

**Government of India
Ministry of Tourism
(Publicity Division)**

Transport Bhawan,
1, Sansad Marg,
New Delhi

File no : 1-TP(10)/2018.

Dated : 1st February,2019

Tender Document for Printing of Five (5) City Maps for the Ministry of Tourism

Important Information :-

Date of Pre-bid meeting	1100 Hrs on 11th February,2019
EMD Amount	Rs. 75,000/-
Deadline for submission of Bids	1500 Hrs on 25th February,2019

The Ministry of Tourism invites bids from printers / printing agencies (hence forth would be called bidder) to undertake printing and supply of **City Maps**, as per the specifications detailed under Scope of Work given below.

1. **Scope of Work:** The scope of work primarily includes the following jobs.

Printing – Two (2) lakh copies of each of the following City Maps and their supply including delivery, packaging, transportation etc. (i.e. a total of 10 lakh copies of the five city maps)

- a. Bhopal City Map
- b. Patna City Map
- c. Pune City Map
- d. Raipur City Map
- e. Udaipur City Map

The art work for printing of the maps will be handed over by the creative agency of the Ministry of Tourism to the successful printing agency in a ready to print CD / by e-mail with colour dummy. The work requires printing of the maps as per the specifications given below :-

CITY MAPS

No. of Maps:	05	
No. of Pages:	36 Folded Panels + 2 Flap Covers (Front & Back)	
Size:	Map Open Size	21.0'' (w) X 17.0'' (h)
	Map Finish Size	3.5'' (w) X 5.6'' (h)
	Flap Cover	3.7'' (w) x 5.7'' (h) approx.
Colours:	Flap Cover:	4 + 0
	Map:	4 + 4
Substrate:	Flap Cover:	300 GSM
	Map:	100 GSM
Finish:	Art Paper (Matt)	
Fabrication:	Trimmed to final size. Folded to finish size. 36 Folded Panels (18 Front and 18 Back) - with 5 vertical folds + 2 horizontal folds, 02 Flap Covers (Front & Back) Flap Covers trimmed to cover the folded finished size, with Round Corners. Pasted to folded maps on front and outer last page (outer panels) of the folded Map.	
Quantity :	2,00,000 (2 lakh) copies of each of the 5 city maps Total of 10,00,000 copies of all 5 city maps.	

The sample of the paper quality for production of maps will be shown during **pre-bid meeting** in order to offer a basis to the bidders for submitting their bids.

2. Eligibility Criteria

(along with the details of the supporting documents to be submitted):-

- a.** Printing agency / printer must be a registered entity and have been in operation for a **minimum period of 5 years** (as on the closing date of bid) and engaged in printing / production of brochures, maps, posters, calendars, carry bags, folders, similar collateral / publicity material etc.

Supporting Documentary proof should be submitted in the form of **Registration / Incorporation Certification** in the name of the agency. In case of change in name of the company, the copy of the relevant document must also be submitted.

- b. The bidder should submit any one of the following as proof of being in active business of printing :-
- (i) Copies of **three work orders** issued by client(s) for printing work undertaken during the last three financial year period (i.e. 2015-16, 2016-17, 2017-18)

And/ or

- (ii) Proof of bidder being **currently empaneled as a Printer / Printing Agency (as on 31.12.2018)** with a minimum of 2 Central Ministries / State Government departments / PSUs / State Agencies / Nationalized banks.
- c. The bidder must have an annual turnover of at least **Rs. 2.00 Crore** in **each** of the three financial years 2015-16, 2016-17 and 2017-18, from the printing business. Thus the cumulative turnover of the agency from the printing business in last three financial years should be at least Rs. 6.00 Crore. **A certificate from the Chartered Accountant must be submitted in this regard. Submission of the copies of balance sheets, financial Statements, IT Returns will not be accepted.**
- d. The agency should have valid TIN/GST no./PAN no. The printing agency / printer should submit a **self-declaration** in this respect confirming that they are paying taxes as per the government rules and are presently not defaulter on this account.
- e. The agency must have its office and press located in National Capital Region (NCR). A **self-declaration** to this respect must be enclosed.
- f. The agency should have in-house, state of art facilities for printing and should be in the position to print the **Maps** as per the requirements of the Ministry of Tourism as detailed in this document. A **self-declaration** to this effect is required to be submitted.
- g. The agency should be able to provide dedicated staff for timely production and supply of the material tendered for. A **self-declaration** to this effect must be submitted.
- h. The bidder should not be blacklisted by any Ministry / Department of Govt. of India as on the closing date of this bid. Self declaration to this effect should be submitted, **in the enclosed format.**

- i. The bidder must be an independent business entity involved in the printing activities and is **not allowed** to form consortium in order to become eligible for participating in this bid. Thus bidding for the said job is **not allowed** through consortiums.

