



RFP No :- 615 /

Dated : -26/05/2025

Request for Proposal (RFP)
for
The Selection of an Agency to Conceptualize, Design, and Print of a Coffee
Table Book in Multiple Languages for Jharkhand Tourism



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

Disclaimer

The information contained in this RFP document or subsequently provided to Agency(s) whether verbally or in documentary form by or on behalf of the Department of Tourism, Government of Jharkhand or any of their employees or advisors, is provided to the Agency(s) on the terms and conditions set out in this RFP Document and all other terms and conditions subject to which such information is provided.

This RFP Document is not an agreement and is not an offer or invitation by the Tendering Authority to any party other than the Agency who are qualified to submit the Bids (“Agency”). The principle of this RFP Document is to provide the Agency(s) with information to support the formulation of their Proposals. This RFP Document does not purport to contain all the information each Agency may entail. This Document may not be apposite for all persons, and it is not possible for Tendering Authority, its employees, or advisors to consider the investment objectives, financial situation, and needs of each Agency who reads or uses this RFP Document. Each Agency should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Document and where necessary obtain independent advice from appropriate sources. The Tendering Authority, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Document. The Tendering Authority may in its absolute discretion, but without being under any obligation to do so, update, improve or supplement the information in this RFP Document.

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

RFP No:- 615 /

Dated :-26/05 /2025

Notice Inviting Tender
for
Selection of an Agency to Conceptualize, Design, and Print of a Coffee Table Book in Multiple Languages for Jharkhand Tourism.

The Directorate of Tourism (DoT), Govt. of Jharkhand intends to Selection of an Agency to Conceptualize, Design, and Print a Coffee Table Book in Multiple Languages for Jharkhand Tourism. For Jharkhand Tourism Branding and Promotion, invites interested agencies to submit their Bids.

Interested agencies may download the document from **26.05.2025** from the Department of Tourism website:-www.tourism.jharkhand.gov.in/ and submit their Applications. The Bid Due Date is on **17.06.2025 at 11:00 AM**. A Bid opening Conference will be held on **17.06.2025 at 12:00 PM** at the office of Directorate of Tourism (DoT), Govt. of Jharkhand.

A pre-Bid conference will be held on **28.05.2025** on **1:00 PM** at MDI Building, 2nd floor, HEC Campus, Dhurwa, Ranchi-04, Tel Phone: 0651-2400493, 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/-
Director,
Tourism

Schedule of RFP Process

Department of Tourism (DoT) invites Proposals for “*Selection of an Agency to Conceptualize, Design, and Print a Coffee Table Book in Multiple Languages for Jharkhand Tourism.*”

Interested firms/ parties / agencies are advised to download and study the RFP document carefully and must satisfy all eligibility conditions stated in this document in this regards from Department of Tourism website in the link below:

<https://tourism.jharkhand.gov.in/tender>

Table 1
Important Dates and Information

Office of Issue	Directorate of Tourism Govt. of Jharkhand
Last date of receiving queries in email: dirjharkhandtourism@gmail.com Format for sending queries attached in Annexure-VIII, Subject- Query regarding <i>Coffee Table Book</i>	27.05.2025 at 2:00 PM
Pre-bid meeting	28.05.2025 at 1:00 PM
Last date and time for bid submission	17.06.2025 at 11:00 AM
Date and time for bid opening	17.06.2025 at 12:00 AM
venue for: Financial bid opening	Directorate of Tourism Govt. of Jharkhand, MDI Building, 2 nd Floor, Director Tourism Office

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1 INTRODUCTION

Jharkhand Tourism Department invites proposals from reputed printing agencies for the printing of a high-quality coffee table book in 8 languages. The book will showcase the rich cultural heritage, natural beauty, and tourism potential of Jharkhand.

