



**Request for Proposal  
For  
Selection of an Agency for Concept, Designing and Printing of  
Pictorial Coffee Table Book for Jharkhand Tourism**

Ref. No.- Tou./Ni./Yo.-17/2022 - 02/2023

Date : - 03/01/2022



**Directorate of Tourism  
Govt. of Jharkhand  
Department of Tourism, Art Culture, Sports and Youth Affairs (Tourism Division)  
MDI Building, 2nd Floor, Dhurwa, Ranchi-834004  
Phone:(0651)2400493, email:dirjharkhandtourism@gmail.com, Web: <https://tourism.jharkhand.gov.in>**

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**NOTICE INVITING TENDER  
FOR  
SELECTION OF AN AGENCY FOR CONCEPT, DESIGNING AND PRINTING OF  
PICTORIAL COFFEE TABLE BOOK FOR JHARKHAND TOURISM**

Ref.No. :- 02

Dated :- 03/01/2023

Directorate of Tourism, Govt. of Jharkhand invites proposals from interested agencies for selection of an agency for concept, designing and printing of Pictorial coffee table book for Jharkhand Tourism as per the details given in Bidding Documents.

The Bidding Documents may be downloaded from the website **[www.tourism.jharkhand.gov.in](http://www.tourism.jharkhand.gov.in)**

The pre-proposal meeting for the tender shall be organized at the Directorate of Tourism at 1500 hours on 3<sup>rd</sup> Jan., 2023. The last date for submission of proposal shall be 16<sup>th</sup> Jan., 2023 up to 1100 hours at the office of Directorate of Tourism at the above mentioned address. All notifications, changes and amendments to the Bidding Document will be posted only on the website [www.tourism.jharkhand.gov.in](http://www.tourism.jharkhand.gov.in) and shall not be published in the newspapers.

Directorate of Tourism shall have the right to reject one or all proposals and also cancel the bid process at any stage without assigning any reason whatsoever.

In case of any queries/clarifications on the tender/ documents please contact Directorate of Tourism.

Sd/-  
**Director,**  
Tourism.

## **1. Bidding Terms and Conditions :-**

- 1.1. DoT reserves right to accept or reject any or all bids without assigning any reason whatsoever.
- 1.2. Bid forms are not transferable.
- 1.3. Bid received without EMD or any other required document may be rejected.
- 1.4. In the event of Bid being submitted by parties/firms, it must be signed by each Partner thereof and in the event of attorney authorizing him to do so.
- 1.5. The right is reserved to revise or amend the Bid Document fully or in part before the deadline for submission and deviations/ amendments if any shall be communicated in the form of Corrigendum or by letter as may be considered suitable.
- 1.6. The Bidder is expected to examine carefully all instructions, Forms and general rules in the Bid document. Failure to comply with the requirements will be at the bidder's own risk. Bid which are not responsive to the requirements of the Bid Document will be Rejected.
- 1.7. Bid which do not fulfill all or any of the conditions or incomplete in any of the conditions or incomplete in any respect are liable for rejection.
- 1.8. The acceptance of Bid shall be communicated to the successful bidder on approval of the Competent Authority.

## 2. Bidding Schedule :

Sr. No.	Particular	Details
1.	Name of the Tender	Selection of an agency for concept, designing and printing of Pictorial coffee table book for Jharkhand Tourism
2.	Tender Period	Within Sixty Days after issuing work Order to the Selected Agency
3.	Date of Publishing and Downloading of E-tender	03/01/2023 from 05:00 p.m. onwards
4.	Last Date of Receiving Pre-Bid Queries	11/01/2023 upto 03:00 p.m.
5.	online Pre-bid Meeting at DoT Address: MDI Building, 2nd Floor, Dhurwa, Ranchi-4	11/01/2023 upto 04:00 p.m.
6.	Last Date of submission of Bid	24/01/2023 upto 11:00 a.m.
7.	Opening of Technical Bid	24/01/2023 upto 11:15 a.m.

