



(GOVERNMENT OF JHARKHAND)

REQUEST FOR PROPOSAL (RFP)

FOR

**Tender for Printing of Stationery items of JTDCL
(4th Call)**

RFP: 1189/2023

Dated : 07 /11/2023



Jharkhand Tourism Development Corporation Limited

5, Mahatma Gandhi Marg, Ranchi, Jharkhand - 834001

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Visit us on www:tourism.jharkhand.gov.in

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Schedule of Selection Process:

| | |
|---|---|
| Last date for submission of Proposals (the “Proposal Due Date”) | 24/11/2023 12:30 Hrs, at The Office of Jharkhand Tourism Development Corporation Limited, 5, Mahatma Gandhi Marg, Main Road, Ranchi-834001. |
| Date, Place and time of opening of Technical and Financial Proposal | 24/11/2023 13:30 Hrs at Directorate of Tourism, 2 nd Floor, MDI Building, HEC Campus, Dhurwa, Ranchi-834004. |
| Validity of Proposals | 180 days from the Bid Due Date |
| Tender/Bid Document Fee | Rs. 590/- (Rupees Five Hundred and Ninety Only) inclusive of GST (Not Refundable) |
| Earnest Money Deposit | Rs 10,000/- (Rupees Ten Thousand Only) |

Terms and Conditions:

(a) Technical Bid

Jharkhand Tourism Development Corporation Limited (JTDCL), Ranchi invites bids to get the documents printed at a reasonable price in the most professional manner. In fact, JTDCL is in search of a press that is good at printing, stitching and binding and can handle and finish our work to the most exacting standards. The terms and conditions of the bids are listed below.

1. Submission of bids

Bids are to be submitted on the prescribed bid form supplied with bid document and must be manually signed by pen. The bidder shall write or type his name on the bid and initial each continuation sheet thereof on which he makes an entry. If any erasures or changes appear on the form, each such correction must be initialed by the person signing the bid.

(i) All entries should be made legibly in ink or clearly typed and sealed at both ends in a cover super scribed with the words in ink or typed "**Tender for Printing of Stationery items of JTDCL**". The envelope should be sent only through Registered post/Speed post/Hand delivered so as to reach the office of the Managing Director, Jharkhand Tourism Development Corporation Limited, 5, Mahatma Gandhi Marg, Main Road, Ranchi-834001 on or before **24.11.2023 by 12:30 hrs**.

(ii) Interested eligible printers, who are well experienced and registered firms may download Tender document from our website www.tourism.jharkhand.gov.in . A Demand Draft for Rs. 590.00 (Rs. Five Hundred and Ninety Only) only drawn in favour of the **Managing Director, Jharkhand Tourism Development Corporation Limited and payable at Ranchi**, should be enclosed as the cost of tender form along with the qualifying bid without which the bid document will not be valid. This amount, will be in addition to the earnest money of Rs. 10,000.00(Rupees Ten thousand) only.

(iii) Only one copy of the tender form (duly filled in) should be submitted by one bidder in an envelope sealed at both ends along with the prescribed earnest money Rs.10,000/-. The tenders will be opened at **13:30 hrs on 24 .11. 2023** before the tenderers or their only one authorized representative who may wish to be present.

(iv) The tenderer is expected to examine carefully all terms and conditions, tender form, work schedules, appendix given in the tender document. Failure to comply with the requirement of tender submission will

be at the tenderer's risk. Tenders, which are not substantially responsive to the requirements of the tender documents, will be rejected.

(v) The rate should be quoted only in the rate sheets attached with the tender form. **All the pages of the tender document including the rate sheets should be signed with seal of the firm.**

(vi) Tenders not accompanied with Tender fee of Rs. 590.00 and earnest money deposit of Rs. 10000.00 shall not be eligible for consideration and shall stand rejected automatically.

(vii) The submission of tender shall be taken to signify the acceptance of the stipulated terms and condition. Incomplete/conditional tender is likely to be rejected. Similarly altering the invitation and bid form may render the bid null and void.