2 SCOPE OF WORK

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

- 2.1.1 Conceptualization, Designing, Layout, 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.
- 2.1.2 The Department of Tourism (DoT) will provide existing high-quality images and reference content for the coffee table book. The selected agency will be required to modify this content to suit the cultural and tourism needs of specific countries. Additionally, the agency will need to source new high-quality images (3840x5760, 300dpi) as required.
- 2.1.3 Text –content Development and its editing & copy writing for the project.
- 2.1.4 Delivery of hard copies (as described below in the Financial Bid Format) and soft copies (three) in COREL DRAW or IN-DESIGN in 30 days of time after LoA.
- 2.1.5 Bidder should submit E-copy (Digital book) & Raw Content of coffee table book to the DoT, in editable format.
- 2.1.6 The agency must draft content that connects their country's cultural and historical aspects with Jharkhand's rich heritage, spiritual circuits, and ancient sites. The content should highlight why Jharkhand is an ideal travel destination, emphasizing its pristine environment, favorable air quality index (AQI), and unique tribal culture.
- 2.1.7 Key Focus Areas: Identifying areas of relevance to Jharkhand in relation to other countries
 - 2.1.7.1 **Spiritual & Ancient Heritage:** Draw connections between Jharkhand's sacred sites, temples, and ancient traditions with similar aspects of the country as per table 2.
 - 2.1.7.2 **Tourism & Environment:** Showcase why Jharkhand offers the perfect travel experience, including its lush landscapes, eco-tourism opportunities, and excellent AQI levels.
 - 2.1.7.3 **Tribal Culture:** Highlight Jharkhand's indigenous communities, their traditions, art forms, and festivals, relating them to cultural elements from the agency's country to create a deeper connection.
 - 2.1.7.4 **Natural Views & Waterfalls:** Emphasize Jharkhand's breath-taking natural beauty, including its serene hills, dense forests, and stunning waterfalls like Hundru, Dassam, and Lodh, making it a paradise for nature lovers.

Note: The content should be engaging, informative, and tailored to resonate with the audience from the respective country, inspiring them to explore Jharkhand’s diverse and enriching experiences.

2.2 Book Specification

2.2.1 Size – 11×12 inches

2.2.2 No. of Pages – as required (approx. 80)

2.2.3 Paper Quality - 170 GSM art paper (Matte/Glossy)

2.2.4 Printing: Four-color offset printing

2.2.5 End pages-120gsm Maplitho

2.2.6 Cover Design: Embossed/UV Coated/Gold Foil as per design

2.2.7 Cover Page – 300gsm with mat finish

2.2.8 Packaging- Bulk shrink wrapping

Table 2
Important Dates and Information

SN.	Book Title	Language & Specific Country	Book Quantity
1	Coffee Table Book – Jharkhand (Nature’s Hidden Jewel)	English (Country- US, UK, Canada, Australia, New Zealand)	400
2	Coffee Table Book – Jharkhand (Nature’s Hidden Jewel)	French (Country- France, Belgium)	400
3	Coffee Table Book – Jharkhand (Nature’s Hidden Jewel)	Spanish (Country- Spain, Mexico, Argentina, Columbia)	400
4	Coffee Table Book – Jharkhand (Nature’s Hidden Jewel)	Italian (Country- Italy)	400
5	Coffee Table Book – Jharkhand (Nature’s Hidden Jewel)	Mandarin Chinese (Country- China, Taiwan, Singapore, Malaysia)	400
6	Coffee Table Book – Jharkhand (Nature’s Hidden Jewel)	German (Country- Germany & Austria)	400
7	Coffee Table Book – Jharkhand (Nature’s Hidden Jewel)	Japanese (Country- Japan)	400
8	Coffee Table Book – Jharkhand (Nature’s Hidden Jewel)	Arabic (Country- Saudi Arabia, Egypt, Kuwait, Oman, UAE)	400

Note: The Department of Tourism (DoT) reserves the right to increase or decrease the quantity of books as per requirement, at the approved rate.

3 ONLINE TRANSLATION SHOULD NOT BE DONE

- 3.1 Online translation should not be done As it may cause grammatical mistakes. All content should be verified with certified language experts.
- 3.2 At the time of final content submission Agency have to submit document proof of certified language experts.

