



**Request for Proposal (RFP) for  
Empanelment of Printing agencies for printing jobs of publicity  
material for Bihar Tourism**

Directorate of Tourism, Government of Bihar,  
Extension Building, Main Secretariat, Patna-800015

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## **DISCLAIMER**

While this Request for Proposal document (“RFP”) has been prepared in good faith, neither Directorate of Tourism (DoT) nor its employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of Information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP, even if any loss or damage is caused by any act or omission on their part.

This document is not transferable, and this RFP does not purport to contain all the information that each Bidder may require and accordingly it is not intended to form the basis of any investment decision or any other decision to participate in the bidding process for the selection of the Successful Bidder for this Project. Each Bidder should conduct their own investigations and analysis and check the accuracy, reliability, and completeness of the information in this document and obtain independent advice from appropriate sources.

Though adequate care has been taken while preparing this Bid Document, the Bidder shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately.

DOT may modify, amend, reject, or supplement this RFP document in accordance with norms and procedures and as per the requirement of the project. DOT reserves the right to waive any irregularity in the proposal (RFP) and DOT makes it clear that the RFP is not an offer/ Agreement.

Neither DOT nor its employees shall be liable to any Bidder or any other person under any law including the law of Agreement, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise, or be incurred, or suffered, in connection with this RFP document, or any matter that may be deemed to form part of this RFP document, or the award of the Agreement, or any other information supplied by DOT or their employees or consultants or otherwise arising in any way from the selection process for the award of the Agreement for the Project.

DOT is not bound to accept any or all the Proposals. DOT reserves the right to reject any or all the Proposals without assigning any reasons. No Bidder shall have any cause for action or claim against DOT or its officers, employees, successors, or assignees for rejection of their bid. The RFP submitted by the bidder will be the property of DOT.

## Glossary

Abbreviation/ Terms	Details
<b>Authorized Signatory</b>	The bidder's representative / officer vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement. Also called signing officer/ authority having the Power of Attorney (PoA) from the competent authority of the respective Bidding firm.
<b>Bid</b>	A formal offer made in pursuance of an invitation by a procuring entity and includes any tender, proposal, or quotation in electronic format
<b>Bid Security/ Earnest Money Deposit (EMD)</b>	A security provided to the procuring entity by a bidder for securing the fulfilment of any obligation in terms of the provisions of the bidding documents. EMD is refundable
<b>Bidder</b>	Any person/ firm/ agency/ company/ contractor/ vendor participating in the bidding process with the procurement entity
<b>Bidding Document</b>	Documents issued by the procuring entity, including any amendments thereto, that set out the terms and conditions of the given procurement and includes the invitation to bid
<b>Tender Fee/ Cost of Bid document</b>	Cost of RFP document non-refundable in nature
<b>Competent Authority</b>	An authority or officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement. Director, Tourism Directorate, Department of Tourism in this bidding document.
<b>Contract</b>	"Contract" means a legally enforceable agreement entered between the Procuring entity and the selected bidder(s) with mutual obligations.
<b>LD</b>	Liquidated Damages
<b>Lol</b>	Letter of Intent
<b>Notification</b>	A notification published in the Official Gazette
<b>PAN</b>	Permanent Account Number
<b>Procurement Process</b>	The process of procurement extending from the issue of invitation to Bid till the award of the procurement contract or cancellation of the procurement process, as the case may be
<b>Project Period</b>	The project duration as per the RFP and the contract agreement

Abbreviation/ Terms	Details
<b>Purchaser/ Tendering Authority/ Procuring Entity</b>	Person or entity that is a recipient of a good or service provided by a seller (bidder) under a purchase order or contract of sale, also called buyer. DoT in this BID document.
<b>Services</b>	Any subject matter of procurement other than goods or works and includes physical, maintenance, professional, intellectual, consultancy and advisory services or any service classified or declared as such by a procuring entity
<b>State Government</b>	Government of Bihar (GoB)
<b>GST</b>	Goods and Service Tax
<b>WO/ PO</b>	Work Order/ Purchase Order
<b>Selected Agency/ Selected Bidder/ Service Provider</b>	Agency selected for award of project
<b>DoT/ "Authority"</b>	Tourism Directorate, Department of Tourism, Government of Bihar

