



**JHARKHAND TOURISM DEVELOPMENT CORPORATION LIMITED
(GOVERNMENT OF JHARKHAND)**

**REQUEST FOR PROPOSAL
FOR
SELECTION OF AN AGENCY FOR RATE CONTRACT FOR PRINTING OF
BROCHURES AND FLYERS ON HOTEL/RESTAURANT & OTHER FACILITIES
OF JHARKHAND TOURISM DEVELOPMENT CORPORATION LIMITED
(JTDCL)**

**Ref. No. :- 141/2020
Ranchi/Dated:- 02/03/2020**



Jharkhand Tourism Development Corporation Limited
5, Mahatma Gandhi Marg, Ranchi, Jharkhand - 834001
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1. SECTION 1:- INTRODUCTION

1.1 Background

1.1.1 Jharkhand Tourism Development Corporation Limited (JTDCL), also referred to as the “**JTDCL**” or “**Authority**”, is a nodal agency under Department of Tourism (“DoT”), Government of Jharkhand, with a mandate to develop tourism infrastructure in the State of Jharkhand. JTDCL is operating various hotels and tourist complexes in the State of Jharkhand for providing residential accommodation to the tourists.

1.1.2 With an endeavor for promotion of tourism and services of JTDCL, JTDCL intends to issue this Request for Proposal (RFP) to select an agency for Rate contract for Designing and Printing of brochures and flyers on hotel/restaurant & other facilities of Jharkhand Tourism Development Corporation Limited (JTDCL).

1.2 Schedule of Selection Process

JTDCL shall endeavour to adhere to the following schedule:

SI No	Description	Date
1	Pre-Bid Queries Submission	05/03/2020 by 17:00 Hours
2	Pre-Bid Conference	06/03/2020 by 16:00 Hours
3	Bid Due Date	13/03/2020 14:00 Hrs
4	Technical and Financial Bid opening Conference	13/03/2020 16:00 Hrs at Jharkhand Tourism Development Corporation Limited 5, Mahatma Gandhi Marg, Ranchi, Jharkhand - 834001 Phone No: +(91)-651-2331828 & 2331643 Fax: +(91)-651-2331828
5	Bid Validity period	180 days from the Bid Due Date
6	Tender/Bid Document Fee	Rs. 2,240/- (Two Thousand Two Hundred Forty only) inclusive of GST (Not Refundable).
	Earnest Money Deposit	Rs.20,000/- (Rupees 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. (2016-17, 2017-18 and 2018-19). Copy of supporting documents to be submitted.
- b) Agency/Firm Bidder should have been in the business of Printing, designing, creative making, content writing and making brochures/flyers or similar work in last 3 years. i.e. (2016-17, 2017-18 and 2018-19). Copy of work order to be submitted.

- c) In last three financial years the Agency/Firm should have experience **in minimum 3 similar works** in India for **any reputed corporate office/Government agency/PSU** i.e. (2016-17, 2017-18 and 2018-19). 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) 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 as per the format enclosed as **Appendix- II**, authorising the signatory of the proposal to commit the Bidder. The Proposals must be properly signed by the authorized representative (the “**Authorized Representative**”) as detailed below:

- (a) In case the sole proprietor himself is signing the Proposals, the Power of Attorney is not required to be submitted. However, if the Proposals are signed by any other person other than the sole proprietor or a duly authorized person, the Power of Attorney is required to be submitted in the format at **Appendix- II**.
- (b) by a partner or a duly authorized person holding the Power of Attorney, in case of a limited liability partnership; or a partnership firm or
- (c) by a duly authorized person holding the Power of Attorney, in case of a Company.

2.1.5 Each Bidder shall submit only one (1) Proposal, in response to this RFP. Any Bidder who submits or participates in more than one Proposal shall be disqualified.