THE BIDDER MUST SUBMIT THE DOCUMENTS AS PER REQUIREMENTS MENTIONED IN THIS DOCUMENT AND SUBMIT THE DECLARATION AS PER THE FORMAT ENCLOSED.

3. **Pre-Bid Meeting**

A pre-bid meeting will be held in the Conference Room, Ministry of Tourism, Government of India, 1st Floor, Transport Bhawan, 1 Parliament Street, New Delhi -110001 **at 1100 Hrs on 11th February,2019** for any clarifications required on any aspect pertaining to the Tender Document. Interested agencies / printers can also inspect the dummy maps during the pre-bid meeting, so as to ascertain the scope of work and printing specifications before submitting financial quotes for the same.

Based on the discussions held during the pre-bid meeting, amendments / clarifications in the Tender Document, if any; will be hosted on the websites of the Ministry of Tourism www.tourism.gov.in and www.eprocure.gov.in **by 1700 Hrs on 13th February,2019**. Bidders are advised to keep on checking these website till closing of the tender for any further clarifications / information etc.

4. **Guidelines for submission of Bids :-**

Bidders are required to submit documents in two sealed packets, viz. **Technical Bid** and **Financial Bid**, as detailed below, to be considered for selection: -

A. Packet – I: Technical Bid

The Technical Bid should contain the following: -

- (a) Documents in support of eligibility criteria as mentioned in paras 2 (a) to 2 (i) above. The Technical Bid should be **spiral bound, with all pages numbered** and signed and stamped by the bidder **and with an index** listing the contents of the document.
- (b) Sample copies of paper to be used by the bidding agencies for undertaking the work of printing the 5 city maps.

- (c) **Earnest Money Deposit (EMD)** in the form of Demand Draft / Bank Guarantee from a scheduled Bank for an amount of Rs. **75,000/- (Rupees Seventy-Five Thousand only)** drawn / pledged in favour of the **Pay and Accounts Officer, Ministry of Tourism, Government of India, New Delhi.**

EMD should be valid for 45 days beyond the bid validity period (i.e. a period of 135 days from the last date of submission of bids for this tender).

Bidders who are registered with the Central Purchase Organization, National Small Scale Industries Corporation (NSIC), Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises or the concerned Ministry or Department would be eligible **for exemption from submitting EMD** on production of documentary proof of relevant document. This certificate should be valid on the closing date of the bid.

- (d) The packet of the Technical Bid containing the Earnest Money Deposit (or exemption certificate) and Documents in support of eligibility criteria etc. should be sealed and the cover should be superscribed as **Packet 1 :- Technical Bid for Printing Five (5) City Maps for the Ministry of Tourism.** The name of the agency, contact person, address, telephone no. and e-mail should be printed on the cover.

B. Packet – 2 : Financial Bid

The Financial Bid should contain the financial quote for undertaking the printing work and supplying the printed material to the Ministry. The financial quotations for the City Maps must be submitted in the following **format on the official letter head of the printer and signed by the authorized signatory of the bidder.**

Item	Total Net Cost (in INR) (net cost includes all costs except for tax)
Printing and supplying (including packaging, transportation, delivery etc.) of 2,00,000 copies of Bhopal City Map	
Printing and supplying (including packaging, transportation, delivery etc.) of 2,00,000 copies of Patna City Map	
Printing and supplying (including packaging, transportation, delivery etc.) of 2,00,000 copies of Pune City Map	
Printing and supplying (including packaging, transportation, delivery etc.) of 2,00,000 copies of Raipur City Map	

Printing and supplying (including packaging, transportation, delivery etc.) of 2,00,000 copies of Udaipur City Map	
Net cost of printing and supplying (including packaging, transportation, delivery etc.) of a total of 10,00,000 copies of Five (5) City Maps .	