### Contact Details:

Shri Santosh Kumar Choubey

Under Secretary

**Mobile No. : 9431170875.**

**Email: dirjharkhandtourism@gmail.com**

### 3. Important Information Related to Bid :

Sl. No.	Item	Description
1.	Earnest Money Deposit (EMD)	Rs. 50,000/-
2.	Bid Tender fee	Rs. 5,000/-
3.	Bid Validity Period	180 days
4.	Performance Security (in form of Bank Guarantee)	5% of contract value
5.	Last date for furnishing Performance Security to DoT (By Selected bidder)	Within 15 days after work order
6.	Performance Bank Guarantee (PBG) validity period	12 months
7.	Last date for signing contract	Within 10 days after submission of Performance Bank Guarantee

#### 4. Eligibility Criteria:

The bidder should meet the following criteria:

- 4.1. **Technical Terms** : Bidder must have at least three years of experience in Idea creation, Conceptualization, Designing, Layout, Photo development, Text content development, illustrations, Editing and Printing. Atleast 3 work orders in last 5 years(FY:2017-18,2018-19,2019-20, 2020-21 and 2021-22) of National level or State or equivalent Government agency. Attach hard copy of the coffee table book designed for the above works.
- 4.2. **Financial Terms** : should have average Turnover of at least Rs.1 Crore in the last three financial years (2019-20, 2020-21 and 2021-22).
- 4.3. Bidder should have sound financial position. Bidder should enclose Financial Statement/ Balance Sheet (Audited) of last 3 Years (2019-20, 2020-21 and 2021-22).
- 4.4. Payment will be made after deductions of TDS, GST, taxes etc. as per the Govt. Rules.

#### 5. Technical Bid Proposal :

##### **Technical Bid (Contents For Envelop No. 1)**

- 5.1. The Bidder deposit Bid Tender Fee of Rs. 5,000/- and EMD amounting to Rs.50,000/- (Rupees Fifty Thousand Only) in Demand Draft favouring "**Director, Directorate of Tourism," payable at Ranchi.**
- 5.2. Statement showing the similar type of works executed with relevant details as per the Eligibility Criteria.
- 5.3. Proof of the supply of similar works in India as per the Eligibility Criteria.
- 5.4. Concept and design of the coffee table book.
- 5.5. Bidder should submit proof of documents mention in eligibility criteria (point no. 4.1 & 4.2)

##### **The bidder should submit following documents:**

- (a) EOI Application Demand Draft of Rs.5,000/-.
- (b) EMD Demand Draft Rs.50,000/-.
- (c) Agency Profile along with financial Statement / Balance sheet / Income statement of last three years.
- (d) Project Profile to prove previous experience in similar assignment and similar conditions.
- (e) Bidder should submit Turnover certificate duly signed by C.A.
- (f) Company/firms history/ service Centre in Jharkhand.
- (g) Type of Print/Agency work undertaken.
- (h) Supply of printing work to different private Govt. Concerns in last five years.
- (i) Sample model of deliverables as mentioned in point no. 9 below.

## **6. Financial Bid Proposal :**

(Content For Envelop No. 2)

6.1. Envelop 2 shall contain price bid in prescribed quotation form as per Annexure 'A'

## **7. Evaluation of Bids :**

### **7.1. Evaluation Prequalification/ Eligibility of Proposals :**

1. Bidders, whose EMD and Bid Tender Fee are found in order, shall be considered for Pre-Qualification criteria evaluation.
2. Bidder shall be evaluated as per eligibility criteria mentioned at Point No.3 the bidders who fulfill all the Eligibility criteria shall qualify for further Technical evaluation.

### **7.2. Evaluation of Technical Proposals**

The evaluation of the Technical Proposals will be carried out in the following manner:

1. The Bidders are required to submit all required documentation in support of the evaluation criteria specified (e.g. Detailed Project citations and completion certificates, client contact information for verification, and all others) as required for Technical evaluation.
2. At any time during the Bid evaluation process, the Tender Evaluation Committee may seek oral / written clarifications from the Bidders. The Committee may seek inputs from their professional and technical experts in the evaluation process.
3. DoT reserves the right to do a reference check of the past experience stated by the Bidder. Any feedback received during the reference check shall be taken into account during the pre-qualification process.

### **7.3. Technical Experience**

1. The technical qualification experience of all the Eligible Bidders will be evaluated and the successful bidders will be eligible for the financial bid opening.