## FACT SHEET

Activity	Scheduled Date
Non-refundable cost of RFP document	INR 5000/- (INR Five Thousand Only) – Non-Refundable
Earnest Money Deposit (EMD)	INR 50,000/- (INR Fifty Thousand only) – Refundable
Date of issue of Request for Proposal document	XX/XX/2026
Last date for submission of queries	XX/XX/2026; 2:00 PM
Prebid meeting	<b>Venue:</b> Conference Hall, Directorate of Tourism, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015 <b>Date and Time:</b> <b>XX/XX/2026; 3:00 PM</b>
Last date of submission of Proposal by Bidders	XX/XX/2026; 02:30 PM
Date and time for opening of technical bids	XX/XX/2026; 03:00 PM
Address for Bid Submission	Director Tourism Government of Bihar, 1 <sup>st</sup> Floor, B-Block, Extension Bhawan, Main Secretariat, Patna-800015 email - dir-tourism-bih@nic.in Tel.- +91-612-2217045
Website	<b><i><a href="https://tourism.bihar.gov.in">https://tourism.bihar.gov.in</a></i></b>

## 1. BACKGROUND

Department of Tourism, Government of Bihar is responsible for promoting tourism in Bihar. Bihar Tourism since its inception has been working towards the development and promotion of tourism in the State. Government of Bihar in its endeavor to promote tourism has identified Tourism as one of the priority sectors for development in the state.

Bihar has been home to cultural heritage of Hinduism, Buddhism, Jainism, and Islam. Innumerable monuments, exquisitely carved temples and stupas are dotted all over the State. Bihar is a state where people from different religions celebrate its rich culture and traditions through a number of festivals. Such festivals are the soul of Bihar, and each festival has its unique story and celebration. The State attracts substantial number of foreign and domestic tourists every year. Department of Tourism (DOT) intends to promote the state as a round-the-year tourist destination through the use wide range of printing works to promote its rich culture and heritage and showcase the tourist attractions in Bihar at the global stage. These printing works act as an effective medium to connect with the tourists and share the details about destinations and events in the state.

DoT now intends to empanel agencies (the “Empaneled Agencies”) who would assist DoT in creating content, design and print for Bihar Tourism. DoT invites applications for empanelment of agencies for conceptualization, creation, printing of black and white and multi colour jobs including Reports, Posters, Pamphlets, folders, booklets, Newsletters posters, diaries, calendars, Books, Magazines, coffee table books and other unspecified printing materials.

## SCOPE OF WORK

The scope of services to be provided by the Agency as described below is general but is not exhaustive i.e., does not mention the entire incidental services required to be carried out. The services shall be provided all in accordance with true intent and meaning, regardless of whether the same may or may not be particularly described, provided that the same can be reasonably inferred there from. The scope of services shall also be governed by the provisions of the contract (the “Contract”) to be entered into between the Agency and DoT which sets forth the detailed terms and conditions for grant of the right to the Agency (the “Right”). There may be several incidental services & assignments, which are not mentioned herein but will be necessary to complete the work in all respects.

The Agencies will be responsible for the creation of printing works covering destinations, fairs and festivals, art and culture, food, and events to promote Bihar Tourism.

The work shall include Capacity and all auxiliary facilities such as processing, printing, binding, and packing etc., other work may include the following:

### A. Offset multicolor printing jobs

The agency shall deal with high quality multi-colour jobs which are prestigious for Bihar Tourism, such as printing of corporate folders, annual report, calendar of events, booklets, posters, Invitation Cards fair guides, fair promotion folders, Coffee Table books etc. and much more for Publicity of Bihar Tourism and international exhibitions/events

**B. Digital Printing/Screen printing works**

The agency shall undertake the jobs of printing of Invitation cards, letterheads, application forms, entry passes, badges, parking labels, handbills, visitor registration forms, stickers and much more

DoT shall identify the requirement of content to be developed. The linguistic specialization/capability to produce content in Indian languages will also be taken into consideration.