The tax shall be payable as per actuals. Taxes will not be considered for evaluating the Financial Bids. **The total cost of printing and supplying of 10,00,000 copies of the Five (5) City Maps, exclusive of taxes, only will be considered for awarding the bid.**

The Financial packet should be sealed and superscribed as **Packet -2 Financial Bid for Printing Five (5) City Maps for the Ministry of Tourism**. The name of the agency, Contact person, Address, Telephone no. and e-mail ID 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 superscribed “**Technical and Financial Bids for Printing Five (5) City Maps for the Ministry of Tourism**”, with the due date for submission. The bottom left corner of the outer cover must carry the full name, agency name, address, telephone numbers, e-mail ID and the name of the contact person of the bidders. The outer envelope containing the sealed Technical and Financial Bids should be addressed to:-

**The Deputy Director General (Publicity)
Ministry of Tourism, Government of India,
Room No. 124, Transport Bhawan,
1, Parliament Street,
New Delhi – 110001**

D. The bid should be dropped in the **Tender Box, CR** (Central Registry) section of the Ministry of Tourism (Ground Floor), Transport Bhawan, 1, Sansad Marg, New Delhi – 110001 on or before **1500Hrs on 25th February, 2019**.

E. The Technical Bids submitted by the bidders would be opened **at 1600 Hrs on 25th February, 2019** in the Ministry of Tourism, Govt. of India. The bidders who have submitted the bids should make it convenient to be present at the time of opening of the Technical bids.

Only those bids would be considered for opening which are submitted on or before the due date/time. The Ministry of Tourism will not be responsible for any courier / postal delays / non-receipts.

5. Opening and Evaluation of Bids

- (i) In the first instance, the Technical Bids will be opened and examined to ascertain submission of required documents and fulfillment of eligibility criteria.
- (ii) The technical Bids shall be opened by a Constituted Committee. The bidders who have submitted their bids are expected to be present for technical opening.
- (iii) The Constituted Committee shall evaluate the technical bids of each of the bidders. Only those bidders who fulfill the eligibility criteria and have submitted all required documents in their Technical Bid as per the requirements mentioned in this tender document will be eligible for opening of their financial bids.
- (iv) The financial bids of the technically qualified bidders shall be opened by a Constituted Committee. The bidders who are technically qualified shall be asked to be present for opening of financial bids, date and time for which will be conveyed separately.
- (v) The eligible bidder submitting the lowest quote (all inclusive, exclusive of taxes) as per the details mentioned above, for printing and supply of maps would be considered for **Printing and Supplying of Five (5) City Maps for the Ministry of Tourism..**

6. **Consignee:** The material is to be delivered at the Literature Distribution Centre of the Ministry of Tourism located at Palam, as per the following instructions:-

- a. Maps have to be packed in lots of 50 in brown paper and placed in brown packing cartons.
- b. Lots of 50 maps have to be packed in strong international standard corrugated boxes lined on the inside with waterproof sheets and on the outside with Hessian cloth. The gross weight of each box should be within 20 Kgs.
- c. The boxes should be properly sealed with the name and quantity of the material mentioned clearly in English on the outside of the box.
- d. The material along with the bills and delivery challans should be delivered at Literature Distribution Centre, Near Radisson Hotel, Opp. Toll Plaza, Palam, New Delhi or any other place as informed by the Ministry for proper stock entry and validation before payment is made.

7. **Delivery Period:**

- (i) The bidder selected for undertaking the job of printing and delivery of the Five (5) City Maps will be required to submit **the machine proof of each City Map** within a period of **5 working days** of receipt of the contract and the ready to print material.
- (ii) On approval of the machine proofs, the **1st lot** of 20,000 copies of each of the Five (5) City Maps will have to be provided during a period of **three weeks** from the date on which the machine proof is approved.
The remaining quantity of the City Maps are to be delivered over a **3 week period** after the delivery of the first lot of 20,000 copies. Thus, the total delivery of 10,00,000 copies (2,00,000 x 5) of the 5 City Maps is to be completed in a **total period of 6 weeks** from the date of approval of machine proofs.