### **7.4. Evaluation of Financial Proposal**

1. Each Financial Proposal shall be evaluated and the agency quoting the lowest (L1) will be declared the winner.



## **8. Scope of Work and Specifications :**

8.1. The Scope of work is on the basis of turnkey project and deliverables will include:-

- a) Conceptualization, Designing, Layout, Photo-development, content (text) development, illustrations, Editing and Printing of all the pages of the Coffee Table Book must be done as per the details mentioned in the Bid documents.
- b) Necessary Images for coffee table book will be provided by the DoT.
- c) Text –content Development and its editing & copy writing for the project.
- d) Delivery of hard copies (as described below in the Financial Bid Format) and soft copies (three) in COREL DRAW or IN-DESIGN in 15 days of time.
- e) Bidder should submit E-copy (Digital book) & Raw Content of coffee table book to the DoT, in editable format.

## **9. Type and Specifications of Coffee Table Book :**

### **9.1. Coffee Table Book with hard cover (State Level) :**

- a) Quantity – 500 copies
- b) Size – 11×12 inches
- c) No. of Pages – 80 pages approx
- d) Inner Page - 170 GSM A/P
- e) End Page - 120 GSM Maplitho
- f) Cover Page in hard cover - 3 mm board
- g) Packing: Individual shrink wrapping

### **9.2. Coffee Table Book with Soft cover (State Level) :**

- a) Quantity – 2000 copies
- b) Size – 11×12 inches
- c) No. of Pages – 80 pages approx
- d) Inner Page - 170 GSM A/P
- e) End Page - 120 GSM Maplitho
- f) Cover Page - 300 GSM with Mat finish
- g) Packing: Bulk shrink wrapping

**9.3. Coffee Table Book with Soft cover (24 District Specific Coffee Table Books) :**

- a) Quantity – 2400 copies (100 copies for each 24 District)
- b) Size – 9×11 inches
- c) No. of Pages – 80 pages approx
- d) Inner Page - 170 GSM A/P
- e) End Page - 120 GSM Maplitho
- f) Cover Page - 300 GSM with Mat finish
- g) Packing: Bulk shrink wrapping

Please Note : The rates will be valid for one year. The quantity can vary as per requirement. The DoT may issue fresh work order on similar rates.

## **10. General Terms and Conditions :**

- 10.1. Sealed Tender Bids are invited for printing of Coffee Table Books as per the specification as specified in scope of work and Type and Specifications of Coffee Table Book.
- 10.2. The Bid should be addressed to the Director, Directorate of Tourism, MDI Building, 2nd floor, HEC Campus, Dhurwa, Ranchi – 834004 in a sealed cover written as “EOI for Printing Coffee Table Book”.
- 10.3. The contract rate will be valid for a period of 1 year from date of Issuance of letter of award and further can be extended yearly for a maximum of two years.
- 10.4. Interested bidders should submit their bids in hard copy.
- 10.5. No Bid will be accepted after the specified bid due date and time.
- 10.6. If after submitting the Bid, the bidder withdraws his offer or modifies the same or after the acceptance of his Bid, the bidder fails or neglects to complete the necessary formalities or fails to implement the contract Within the stipulated time, then Without prejudice to any other rights the DoT shall be able to forfeit the full amount of earnest money deposited With DoT by the Bidder.
- 10.7. Bid shall invariably specify whether the delivery conditions including the time for the supply of each articles Tendered for. The total time allowed for the supply at goods/orders is 60 days maximum from the date of issue of work order.
- 10.8. The Final acceptance of the Bids rests entirely with the DoT.
- 10.9. In case of supplier becomes insolvent or goes into liquidation. Or makes of proposes to make any assignment for the benefit of his creditors or proposes any composition with his creditors for the settlement of his debts, carries on his business or the contract under inspection on behalf of or his creditors, or in case any receiving or the contract under inspection on behalf of or his creditors, or in case any receiving order or orders, for the administration of his estate are made against him or in case the successful bidder shall commit any act of insolvency or in case in which under any clause or clauses or this contract the successful bidder shall have rendered himself liable to damages amounting to the whole of his security/EMD deposits the contract shall, thereupon, after notice given by the DoT's Authority to the Supplier/Printers be determined and the DoT may complete the same work in such time and manner and by such persons as the DoT shall think fit. But such Determination of the successful bidder shall be without any prejudice to any right or remedy of the DoT against the work order. All expenses and damages caused to DoT by any breach of contract by the successful bidder shall be paid by the successful bidder to Directorate of Tourism and may be recovered from him under the provisions of the Recovery Act in force in the State.
- 10.10. In case any difference or dispute arises in connection with the contract all legal proceedings relating to the matter shall be instituted only in the Court at Ranchi or Arbitration shall be a means to settle any dispute.
- 10.11. No representation for enhancement of rates once accepted will be considered.
- 10.12. Any attempt on the part of the bidder or their agents to influence DoT in their favor by personal canvassing with the Officers concerned will disqualify the bidder.
- 10.13. Bidder should be prepared to accept orders subject to the penalty clues for forfeiture of

security/EMD in the event of default in supplies or failure to supply within the time period.