**2.1. Other Conditions**

- a. The selected agencies shall be required to ensure accuracy, completeness and adhere to the timelines for the work awarded. DoT may take suitable action if found otherwise.
- b. The agency must have domain knowledge across printing works and possess in-house production facility. All other requirements such as manpower, tools, creative content, licenses etc. will have to be met by the agency. Agency must have proven and relevant expertise in these work areas. The agency must put in place effective and adequate mechanism and systems for ensuring and maintaining the backup, storage, and recovery mechanism.
- c. The content should be based on credible sources of information. The agency should be in a position to give details of this credible sources, if any dispute arises with regards to any content or any material created by it.
- d. All creatives and contents developed by the agencies on the award of work under this empanelment shall be perpetual, irrevocable, and exclusive property of the Department of Tourism, Government of Bihar unless stated explicitly otherwise in this RFP or in any further communication by the Department of Tourism.
- e. The agency is permitted to reuse Intellectual Property fully owned by it, third party Intellectual Property (subject to their approval) or Intellectual Property in the public domain that is legal and does not violate Intellectual Property Rights in this work. The verification of continued legality of the Intellectual Property will be solely agency's responsibility. The department shall not be liable for any Intellectual Property Rights violation and the full liability for the same shall be towards the agency.
- f. All intellectual property rights in the content whether in tangible or intangible form shall belong to Department of Tourism. The agency has no right to assign, license, sell, or use any content conceptualized, created, and implemented under this RFP and/or accompanying agreement to any third party under any circumstances.
- g. The agency shall adhere to all applicable law, acts, amendments, guidelines, policies, gazettes, circulars, notifications, rules etc. imposed by the Central and State Government from time to time.

## 2. ELIGIBILITY CRITERIA

### 3.1. General Eligibility Criteria

No.	Criteria	Documentary Evidence
<b>I</b>	<b>Registered Entity</b>	
A	The bidder must be registered entity under Companies Act/ Partnership Act/ Society Act or proprietorship <b>(Note: Joint venture (JV)/ Consortium is not allowed)</b>	Copy of Registration certificate
B	The bidder must have been registered and operational for a minimum period of 5 years as on 31 <sup>st</sup> March 2025	Self-declaration regarding the bidder being Operational for a minimum period of five years <b>(Refer Annexure 2)</b>
<b>II</b>	<b>PAN and GST Registration</b>	
	The bidder must have PAN and GST Number	Copy of PAN card and GST Certificate
<b>III</b>	<b>Non- Blacklisting</b>	
	The bidder must not be blacklisted or debarred from any Central / state Government organization	Notarized Affidavit of non-blacklisting
<b>IV</b>	<b>Turnover Details</b>	
	The bidder must have an average annual Turnover of <b>INR Thirty-Five lakh 50 Lakh</b> in <i>last three</i> financial years ending 31 <sup>st</sup> March 2025	Audited Financial statement along with Certificate from the statutory auditor <b>(Refer Annexure3)</b>
<b>V</b>	<b>Experience</b>	
	<ul style="list-style-type: none"> <li>Minimum experience of five years in the field of designing/ printing works preferably experience of handling similar works for Government Departments/ Boards/ Corporations for preparation of folders/booklets, posters, diaries/ calendars, coffee table books, magazines/newsletter etc. and other unspecified printing material etc.</li> </ul> <p>The minimum aggregate value of two projects From Government Departments/ Boards/ Corporations must be INR Fifty lakhs in the last two financial years (1<sup>st</sup>April 2024 to 31<sup>st</sup> March 2026)</p>	Letter of Award/ Letter of Intent/ Agreement/ Work Order duly certified by authorized signatory of the bidding company <b>(Refer. Annexure 4)</b>

No.	Criteria	Documentary Evidence
	<b>In house Facilities</b>	
<b>VI</b>	<ul style="list-style-type: none"> <li>Printing firms/Agencies must have in house state of the art facilities for colour printing in off set, system work, Capacity, and all auxiliary facilities such as processing, printing, binding, and packing etc.</li> </ul>	<b>Submit details in Annexure 5 with pictures and other details</b>

### 3. DETAILS OF THE TECHNICAL BID TO BE SUBMITTED BY THE APPLICANTS

The application shall be submitted in sealed envelope superscribed "TECHNICAL BID". Following details are to be submitted by the agency along with the application.