Bulk production of the supplies shall be undertaken only after acceptance / clearance of the proof submitted, by an authorized representative of the Ministry of Tourism.

The printer(s) awarded the work of printing of maps would have to take out two dummy copies of the maps to match the colour and verify the quality of the image in the final print.

The printer would have to use the best of the digital proofing machines to ensure that the digital proofs are as identical to the final offset print as possible.

8. **Terms of Payment :-**

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

9. **Other Important Information:-**

- (i) Period of validity of this tender shall be **90 days** from the last date of submission of bids.
- (ii) Selected bidder will execute a **Performance Bank Guarantee (PBG)** in the form of Bank Guarantee drawn in favour of Pay & Accounts Officer, Ministry of Tourism, Government of India, New Delhi for **5% of the total contract value**, which should be valid for more than 60 days beyond the date of completion of all contractual obligations of the printer.
- (iii) The tender may be submitted in English language only.
- (iv) Conditional bids will be rejected outright.
- (v) Ministry of Tourism has the right to withdraw/ cancel the bid document at any stage.

- (vi) Ministry of Tourism reserves the right to place an order in full or part for the items of work detailed under the scope of work.
- (vii) Agency should take utmost care while submitting their bids and should go through all the clauses carefully. In case of any doubts, the same may be clarified during the pre-bid meeting.
- (viii) Ministry may take action against the bidder who are found submitting erroneous bids or bids misleading to the Ministry. This action could include forfeiture of EMD / debarring the agency from participating in the Ministry of Tourism's bids for next 3 years / blacklisting depending on the gravity of the offence.
- (ix) Up to 25% additional quantity of Maps may be required to be reprinted, which would be undertaken at the quoted rate, calculated on pro-rata basis (i.e. Total net cost divided by the quantity specified in this tender and multiplying the same by the required number of quantity).
- (x) **After the printer for executing the job is selected, the EMDs submitted by all the unsuccessful bidders shall be returned.** The EMD of the successful bidder shall be returned on submission of Performance Bank Guarantee (5% of the total contract value).

10. **Penalty:**

The selected printing agency should adhere to the time schedule. If lethargy from the side of the printer is observed in delivery of the requisite material, penalty would be imposed as per the below given schedule:-

Penalty for delayed delivery :-

- (i) If the printer fails to deliver machine proof of each of the Five (5) City Maps within **Five (5) working days** from the date of issuance of work order and ready to print material, then penalty @ Rs. 1000/- per day shall be imposed.
- (ii) If the printer fails to deliver first 20,000 copies of each of the Five (5) City Maps within a period of **three (3) weeks** from the date of approval of machine proof; penalty @ Rs. 1000/- per working day would be imposed.
- (iii) If the printer fails to deliver the remaining copies of the Five (5) City Maps within a period of **Six (6) weeks** from the date of approval of machine proof, a penalty @ Rs. 5000/- per working day would be imposed.

Penalty for Under Delivery

Failing to deliver

a)	Less than 10,000 of each or any of the maps	Penalty of 1% of the net value of work would be imposed and payment towards the value of under-delivery shall not be made
b)	More than 10,000 and less than 50,000 of each or any of the maps	Penalty of 2.5% of the net value of work would be imposed. Payment for the maps which have not been delivered would also not be made.
c)	More than 50,000 of each or any of the maps	Performance Guarantee shall be forfeited. In case, if the Performance Guarantee is not valid / not renewed, the amount equivalent to the Performance Guarantee shall be deducted from the bills of the agency due for settlement.

If the printer, fails on account of delayed delivery as well as under delivery, penalty on both counts would be imposed as per the Clause given above.

Penalty on account of use of substandard material:-

If it is found that the printer has not made the delivery as per the specifications mentioned in the work order and/or has used substandard paper, other material etc.in the entire delivered material, the Performance Bank Guarantee submitted by the printer would be forfeited and payment will not be made to the contractor. The Ministry will also debar the printer for a period of next 3 years from participating in the tenders of the Ministry of Tourism and can consider other penalties including blacklisting of the agency. However, in case if deficiencies are found in a limited number of Maps, the following shall be applicable.

