Sir,

Sub: Proposal for “RFP For Selection of an Agency For Printing of Brochure for Jharkhand Tourism”

1. We are pleased to quote our rate for 5000 unit of all below mention specification and undertaking the above mentioned Assignment. Our quote is inclusive of all costs associated with providing the services specified in Schedule A of the RFP Document. The Service Fee is exclusive of GST and all other applicable taxes.

Sl. No.	Particulars	Size(in cms)		Open Size (in cms)		Pages	Fold	Paper Specification	Rate (5000 unit)
		H	W	H	W				
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14	Brochure 14	5.8"	4.11"	5.8"	8.22"	12	Single	Cover - Art paper 250 gsm with Matte lamination, Inside – Art paper 150 gsm	
Total									

Note: Total cost will be calculate for financial evaluation (Service fee/rate). Rate will be valid for 2 years from LoA Issued.

2. I/ We confirm and agree that we have reviewed all the terms and conditions of the Request for Bid including the Draft Contract and conform that we would abide by all the terms and conditions. We hereby declare that there shall be no deviations from the stated terms in the RFP Document.
3. I/ we agree that my/our Financial Bid shall remain valid for a period of 60 (sixty) days from the Bid Due Date prescribed for submission of Bid.
4. I / we confirm that our Financial Bid is unconditional and that we accept all terms and conditions specified in the RFP Document.
5. I / we agree to be bound by this offer if we are the Selected Agency for the said Assignment.
6. We further certify that we shall follow the Scope of Services, without any deviations, enumerated in this RFP Document, if the Assignment is awarded to us.
7. Rate of each brochure will be quote on per (5000) unit basis. **Rate of each brochure will be valid for 2 years from LOA issued. DOT may increase or decrease printing quantity based on requirement on quoted rate.**

Sincerely,

Name of the Bidder

.....

Signature of the Authorised Person

.....

Name of the Authorized Person