

**E-11013/01/2018-H/AB**  
**Government of India**  
**Ministry of Tourism**  
**(Atulya Bharat)**

C-1 Hutments,  
Dara Shikoh Marg,  
New Delhi- 110011  
Date: 07 October, 2019

To

All A class offset printers empanelled with Dte.of Printing.

**Subject :** Tender for Printing of Four issues of Quarterly Hindi House Journal titled “**Atulya Bharat**” in Hindi – Invitation of bids.

Ministry of Tourism, New Delhi intends four edition of the Quarterly Hindi House Journal titled “**Atulya Bharat**” as per specification detailed under scope of work. For this, the Ministry intends to award work for printing of above Journal from A class offset printers empanelled with Dte.of Printing. This publication will be printed in Hindi. The total number of copies required are 500 only .

1. Scope of works : Printing of Four issues of Quarterly Hindi House Journal titled “Atulya Bharat” for the period July-September,2019, Oct.- Dec.,2019, Jan.-March,2020 and April-June, 2020.
- 1.1 The photographs are to be taken from website of the Ministry and others.  
Any conversion if required will be done by printer. First constant review/ proof reading for the written material will be done by the printer. However, our staff may be available for Second/ Third review and help. Graphics and Designing is also the responsibility of the printer. Therefore, scanning of photographs, design/layout of the cover page and publication need to be done by the printer judiciously and it shall be ensured that No pictures is printed in less than 1000 pixels, for better quality.
- 1.2 This office will only provide the hard copies of the material, in pieces and it will be the duty of the printer to type the material and show proofs, the printer have to make corrections. In this process three to four proofs may be required. The final B/W proof will be made available, if required twice or thrice, before making a Dummy. In case, this office is not satisfied with the Dummy or need corrections, another Dummy or Dummies will have to be prepared by the printer, as per the circumstances and no extra payment/ charge will be paid for the same.
- 1.3 The printer will take approval of the Ministry before finally printing the publication. Printing work i.e the Hard copy of the material has to be completed within 5 days from the date of finalisation of work..
- 1.4 While all photographs/pictures of cover page would be finalized by the Ministry. Graphics and Designing is also the responsibility of the printer. The printer would also be required to prepare and submit at least 3 -4 sets of Cover Pages DESIGNS (both inside and outside of front and back) for approval.

## 2. The specifications are given as under:-

|    |                   |   |
|----|-------------------|---|
| 1. | Size:             | 8.25"x11.75" (A-4 size)   |
| 2. | Number of pages : | 100 inside pages plus 4 cover pages (Total 104) with only cover page lamination.  |
| 3. | Colour :          | 4 colours throughout. (all pages)   |
| 4. | Inputs:           | High quality picture printing with pixels not below than 1000 pixels  |
| 5. | Binding :         | Perfect binding (with cover page lamination).   |
| 6. | Quality paper :   | 130 GSM Imported Art Paper for inside pages and 300 GSM Imported Art Card for cover.  |
| 7. | Deliverables      | (a) CD of soft copy of Journal in PDF as well as MS Word format of final printed edition will be provided by the printer.<br>(b) 500 printed copies of the Journal. |

## 3. Date and Guidelines for submission of bids

Interested agencies may submit their bids required documents in two separate sealed packets i.e. technical bids and financial bid which may be kept inside in an outer envelope super scribed as Tender for Printing of Atulya Bharat.

- a. **Packet -1 : Eligibility packet** – Evaluation for technical bid packet should contain documents in support of the following:
- i. Registration Certificate
  - ii. PAN No./TAN 1No./GST Registration No. of the firm
  - iii. Year of establishment (supporting document copy)
  - iv. Annual Turnover for the last two financial years (copy of ITR and balance sheet)
  - v. List of major clients (including government departments./PSU/ other organizations)
  - vi. Important printing work done in the recent past supported by sample.
  - vii. List of Qualified technical manpower available
  - viii. Infrastructure available in-house for designing, printing etc.(supported by list of such facilities)
  - ix. Work Orders/Performance issued by at least three Ministries/Departments/ PSU during last three years (Self certified copies to be enclosed)
  - x. As the scanning of photographs, design/layout of the cover page and publication need to be done by the printers themselves, thus at least two dummy designs for the proposed magazine cover pages should be enclosed with the proposal for selecting the bidder.
- b. **Packet -2 : Financial bid packet** – The Financial packet should contain the financial quotes in Indian National Rupees. The bidders may submit their quotations exclusive of taxes applicable or tax component should be denoted separately.
- c. Transportation and packing charges, if any, should be denoted separately.

**3.1** The Financial quotation must be submitted as per the following format on letter head of the agency and signed by the authorized signatory.

| Sl No. | Assignment   | Cost<br>(exclusive of<br>taxes in<br>Rupees) | Taxes |                     |   | Grand Total<br>(Amount in<br>Rupees) |
|--------|--|--|-------|---------------------|---|--------------------------------------|
|        |  |  | GST   | Amount in<br>Rupees | % |                                      |
| 1.     | Printing of Four issues of Quarterly Hindi House titled “ <b>Atulya Bharat</b> ” with only cover lamination. 500 printed copies of each issue of Journal + CD of soft copy of Journal in PDF as well as MS Word format of final printed edition will be provided by the printer. |  |       |                     |   |                                      |
| 2.     | Transportation and packing charges]if any.   |  |       |                     |   |                                      |
| 3.     | <b>Total in figures :</b>  |  |       |                     |   |                                      |
| 4.     | <b>Total in words :</b>  |  |       |                     |   |                                      |

The Financial Packet should be sealed and super scribed as Packet-2 Financial Bids for Printing of Atulya Bharat with due date for submission.

