



**REQUEST FOR PROPOSAL
FOR
SELECTION OF AN AGENCY FOR RE-PRINTING OF COFFEE TABLE
BOOK
"BEYOND THE FOREST" FOR JHARKHAND TOURISM**

Ref.No. :- 901./ Dated : 21/09/2024



**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>**

INDEX

Sl.No.	Title	Page No.
1.	Bidding Terms and Conditions	04
2.	Bidding Schedule	05
3.	Important Information Related to Bid	05
4.	Eligibility Criteria	06
5.	Technical Bid Proposal	06
6.	Financial Bid Proposal	07
7.	Evaluation of Bids	07
8.	Scope of Work and Specifications	08
9.	Type and Specifications of Coffee Table Book	08
10.	General Terms and Conditions	09
11.	Financial Bid	11
12.	Financial Bid Letter & Format	12



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VERY SHORT NOTICE INVITING TENDER
FOR
SELECTION OF AN AGENCY FOR RE-PRINTING OF COFFEE TABLE BOOK "BEYOND THE FOREST" FOR JHARKHAND TOURISM

Ref.No. :- **901./**
21/09/2024

Dated :

Directorate of Tourism, Govt. of Jharkhand invites proposals from interested agencies for Selection of an Agency for Re-printing of Coffee Table Book – "Beyond the Forest" for Jharkhand Tourism as per the details given in Bidding Documents.

The Bidding Document may be downloaded from the website www.tourism.jharkhand.gov.in from 23.09.2024, 5:00 PM onwards.

The last date for submission of proposal shall be **30.09.2024** up to 1300 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and amendments to the Bidding Document will be posted only on the website www.tourism.jharkhand.gov.in and shall not be published in the newspapers.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, Government of Jharkhand, MDI Building, 2nd floor, HEC Campus, Dhurwa, Ranchi-04, E-mail: dirjharkhandtourism@gmail.com.

All subsequent notifications, changes and amendments will be posted only on the website www.tourism.jharkhand.gov.in

DoT reserves the right to cancel this invitation and/or invite fresh Bid with or without amendments to this invitation, without liability or any obligation for such invitation and without assigning any reason.

Sd/-
Dy. 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 Re-printing of Coffee Table Book – "Beyond the Forest" for Jharkhand Tourism
2.	Tender Period	Within Twenty Days after issuing work Order to the Selected Agency
3.	Date of Publishing and Downloading of E-tender	23/09/2024 from 05:00 p.m. onwards
4.	Last Date of submission of Bid	30/09/2024 upto 01:00 p.m.
5.	Opening of Technical Bid	30/09/2024 upto 02:00 p.m.

3. Important Information Related to Bid :

Sl. No.	Item	Description
1.	Earnest Money Deposit (EMD)	Rs. 30,000/-
2.	Bid Tender fee	Rs. 3,500/-
3.	Bid Validity Period	90 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 7 working days after work order
6.	Performance Bank Guarantee (PBG) validity period	6 months

4. Eligibility Criteria:

The bidder should meet the following criteria:

- 4.1. **Technical Terms** : Bidder must have at least three years of experience in Printing. A least 3 work orders in last 5 years (FY: 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24) 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. 01Crore in the last three financial years (2021-22, 2022-23 and 2023-24).
- 4.3. Bidder should have sound financial position. Bidder should enclose Financial Statement/ Balance Sheet (Audited) of last 3 Years (2021-22, 2022-23 and 2023-24).
- 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. 3,500/- and EMD amounting to Rs.30,000/- (Rupees Thirty Thousand Only) in Demand Draft favoring "**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. Printing 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.3,500/-.
- (b) EMD Demand Draft Rs.30,000/-.
- (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.

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) Printing of all the pages of the Coffee Table Book must be done as per the sample copy provided by Directorate of Tourism, Jharkhand.
- b) Necessary Contents for coffee table book reprinting will be provided by the DoT.
- c) 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 – 1500 copies
- b) Size – 8.25×8.5 inches
- c) No. of Pages – 344 pages approx
- d) Inner Page - 130 GSM A/P
- e) Pushtani - 170 GSM A/P 8 Pages
- f) Pushtani Aqueous Coating (8.25×8.5×4)
- g) Aqueous Coating all pages
- h) Cover 170 GSM A/P printing with binding cover matt lamination

Note : Sample coffee table book – beyond the forest is available in office of Directorate of Tourism, Jharkhand as well as Amazon platform.

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 one 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 20 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 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)

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 put together 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 period whichever 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

The Director,

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

Sub : Re-printing of Coffee Table Book – "Beyond the Forest" 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 RFP of re-printing of Coffee Table Book – "Beyond the Forest" for Jharkhand Tourism is quoted as below -

S.N	Quotation for	Amount (in INR)
1	Re-printing of Coffee Table Book – "Beyond the Forest" for Jharkhand Tourism Total Qty. – 1500 Pcs	
	GST	
	Total	

Amount in words with GST

Thanking You.

Yours Faithfully

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