

Printing of Poster of Tourism sites in Bihar.
Directorate of Tourism, Government of Bihar



Request For Proposal [RFP]

**Directorate of Tourism, Government of Bihar, 1st Floor, B Block, Extension
Bhawan, Main Secretariat, Patna-800015,
Ph.: - 0612-2217045
website: www.tourism.bihar.gov.in**

IMPOTANT DATES

| | | |
|-----------|---|--|
| 1. | Name of the work | Printing of Poster of Tourism sites in Bihar |
| 2. | Bid Security (Earnest Money Deposit) | <p>An amount of Rs. 5,000.00 (Five thousand only) in the form of Demand Draft be enclosed along with the Technical bid. The EMD shall be from any Nationalized Bank and to be drawn in favour of Director of Tourism, payable at Patna. Any bid without EMD will not be considered. This will be refunded to the unsuccessful vendors once the tender process is completed. The EMD of vendor getting the purchase order will be retained and returned after successful completion of the work. No interest is payable on refund of EMD. The EMD shall be forfeited if the selected vendor accepts the supply order, but is unable to execute the same as per the required quality.</p> <p>Bidders eligible for exemption of EMD as per Govt. rule may avail the same and necessary documents regarding the exemption of EMD must be uploaded in the EMD folder of Statuary bid documents.</p> |
| 3. | Tender Fee | An amount of Rs. 1,000.00 (Rupees One thousand only) as tender fee (non refundable) is to be paid. The payment shall be made by Demand Draft from any Nationalized Bank and paid in favour of Director of Tourism, payable at Patna. Bids without Tender will not be accepted. This should be enclosed separately in an envelope and stapled with the Technical Bid document. |
| 4. | Pre-Bid Meeting | 10/12/2020, 12 PM |
| 5. | Last Date and Time for Bid Submission | 21/12/2020, 5 PM |
| 6. | Date and Time of Technical Bid Opening | 22/12/2020, 11 AM |
| 7. | Date of Commercial Bid Opening | To be informed later |
| 8. | Address for communication | Directorate of Tourism, Government of Bihar, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015, Ph.: - 0612-2217045 |

NOTICE INVITING TENDER FOR PRINTING OF POSTER OF TOURISM SITES IN BIHAR

Directorate of Tourism, Government of Bihar (“Authority”) is intending to print Posters of Tourism sites along with envelope to promote Bihar Tourism and its heritage. Interested and eligible printing/advertising agencies or vendors are requested to send their sealed bids under a **two-cover system** as per requirement mentioned in the tender document. Two separate sealed covers **super scribed “Technical Bid” and “Financial Bid”** should be submitted in a single sealed cover. In case of non-receipt of the sample of similar work and separate technical and commercial bids, the bid will not be considered.

NAME OF WORK: Printing of Poster of Tourism sites in Bihar

SCOPE OF WORK:

| Item | Specification | Qty |
|---|---|--|
| Poster Colour posters of 5 popular Tourism sites of Bihar | Size – 24” x 18” (inch) Paper quality – 250 GSM, Matt Finish | Approx 600 per poster (5X600=3000) |
| Envelope Black and white designer printed envelope. | Size – 26” x 19” (inch) Paper quality – 130 GSM, Matt Finish | Approx 600 Pc. |

- Please note that the unit quantity mentioned is only indicative. The same may vary at the time of actual printing and will be billed on a pro-rata basis for unit quantity both.
- The L1 will be considered on the basis of minimum unit rate quoted for poster printing including envelope printing. The poster unit rate should be quoted inclusive of envelope rate.
- The authority reserves the right to give work order partially or completely at any stage, for the items given in above table.

SUBMISSION OF TENDER:

In the event you are interested, and able to supply the store within 30 days from the date of receipt of Work Order, please send your offer in a sealed envelope within the specified date / time above. **Any conditional offer will not be accepted.** The sealed tender envelope shall bear the name of work, reference no. and last date of submission written on the envelope and be addressed to:

*Director, Directorate of Tourism,
1stFloor, B Block, Extension Bhawan, Main Secretariat,
Patna – 800015 (Bihar)
Ph: - 0612-2217045
Email – directortourismbihar@gmail.com*

TERMS OF REFERENCE

The work to be carried out and printing shall be implemented subject to the approvals of the Director of Tourism.