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

2.2.1 JTDCL 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 Clarifications

- 2.3.1 Bidders requiring any clarification on the RFP may notify JTDCL in writing and e-mail to the address before 06/03/2020. The subject line for communication must clearly bear the following:

Queries/Request for Additional Information: RFP for “**SELECTION OF AN AGENCY FOR RATE CONTRACT FOR PRINTING OF BROCHURES AND FLYERS ON HOTEL/RESTAURANT & OTHER FACILITIES OF JHARKHAND TOURISM DEVELOPMENT CORPORATION LIMITED (JTDCL)**”.

- 2.3.2 The responses will be uploaded in the Website by JTDCL without identifying the source of the enquiry. However, JTDCL reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring JTDCL to respond to any question or to provide any clarification.
- 2.3.3 All clarifications and interpretations issued by JTDCL shall be deemed to be part of the Bidding Documents. Verbal clarifications and information given by JTDCL or its employees or representatives shall not in any way or manner be binding on JTDCL.

2.4 Payment Schedule

Payment will be made to the Agency after completion of the work and ascertainment by JTDCL 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**. JTDCL 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 “**JHARKHAND TOURISM DEVELOPMENT CORPORATION LIMITED**”

payable at “**Ranchi**” along with bid documents. JTDCL 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 Selection of an Agency for rate contract for Printing of brochures and flyers on hotel/restaurant & other facilities of Jharkhand Tourism Development Corporation Limited (JTDCL)**”.

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

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

B. “Financial Proposal”:- (Envelope-2)

- a. The Financial Proposal in the prescribed format at **Appendix – III** 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 **up to 13/03/2020 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 JTDCL 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, JTDCL will determine whether each Proposal is responsive to the requirements of the RFP.

4.2.2 JTDCL reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by JTDCL 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 brochures and flyers will be valid for 2 years from LOA issued. JTDCL 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/rate** 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 JTDCL 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 designing, creative making and high quality of professional content writing and printing (English language) of the brochures and flyers. The brochures and flyers should focus on hotel/restaurant & other facilities of Jharkhand Tourism Development Corporation Limited (JTDCL). Printing will be finalized with the consultation of JTDCL.
2. Copy right of all creative's of brochure will be with JTDCL.
3. Printing of all types of Brochures on hotel/restaurant & other facilities of Jharkhand Tourism Development Corporation Limited (JTDCL). Sample will be available with JTDCL for reference.
4. Printing of below mentioned types of Brochures on hotel/restaurant & other facilities of Jharkhand Tourism Development Corporation Limited (JTDCL) and shall deliver the same at JTDCL 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 JTDCL office for sample copy of each brochure and flyers.

Specifications

Sl. No.	Particulars	Size (in cms/inches)		Pages	Fold	Paper Specification
		H	W			
1	Brochure (Folder) 1	9 cm	21 cm	6		Art paper 130, 150 & 170 gsm with Matte lamination
2	Brochure (Folder) 2	12 cm	24 cm	6		Art paper 130, 150 & 170 gsm with Matte lamination
3	Brochure (Folder) 3	9 cm	21 cm	12		Art paper 130, 150 & 170 gsm with Matte lamination
4	Flyer 1	14 cm	21 cm	1	Single	Art paper 90 & 130 gsm with Matte lamination
5	Flyers- 2	17.5 cm	21.5 cm	1	Single	Art paper 90 & 130 gsm with Matte lamination
6	Flyers- 3	21 cm	28 cm	1	Single	Art paper 90 & 130 gsm with Matte lamination
7	Flyers- 4	12 cm	24 cm	1	Single	Art paper 90 & 130 gsm with Matte lamination
8	Flyers- 5	9 cm	21 cm	1	Single	Art paper 90 & 130 gsm with Matte lamination
9	Brochure with Map	17"	22"		Duly 3 folds	Art paper 130, 150 & 170 gsm with Matte lamination

5. **The actual figures will be provided in multiple of thousand and requirement of the JTDCL.** 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 and flyer in requisite GSM (130,150 & 170) will be quoted separately on per (5000) unit basis. Rate of each brochure will be valid for 2 years from LOA issued. JTDCL may increase or decrease printing quantity based on requirement on quoted rate.**

5. SECTION 4:- FORMATS FOR SUBMISSION OF PROPOSAL

5.1 Appendix – I – Letter of Proposal (On the letterhead of the Bidder)

Dated:

To,

The Managing Director
Jharkhand Tourism Development Corporation Limited
5, Mahatma Gandhi Marg,
Ranchi, Jharkhand – 834001.