**Agencies should submit Bids only if they are able to adhere to the time schedule given below.**

#### **4. Schedule of work :**

The work should be completed in all respect and material should be delivered within stipulated time.

| Activity  | Time line                                   |
|---|---|
| Submission of 1 <sup>st</sup> proof after manuscript sent by the Ministry + 3 to 4 drafts of covers page (colored) – both front and back.           | Within 5 days                               |
| Submission of 2 <sup>nd</sup> proof after corrections made by Ministry of Tourism (MoT) on 1 <sup>st</sup> proof/ draft.                            | Within 02 days of 1 <sup>st</sup> proof     |
| Submission of draft Cover page (colored) - both front and back + Final B/W proof will be made available.  | Within 02 days of 2 <sup>nd</sup> proof     |
| Comments/ Corrections by MoT on Final B/W proof and draft cover page - both front and back.   | Within days                                 |
| Submission of the Dummy After the Corrections/ approval by MoT on Final B/W proof & draft cover page.   | Within 2 days                               |
| Submission of other Dummy, in case the first required any changes made by the office.   | Within 2 days                               |
| Submission of final printed copies of the publication, after written permission from the Mot. (500 copies along with soft copy in PDF format - CD ) | Within 05 days of approval of final Dummy . |

**Note:** It may be noted that material for typing in pieces can be provided as and when available. Collection/submission of the drafts/final copies of publication from the office of the Ministry of Tourism (Room No. 18, C-1, Hutments, Dara Shukoh Marg, New Delhi) will be the responsibility of the printer.

## **5. Terms and Conditions :**

- 5.1 Earnest Money Deposit (EMD) :** It is **MANDATORY** to enclose an EMD of Rs. 10,000/- (Rupees Ten Thousand only) as a Demand Draft or an FDR in favour of "Pay and Accounts Officer, Ministry of Tourism, New Delhi". The EMD will be returned forthwith to unsuccessful bidders.
- 5.2** After the selection of a bidder, the bidder will have to deposit 10% of the Bid as Performance Security Deposit (PSD) as an Fixed Deposit Receipt (FDR) or Bank Guarantee.
- 5.3** After the selection, the bidder will not be allowed to refuse the work or Sublet it to other agency.
- 5.4** An agency submitting proposals will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
- 6. Payment:** No advance payments will be considered. Payment for work awarded will be made to the agency, after completion of work to the satisfaction of the Ministry, time to time.
- 7. Penalty clause :** In case the printer fails to adhere to prescribed time schedule or any other deficiency is found in respect of quality of paper, printing or layout etc. the PSD is liable to be forfeited and penalty can be imposed as deemed fit. And in such event of failure on the part of the bidder/printing firm, the ministry may get the work completed from another printer and the previously engaged firm will have to reimburse the extra cost/ expenditure incurred by the Ministry. In such case, the PSD guarantee is liable to be forfeited in full or part besides other action, including blacklisting of the agency as may be deemed fit by the Ministry of Tourism, Govt. of India.
- 7.1** Penalty of Rs. 1000/- per day would also be involved in undue delay from the stipulated delivery schedule.

## **8. Other Important information/ Termination :**

- a. The period of validity of the tender shall be for one year ( or completion of printing work for Four issues) from the date of submission of bids.
- b. Conditional Bids will be rejected outright.
- c. Ministry of Tourism has the right to withdraw/cancel the bid document at any stage.
- d. Ministry of Tourism reserves its right to summarily reject the offer received from any agency on national security consideration, without any intimation to the bidder.
- e. Ministry of Tourism reserves its right not to accept bids from agency resorting to unethical practices OR on whom investigation enquiry proceedings has been initiated by Government Investigating Agencies.
- f. In the event of the printer having adjudged insolvent or having received order or other order under the Insolvency Act made against him or in the case of printer's company passing of any resolution or making of any order for winding up, whether voluntary or otherwise or in that event the printer failing to comply with any of the conditions herein specified, Ministry of Tourism shall have the power to terminate contract.

- g. The proposal should be valid for four issues only i.e. July-September,2019, Oct.- Dec.,2019, Jan.-March,2020 and April-June, 2020. It can be extended further depending upon the quality of work done and the costs involved in the job. If the quality of first issue is NOT found satisfactory, proposal for the second issue will automatically be cancelled i.e. work order will not be given for further issues.

**9. Failure of work :**

If the printer at any time repudiates the contract before the expiry of such period, this Office may without prejudice to its right to recover damages from the breach of contract.

- i) Recover from the printer as agreed liquidated damages including administrative expenses and not by way of penalty a sum, provided that the total damages so claimed shall not be 20% of the total contract price, and
- ii) The Performance Security Deposit will be liable to be forfeited

**10. Force Majeure :**

Neither party will be liable if at any time, during the continuance of this contract, the performance in whole or in part are prevented or delayed by reasons of any war, civil common sabotage, fires, floods, explosions, epidemics, quarantine restrictions, government restriction or instructions, national/state wide strikes, disturbances in the country OR act of God (hereinafter referred to "events"), provided, the part affected by an event of Force Majeure immediately notify the other party about the happening of any such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.

**11. Disputations:**

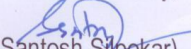
The dispute of difference of any kind, if arise, parties shall make every effort to solve the same amicably by mutual consultations. And in case the dispute is unsolved, Delhi will be the jurisdiction.

**11.1 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 tender contract .

The Bids should be submit in sealed cover in Room No. 18, C-1, Hutments, Dara Shikoh Marg, New Delhi-110011. The Last date of submission of Bids is at 11.30hrs. on 28 October, 2019. The bids submitted by the agencies would be opened at 03.00 PM on the same day .

The Ministry of Tourism will not be responsible for any courier/postal delay or non-receipts.

Yours faithfully,

  
(Santosh Silpokar)  
Joint Director(OL)

Telephone No. 23015594