



**DIRECTORATE OF TOURISM
GOVT. OF BIHAR**

**1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015
Phone- 0612-2217045, Email-directortourismbihar@gmail.com**



Notice Inviting Short Term Tender

Tender No-TDRT/50010/02-2018/6

Tenders are invited from experienced agencies/firms under two-bid system for Designing and Printing of Bihar Tourism Booklet/Brochure/Pocket Map as per the schedule given below:

Name of work	Designing and Printing of Bihar Tourism Booklet/Brochure/Pocket Map for the Directorate of Tourism, Government of Bihar
Website for downloading tender document	www.tourism.bihar.gov.in
Bid Fee	Rs. 2,000/- payable by Demand Draft in favour of Director Tourism, payable at Patna.
Earnest Money Deposit	Rs. 25,000/- payable by Demand Draft in favour of Director Tourism, payable at Patna
Date & place of Pre bid meeting	03.01.2022 12PM Directorate of Tourism, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015
Last Date & Time for Submission of Bids	10.01.2022, 2 PM
Date and Time of Opening Technical Bid	10.01.2022, 03 PM
Date and Time of Opening Financial Bid	To be informed later
Bid Validity Period	60 days
Place of Submission and opening of Bids	Directorate of Tourism, 1st Floor, B Block, Extension Bhawan, Main Secretariat, Patna-800015
Note –Detailed scope of work, terms and conditions are mentioned in the Tender available on the website of the Department of Tourism, Govt. of Bihar- www.tourism.bihar.gov.in	

**Sd/-
Director Tourism**

**Designing and Printing of Bihar Tourism
Booklet/Brochure /Pocket Map**

for the

Directorate of Tourism, Government of Bihar



Request For Proposal [RFP]

Notice Inviting Short Term Tender

**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	Designing and Printing of Bihar Tourism Booklet/Brochure /Pocket Map
2.	Bid Security (Earnest Money Deposit)	<p>An amount of Rs. 25,000.00 (Rupees Twenty 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. 2,000.00 (Rupees Two 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	03.01.2022 (12 PM)
5.	Last Date and Time for Bid Submission	10.01.2022 (02 PM)
6.	Date and Time of Technical Bid Opening	10.01.2022 (03 PM)
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 SHORT TERM TENDER FOR DESIGNING AND PRINTING OF BIHAR TOURISM BOOKLET/BROCHURE/POCKET MAP

Directorate of Tourism, Government of Bihar(“Authority”)is intending to print Booklet/Brochure and Pocket Map to promote Bihar Tourism and heritage all across the globe. 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 publication and separate technical and commercial bids, the bid will not be considered.

NAME OF WORK: Designing and Printing of Bihar Tourism Booklet/Brochure /Pocket Map.

The Bidder has to quote the rates for concept, creative designing, text content, original art, photography, maps, printing and supply of the following materials:

SCOPE OF WORK:

Item	Specification	Qty
Booklet/Brochure 1. Blissful Bihar (Introduction, Important destinations and Circuits)	Size – 16” x 8” Folded Size - 8” x 8” Pages – 40+4 Inside Paper – 170 GSM Imported Gloss Art Paper Cover Paper – 250 Imported Gloss Art Board Printing – Multicolour with online coating in all pages Special Fabrication on Cover- Electroplating/Foil/UV/Emboss Lamination-Gloss Binding – Centre staple	10000 (English) + 10000 (Hindi) = 20000
Booklet/Brochure 1. Bodhgaya 2. Rajgir 3. Nalanda 4. Vaishali 5. Vikramshila 6. Patna 7. Sasaram 8. West Champaran 9. East Champaran	Open size – 11” x 8.25” Folded size – 5.5” x 8.25” No. of Pages – 16 (12+4) Printing – Multicolour with online coating in all pages Inside Paper – 130 GSM imported Gloss Art Paper Cover Paper - 210 Imported Gloss Art Board Special Fabrication on Cover- Electroplating/Foil/UV/Emboss Lamination-Gloss Binding – Centre staple	10000 x 9 = 90000 (English)