2. Tender validity

Tender rate shall be considered valid if:

- (i) The tenderer own a high volume offset printing machine with capacity for four colour printing to handle the work independently and in time.
- (ii) The tenderer must have an average turnover of at least Rs.20 lakhs in the last three financial years. (Balance sheet and Profit & Loss account along with schedules for the last three financial years i.e. FY 2020-21, 2021-22 and 2022-23 to be submitted as proof with the tender form).
- (iii) It is received on or before the date and time fixed for the purpose.
- (iv) It has submitted in the prescribed tender form issued by the JTDCL.
- (v) It is submitted with the prescribed tender fee of Rs. 590/- (Rs. Five Hundred and Ninety) only and earnest money of Rs. 10,000/- (Rupees Ten thousand) only.
- (vi) The tender is unconditional and consistent with the terms and conditions of the tender form.
- (vii) The tenderer is a registered printing Press having sound infrastructure to produce quality printing.
- (viii) Papers supporting working experience of printing stationery/books/magazine/journals etc are submitted.
- (ix) It is submitted with the sample sheets (A-4 size) of the paper to be used for printing and duly signed by the bidder.
- (x) The tenderer should have executed at least 3 work orders of Rs. 5 lakhs each in the last 3 financial years (FY 2020-21, 2021-22 & 2022-23). Copies of work orders should be submitted with the tender documents.
- (xi) The tenderer must submit GST certificate and latest GST return.

3. Specifications of the work

(i) Printing of the text shall be done on **Maplitho** or as per the need. (See specifications given on the rate sheets i.e. schedule 3).

(ii) Text will be printed either in one or four colours as per the need (see bid form and specifications given on the rate sheets i.e. schedule 3).

(iii) The size of the document will be as per specifications given in schedule 3.

(iv) **Paper Quality:** The details regarding the quality of papers are given in the schedule 3 of tender form along with the names of documents to be printed.

(v)

4. Scope of the work

(i) Different stationery items will be printed from time to time as per requirement on the approved rates.

(ii) The exact number of copies of a particular document to be printed may vary and can be anywhere from 50 to 5000 (see details in bid form) or more.

5. Contract Time: Two years from the date of agreement and can be extended by further two years.

6. Irrevocable bid period: All bids shall be irrevocable for a period of 180 calendar days after opening of the bid. In other words the tenderer shall keep his offer open for 180 (One hundred eighty) days from the date of opening of the tender.

7. Rates clarification

The rate quoted and accepted includes cost of:

- (i) Paper used in printing.
- (ii) Composing /word processing/plate making/ proof corrections.
- (iii) Printing as per specifications (including cover, if any).
- (iv) Binding (folding, gathering, stitching, pasting of covers, trimming the edges, binding) and all other operations necessary for production of the book/document in finished form.
- (v) The packing in small bundles. The decision of JTDCL shall be final in this regard and no complaint will be entertained in this matter.
- (vi) Rates should be quoted in terms of rupees and accepted up to only two decimals points. The rates must be quoted item wise as specified in the tender form, legibly written in ink or clearly typed both in figures as well as words. Items not quoted should be marked with a cross (×) or written in words "not quoted".
- (vii) Paper for printing the documents shall be supplied by the printer.
- (viii) Every page of the tender form must be signed by the tenderer and the seal of the press should be affixed below the signature.
- (ix) The tender shall be submitted in the enclosed prescribed form, accompanied with tender fee of Rs. 590.00 (Rs. Five Hundred and Ninety) only and an earnest money deposit of Rs 10,000/- (Rupees Ten thousand only) by Bank Draft only drawn in favour of the **Managing Director, Jharkhand Tourism Development Corporation Limited and payable at Ranchi** Infrastructural Details:
 - (i) Binding should be with the printer.
 - (ii) Case making facility should be with the printer.
 - (iii) All printing facility should be with the printer.