Use of sub standard quality

a)	In less than 10,000 of each or any of the Five (5) City Maps	Penalty of 1% of the net value of work would be imposed and payment towards the value of sub standard material shall not be made
b)	More than 10,000 and less than 50,000 of each or any of the Five (5) City Maps	Penalty of 2.5% of the net value of work would be imposed and payment towards the value of sub standard delivery shall not be made.
c)	More than 50,000 of each or any of the Five (5) City Maps	Performance Guarantee shall be forfeited. In case, if the Performance Guarantee is not valid / not renewed, the amount equivalent to the Performance Guarantee shall be deducted from the bills of the agency due for settlement.

11. Termination by Default

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

The Ministry may also decide to drop the project all together, if the Ministry finds that the selected printer is not able to provide the delivery as per the satisfaction of the Ministry of Tourism.

12. 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, Government 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.

13. **Dispute and Arbitration**

- (i) In event of any dispute or differences between the Ministry of Tourism and the Agency, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the Sole Arbitrator to be appointed by the Secretary, Ministry of Tourism on the recommendation of the Secretary, Department of Legal Affairs (Law Secretary), Govt. of India. The provision of the Arbitration and Reconciliation Act of the Govt. of India; shall be applicable to the arbitration. The venue of such arbitration shall be at New Delhi or any other place, as may be decided by the appointed Arbitrator. The language of the arbitration proceedings shall be English. The Arbitrator shall made a reasoned award (the 'Award'), which shall be final and binding on the Ministry and the Agency. The cost of the arbitration shall be shared equally by the Ministry and the Agency to the agreement. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.
- (ii) Pending of submission of and/or decision on a dispute, difference or claim or until the arbitral award is published, the Ministry and the Agency shall continue to perform all of their obligations under this Agreement without prejudice to a final adjustment in accordance with such award.

14. **Jurisdiction**

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

Interested Printers / printing agencies may submit proposals as stated above addressed to the Deputy Director General (Publicity), Ministry of Tourism, Govt. of India, in the **Tender Box, CR** (Central Registry) section of the Ministry of Tourism (Ground Floor), Transport Bhawan, 1, Sansad Marg, New Delhi – 110001 **before 1500Hrs on 25th February,2019**

Assistant Director General (Publicity)
Ministry of Tourism
Govt. of India

Encl. :- Format for self-declaration.

To be submitted on the company letterhead

The Ministry of Tourism
Govt. of India
Transport Bhawan,
1, Parliament Street,
New Delhi

Subject:- Self declaration in respect of printing of Five (5) City Maps for the Ministry of Tourism

I, (Name of the person signing the declaration),
.....(Designation), of(complete name of the
bidding agency) do hereby declare the following:-

- (i) That we are a registered printing agency and are in operation in last 5 years.
- (ii) That we are engaged in printing / production of brochures, maps, posters, calendars, carry bags, folders, similar collateral / publicity material etc. and have completed such jobs successfully. We are enclosing copy of 3 work orders related to such printing jobs received by us during the last three financial period i.e. 2015-16, 2016-17, 2017-18

and/or

We are **currently empaneled** (i.e. as on 31.12.2018) with a minimum of 2 Central Ministries / State Government departments / PSUs / State Agencies / Nationalized banks.

- (iii) That the certificate from the Chartered Accountant in respect of our yearly turnover for 3 years as mentioned in the tender document is enclosed and is Rs , and respectively.
- (iv) That we are paying taxes as per the government rules and are presently not defaulter on this account.

- (v) That we have an office and press located in National Capital Region (NCR). Our office address is and location of printing press is
- (vi) That we have in-house, state of art facilities for printing and should be in the position to print the Maps as per the requirement of the Ministry of Tourism.
- (vii) That we should be able to provide dedicated staff for timely production and supply of the material tendered for.
- (viii) That we are submitting the EMD as per the tender requirement / are exempted from submission of EMD and the enclosing document to prove the same.
- (ix) That we are not blacklisted by any Ministry / Department of Govt. of India as on the closing date of this bid.
- (x) As a bidder, we, agree to abide with all the clauses and conditions stipulated in the bid document and shall keep the interest of the Ministry of Tourism, Govt. of India paramount.

Signature

Name of the signatory.....

Name of the bidder.....

Address

Tel. no.....

E-mail id

Encl.: As above.