1. Letter of Submission (Annexure '1')
2. Name and address of firm/ individual along with Registration No. (Annexure '2')
3. List of projects undertaken by the agency in the prescribed proforma attached (Annexure '3').  
The list of projects must fulfill eligibility evaluation criteria.
4. Turn over details with Copy of audited Financial Statement for the last 5 Financial Years (Annexure '4')
5. In-house facilities details (Annexure 5)
6. All the documentary evidence as directed in Section 3 – “**Eligibility Criteria**”. The documents should be attached in the proper designated place.

### 4. SUBMISSION OF BIDS

1. The ‘ORIGINAL’ proposal shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initiated by the person or persons who sign(s) the Proposals.
2. All pages of the ‘ORIGINAL’ Proposal shall be signed by the eligible authority.
3. The Proposal should be submitted in ORIGINAL in a sealed envelope and containing all the above details marked ‘TECHNICAL BID’, along with the cost of document and EMD (refer to Fact Sheet)
4. Complete proposal must be delivered on or before the Bid Due Date and time.

## Correspondence/ Pre - bid queries

Bidders requiring specific points of clarification may communicate with DoT during the period specified under “FACT SHEET”. The queries can be submitted by email at: [dir-tourism-bih@nic.in](mailto:dir-tourism-bih@nic.in) in the format\* given below with the subject of the e-mail mentioned as {Pre-bid Query for Empanelment of Printing agencies for printing jobs of publicity material for Bihar Tourism - “Company Name”}:

Bidders Request for Clarification		
Name of Organization submitting request	Name and Position of person submitting request	Details of person and organization
		Address: Tel/ Mobile: E-mail:

S. No	Bidding Document Reference (Number//Page)	Content of RFP requiring Clarification	Points of Clarification Required	Suggestions (If Any)
1				
2				
3				

\*To be submitted in both PDF (signed by authorized signatory) and editable MS-Excel file format.

## Sealing and marking of RFP

The envelope shall clearly bear the following identification:

- I. Technical Proposal for Empanelment of Printing agencies for printing jobs of publicity material with Department of Tourism, Government of Bihar
- II. To:
  - Director
  - Tourism Directorate, Department of Tourism,
  - Government of Bihar,
  - Old Secretariat.
  - Patna-800015
  - email - [dir-tourism-bih@nic.in](mailto:dir-tourism-bih@nic.in)
  - Tel.- +91 0612-2217045

From: The name, address, and phone number of the bidder

## 5. BID SECURITY

1. Proposals must be accompanied by a ‘Bid Security’ (EMD) (For details of EMD refer to “FACT SHEET”). The Bid Security must be kept valid throughout the Proposal Validity Period and shall be required to be extended if required by DOT.
2. The Bid Security shall be in the form of a Demand draft/ Bank Guarantee in favor of the ‘Director

Tourism, drawn on any scheduled Bank payable at Patna.

3. The Bid Security shall be returned to the unsuccessful Bidders after the signing of Agreement between DOT and the Successful Bidder.
4. The bid security of the successful bidders (empaneled bidders) will be returned on the submission of the Performance Security as specified in the RFP document.
5. For bidders registered with MSME, EMD fee is exempted as per Section 131-O of Bihar Financial Rules 2005 which states that, "bidders registered with Central Purchase Organization/ State Purchase Organization/ National Small Industries Corporation (NSIC) are exempted from payment of Bid Security." The bidders must submit copy of the registration certificate, valid on the date of submission, to be eligible for EMD exemption.
6. The Bid Security shall be forfeited in the following cases:
  - a. If the Bidder withdraws its Proposal.
  - b. If the Bidder withdraws its Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period; and
  - c. If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect.
  - d. If the bidder, after the award of work order, fails to submit the performance security within the stipulated time.