10.14. The prices quoted should be inclusive of all taxes, GST, duties, cases etc. which may become payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.

10.15. The Bidder will invariably furnish the following certificate with their bills for payment: “Certified that the goods on which Sales Tax Act per the State Sales Tax Act or the Rules made there under and the charges added on account of sales tax on account of sales tax on these goods are correct under the provisions of the relevant Act or the rules made hereunder. Certified further that we or Branch or Agent.”

(Address)

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Are registered as dealers / Suppliers in the State  
Of Jharkhand or \_\_\_\_\_ under Registration No. \_\_\_\_\_ For the purpose of  
Sales Tax/GST.”

## **11. Bid Procedure :**

11.1. **Submission of Bid** : Bid should be submitted offline. (The two sealed envelopes (Technical and Financial) shall be puttogether in one common cover and sealed. The sealed cover shall be marked on the left hand top corner physically to the Director, Directorate of Tourism, Govt. of Jharkhand.

11.2. **Opening of Bid** : On the date specified in the EOI Notice following procedure will be adopted for the opening of the Bid.

11.3. **Technical Bid** (Envelope No.1) :

Firstly Technical bid (Envelop No.1) of the EOI will be opened at the Office of the Directorate Of Tourism, MDI Building, 2nd floor, HEC Campus, Dhurwa, Ranchi -834004, to verify its contents as per requirements. If the various documents contained in this envelope do not meet the requirements a note will be recorded by the EOI opening authority and the said bidder financial bid will not be Considered Opened for further action.

11.4. **Financial Bid** :

The Second Envelope clearly marked as 'Envelop No.2' shall contain separate offer for each printing scope work as per description in Annexure-A inside Envelop No.2. Envelop No.2 duly typed out and completed in the format given as per the specification of Printing Requirement.

11.5. **Acceptance of Bid** :

The acceptance of Bid may be communicated to the successful Bidder on approval of the Competent Authority.

11.6. **Refund of Earnest Money** :

The amount of Earnest Money will be refunded to the unsuccessful Bid after deciding about the acceptance or otherwise of the Bid or on expiry of the validity periodwhichever is earlier.

**Note** : Right is reserved to revise or Earned the contract document fully or part there of before the deadlines for submission and deviations/ amendments if any shall be communicated in the form of Corrigendum or by a letter as may be considered suitable. After technical bid has been assessed on merit as provided and if the same has been found acceptable by the competent Authority, financial bid shall be opened on a date and at a time to be communicated in due course.

**Annexure A**

**Financial Bid Letter**

**BLANK FORM OF BID LETTER NO.2 FOR ENVELOPE NO.2**

Bidder's Name and Address

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**The Director,**  
Directorate of Tourism,  
MDI Building, 2nd Floor,  
Dhurwa, Ranchi - 834004

**Sub : Concept, Designing and Printing of Pictorial Coffee Table Book for Jharkhand Tourism.**

Sir,

In Response to your advertisement which appeared in \_\_\_\_\_News papers dated \_\_\_\_\_having carefully studied and understood the provisions and terms and conditions. General rules. Specification and directions given inthe EOI document. We <Company Name> submit my offer for the same.

Our financial offer as per specification given in Annexure-A for supply of printing material ad cost of transportation.GST.Taxes. Insurance and other all charges are or quoted below.

Thanking You.

Yours Faithfully

(Signature)  
Signature of bidder with Company Seal,  
Name & Designation

## Annexure - B

**Concept, Designing and Printing of Pictorial Coffee Table Book for Jharkhand Tourism.**

**Format for Pre-Bid Queries :**

<b>Sl. No.</b>	<b>Clause No.</b>	<b>Page No.</b>	<b>Content of EOI Requiring Clarification</b>	<b>Change Requested/ Clarification Required</b>