8. Print Order

The JTDCL will place print order(s) of various documents as and when required as per the quoted rates. In no case printing will be carried out without a firm written order. An additional order of the original order for any printing can also be placed by JTDCL with successful tenderer within the period of the contract. The printing of the additional order shall have to be supplied within the time specified by JTDCL.

Also, the printer shall print the documents strictly in accordance with the proofs as approved by JTDCL and shall abide by all instructions given in the print order. The print order can also be curtailed of the original order by JTDCL at any time during the period of contract without any liability on JTDCL. The press needs to agree to keep JTDCL informed about progress of the work during the entire printing process.

9. Return of Earnest money /Security Deposit

Earnest money of the unsuccessful tenderers will be returned without any interest as early as possible after finalization of the Tender. However, the earnest money of the successful tenderer whose offer has been accepted shall be retained and, on his written request, can be adjusted against the security deposit at the time of execution of the agreement.

The security deposit of the successful bidder will be refunded on the satisfactory compliance of the contract i.e. after expiry of the contract period without any interest.

10. Forfeiture of earnest money

The earnest money shall be forfeited if the tender is withdrawn:

- (i) At any time prior to its rejection; or
- (ii) Before or after its acceptance is communicated to the tenderer; or

(iii) If the successful tenderer fails to execute an agreement and fails to furnish security deposit within 15 (Fifteen) days of the receipt of the letter of acceptance.

11. Execution of agreement:

(i) The successful bidder, on receipt of letter of acceptance shall execute an agreement within 15 (fifteen) days of the receipt of the letter of acceptance in the prescribed form and **performance security deposit (Rs. 10,000/-)**. The amount deposited with the tender as earnest money may be adjusted against performance security deposit on written request of the bidder. Agreement shall not be executed without the successful bidder furnishing the security amount. The security amount shall not be adjusted against any previous dues to the printer, if any. On request of the bidder seven (7) days additional time may be given for executing the agreement.

(ii) If the bidder fails to execute the agreement and fails to furnish security money within 15 (fifteen) days, not only the earnest money shall be forfeited, but the printer shall also be debarred from participation from future tender for a period of three Years.

12. Submission of Proofs

(i) The printer shall furnish a copy of the proof of the document to JTDCL and JTDCL will return the approved proof as far as possible within 7 (seven) days of the receipt of the proof. In case there are several mistakes, JTDCL, may in his discretion demand a fresh proof from the printer after making corrections. In such case the proofs will be deemed to have been submitted on the date of their resubmission. No extra time will be admissible to the printer in case of resubmission of fresh proofs. Each proof will have the full text along with all the illustrations for comparison and checking. If need be, the printer may be asked to submit fourth set of the proof in order to make the text error free.

(ii) The printer shall have to incorporate all the authorized corrections/deletions in the proofs before obtaining the final print order. The final proof will be returned to JTDCL after printing work of the document is over.

13. Printing and binding /stitching of documents

(i) The printing must be of standard quality. The ink to be used for printing must be of good quality in case of four colour printing. In nutshell, the press must be able to ensure quality and efficiency in high volume printing jobs.

(ii) The document shall be properly pasted / stitched.

14. The trimmed size of the printed and bound document should be exactly as per specification/print order.

15. Packing

(i) The printer shall pack the document/documents in stacks/bundles of 50/25/20/10 No. of books per pack. The well packed books/documents shall be delivered to the office of JTDCL after completing the job.

(ii) The printer shall not print more than the ordered number of copies of the documents.

16. The delivery of documents

Any printed matter is to be delivered to JTDCL within specified time frame. In case of urgency, the press must be able to complete the work within a short span of 5-6 days and deliver the document on a pre-specified date. Since such publications are related to some important events, their timely delivery is very important.

In case of normal routine publications the JTDCL may extend the period/time for supply of the

documents, if it is satisfied that the delay was caused or is likely to be caused by the circumstances beyond the control of the printer. However, such extension can only be considered if printer apply for the same in writing or telephonically within due date for supply of the documents.

