



## Department of Tourism & Civil Aviation, Himachal Pradesh

### Notice Inviting Tender for Preparation of Souvenirs

The Department of Tourism & Civil Aviation, Himachal Pradesh invites sealed tender from the interested Companies /Agencies for designing and preparation of different kinds of Souvenirs. The companies / agencies will have to design and prepare the respective souvenirs as per the specifications mentioned in the Bid proforma. The Companies / Agencies must have minimum three years experience for preparation of souvenir articles. The details & financial bid proforma may be downloaded from the website [www.himachaltourism.gov.in](http://www.himachaltourism.gov.in) or can be obtained through email [tourismmin-hp@nic.in](mailto:tourismmin-hp@nic.in) or from the Directorate of Tourism & Civil Aviation, Shimla-9, H.P.

The interested Companies/ Agencies may submit their Bids / offers to the Commissioner, Tourism & Civil Aviation, Block No 28, SDA Complex, Kasumpti, Shimla-9 (H.P) **by 3.00 PM on or before 10th, August, 2017** . The tender received after the above date & time will not be entertained. Conditional & incomplete bids will not be entertained. Tender without earnest money will also not entertained. Please mention Tender for Preparation of Souvenirs on the main envelope. The Department will first open the technical bid/offers and evaluate the same along with the samples. The financial bids of only those bidders will be opened who found technical eligible/qualified. The financial bids will be opened in the presence of bidder or their authorized representative whosoever present at that time. The Date of opening of financial Bid will be informed separately.

**Commissioner (Tourism) reserves the right to accept or reject any or all the proposals without assigning any reason.**

Department of Tourism & Civil Aviation, Block 28, SDA Complex, Kasumpti, Shimla-9, H.P. Ph.: 0177-2625924.

**Department of Tourism & Civil Aviation,  
Himachal Pradesh, Shimla-171009**

No.TSM/PUB-1-8/94-

**Sale Price of Tender Document-Nil-**

**TENDER DOCUMENT FOR PREPARATION OF SOUVENIRS**

**1. INTRODUCTION**

In continuation of the tender notice published in daily newspaper The Tribune (Chandigarh, Jalandhar), Indian Express (Chandigarh) and Divya Himachal (Shimla, Dharamshala) editions on dated **11th July, 2017**, sealed tenders are hereby invited by the Department of Tourism & Civil Aviation, H.P. for the designing & preparation of different kinds of souvenirs. The Tender Document may be read in conjunction with the Tender Notice published in the Newspaper mentioned above. In case of a seeming conflict between the two, this Tender document shall prevail.

**2. SUBMISSION OF BIDS:**

Two envelopes will be submitted. The financial bid for the designing & preparation of different kinds of souvenirs will be submitted in a separate sealed envelope. The technical bid and earnest money will be submitted separately in the other sealed envelope/packet. The tender of only those companies / agencies will be entertained who will submit the samples (one each article) along with technical bid and earnest money. The tender will be addressed to the Commissioner, Tourism & Civil Aviation, Himachal Pradesh, Shimla-171009 and will contain the following details on the envelopes:

- Name of company and full address outside the cover of the envelope/packet with phone & fax number.
- Name of the Bid i.e. Technical or Financial.
- In each of the envelope, please mention:  
**Envelope- Earnest money, Technical bid & Samples.**  
**Envelope- Financial bid.**

**Note:** If any company /agency puts both the bids in a single envelope, that bid will not be considered e.g. financial bid should not be in the technical envelope/packet, both these bids should be in separate envelopes as indicated above. The main envelop shall be mentioned as tender for souvenirs. The earnest money envelope should be attached with technical bid envelope/packet.

### 3. TECHNICAL BID (Eligibility & Terms & conditions)

The Companies / Agencies should have the **following minimum qualifications** (Please attach the information vide Sr. no 1 to 11):

- 1) Minimum Turn Over of Rs. Five lakh in the last each two years of the company / agency i.e. 2015-16 and 2016-17 (Please attach C.A. certificate only in support of Turn Over).
- 2) Minimum 3 years experience for preparation of different kinds of souvenirs (Please attach related document/proof).
- 3) Company / Agency brief profile with signed forwarding letter.
- 4) Samples of the souvenirs /articles (one sample each of all articles).
- 5) The bidders have to submit sample of each article as mentioned in the specifications (artwork printed, engraving/embossing) above along with the technical bid, separately packed and clearly mention about the articles inside.
- 6) The bidder may quote for any 10 items/articles (minimum) or all items/articles, along with sample of respective article (s). The Bid shall not be considered/acceptable without the sample.
- 7) The tender must be accompanied by refundable **earnest money of Rs. 25,000/- (Rs. twenty five thousand only)** in sealed envelope in the form of bank/demand draft drawn in favour of Director, Tourism & Civil Aviation, Himachal Pradesh, Shimla-171009. The earnest money of only successful bidder (s) will be retained by the Department till the validity of bid and earnest money of non-successful bidder (s) will be returned.
- 8) The rates quoted in the bid would be valid for two years from the date of work order and inclusive of all expenses and GST, transportation charges, packaging of respective articles, sample cost, F.O.R. Block No 28, SDA Complex, Kasumpti, Shimla-9, Himachal Pradesh. If required, the Department may ask the company / agency to supply some quantity of the material to its Tourist information Centres / offices at Dharamshala, Dalhousie, Manali, Mandi and Solan and the Department will pay the actual transportation charges on receiving the material in respective TIC's / Offices only.
- 9) The Department reserves the right to increase or decrease the quantity of all the item/articles indicated in the proforma at Annexure-A.
- 10) The Department may place the supply order for any or all the articles at one time or in phased manner during the bid validity period.
- 11) Financial bid in separate sealed envelope. The proforma for financial bid is at **Annexure-A**. Conditional bids will not be entertained.

