

INDIATOURISM, MUMBAI
MINISTRY OF TOURISM, GOVERNEMENT OF INDIA
Air India Building, Ground Floor, Nariman Point, Mumbai-400021

No. : ITM/DO-3/75/2020
04.01.2021

Date:

Tender Document for Supplying of Notebooks with customized theme branding as per branding provided by this office

India Tourism (Ministry of Tourism, Government of India), Mumbai invites bids for Supply of 1000 Notebooks as per specifications detailed under Scope of work.

Scope of Work:

The technical specifications of Notebooks are as given below:

Sr. No	Name of Product	Quantity	Quality	Colour	Logos (Digital Print)	Remarks	Specifications
1.	Note Books with customized theme branding	1000	Single Line Notebook Paper Quality: Indian Paper in 75-90 GSM Thickness of Cover Page: 80 GSM cover page (laminated paper) Binding: Staple Pages: 140 Size: 240mm x 180mm	Multi coloured	Logo of Incredible India and Ek Bharat Shrestha Bharat to be printed on each page of the Notebook	Packed in a packet of 50 copies	Procuring of 1000 Note Books of 140 pages and Printing as per Creatives provided by this office on front, Front Inner, back and back Inner pages (Sample of creative design enclosed)

2. SPECIFICATION AND ANCILLARY REQUIREMENT:

The consignment of 1000 Notebooks should be delivered at Indiatourism Mumbai Office Ground Floor, Air India Building, Nariman Point, Mumbai. Quotation to include transportation charges for delivery of the Notebooks

3. GUIDELINES FOR SUBMITTING TENDER

The Tender for **supply of 1000 Notebooks** should be submitted **Online** including the following:

Contd...2/-

A. Part 1- "Technical Bid" - Digitally signed and to include the following documents:

Details of the Tenderers

- (a) Registration Certificate / License
- (b) Aadhar Card / Udyog Aadhar
- (c) PAN Card of the Firm/ Proprietor
- (d) GST Number
- (e) Quality specifications along with photo of the Notebook

B. Part 2- "Financial Bid" – Digitally signed and to include the following documents:

- (i) Financial Bid, duly dated, should clearly indicate the cost and simultaneously also provide break- up of the total actual cost with the tax component
- (ii) The Financial Bid should be in Indian Rupees

4. Last date of Submission of Bids

The last date of submission of bids is at **12:00 Hrs on 12.01.2021** and will be opened at **14: 00 Hrs on 12.01.2021**

5. Timeline for setting up the event are as follows:

Activity	Timeline
Supply of 1000 Notebooks	10 working Days from date of issue of work order

6. Selection Procedure

- (i) A Nominated Committee will evaluate the Technical Bids received for procuring the Notebooks.
- (ii) The financial bids of only those agencies who qualify the technical bid will be opened.

7. 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 Indiatourism Mumbai. The agency awarded the job, will submit pre-receipted bills in triplicate for settlement.

8. Penalty: Any delays from the stipulated delivery schedule and scope of work would invite a suitable financial penalty upto Rs. 1 Lakh 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 Indiatourism, Mumbai (Ministry of Tourism, Govt. of India).

9. Other Important Information

- a. The Bids should be complete in all respect. Conditional bids will be rejected outright.
- b. Indiatourism Mumbai has the right to withdraw/cancel the bid document at any stage.

- c. The Indiatourism Mumbai reserves its right to summarily reject offer received from any agency on national security considerations, without any intimation to the bidder.
- d. The Indiatourism Mumbai reserves its right not to accept bids from agencies resorting to unethical practices or on whom investigation/enquiry proceedings has been initiated by Government Investing Agencies.

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

11. 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.

12. Arbitration: Venue of arbitration will be Mumbai and will be governed by provision of the Indian Arbitration & Reconciliation Act.

13. Jurisdiction: The contract shall be governed by Laws of India.

14. Terms and Conditions:

- (i) The Bidder should have prior experience in similar fields and should have undertaken identical work in any Govt. Department offices / PSUs/ Private Events/ Autonomous bodies etc.
- (ii) The Work Order placed by this office shall be carried out strictly as per terms and conditions
- (iii) In the event of any loss incurred to the Indiatourism, Mumbai on account of the negligence of supplier, the loss shall be compensated either by replacement or by payment of adequate compensation
- (iv) The Agency shall be responsible for the conduct and behavior of its employees deputed for the work.
- (v) The supplier shall also not appoint any close relative of any employee of India tourism office for carrying out the work in any manner whatsoever.
- (vi) The order placed by Indiatourism Mumbai shall be carried out strictly as per terms and conditions of contract and any delay/non delivery non performance may attract suitable penalty for non compliance.
- (vii) Indiatourism Mumbai reserves the right to terminate the bid without any prior notice and without assigning any reasons thereof.

Contd...4/-

15. Instructions for Online Bid Submission :

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-Procurement Portal may be obtained at <https://tourism.euniwizarde.com>

- Bidders are required to enroll on the e-Procurement Portal (URL:<https://tourism.euniwizarde.com>) with clicking on the link " Online bidder Registration" on the e-tender Portal by paying the Registration fee of Rs 2360/- per year charge
- As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for communication with the bidder
- Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g Sify/ TCS / nCode / eMudhra, etc, with their profile
- Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to other which may lead to misuse.
- Bidder then logs in to the site through the secured log-in by entering their use ID/ password and the password of the DSC/ e-Token.
- The scanned copies of all original documents should be uploaded on portal

For any Query contact to our helpdesk Number 011-49606060, Mr. Farhan A (8448288992).

16. SEARCHING FOR TENDER DOCUMENTS

There are various search options built in the e-Procurement portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc. Once the bidders had selected the tenders in which they are interested, bidder can pay the processing mentioned in the tender details (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents/ tender schedules, Bid documents, etc.

Once you pay both fees, tenders will be moved to the respective "Register" Tab. This would enable the e-Procurement Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the Tender Document.

Assistant Director (Publicity)

The schedule of activity is as follows:

SN	Activity/Item Description	Time Schedule
1	Tender No.	ITM/DO-3/75/2020
2	Time and last date of issue of tender Document	11:59 Hours of 12.01.2021
3	Time and last date of depositing Tender / Bid	12:00 Hours of 12.01.2021
4	Time and Date of Opening of Technical Bid	14:00 Hours of 12.01.2021
5	Date of Opening of Financial BID	At 1500 hrs on 12.01.2021
6	e-Tender Processing Fee	<u>Rs.826/- (Including GST @18%)</u> through e-payment gateway available on https://tourism.euniwizarde.com
7	ITI Helpdesk Contact Detail	Helpdesk No.(10:00 to 18:00 Hrs):011-49606060 Mr. Farhan A- 8448288992