Sub: Proposal for “RFP for Selection of an Agency Rate contract for Printing of brochures and flyers on hotel/restaurant & other facilities of Jharkhand Tourism Development Corporation Limited (JTDCL).

Dear Sir,

- 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 JTDCL any additional information it may find necessary or require to supplement or authenticate the Bid.
- 4 I/We acknowledge the right of JTDCL 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 JTDCL 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 JTDCL 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.

Date: _____ Yours faithfully,
(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 Power of Attorney for Signing of Proposal

(On Stamp paper of relevant value)

Know all men by these presents, We, _____ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr. / Ms (Name), son/daughter/wife of _____ and presently residing at _____, who is [presently employed with us and holding the position of _____], as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for the **“Selection of an Agency for rate contract for Printing of brochures and flyers on hotel/restaurant & other facilities of Jharkhand Tourism Development Corporation Limited (JTDCL)”**, proposed by the JTDCL, Government of Jharkhand (the “JTDCL”) including but not limited to signing and submission of all applications, proposals, bids and other documents and writings, participate in Bidders' and other conferences and providing information / responses to JTDCL, representing us in all matters before JTDCL, signing and execution of all contracts and undertakings consequent to acceptance of our Proposal, and generally dealing JTDCL in all matters in connection with or relating to or arising out of our Proposal and/or upon award thereof to us.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS _____ DAY OF _____, 20__.

For _____

(Signature)

(Name, Title and Address)

Witnesses:

1

2

Accepted

[Notarised]

(Signature)

(Name, Title and Address
of the Attorney)

Notes:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*

5.3 Appendix- III- Format for Financial Proposal (On the Letter head of the Bidder)

Date:

To,
The Managing Director
Jharkhand Tourism Development Corporation Limited
5, Mahatma Gandhi Marg,
Ranchi, Jharkhand – 834001.

Sub: Proposal for “RFP for Selection of an Agency for Rate contract for Printing of brochures and flyers on hotel/restaurant & other facilities of Jharkhand Tourism Development Corporation Limited (JTDCL).

Dear Sir,

- We are pleased to quote our rate for 5000 unit of all below mention specifications 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)		Pages	Fold	Paper Specification	Rate (5000 unit)
		H	W				
1	Brochure (Folder) 1	9 cm	21 cm	6		Art paper 130, 150 & 170 gsm with Matte lamination	
2	Brochure (Folder) 2	12 cm	24 cm	6		Art paper 130, 150 & 170 gsm with Matte lamination	
3	Brochure (Folder) 3	9 cm	21 cm	12		Art paper 130, 150 & 170 gsm with Matte lamination	
4	Flyer 1	14 cm	21 cm	1	Single	Art paper 90 & 130 gsm with Matte lamination	
5	Flyers- 2	17.5 cm	21.5 cm	1	Single	Art paper 90 & 130 gsm with Matte lamination	
6	Flyers- 3	21 cm	28 cm	1	Single	Art paper 90 & 130 gsm with Matte lamination	
7	Flyers- 4	12 cm	24 cm	1	Single	Art paper 90 & 130 gsm with Matte lamination	
8	Flyers- 5	9 cm	21 cm	1	Single	Art paper 90 & 130 gsm with Matte lamination	
9	Brochure with Map	17”	22”		Duly 3 folds	Art paper 130, 150 & 170 gsm with Matte lamination	

Note: Rate of each brochure and flyer in requisite GSM (130,150 & 170) will be quoted separately on per (5000) unit basis. Rate of each brochure will be valid for 2 years

from LOA issued. Total cost will be calculated 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. I/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 quoted on per (5000) unit basis. **Rate of each brochure will be valid for 2 years from LOA issued. JTDCL 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