4 DELIVERABLES, TIMELINES AND PAYMENT SCHEDULE

- 4.1 The selected agency have to print the coffee table book in 3 months after LoA.
- 4.2 After successful designing printing and handover the book DoT will 100% pay as per approve rate

Note:

- i. “T” - Date of issue of Letter of Award (LoA)
- ii. “DoT” – Department of Tourism
- iii. Before printing agency must have to get final approval from DoT.
- iv. Agency have to submit final copy in editable format to DoT in Pen drive.

5 MINIMUM ELIGIBILITY CRITERIA.

To be eligible for pre-qualification and short-listing for evaluation of eligibility and Financial Bid, the agency shall fulfil the following eligibility conditions.

- 5.1 The bidder should meet the following criteria:

5.1.1 Technical Terms : Bidder must have at least 3 years of experience in Idea creation, Conceptualization, Designing, Layout, Photo development, Text content development, illustrations, Editing and Printing. **Copy of Company Registration Certificate Annexure 3**

5.1.2 Atleast 3 work orders in last 3 years (FY: 2022-23, 2023-24, 2024-25) of National level or State or equivalent Government agency. Attach hard copy of the coffee table book/Similar Book with sufficient content along with the high quality images designed for the above works, Brouchers, Flyers etc will not be considered as the Coffee Table Book **Copy of Work order Annexure 4**

5.1.3 Turnover: should have average Turnover of at least Rs.1 Crore in the last three financial years (2021-22, 2022-23, 2023-24). **Turnover Annexure 5**

5.1.4 Non-black listing certificate. **Annexure 6**

5.1.5 The agency must have a team of designers, content writers, and other relevant professionals. The company should also engage language experts for other languages required for this project, and the profiles of such experts must be shared. A self-declaration to this effect must be provided on the company’s letterhead. **Annexure 7**

- 5.1.6 The agency must have a team of designers, content writers, and other relevant professionals, also the company should engage language expert of the other languages for this project profile of such expert should be shared Self-declaration on companies letter head.

6 TECHNICAL BID (CONTENTS FOR ENVELOP NO. 1)

- 6.1 The Bidder deposit EMD amounting to Rs.1,00,000/- (Rupees one lakh Only) in DD/BG in favouring "Director, Directorate of Tourism," payable at Ranchi. Along with proof of technical eligibility

7 FINANCIAL PROPOSAL EVALUATION (Contents For Envelop No. 2)

- 7.1 Lowest Tender/Bid/Quotation Clause:** The contract shall be awarded to the bidder who submits the lowest tender, bid, or quotation, provided that:

- 7.1.1 The bidder complies with all the mandatory requirements outlined in the tender document.
- 7.1.2 The bidder's offer is deemed responsive, meaning it conforms in all material respects to the terms and conditions, specifications, and requirements of the tender documents.
- 7.1.3 The bidder is evaluated as capable of fulfilling the contract requirements based on criteria such as financial stability, technical expertise, and past performance in relevant field.
- 7.1.4 The bidder passes any additional due diligence checks that the procuring entity may conduct, including but not limited to background checks, verification of credentials, and site visits.

7.2 Right to Reject:

- 7.2.1 The DoT reserves the right to reject the lowest tender, bid, or quotation if:
- 7.2.1.1 The bid is found to be abnormally low and raises concerns about the bidder's ability to perform the contract satisfactorily.
- 7.2.1.2 There are reasons to believe that the lowest bid is not genuine or is submitted as part of collusion or bid-rigging.
- 7.2.1.3 The bid, despite being the lowest in terms of price, does not meet the required quality standards or specifications. Or any reason that appears that a satisfactory result will not be achieved.

8 EMD (EARNEST MONEY DEPOSIT)/BID SECURITY DECLARATION

- 8.1 The Bidder shall furnish an Earnest Money Deposit of Rs.1,00,000/- (Rupees One Lac Only) (the "Earnest Money Deposit" or "EMD") in the form of a Demand Draft issued by a Nationalized Bank or a Scheduled Bank in India, drawn in favour of "**Director Tourism,**" 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.
- 8.2 After selection, the EMD will be converted to a performance security deposit, valid for 3 months or the contract period, whichever is later.