In case of delay in delivery of documents to JTDCL, the printer shall be liable to pay penalty @ 0.5 % (half percent) per day of delay on the printing charges of document remains unsupplied for first 15 (fifteen) days and thereafter at the rate of 1.0% (One percent) per day of delay. The penalty may be imposed even if the delay in supply has not resulted into any financial loss to the JTDCL. However, the JTDCL in its discretion may condone the delay on account of the printer's performance and waive the penalty in light of cooperation extended in the past in case of urgent publications brought out on short notice.

If the progress of the work at any stage is so slow that the printer will not be able to do the work in time and the printing is not being done in accordance with the specifications laid down or/and if it is found that the printer has sublet any part of the work to any other party of which he is not the owner (excluding binding) or/and if the printer commits breaches of any clauses of the agreement, JTDCL shall cancel the contract in full or part in and give the work to some other printer at the cost and risk of the defaulting printer. In the event of such cancellation, the security deposit of the printer may be forfeited and the printer will not be entitled to any compensation on account of this cancellation.

17. Payment

(i) The printer will be eligible to claim payment up to 100 % of the charges after supplying the documents and submitting the bill in triplicate. The bill shall be entertained only when the printer has completed the work as per given specifications within stipulated time. However, if the allotted work is not found satisfactory in the discretion of JTDCL, then JTDCL may withhold the payment.

(ii) The printer may collect their Cheque/Bank draft if and when ready from the accounts section of JTDCL after producing appropriate authority letter and proper receipt.

18. Award of contract

(i) The Contract will be awarded to the successful bidder.

(ii) JTDCL reserves the right to reject any or all bids or any part of the bid. JTDCL may accept any item or group of items of any bid, unless the bidder qualifies his bid by specific limitations.

(iii) JTDCL reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever. JTDCL also does not bind itself to accept the lowest tender. JTDCL also reserves the right to allot work to more than one printer in any manner it may deem fit.

(iv) The submission of this tender shall be deemed to be the acceptance of all the terms and conditions contained herein and those laid down in the enclosed agreement form.

(v) The printer shall allow the officers authorized by JTDCL to visit and inspect the printing press where the documents are being printed to assess the progress of printing, the stock of paper etc. He will also be required to satisfy the visiting officer in respect of paper quality being used for printing. This is required to know investment on vital equipment's and deployment of skilled personnel necessary to produce quality work.

19. Withdrawal of Bids

Any prospective bidder may request withdrawal of a posted, sealed bid prior to the scheduled bid opening time provided the request for withdrawal is submitted to the Officer In-charge in writing and signs for its receipt.

20. Disqualification of Bidders

Bidders may be disqualified and rejection of bids may be recommended by JTDCL for any of (but not limited to) the following causes:

(i) Failure to use the bid prescribed form.

(ii) Lack of signature by an authorized representative on each document/pages of bid.

(iii) Failure to properly complete the bid.

(iv) Evidence of collusion among bidders.

- (v) Unauthorized alteration of bid form.
- (vi) Failure to submit requested documents required in bid terms, conditions and specifications.

21. Arbitration

If any dispute arises between the parties in respect of the agreement or breach thereof, such disputes shall be subject to jurisdiction of Civil Court, Ranchi.

22. Other Terms

- (i) Persons or firms submitting an offer on this invitation are certifying that they have had no contact with an employee or member of the Jharkhand Tourism Development Corporation Limited, in any manner which would give that company or person submitting such an offer, any advantage over any other company or person submitting an offer. Employees and members of the Jharkhand Tourism Development Corporation Limited (JTDCL) shall not receive any compensation, in any manner or form, nor have any vested interest, directly or indirectly, of any kind or nature inconsistent with loyal service to the public.
- (ii) All Schedules including Annexure are the integral part of the tender and deemed to have been accepted by the tenderer once the tenderer has participated in the bidding.
- (iii) The individual (s) signing the tender form or any document forming part of the contract on behalf of another or on behalf of a firm, shall be responsible to produce a proper power of attorney duly executed in his favor stating that he has the authority to bind other such persons of the firm, as the case may be. If subsequently the person so signing fails to provide the said 'Power of Attorney' within a reasonable time, JTDCL may, without prejudice to the other civil and criminal remedies cancel the contract. In the case of registered or unregistered partnership firm, all the partners shall sign the quotations/bids. In the case of Limited Company, individual signing the tender shall state the capacity in which he is signing and shall produce a copy of the document empowering him to sign on behalf of the Company.
- (v) A violation of any of the above shall be just cause for rejection of that particular offer without further consideration.

