

भारत सरकार/ Government of India
पर्यटन मन्त्रालय/ Ministry of Tourism
(मार्केट अनुसंधान प्रभाग / Market Research Division)

F. No. 9(1)/2018-MRD

C-1 Hutments, Dara Shikoh Road

New Delhi-110011

Dated: 24.04.2018

Deadline for submission of Bids: 11.00AM dt.15.05.2018

Tender Document for Printing of “India Tourism Statistics at a Glance 2018” and “India Tourism Statistics 2018”

To, As per the list attached

This Tender documents is addressed to the Offset Printers empanelled with DAVP under category ‘A’ and ‘B’

Sir/Madam,

Ministry of Tourism (MOT) invites bids for printing of its annual statistical publications titled “**India Tourism Statistics at a Glance 2018**” and “**India Tourism Statistics 2018**” as per specifications detailed under Scope of Work. The publication will be printed in English & Hindi separately. The numbers of copies required for each of the publications are 600 (300 each in English & Hindi). Apart from this, 200 CDs of both the publications, separately, have to be provided also.

1. Scope of Work: Printing of “India Tourism Statistics at a Glance 2018” and “India Tourism Statistics 2018”. Hard and soft copy (in word) of the material in English and Hindi would be provided by the Ministry. Scanning of photo-graphs, designs / layout of the publications including the cover page is to be done by the printer.

The other specifications of these publications are as given below:

i India Tourism Statistics at a Glance, 2018

| | |
|------------------|--|
| Size | 16 cms. 21.5cms. |
| No. of pages | 24 (plus/minus 2) incl. cover page (with photographs/write up both sides) |
| Colours | Four colours |
| Inputs | Statistical Tables, Graphs, Charts and Photographs |
| Binding | Centre Stitch |
| Quality of Paper | 210 GSM imported art card paper (laminated outer cover only) (A copy of the 2017 edition of the publication may be collected from the office) |

ii India Tourism Statistics 2018

| | |
|------------------|---|
| Size | 24 cm 17.5 cm |
| No. of pages | 192 (plus/minus 10) |
| Colours | Four colours |
| Inputs | Statistical Tables, Graphs, Charts and Photographs |
| Binding | Section sewing, cover drawn and only cover lamination. |
| Quality of Paper | 300 GSM imported art card for cover and 90 GSM imported art paper for inside pages. (A copy of the 2017 edition of the publication may be collected from the office) |

Specimen copy of 2017 edition of the publications may be seen on the website of Ministry of Tourism under the links given below:

<http://tourism.gov.in/sites/default/files/Other/INDIA%20TOURISM%20STATISTICS%202017.pdf> – link of both the publications

If required, Hard Copies of the publications and Specimens of CD may be seen in office of Ministry of Tourism (Room. No. 10, C-1, Hutments, Dara Shikoh Road, New Delhi)

2. Date and Guidelines for Submission of Bids:

Interested agencies are required to submit required documents in two separate sealed packets enclosed in one outer envelope, viz. The Eligibility Packet and Financial Packet, as detailed below, to be considered for selection:

A. Packet – 1: Eligibility Packet - The packet should contain document in support of the following:

- (i) Firm is empanelled with DAVP (Panel A&B only)
- (ii) Registration Certificate
- (iii) PAN Card of the Firm

B. Packet – 2: Financial Packet-The Financial packet should contain the financial quote in Indian National Rupees. Tax component should be denoted separately.

The financial quotations must be submitted as per the following format on the letter head of the printer and signed by the authorized signatory of the printer:

| S.No | Assignment | Cost (exclusive of taxes) (Amount in Rs) | Taxes | | | Grand Total (Amount Rs) |
|------|---|---|-------------------|---------------------|---|----------------------------------|
| | | | Type Of Tax | Amount In INR | % | |
| i | Printing of India Tourism Statistics 2018 <ul style="list-style-type: none">● 600 copies (300 each in English & Hindi)● 200 CDs of the publication with plastic cover and with the sticker of cover page of pub. on CDs and CDs Cover both. | | | | | |
| ii | Printing of India Tourism Statistics at a Glance 2018 <ul style="list-style-type: none">● 600 copies (300 each in English & Hindi)● 200 CDs of the publication with plastic cover and with the sticker of cover page of pub. on CDs and CDs Cover both. | | | | | |
| | Total | | | | | |

The tax component will not be taken into account for evaluation of the financial bids. The Financial Packet should be sealed and superscribed as Packet-2 Financial Bids for Printing of India Tourism Statistics 2018 and India Tourism Statistics at Glance 2018. The name of the Agency, contact person, address, tel. no. and e-mail should be printed on the cover.