The Proposals would be evaluated on the basis of the evaluation criteria set out in this RFP to identify the successful Bidder for the Assignment.

The RFP would be available at the website www.tourism.bihar.gov.in. It may be noted that all subsequent notifications, changes and amendments in the assignment / documents would be posted only on the website.

GENERAL INSTRUCTIONS

- i. The Bid shall be typed or written in indelible ink and signed by the Authorized signatory of the Bidder.
- ii. Bidders are encouraged to submit their respective Bids after attending the Pre-bid Meeting and ascertaining for themselves the designing ideas, and any other matter considered relevant by them.
- iii. The Bidder shall be responsible for all costs associated with the preparation and samples required to be made.
- iv. The authority reserves the right to summarily reject any or all the offer received from any agency, without any intimation to the bidder(s).
- v. The authority reserves the right to withdraw / cancel the bid document partially or completely at any stage.
- vi. Authority may provide, at its own discretion, photographs or any other material available in the stocks free of charge for exclusive usage for this purpose. These photographs if provided shall not be used elsewhere without the written approval of the authority.

PENALTY CLAUSE

In case of default in performance on the part of any agency, authority shall decide the penalty to be imposed for such default considering the quantum and other related factors which shall be deducted from the payments that may become due to the selected bidder

In case the agency fails to render the services as per the terms and conditions of the RFP and subsequent work order and if the services are not to the satisfaction of authority, the authority shall be at liberty to terminate the contract and lawful action may be taken against the agency.

ARBITRATION

In case of any dispute, lawful action may be taken against the agency/firm as per the arbitration law. The decision of the arbitrator will be final and binding on both the parties. The jurisdiction of the court will be Patna (Bihar).

INDEMNIFICATION CLAUSE

That the selected empanelled agency shall keep authority indemnified and harmless against all claims, damages, dues, payments, fines, penalties, compensations, liabilities other losses etc. which may incur on account of non-compliance or violation by the selected agency or otherwise in any manner whatsoever.

VALIDITY OF THE CONTRACT

The Contract shall remain valid from the date of award of the contract/ tender till the end of 60 days from the date of submission of bid or otherwise specified in the letter of award of tender.

TECHNICAL ELIGIBILITY CRITERIA:

- a) Bidders shall submit physically their bids paper quality samples and previous work samples to be used for final submission. The samples should be in the hard copy and should be submitted with this proposal. The envelop should be sealed and super-scribed with project name.
- b) The bidder must have prior experience of printing similar kind of posters on Tourism related work / Government/ R & D Organizations during last 02 (two) years as on the tender submission deadline.
- c) The bidder should enclose samples of similar kind of work with the similar specifications as mentioned above.
- d) The bidder must submit copy of acknowledgement of Income Tax return for the two financial years 2017-18 and 2018-19.
- e) All bidders should submit along with their tender, copies of PAN Card, GST registration document. Bidders must submit the documentary proof in support of meeting the minimum eligibility criteria in the Technical Bid of the tender. Simply an undertaking by the bidder for any item of the Technical eligibility Criteria shall not suffice the purpose.
- f) The bidder must submit sample of paper which will be used in proposed poster/envelope.

The quotation should reach the undersigned on or before **21/12/2020, 5PM**

The Technical bid will be opened by the committee on **22/12/2020, 11 AM** at the **Office of the Director, Directorate of Tourism, Government of Bihar, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015**
The date and time for opening of Price bids will be intimated to the technically qualified bidders in due course of time. The Price bid will be opened only for technically qualified bidders.

Financial Bid as per annexure given. Bidders shall submit their unconditional financial quote for rendering their services as per the scope of work in a SEPARATE SEALED ENVELOPE and super-scribed as FINANCIAL BID.

The bidders must submit their price bids in the format given in Annexure – II only.

Services offered should be strictly as per requirements mentioned in this Tender Document.