Forwarding letter

No.

Date :

From:

To,
Managing Director,
Jharkhand Tourism Development Corporation Ltd
5, Mahatma Gandhi Marg, Main Road,
Ranchi-834004.

Subject: Tender for Printing of Stationery items of JTDCL**Ref.:**

Sir,

In response to your notice inviting tenders for the printing of stationery items of JTDCL. I/we hereby quote our offer as per details given in Schedule 3.

I/we hereby declare that I/we have gone through the terms and conditions stipulated in the Tender Notice and agree to abide by them in the event of acceptance of my/our offer.

Demand draft No. Dated for Rs... paid towards the Tender fee and Earnest Money Deposit are enclosed herewith.

Yours faithfully,

Signature with Seal**Name in Block Letters:****Capacity in which the tender is signed.****Full address of the Tenderer****Signature of Tenderer with Seal****Note:** Tender received without this forwarding may be rejected.

**TENDER APPLICATION FOR PRINTING AND SUPPLY
OF OFFICE STATIONERY ITEMS TO JTDCL**

Technical Bid

Schedule 1: Profile of the Bidder

The Bidder should furnish the following details:

1. Name of The Bidder :
2. Nature of the Bidder (Govt./ Public/ Private/
Partnership/Proprietorship) :
3. Address with Phone no. and Fax no. :
4. Name of the firm and address with Phone & Fax
No. :
5. Name of the printing Press & Address with
Phone & fax No. (Attached proof) :
6. No. of the offset Machine with its capacity :
7. Annual Turnover of the firm for the last 3
successive years. (Attach the relevant papers) :
8. Tender Fee and Earnest Money Deposited (Bank
Draft) :
9. Infrastructural details :
10. Minimum 5 work order for printing :

| Sl. No. | D.D. No. & Date | Name of the Bank | Amount (Rs.) |
|------------|-----------------|------------------|--------------|
| 1. | | | |
| 2. | | | |

Total -

I/We (Name & Desig.).....of M/s.
.....hereby submit the tender
for printing and supply of stationery items of JTDCL as per specification given in the tender form. The terms and conditions enumerated from clause 1 to 22 in the tender document have been read by me/us and are acceptable to me/us. As on this date the all information's furnished in this form about the press are accurate and true to the best of my/our knowledge. I/we shall be responsible for any information if found false or incorrect.

Date :

Place:Signature of the bidder with Name & seal

Schedule – 2
Declaration by the Bidder

1. I/Weof M/Sdo hereby declare that I/We have read and understood all terms and conditions of the tender carefully and I/We declare to abide them.
2. I/Wedo hereby declare that I/We will not withdraw our offer up to 180 days after opening of the tender. I/We further declare that after opening of the tender, I/We shall be abiding with the Terms and Conditions of the Tender and the print order given to our press.
3. In case of failure in compliance of the Tender by me/us, I/We shall be bound to pay/ bear the penalty levied upon me/us according to the terms and conditions given in the tender document and my/our earnest money deposited at Jharkhand Tourism Development Corporation Limited (JTDCL) will be forfeited.
4. We confirm that we have not been black listed by any Government Department.

Signature with Seal

VERIFICATION

I/Wedo hereby verify that the contents of para 1 to 3 of the declaration made by we/us are correct and believed to be true. Hence, I/We have verified and signed on theday of2023 at.....