C. Both the sealed envelopes should be put into an outer envelope and sealed. The outer envelope shall be super-scribed "Eligibility & Financial" Bids for Printing of **India Tourism Statistics at a Glance 2018** & **India Tourism Statistics 2018** with the due date for submission. The Bottom Left corner of the outer cover must carry the full name, address, telephone nos., e-mail ID and name of contact person of the agency submitting the Proposal.

D. The last date of submission of bids is at 11:00 hrs on dt. 15.05.2018. The Eligibility documents submitted by the agencies would be opened at 03.00PM on dt.15.05.2018. The agencies which have submitted the bids should make it convenient to be present at the time of opening of bids.

Agencies should submit bids only if they are able to adhere to the time schedule given above.

3. Evaluation of Bids

- (i) The financial bids of only those agencies that fulfill the eligibility criteria and have submitted all required documents will be opened.
- (ii) The tax component will not be taken into account for evaluation of the financial bids.
- (iii) The lowest bidder (L1) will be decided on the basis of combined cost quoted for printing of both publications and supply of CD.

4. Consignee:

The printed materials are to be delivered at Room No. 10, C-1, Hutments, Dara Shikoh Road, New Delhi – 110001 as per the following instructions:

- a) Items have to be individually packed and wrapped in brown paper in lots (each lot containing 5 copies in case of India Tourism Statistics 2018 and 25 copies in case of India Tourism Statistics at a Glance 2018 and 25 CDs in a box).
- b) The material along with the bills and delivery challans should be delivered at Room No. 10, C-1, Hutments Dara Shikoh Road, New Delhi – 110001 or any other place as mentioned in the work order of the Ministry, for proper stock entry and validation before payment is made.

5. Timeline for printing the publications are as follows:

- (i) *India Tourism Statistics at a Glance 2018*

| Activity | Timeline |
|--|--|
| Submission of a. 1 st draft manuscript and b. 1 st draft covers (coloured) – both front and back (5 copies) | within 5 days of providing the draft material by MOT |
| Comments/ Corrections by MOT on 1st draft manuscript and the draft covers – both front and back | 5 days |
| Submission of a. 2 nd draft manuscript (coloured) and b. 2 nd draft covers (coloured) – both front and back (5 copies) | within 5 days of comments/ corrections by MOT on 1st draft |
| Approval of MOT on the 2 nd draft manuscript and the cover – both front and back | 5 days |
| Submission of final copies of the publication (300 each in English & Hindi) along with soft copy (not exceeding 10 MB) in CD (word and pdf format) | Within 5 days of approval of 2 nd draft manuscript by MOT |

(ii) *India Tourism Statistics 2018*

| Activity | Timeline |
|---|---|
| Submission of c. 1 st draft manuscript and d. 1 st draft covers (coloured) – both front and back (5 copies) | within 10 days of providing the draft material by MOT |
| Comments/ Corrections by MOT on 1st draft manuscript and the draft covers – both front and back | 10 working days |
| Submission of c. 2 nd draft manuscript (coloured) and d. 2 nd draft covers (coloured) – both front and back (5 copies) | within 10 days of comments/ corrections by MOT on 1st draft |
| Approval of MOT on the 2 nd draft manuscript and the cover – both front and back | 15 working days |
| Submission of final copies of the publication (300 each in English & Hindi) along with soft copy (not exceeding 10 MB) in CD (word and pdf format) | Within 10 days of approval of 2 nd draft manuscript by MOT |
| Note: Collection/ submission of the drafts/final copies of the publications from the office of the MOT (Room No.10, C-1, Hutments, Dara Shikoh Road, New Delhi-110011) will the responsibility of the printer. | |

6. Terms of payment: No advance payment will be considered. Payment for work awarded will be made to agency, after completion of work to the satisfaction of the Ministry. The agency awarded the printing job, will submit pre-receipted bills in triplicate for settlement.

7. Penalty: Any delays from the stipulated delivery schedule and scope of work would invite a penalty of Rs. 1000/- per day in respect of work. (Penalty would also be involved in undue delays in performance by the agency, besides other action, including blacklisting of the agency as may be deemed fit by the Ministry of Tourism, Govt. of India).