Popular Tourist Destinations Booklet/Brochure	Open size – 11” x 8.25” Folded size – 5.5” x 8.25” No. of Pages – 8 (4+4) Printing – Multicolour with online coating in all pages Inside & Cover Paper – 170 GSM imported Gloss Art Paper Special Fabrication on Cover- Electroplating/Foil/UV/Emboss Lamination-Gloss Binding – Centre staple	10000 (English)
Bihar Tourism Circuit Map	Open size – 17” x 22” Printing – Multicolour with online coating (both side) Inside Paper – 130 GSM imported Gloss Art Paper Cover Paper (Front and Back) – hard cover more than 350 GSM, Stiff Matt art card with Matt thermal lamination Special Fabrication on Cover- Electroplating/Foil/UV/Emboss Lamination-Gloss (One side – Map of Bihar mentioning all the circuits and Other side - Details all the Circuits in creative writing including artwork/photographs)	5000 (English)

Please note that the unit quantity and per book page count 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 and page count both.

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 **design / content/ photographs/ page layout/ aesthetics** etc. shall be arranged and proposed by the agency for highlighting the Bihar Tourism and shall be implemented subject to the approvals of the Director Tourism. The job being of creative and artistic nature the agencies have the freedom to give their suggestion by way of the complete detailed presentations and design samples to be submitted as part of the technical bid.

Authority may provide (subject to availability), 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.

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 (subject to availability), 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 giving concept, proposed design and previous work samples to be used and final presentation as it will be seen on completion of the job. The presentation should be in the hard as well as soft form 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 publication 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 publications with the similar specifications as mentioned above.
- d) The bidder must have a minimum annual average turnover of Rs. 30 Lakh during the last three financial years 2016-17, 2017-18 and 2018-19. All bidders should submit copies of audited Statement of Accounts for the last three years ending 31st March 2019 along with the tender documents.
- e) The bidder must submit copy of acknowledgement of Income Tax return for the three financial years 2016-17, 2017-18 and 2018-19.
- f) 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.
- g) The bidder must submit sample of paper which will be used in proposed booklet/brochure/map.

Technical qualification: For each bidder whose technical bid is opened, the technical bid will be evaluated out of 100 marks as follows:

Technical aspect	Max Score
Concept and Design presented	50
Quality of Paper, Printing & binding of the sample submitted.	30
Previous Work Experience	20
Total	100

Bidders that secure at least 70 marks out of 100 marks in the Technical Evaluation will be deemed to be technically qualified.

The quotation should reach the undersigned on or before 10.01.2022 (02 PM)

The Technical bid will be opened by the committee on 10.01.2022 (03 PM) 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.

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.

ANNEXURE -I

TECHNICAL BID DOCUMENT ANNEXURE – I FORMAT TO BE FILLED BY THE VENDORS FOR SUBMITTING SHORT TERM TENDER FOR DESIGNING AND PRINTING OF BIHAR TOURISM BROCHURE/BOOKLET/POCKET MAP.

1. Name of the Tenderer :
2. Status of the Tenderer : (attach documents, if registered company/partnership/propriety ship)
3. Details of experiences in a Govt. Organization for last 03 years: (Detailed Name, Address/contact details of the present and past clients.
 - a) The bidder must have prior experience of printing similar kind publication 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 publications.
 - c) Copy of Company Registration Certificate/ Trade License and PAN Card, GST registration no.
 - d) The bidder must enclose samples of similar kind of publications.
 - e) Proof of Annual average turnover of Rs. 30 Lakh during the three financial years 2016-17, 2017-18 and 2018-19. Including copies of audited Statement of Accounts for the last three years ending 31st March 2019 along with the tender documents.
 - f) Copies of acknowledgement of Income Tax return for three financial years 2016-17, 2017-18 and 2018-19.
 - g) Signed copy of the tender document, with seal.
 - h) Details of EMD, Bank Draft No., issuing branch and date: An amount of Rs. 25000.00 (Rupees twenty 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.
 - i) Details of Tender Fee, Bank Draft No., issuing branch and date: An amount of Rs. 2,000.00 (Rupees two 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: Designing and Printing of Bihar Tourism Brochure/Leaflet

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

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**