

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

F. No. 9(4)/2019-MRD

*C-1 Hutments, Dara Shukoh Road
New Delhi-110011
Dated: 12.12.2019

Deadline for submission of Bids: 01.01.2020 at 03.00PM

Tender Document for Printing of “Annual Report 2019-20, Ministry of Tourism”

To,

As per the list

This Tender documents is addressed to the agencies empanelled with DAVP under category ‘A’

Sir/Madam,

Ministry of Tourism (MOT) invites bids for printing of “Annual Report 2019-20, Ministry of Tourism” as per specifications detailed under Scope of Work. The Annual Report will be printed in English & Hindi separately. The number of copies required for Annual Report are 1500 (1000 in English & 500 in Hindi).

1. **Scope of Work:** The Printing of “Annual Report 2019-20 of Ministry of Tourism”. Soft copy (in word) of the material in English and Hindi (**Mangal font only**) and photograph would be provided by the Ministry. Scanning of photo-graphs, designs / layout of the Annual Report is to be done by the printer.

The specifications of the Annual Report are as given below:

Size	8.25’’*11.75’’(A-4size)
No. of pages	128 inside pages plus 4 cover pages (Publication will contain 132 pages approximately. In case the number of inside pages exceeds 128 by ten pages or is less by ten pages, the payment will be adjusted accordingly on proportionate basis. No extra payment will be made for plus/minus ten pages).
Colors	4 colors throughout
Binding	Section sewing, only cover lamination
Quality of Paper	130 GSM Imported Art Paper for inside pages and 300 GSM Imported Art Card for cover.
Place of delivery	*Ministry of Tourism, (Market Research Division), Room no. 10, C-1 Hutments, Dara Shikoh Road, New Delhi-110011

*The above office of the Ministry of Tourism is likely to be shifted to 7th Floor, Chandralok Building Janpath, New Delhi. If sifted the same will be informed accordingly.

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, Category 'A'
- 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 (INR). Tax component should be denoted separately in % as well as INR terms.

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 of 1500 copies in total (exclusive of taxes) (Amount in Rs)	Taxes		Grand Total (Amount in Rs)
			GST%	Amount(In Rs.)	
i	Printing of Annual Report				
	Total				

The tax component will not be taken into account for evaluation of the financial bids. The bids would be awarded on the basis of the total cost (excluding of taxes). The Financial Packet should be sealed and super scribed as Packet-2 Financial Bids for Printing of Annual Report. 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 Annual Report**” 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 03:00 p. m. on 01.01.2020. The Eligibility documents submitted by the agencies would be opened at 03.00 PM on 02.01.2020. 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 fulfil 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 total cost (exclusive of tax).

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 packed and wrapped in brown paper in lots (each lot containing 50 copies Annual Report)
- b. The material along with the bills and delivery challans should be delivered at *Room No. 10, C-1, Hutments Dara Shukoh 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:

Activity	Timeline
Submission of 1st draft manuscript	within 7 days of providing the draft material by MOT
Submission of 2nd draft manuscript	within 3 days of comments/corrections by MOT on 1st draft
Submission of final copies of the Annual Report with a CD of the Annual Report (pdf format and word format)	Within 5 days of approval of 2 nd draft manuscript by MOT

Note:

1. Collection/ submission of the drafts/final copies of the publications from the office of the MOT (Room No.10, C-1, Hutments, Dara Shukoh Road, New Delhi-110011) will be the responsibility of the printer.

*** 2. The above office of the Ministry of Tourism is likely to be shifted to 7th Floor, Chandralok Building Janpath, New Delhi. If shifted the same will be informed accordingly.**

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. 500/- per day in respect of work. (Penalty would also be involved in undue delays and under 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.



(Aqsa Ilahi)
Deputy Director

List of Empanelled offset printers in Delhi NCR Region & Eastern, Western & 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, Udyog Kendra, Greater Noida
3. Delhi Press E- 3, Jandewallan Estate, Rani Jhansi Road, 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 (U.P)
6. Nutech 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- 110028
10. Universal Offsets B - 3, Sector - 67 Noida (UP) 201301