Once quoted, the Bidder shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.

CORRESPONDENCE

1. All correspondence should be submitted to the following in writing registered post / courier:

*Director, Directorate of Tourism,
1stFloor, B Block, Extension Bhawan, Main Secretariat,
Patna – 800015
Ph: - 0612-2217045
Email – directortourismbihar@gmail.com*

2. No interpretation, revision, or other communication from authority regarding this RFP is valid unless it is in writing and is signed by the Director.

Note: The authority reserves the right to withdraw/cancel the bid document partially or completely at any stage.

ANNEXURE -I

TECHNICAL BID DOCUMENT ANNEXURE – I FORMAT TO BE FILLED BY THE VENDORS FOR SUBMITTING TENDER FOR PRINTING OF POSTER OF TOURISM SITES IN BIHAR.

Name of the Tenderer :

1. Status of the Tenderer : (attach documents, if registered company/partnership/propriety ship)
2. Details of experiences in a Govt. Organization for last 02 years: (Detailed Name, Address/contact details of the present and past clients.
 - a) The bidder must have prior experience of printing similar kind work on Tourism related work / Government/ R & D Organizations during last 02 (two) years as on the tender submission deadline.
 - b) The bidder should enclose samples of similar kind of work.
 - c) Copy of Company Registration Certificate/ Trade License and PAN Card, GST registration no.
 - d) The bidder must submit copy of acknowledgement of Income Tax return for the two financial years 2017-18 and 2018-19
 - e) Signed copy of the tender document, with seal.
 - f) Details of EMD, Bank Draft No., issuing branch and date:An amount of Rs. 5,000.00 (Rupees Five thousand only) in the form of Demand Draft be enclosed along with the Technical bid. The EMD shall be from any Nationalized Bank and to be drawn in favour of Director of Tourism, payable at Patna.
 - g) Details of Tender Fee, Bank Draft No., issuing branch and date:An amount of Rs. 1,000.00 (Rupees One thousand only) as tender fee (non refundable) is to be paid. The payment shall be made by Demand Draft from any Nationalized Bank and paid in favour of Director of Tourism, payable at Patna.

NOTE: This is to be submitted in a separate sealed envelope super scribing “TECHNICAL BID”

Ref.No.

ANNEXURE-II

FORMAT FOR PRICE BID AGAINST THE TENDER: The Vendor must submit the price bid separately as stated below

Price bid submitted without the given format, the price bid will not be considered.

GST applicable as per Govt. Norms.

FORMAT FOR FINANCIAL PROPOSAL

(On the letter head of the bidder)

Date: -

To,

Director, Directorate of Tourism,
1st Floor, B Block, Extension Bhawan,
Main Secretariat, Patna – 800015

Sir,

Ref: Printing of Poster of Tourism sites in Bihar.

We are pleased to quote the amount for the work to be undertaken as per out technical Bid as follow:

Rs.(Rupees(in words). Inclusive of all taxes and charges.

We have reviewed all the terms and conditions of the 'Request for Proposal' and confirm that, we would abide by all the terms and conditions. We hereby declare that there shall be no deviations from the stated terms in the RFP. We further declare that, any State Government, Central Government or any other Government or Quasi Government Agency has not barred us from participating in any Bid.

We will abide by our offer/quote and terms condition of the RFP, if the authority selects us as the Selected Bidder/Agency.

Sincerely,

Name _____

Complete address _____

Phone no. _____ Mobile _____

E-Mail ID _____

Cost Breakup of the work/ elements included.

| SL | PARTICULARS | QUANTIY | RATE per unit(inclusive of all taxes, as applicable) | AMOUNT |
|-----------|--------------------|----------------|---|---------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

The L1 will be considered on the basis of minimum unit rate quoted for poster printing including envelope printing charges. The poster unit rate should be quoted inclusive of envelope rate.

It is mandatory to submit this form with the financial bid.

This cost breakup is purely indicative and for the reference of the authority. The inclusion or exclusion of any items etc in this format shall not affect the Financial bid.

**Signature of the applicant
with Seal/Stamp**