- 8.3 The performance security shall be forfeited at the sole discretion of DoT towards any liquidated damages that may be payable by the selected agency, under the Terms of the Agreement.
- 8.4 EMD exemption shall be given only to MSMEs registered under the MSME Policy of Jharkhand.

9 FORCE MAJEURE

For the Purpose of this contract, "Force Majeure" means an event which is beyond the reasonable control of the DoT. The terms "Force Majeure" as implied herein shall mean an act of God, War, Civil riots, fire directly affecting the performance of the contract, floods and Acts and Regulations of respective Government of the two parties, namely the DoT and the Agency. Both upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid, shall within seventy two hours of the alleged beginning and ending thereof intimate the other party giving full particulars and satisfactory evidence in support of its claim. If deliveries are suspended by force majeure conditions lasting for more than 2 (two) months, the Organization shall have the option of cancelling this contract in whole or part at its discretion without any liability on its part. Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.

10 TERMINATION OF THE CONTRACT

- a. In case of deficiency or non-fulfilment of obligations as per the scope of work or quarterly deliverables, DoT shall serve a notice to the concerned agency to rectify / fulfil the obligations within a specified period of not more than 30 days to rectify or fulfil the deliverables assigned by DoT, failing which DoT shall be at the liberty to execute the work through any other agency at the cost of the selected agency. DoT also reserves the right to cancel the contract.
- b. DoT reserves the right to terminate the agreement in case of deficiency in services or poor performance of the agency for any subsequent month/ quarter/ year. For this, DoT shall intimate the agency in the Monthly review meeting of the corresponding year. In this respect, the view of DoT about the performance is final and binding.
- c. DoT reserves the right to drop or remove any or all scope of work deemed not suitable or in line with the objectives for DoT which may necessitate termination of contract. However, in such scenario DoT shall provide a maximum time period of 1 months to the agency to terminate the contract and complete all the requisite formalities and responsibilities assigned.
- d. The department has the right to terminate the contract at any time without any prior notice, if the work is not found satisfactory.

11 PENALTY

- 11.1 Failure in fulfilment of deliverables as indicated in Clause 2, DoT can imposed the penalty of 10% as per deliverables
- 11.2 If the work is not of a standard satisfactory to the Department or suggested by the Department: like Photos/Content/paper quality is not good the Department reserves the right to make financial deductions of 10 % from the payment.
- 11.3 Forfeiture of Performance Bank Guarantee in case of failure to successfully perform/ complete the deliverables and/ or in case of any midway unilateral withdrawal from the contract.

- 11.4 On account of circumstances beyond the control of the agency like natural calamities or force majeure event or any other unforeseen events and upon formal notification by the appropriate authority, DoT may give extended time to the agency to complete the deliverables and in such a case will not hold up the payment that is due for that particular stage.
- 11.5 Department will give the 15 days extra as a grace periods to complete the deliverables as per clause 3.
- 11.6 If any segment is not completed, its payment will not be released.

12 VALIDITY OF BID

Proposal shall remain valid for 180 (One Hundred and Eighty) days from the last date of submission. A proposal valid for a shorter period shall be rejected as nonresponsive.

13 CURRENCIES OF BID AND PAYMENT

The prices shall be quoted by the Agency in Indian Rupees (INR) only.

14 DISPUTES

All legal disputes are subject to the jurisdiction of Courts in Ranchi only.