## **6. AMENDMENTS TO RFP**

1. At any time prior to the Proposal Due Date, as indicated in the RFP Time Schedule, DOT may, for any reason, whether at its own initiative or in response to clarifications requested by a bidder, amend the RFP by the issuance of Addenda. Such Addenda would be posted only on the website [www.bihartourism.gov.in](http://www.bihartourism.gov.in).
2. In order to afford Bidders reasonable time to take the Addendum into account, or for any other reason, DOT may, at its discretion, extend the Proposal Due Date.

## **7. METHOD OF SELECTION**

1. Assessment of the Pre-Qualification/ Eligibility bids will be done by a committee constituted for this purpose. Those agencies/firms who have submitted all necessary documents, enclosures and fulfill the conditions of the eligibility criteria along with their profile track record and quality of work done will be evaluated by the Committee in detail. The committee may do the physical inspection of their premises and their offer will be short listed.
2. Eligible and competent firms will be short listed for the empanelment. As and when print work or publishing orders to be assigned, job base specific rates will be invited, and work will be

assigned on lowest rate basis.

3. Any un-authenticated alteration, erasures, overwriting, blanking out or discrepancies will render the bid invalid. The evaluation of the response will be based on the documents submitted.
4. DoT decision in respect of evaluation methodology and short listing of the firms will be final and no communications, whatsoever in this respect, shall be entertained.
5. DoT reserves right to:
  - i) Take final decision regarding, or to modify or scrap the process,
  - ii) Accept or reject the request of any agency for empanelment
  - iii) To keep or remove any agency on the panel approved for designing and printing job etc.
  - iv) To assign any job to any agency from the panel or otherwise without assigning any reason(s)
6. In case it is essential to empanel new agencies due to operational reasons, DOT will enlist new and eligible agencies on the Panel through open bid. The validity of empanelment of new agencies shall be coterminous with those enlisted on an existing Panel.
7. This empanelment does not bind DOT from taking recourse to open bidding for specific projects, and in such cases, empaneled bids may participate along with other bidders in the competitive bidding process.

## **8. MODE OF PAYMENT**

1. Payment will be made to the Agency after the content has been developed and published to the satisfaction of DoT and as per terms and conditions of this RFP and ToR for particular work.
2. Penalty clause:

Details of penalty in case of undue delay in execution of work allotted and under performance will attract the following percentage of deduction from the total cost of the project: -

  - i) For delay up to one week - 5%
  - ii) For delay up to two weeks- 10%
  - iii) For delay beyond two weeks-15%
3. In case of underperformance or delay beyond one month, DoT reserves the right to cancel the contract, revoke the empanelment, and blacklist the Agency.
4. A schedule for the work and for the delivery of the printed copies will be drawn by DoT and will be intimated to the agency while placing the order for the job. The agency should accept the job only if it is able to complete the job according to the schedule. In case DoT anticipates that a single bidder will not be able to complete the job within given time, it may distribute the work among more than one bidder at L1 rates. The work will be offered to the bidders in the order of least bids (L2, L3, L5...). In case any of the bidders refuse to work at L1 rates, DoT will offer the work to bidder quoting next lowest rate.

5. If the agency is unable to adhere to the schedule, for reasons not attributable to DoT shall have power to cancel the order and withdraw the printed (and folded) sheets, forms, the original art works, paste ups, photographs, manuscripts etc. of the job and shall have the power to assign to another printer for completing the remaining part of the job at the cost of the agency to which the job was originally assigned. The agency shall extend all facilities to the Authority for withdrawing the printed and unprinted material.