8. Other Important Information

- a) The period of validity of the tender shall be 90 days from the date of submission of bids.
- b) The Bids should be complete in all respects. Conditional bids will be rejected outright.
- c) Ministry of Tourism has the right to withdraw/cancel the bid document at any stage.
- d) The Ministry of Tourism reserves its right to summarily reject offer received from any agency on national security considerations, without any intimation to the bidder.
- e) The Ministry of Tourism reserves its right not to accept bids from agencies resorting to unethical practices or on whom investigation / enquiry proceedings has been initiated by Government Investigating Agencies.

9. Termination by Default: The Ministry of Tourism reserves the right to terminate the contract of any agency / agencies in case of change in the Government procedures or unsatisfactory services.

10. Force Majeure: Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.

11. Arbitration: Venue of arbitration will be New Delhi and will be governed by provisions of the Indian Arbitration & Reconciliation Act.

12. Jurisdiction: The contract shall be governed by laws of India and all Government rules on purchase matter issued from time to time and in force for the time being are applicable to this contract tender.

13. The Eligibility and Financial Bids should be submitted in sealed cover in Room No. 10, C-1, Hutments, Dara Shikoh Road, New Delhi-110011, to the undersigned. The Ministry of Tourism will not be responsible for any courier/postal delays/non-receipts.

**Shailesh Kumar,
Deputy Director (MR),
Ministry of Tourism, Government of India,
Room No. 10, C-1, Hutments, Dara Shikoh Road,
New Delhi – 110 011**

DIRECTORATE OF ADVERTISING & VISUAL PUBLICITY
Ministry of Information & Broadcasting
(PRINTED PUBLICITY WING)

List of Empanelled offset printers & Diary makers in Delhi NCR Region and southern Region

'A' CATEGORY

- 1. Aravali Printers & Publishers (P) Ltd.**
W-30 Okhla Industrial Area. Phase-II
Unit-II:- A-129, Okhla Industrial Area, Phase-II, New Delhi-110020
- 2. Brijbasi Art Press Ltd.**
A-80/81, Sector-V, NOIDA-201301
Unit-II: 20-21, Udog Kendra, Greater NOIDA
- 3. Delhi Press**
E-3, Jhandewallan Estate, Rani Jhanshi Raod, New Delhi-110055
- 4. India Offset Press**
A-I, Mayapuri Industrial Area, Phase-I, New Delhi-110064
- 5. International Print-o-Pac Ltd.**
C-4 to 11, hosiery Complex, Phase-II, Extension, Noida-201305(UP)
- 6. Nutec Print services**
Regd. Office:- B-25/3, Okhla Indl. Area Phase-II, New Delhi-110020
Works-Plot No. 3 & 4, Sector 59, Phase-II, Faridabad, Haryana-121004
- 7. Paras Offset Pvt. Ltd.**
C-176, Naraina Industrial Area, Phase-I, New Delhi-110028
- 8. M/S Rakmo Press (P) Ltd.**
C-59, Okhla Industrial Area, Phase-I, New Delhi-110020
- 9. Rave Scans Pvt. Ltd**
A-27 Naraina Industrial Area, Phase-II, New Delhi-11002
- 10. University offsets**
B-3, Sector -67 Noida (UP) 201301

'B' Category

- 1. AP India**
D.15/1 Okhla Industrial Area Phase-I, New Delhi-110020
- 2. Batra Art Press**
A-41, Nariana Industrial Area, Phase-II, New Delhi-110028

- 3. Charr Dishayen Printers**
Press: G-39, 40841 Sector-3, Noida-201301
- 4. M/s Gita Offset Printers (P) Ltd.**
C-90, Okhla Industrial Area, Phase-I, New Delhi-110020
- 5. Haploss Printing House**
A-33, Mayapuri Industrial Area, Phase-2, New Delhi-110064
- 6. I.G. Printer Pvt. Ltd,**
104, DSIDC Complex, Phase-I, Okhla Industrial Area, New Dlehi-110020
- 7. J.K. Offset Graphic Pvt. Ltd**
B-278, Okhla Industrial Area, Phase-I, New Delhi-110020
- 8. Kriti**
B-279, Okhla Industrial Area, Phase-I, New Delhi-110020
- 9. Niyogi Offset Pvt. Ltd.**
D-78, Okhla Industrial Area, Phase-I, New Delhi-110020
- 10. Salasar Imaging System**
D-31, SMA Industrial Area, Near Jahagir Puri Metor Station, New Delhi-110033
- 11. Sita Fine Arts**
A-16, Naraina Industrial Area, Phase-II, New Delhi-110028
- 12. M/s VIBA Press (P) Ltd.**
C-66/3, Okhla Industrial Area, KPhase-1, new Delhi-110020