15 RIGHT TO REJECT ANY OR ALL PROPOSALS

Notwithstanding anything contained in this invitation document, DoT reserves the right to accept or reject any proposal and to annul this selection process and reject all proposals, at any time during the bidding process without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

DOT, also, reserves the right to reject any Proposal if:

- a. At any time, a material misrepresentation is made or uncovered, or
- b. The Agency does not submit in time any information or clarification asked for

16 AMENDMENT/ MODIFICATION

At any time prior to the deadline for submission of Proposal, the DoT may, for any reason, whether at its own initiative or in response to clarifications requested by an Agency, modify any of the terms mentioned in this RFP document by the issuance of Addendum / Amendment. All such amendments/ addendum will be published only on the website mentioned below and will be binding on all. In order to abide by the issuance of the amendment or allow the Agency for giving a reasonable time for considering an amendment into their proposal, or for any other reason, DoT may, in its sole discretion, extend the Proposal Due Date.

17 LATE SUBMISSION

Proposal received after the deadline for submission prescribed by DoT will not be entertained and be rejected.

18 CONSORTIUM / JOINT VENTURE

Agencies are NOT allowed to form consortium/Joint Venture for participating in the bid.

19 MODIFICATIONS AND WITHDRAWAL OF PROPOSALS

No modifications to the Proposals shall be allowed once it is received by DoT.

20 Upper Limit

Bidders are required to quote rates not exceeding those approved by IPRD.

ANNEXURE-I COVER LETTER

(On the Letter head of the Agency)

**To,
Director
Directorate of Tourism,
MDI Building, 2nd Floor,
HEC Campus, Dhurwa
Ranchi-834004.
Jharkhand.**

Ref: Request for Proposal (RFP) For Selection of an Agency to Conceptualize, Design, and Print a Coffee Table Book in Multiple Languages for Jharkhand Tourism

Sub: Request for Proposal (RFP) For Selection of an Agency to Conceptualize, Design, and Print a Coffee Table Book in Multiple Languages for Jharkhand Tourism

1. With reference to your RFP document _____, dated _____, I, having examined the RFP Documents and understood their contents, hereby submit my / our proposal for the subject RFP. The Proposal is unconditional and unqualified.
2. I acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the proposal for selection of the Agency, and we certify that all information provided in the proposal and its Annexures along with the supporting documents are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the proposal are true copies of their respective originals.
3. This statement is made for the express purpose of our selection as Agency for the design and execution of the previously mentioned Project.
4. I shall make available to the Authority any additional information it may find necessary, require supplementing, or authenticate the Proposal.
5. I acknowledge the right of the Authority to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. I certify that in the last two years, we 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, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
7. I declare that:
 - a) I have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority; and
 - b) I have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and

- c) I hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
- d) the undertakings given by us along with the Proposal in response to the subject RFP and information mentioned for the evaluation of the bid capacity were true and correct as on the date of making the Proposal and are also true and correct as on the Proposal Due Date and I shall continue to abide by them.
8. I understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any BID that you may receive nor to invite the Agencies to BID for the Project, without incurring any liability to the Agencies, in accordance with the RFP document.
9. I certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
10. I undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
11. I further acknowledge and agree that in the project such change in control occurs after signing of the Agreement up to its validity, it would, notwithstanding anything to the contrary contained in the Agreement, be deemed a breach thereof, and the Agreement shall be liable to be terminated without the Authority being liable to us in any manner whatsoever.
12. I hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Agency, or in connection with the Bidding Process itself, in respect of the subject RFP and the terms and implementation thereof.
13. In the project of my/ our being declared as the Selected Agency, I / we agree to enter into an Agreement in accordance with the draft that has been provided to me / us by the Authority. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
14. I have studied all the Bidding Documents carefully and also surveyed the website of DoT. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or relating to the Bidding Process including the award of Agreement.
15. I offer the Earnest Money Deposit (EMD) to the Authority in accordance with the RFP Document.
16. I agree and understand that the Proposal is subject to the provisions of the Bidding Documents. In no case, I shall have any claim or right of whatsoever nature if the Project not awarded to me or our Proposal is not opened or rejected.
17. The Financial Proposal has been quoted by me after taking into consideration all the terms and conditions stated in the RFP, draft Agreement, our own estimates of costs and after a careful assessment of the website and all the conditions that may affect the implementation cost.
18. I agree and undertake to abide by all the terms and conditions of the RFP document.
19. I shall keep this offer valid for 180 (One Hundred Eighty) days from the Proposal Due Date specified in the RFP.