## **9. CLIENT'S RESPONSIBILITIES**

**The following shall be the responsibilities of the client:**

1. Provide detailed requirements of the project.
2. Pay the fees to the Agency within four weeks of submission of bills, subject to clearance of bills as per agreement. (In case of non-payment / delay / rejection, the same to be conveyed to the consultant in time)

## **10. NOTIFICATION OF AWARD**

1. Prior to the expiration of the validity period, Authority will notify the successful Bidder in writing or by email, that its proposal has been accepted (Letter of Intent "LOI").
2. The Agency shall, within 7 (seven) days of the receipt of the LOI, sign and return the duplicate copy of the LOI in acknowledgement thereof.
3. In the event the duplicate copy of the LOI duly signed by the Agency is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, appropriate the EMD of such Bidder as loss and damage suffered by the Authority on account of failure of the Agency to acknowledge the LOI.

## **11. PERFORMANCE BANK GUARANTEE (PBG)**

1. The bidders selected for empanelment shall furnish an unconditional and irrevocable bank guarantee / demand draft, in a format acceptable to DOT valid for a period of 6 months beyond the term of the empanelment, of a value of INR 25,000/- (INR Twenty-Five Thousand Only) within 7 days from the date of issue of empanelment list.
2. Additional Performance Bank Guarantee: Agency must submit and additional Performance Bank Guarantee equivalent to 5% of the total fee payable for each project/ engagement assigned to the agency during the empanelment period.
3. Failure to submit the PBG within the stipulated time may lead to withdrawal of the LOI and

cancellation of empanelment.

## 12. SIGNING OF CONTRACT

1. After receiving the Performance Security from the Agency, Department of Tourism (DOT) shall execute the Agreement with the Agency.
2. The Agency shall not be entitled to seek any deviation, modification, or amendment in the Agreement as per Tender norms. After finalization of detailed scope of work, terms & conditions, schedule, and professional fee for the services, the firm selected will be required to enter into a contract agreement with the Authority to provide the envisaged services described in the Scope of work.
3. The selected bidder will be required to comply with the terms of empanelment as specified in the agreement.
4. The final authority lies at the sole discretion with the Principal Secretary/ Secretary, Department of Tourism.
5. The empanelment shall be valid for **a period of 2 years and shall be extendable annually for a further period of two years** subject to requirement of such services by DOT and satisfactory performance of the empaneled agencies.

## 13. EXECUTION OF THE ASSIGNMENT

1. The agency shall complete the tasks as per Terms of reference. DoT shall review the work undertaken and provide necessary approval. The quality of work and time schedule mutually agreed upon shall be considered while the review and approval of work.
2. In the event of Agency closing its business, DoT shall have the power to employ any other agency to complete the work.

## 14. TERMINATION

1. **Termination for defaults** - The client may without prejudice to any other remedy for breach of agreement, by written notice of default sent to the consultants, terminate the agreement in whole or in part:
  - a. If the agency fails to deliver any or all of the services within the time period(s) specified in the agreement or any extension thereof granted by the client in writing.
  - b. If the agency fails to perform any other obligations under the agreement, Or
  - c. If the agency refuses to accept and perform the assignment given by the client.
2. **Termination for insolvency**
  - a. The client may at any time also terminate the agreement by giving written notice to the

agency without any compensation to the agency, if the agency becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the client.

- b. The client shall have the liberty to postpone or not to execute any work and the t agency shall not be entitled to any compensation for non-execution of the work except the fees which are payable to the agency up to the stage of services already submitted.
- c. The agreement shall be governed by the Indian laws in force from time to time and the courts at Patna shall alone have exclusive jurisdiction to entertain and try any or all matters arising out of this agreement.
- d. Any disputes or differences in connection with the agreement shall be to the extent possible, settled amicably between the parties. If it cannot be reached then all disputed issues shall be settled by arbitration as proposed hereafter, subject to termination clause mentioned in this agreement.