Signature & Seal of Tenderer

Witnesses:

1. Signature
Name & Address
.....
.....

2. Signature
Name & Address
.....
.....

**Financial Bid
Schedule - 3
Proposed Rates for Printing of Stationery**

| Size | Number of copies per format | Specifications | Proposed Rate (Rs.)(without GST) | | |
|------|-----------------------------|---|--|----------|--|
| | | | In Digits | In Words | |
| 1. | 18 cm x 24 cm | Hotel Bill Book (in triplicate) 50 pages(size 17.5 x 22 cm) | Both side B/W 1 st copy 70 GSM Colour Maplitho paper, 2 nd copy GSM colour demy, 3 rd copy 52 GSM white paper | | |
| | | Money Receipt(in duplicate) 100 pages(size 13 x 21.5 cm) | One side B/W printed on 70 GSM Maplitho paper, 2 nd B/W printed on 52 GSM white paper | | |
| | | Restaurant Bill Book(in duplicate) 100 pages(size 13 x 21.5 cm) | One side B/W printed on 1 st copy 70 GSM Maplitho paper, 2 nd copy 52 GSM White paper | | |
| | | 1000 (Single 8 page format) | Text in single color on 80gsm maplitho +multicolor cover on 250 gsm art paper with lamination | | |
| 2. | 18 cm x 24 cm | Entry Ticket- Size 9x22cm | One side Multi Colour Printing on 60 GSM ."PRAVESH SHULK". | | |
| | | Parking Ticket – Two wheeler 9x22cm | One side Multi Colour Printing on 60 GSM ."DO PAHIYA VAHAN". | | |
| | | Parking Ticket – Three and Four wheeler Vehicle 9x22cm | One side Multi Colour Printing on 60 GSM ."TEEN EVAM CHAR PAHIYA VAHAN". | | |
| | | Parking Ticket – Bus 9x22cm size. | Each book 100x1. | | |
| 3. | 18 cm x 24 cm | Tag File | One side black and white printed on 465 GSM file board with one side gloss lamination. | | |
| | | Envelopes(Size 205 x 255 mm) | One side B/W Printed on 60 GSM Maplitho paper. | | |

Total Rate Quoted:

Note: L1 will be decided on the total lowest rate quoted by the firm.

Signature with Seal

Bidder's Checklist

Bidders are advised to check that their bids must contain the complete tender form. If any of following document is missing the tender will be rejected.

1. Notice inviting tender

2. Terms and conditions

3. Tender form

- a) Forwarding letter
- b) Profile of the bidder (**Schedule-1**)
- c) Bidder's Declaration (**Schedule-2**)
- d) Proposed Rates for Printing of Stationery (**Schedule-3**)

4. Technical Bid

- a) Tender fee of Rs. 590.00 (Rs. Five Hundred and Ninety) only.
- b) EMD of Rs. 10000.00 (Rs. Ten thousand) only.
- c) Copy of Balance sheet and Profit & Loss account along with schedules of last three financial years(**FY 2020-21, 2021-22 and 2022-23**)
- d) Copy of the Registration of printing press.
- e) GST registration.
- f) Proof of experience in printing work.
- g) Duly signed sample sheets of paper to be used for printing.

**Directorate of Tourism, Government of Jharkhand**

MDI Building, 2nd floor, HEC Campus, Dhurwa, Ranchi - 04Tele

Fax : 0651-2331828

Email: dirjharkhandtourism@gmail.com / jtdcltd@gmail.com

Ref. No.: 1189 /2023**Date : 07/11/2023****TENDER NOTICE-4th CALL****Tender for Printing of Stationery items of Jharkhand Tourism Development Corporation Limited**

The Jharkhand Tourism Development Corporation Limited (JTDCL), Government of Jharkhand (GoJ) undertaking intends to invite Tender for Printing of Stationery items of Jharkhand Tourism Development Corporation Limited.

The detailed RFP document can be downloaded from the website <https://tourism.jharkhand.gov.in> and submit their Applications.

Application Due date is on **24/11/2023 at 12:30 hours.**

All subsequent notifications, changes and amendments will be posted only on the above website.

Director