20. I hereby certify that we have not changed any quantity as mentioned in the financial figures and confirm that any discrepancy arrives at any time, decision of Authority (DoT) will be considered as final.
21. I hereby submit our Proposal and quote an amount as indicated in Financial Proposal for undertaking the aforesaid Project in accordance with the Bidding Documents and the Agreement.

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

Yours faithfully,

Date:

Place:

Name & seal of Agency

**(Signature, name and designation
of the Authorised signatory)**

ANNEXURE-II DETAILS OF AGENCY

(On the Letter head of the Agency)

- a) **Name of the Agency:**
- b) **Incorporation (i.e. Company, Partnership or Proprietorship):**
- c) **Registered Office Address with telephone, fax, website and email:**
- d) **Date of Incorporation (Please attach copy of certificate of incorporation / Registration):**
- e) **Name of the contact Person (Authorised Signatory):**
- f) **Designation:**
- g) **Mobile Number & Telephone Number:**
- h) **E-mail Address:**
- i) **Fax Number:**
- j) **GST Registration number:**
- k) **Pan Card:**
- l) **Average Annual Turnover:**
- m) **EMD Exemption under MSME Policy of Jharkhand: YES [] NO []**
- n) **EMD submitted: YES [] NO []**
- o) **Company registration year:**
- p) **3 work order of printing Coffee table book value: (.....), (.....), (.....)**

Duly signed by the Authorised Signatory of the Agency
(Name, Title and Address of the Authorised Signatory)

ANNEXURE-III Company Registration Certificate

Attached copy of **Company Registration Certificate**

ANNEXURE-IV WORK ORDER

Sno.	Parameters	Details
1	Project Title	
2	Project Description	
3	Location	
4	Name of Client	
5	Total value of work order (In Indian Rupees), as applicable	
6	Period of Services rendered by the Agency (Start and end date)	
7	Other Information relating to Project	
8	Copy of the work order, completion certificate to be submitted	

**Please use separate sheet for single pro*

**Duly signed by the Authorised Signatory of the Agency
(Name, Title and Address of the Authorised Signatory)**

Note: Documentary proof (Work Order along with Completion Certificate etc of related projects) with project citation

ANNEXURE-V TURNOVER

Name of the Agency:

Sn.	Particulars	FY 2021-22	FY 2022-23	FY 2023-24
1	Turnover (in INR Crore)			
2	Average Annual Turnover for last 3 years (in INR Crore)			

Note:

1. Attach certified copies of IT Returns Certificate for last 3 (Three) years or CA Certified certificate.
2. The above data must be submitted by Agency, duly certified by either Statutory Auditor or Chartered Accountant.

Signed
Signature of CA/ Statutory Auditors

(Name of the Authorised Signatory)

(with seal & registration no.)

Place:

Date:

ANNEXURE-VI DECLARATION ON NON-BLACKLISTING

(On the Letter Head of the Agency)

I/We Proprietor/ Partner(s)/ Director(s) of M/s _____ hereby certified that, I/we M/s _____ have not blacklisted or debarred by any Ministry/ Departments of Central/ State Government, International bodies like United Nations, World Bank or any other organisation/ Funding Agencies as on date.

In case the above information found false I/We are fully aware that the tender/ contract will be rejected / cancelled by DoT, Jharkhand and EMD/PBG shall be forfeited. In addition to the above DoT, Jharkhand will not be responsible to pay the bills for any completed / partially completed work.

Duly signed by the Authorised Signatory of the Agency

(Name, Title and Address of the Authorised Signatory)

ANNEXURE-VII UNDERTAKING

(On the Letter Head of the Agency)

Date:-----

**To,
Director
Directorate of Tourism,
MDI Building, 2nd Floor,
HEC Campus, Dhurwa
Ranchi-834004.
Jharkhand.**

Ref: *Selection of an Agency to Conceptualize, Design, and Print of a Coffee Table Book in Multiple Languages for Jharkhand Tourism*

Dear Sir,

We have examined in detail and have understood the terms and conditions stipulated in the RFP issued by DoT. Our Proposal is consistent with all requirements of submission as stated in the RFP or in any of the subsequent communication issued by the DoT. We would be solely responsible for any errors or omissions in our Proposal.