## **15. ARBITRATION**

1. Any Dispute which is not resolved amicably by conciliation, as provided, shall be decided by reference to arbitration. Any dispute between the parties as to matters arising pursuant to this contract which cannot be settled amicably within thirty (30) days after receipt by one party of the other party's request for amicable settlement will be settled by the reference to the Bihar Arbitration Tribunal constituted by the Bihar Arbitrary Tribunal Act, 2008 at the instance of either party.
2. Any Award made by the Bihar Arbitration Tribunal shall be final and binding on the Parties as from the date it is made, and both the parties to this agreement agree and undertake to carry out such Award without delay subject to the further provisions of Bihar Arbitral Tribunal Act, 2008.
3. The Agency and the Government agree that an Award may be enforced against the Agency and/or the Government and their respective assets wherever situated.

**ANNEXURE 1: LETTER OF SUBMISSION**

(ON LETTER HEAD OF APPLICANT)

To,

**Director Tourism**

Tourism Directorate

Department of Tourism, Government of Bihar

Main Secretariat, Patna - 800015

Date:

**Subject: Request for Proposal for Empanelment of Printing agencies for printing jobs of publicity material for Bihar Tourism**

Sir,

Being duly authorized<sup>1</sup> to represent and act on behalf of (hereinafter referred to as "the Bidder") and having reviewed and fully understood all of the requirements and information provided, the undersigned hereby express our interest in Empanelment for Printing agencies for printing jobs of publicity material for Bihar Tourism.

We confirm that we have examined the terms and conditions published in the RFP advertisement and accordingly submitting the proposal for the captioned project.

We are enclosing our RFP in Original with the details as per the requirements of the document for your evaluation.

The undersigned hereby also declares that the statements made, and the information provided in the RFP is complete, true, and correct in every detail and unconditional.

Yours faithfully,

(Signature of Authorized Signatory)

(Name, title, and Address of the Bidder)

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<sup>1</sup> Bidders to attach Letter of Authorization/ Power of Attorney

**ANNEXURE 2: STATUS OF FIRM WITH YEAR OF ESTABLISHMENT**

<b>Name of firms with Address</b>	<b>Type of entity</b>	<b>Name of proprietors/ Partners/ Directors</b>	<b>Date of establishment</b>	<b>Registration No.</b>

**Signature of Authorized Signatory**

**ANNEXURE 3: TURNOVER DETAILS**

S. No.	Period	Turnover (INR)		Remarks (If Any)
		Amount in Figure	Amount in Words	
3	2023-24			
4	2024-25			
5	2025-26			
	<b>Total</b>			

**Note: Attach Copy of Audited Financial Statement for the Last 3 Financial Years**

**Signature of Authorized Signatory**

**Note: To be submitted with technical proposal**

#### ANNEXURE 4: EXPERIENCE DETAILS

##### List of Projects

Sl. No.	Name & location of project	Classification of project (Tourism or Others)	F.Y.	Project Cost (INR Lakh)	Details of the project	Certificate of client attached (Y/N)

{Add more rows if required}

Signature of Authorized Signatory

Note: To be submitted with technical proposal

**ANNEXURE 5:**  
**IN HOUSE FACILITIES DETAILS (DETAILS OF MACHINES & EQUIPMENT WHICH ARE UNDER**  
**WORKING CONDITION AND OWNED BY THE APPLICANT)**

<b>Items</b>	<b>Name and make of Machines/ Equipments with year of their manufacture</b>	<b>Year of Installation</b>	<b>Number of Machine(s)</b>
<b>Pre-press</b> <ul style="list-style-type: none"> <li>• Composing</li> <li>• Graphic designing/ system work/ facilities</li> </ul>			
<b>Processing, Plate making/Computer to Plate (CTP) machineries/image setter</b>			
<b>Press</b> Digital Printing Machineries			
<b>Printing machineries</b>			
<b>Post Press</b> Binding - Finishing including cutting, stitching, sewing, Varnishing, UV coating, lamination, etc.			

*Note: Bidders to attach separate sheet if the space under any column is insufficient. Other facilities available with the bidder may be provided in additional rows. Bidders to provide pictures of the premise and each equipment mentioned in the list above. DoT may carry out physical inspections to validate the authenticity of the proposal.*

**Signature:.....**

**(Authorised signatory)**

**Name:.....**

**Designation:.....**

**Stamp of the Applicant.....**