Sn	Subject	Available status
1	Content Writer available in company	Yes/No
2	Language Expert available in company	Yes/No
2	Designer available in company	Yes/No
3	Other important Employee of Company only designation mentioned	
4	Other Details	

We hereby declare that we have read and understood the rules governing the development of project as given above, examined and understood and satisfied ourselves regarding the content of the various agreements, declarations and deeds to be executed and do hereby undertake to execute them when called upon to do so, and commit in unequivocal terms, in letter and spirit, that the project shall be implemented as per the comprehensive stipulations and requirements that have been spelt out by the DoT, in this RFP and Bidding Documents including adherence to the areas / capacities / specifications / regulations as have been detailed by the DoT in this regard.

Yours Faithfully

**Duly signed by the Authorised Signatory of the Agency
(Name, Title and Address of the Authorised Signatory)**

ANNEXURE-VIII FINANCIAL PROPOSAL

**To,
Director
Directorate of Tourism,
MDI Building, 2nd Floor,
HEC Campus, Dhurwa
Ranchi-834004.
Jharkhand.**

Ref: *Selection of an Agency for Concept, Designing and Printing of Coffee Table Book for Jharkhand Tourism*

We, the undersigned, offer to provide the Concept, Designing and Printing of Coffee Table Book for Jharkhand Tourism branding and promotion, Jharkhand in accordance with the subject RFP in accordance with your Request for Proposal dated, our Financial Proposal as per details mentioned below:

Financial Bid

S N	Book Title	Language & Specific Country	Book Quantity	Unit price of Per 2 page	Unit Price of book	Amount (in INR)
1	Coffee Table Book – Jharkhand (Nature’s Hidden Jewel)	English (Country- US, UK, Canada, Australia, New Zealand)	400			
2	Coffee Table Book – Jharkhand (Nature’s Hidden Jewel)	French (Country- France, Belgium)	400			
3	Coffee Table Book – Jharkhand (Nature’s Hidden Jewel)	Spanish (Country- Spain, Mexico, Argentina, Columbia)	400			
4	Coffee Table Book – Jharkhand (Nature’s Hidden Jewel)	Italian (Country- Italy)	200			
5	Coffee Table Book – Jharkhand (Nature’s Hidden Jewel)	Mandarin Chinese (Country- China, Taiwan, Singapore, Malaysia)	200			
6	Coffee Table Book – Jharkhand (Nature’s Hidden Jewel)	German (Country- Germany & Austria)	400			
7	Coffee Table Book – Jharkhand (Nature’s Hidden Jewel)	Japanese (Country- Japan)	200			
8	Coffee Table Book – Jharkhand (Nature’s Hidden Jewel)	Arabic (Country- Saudi Arabia, Egypt, Kuwait, Oman, UAE)	500			
Total Amount Without GST						
Total Amount with GST			GST % ___			

Note:

- Bidders must understate that the financial price is not exceeding the IPRD Approved rate
- The total page quantity currently stands at 80. DoT will adjust the quantity as needed.
- Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid in accordance with the proposal validity mentioned in the subject RFP from the last date of submission of proposal.

The Financial Proposal is without any condition.

Yours faithfully,

For and on behalf of *(Name of Agency)*

Duly signed by the Authorised Signatory of the Agency

(Name, Title and Address of the Authorised Signatory)

ANNEXURE-IX PRE BID QUERY FORMAT

Interested parties shall submit their queries in the following format

Sn.	Clause No/ Page No	Query/ Modifications Requested	Remark/ Reason

Note:

Agency shall submit their query or modification in soft copy to dirjharkhandtourism@gmail.com on or before the pre bid query submission due date.