**Note: The successful bidder will have to design and prepare the souvenirs as per the requirement of the Department of Tourism & Civil Aviation, Shimla, H.P.**

-Sd-  
Commissioner,  
Tourism & Civil Aviation,  
Shimla, Himachal Pradesh.

**Proforma for Financial Bid Regarding Promotional Souvenirs**

The companies/agencies will submit the Financial bid regarding promotional souvenirs in the proforma given below along with signed forwarding letter.

Sr. No.	Article Name	Article Specification	Min. Qty.	Rate (INR.) per unit/set/article
1	<i>Coaster Metallic</i>	3.4 x 3.4 inches 202 Grade Stainless Steel (0.6mm sheet) 4 PIECES Coaster Set Square Shape with 1mm rubber padding with stand and Laser Engraving on all pieces [Packed in corrugated box]. Inclusive of Designing	100	
		3.4 x 3.4 inches 202 Grade Stainless Steel (0.6mm sheet) 4 PIECES Coaster Set Heart Shape with 1mm rubber padding with and Laser Engraving on all pieces. Inclusive of Designing	100	
		3.4 x 3.4 inches 202 Grade Stainless Steel (0.6mm sheet) 4 PIECES Coaster Set Round Shape with 1mm rubber padding with stand and Laser Engraving on all pieces. [Packed in corrugated box] Inclusive of Designing	100	
2	<i>Coaster MDF</i>	3MM MDF (Compressed wood) Hi Gloss 4 PIECES Coaster Set & ABS stand with 2mm rubber padding and Multicolored Sublimation Printing on all pieces. [Packed in corrugated box] Inclusive of Designing	100	
3	<i>Photo Frame</i>	6 x 8 inches 3MM MDF (Compressed wood) Hi Gloss Photo Frame, Transparent sheet & Plastic T-Stand and Multicolored Sublimation Printing. [Packed in corrugated box][Inclusive of Designing]	50	
		9 x 9 inches 3MM MDF (Compressed wood) Hi Gloss Photo Frame, Transparent sheet & Plastic T-Stand and Multicolored Sublimation Printing. [Packed in corrugated box][Inclusive of Designing]	50	

		8 x 12 inches 3MM MDF (Compressed wood) Hi Gloss Photo Frame, Transparent sheet & Plastic T-Stand and Multicolored Sublimation Printing. [Packed in corrugated box][Inclusive of Designing]	50	
		12 x 12 inches 3MM MDF (Compressed wood) Hi Gloss Photo Frame, Transparent sheet & Plastic T-Stand and Multicolored Sublimation Printing. [Packed in corrugated box][Inclusive of Designing]	50	
		6 x 12 inches 3MM MDF (Compressed wood) Hi Gloss Photo Frame, Transparent sheet & Plastic T-Stand and Multicolored Sublimation Printing. [Packed in corrugated box][Inclusive of Designing]	50	
6	<i>Bone China Mug</i>	Clay Craft Food Grade Bone China Coated Coffee Mug [3.5 Inches dm] with Multicolored Sublimation [Inclusive of Designing]	100	
		Clay Craft Food Grade Bone China Coated Coffee Mug [3 Inches dm] with Multicolored Sublimation [Inclusive of Designing]	100	
		Clay Craft Food Grade Bone China Coated Coffee Mug [3 Inches dm] with Multicolored Sublimation [Inclusive of Designing]	100	
7	<i>Ceramic Mug</i>	Food Grade Ceramic Mugs (Stone wear) with Coating Multicolored Sublimation Printing [Inclusive of Designing]	100	
8	<i>Sipper</i>	600 ml Imported Aluminum Sipper with Silver Coating & Multicolored Sublimation Printing [Packed in corrugated box] [Inclusive of Designing]	100	
		600 ml Imported Aluminum Sipper with White Coating & Multicolored Sublimation Printing [Packed in corrugated box] [Inclusive of Designing]	100	
9	<i>Badges</i>	2.5 x 2.5 inches 0.3 Gauge Stainless Steel Magnetic Badges with inbuilt Opener & Multicolored Printing with Matt/Gloss Lamination [Inclusive of Designing]	300	

		2.5 x 2.5 inches 0.3 Gauge Stainless Steel Pinup Badges with Multicolored Printing with Matt/Gloss Lamination [Inclusive of Designing]	300	
10	<i>Wrist Bands</i>	1 x 9 inches Non Tear able canvas Button Lock Rexene bands with Multicolored Printing & Matt Lamination	300	
11	<i>Gun Metal Key Chain</i>	6 x 3 cm Rectangle Gun Metal Key Chain, 3.5 cm diameter of ring with Laser Engraving, packed in card board box [Inclusive of Designing]	100	
		3.25 x 3.25 cm Square Shape Gun Metal Key Chain, 3.5 cm diameter of ring with Laser Engraving, packed in card board box [Inclusive of Designing]	100	
		6 x 2.5 cm Rectangle Gun Metal Key Chain, 3.5 cm diameter of ring and 2 side rounded corner with Laser Engraving, packed in card board box [Inclusive of Designing]	100	
		4.5 x 3 cm Gun Metal Key Chain, 3.5 cm diameter of ring with Laser Engraving, packed in card board box [Inclusive of Designing]	100	
12	<i>Wooden Keychain</i>	7.5 x 3.5 cm Mango Wood Key Chain with Varnish on both side, 3 cm diameter of ring with Laser Engraving, [Inclusive of Designing]	100	
		7 x 2.5 cm Mango Wood Key Chain with Varnish on both side, 3 cm diameter of ring with Laser Engraving, [Inclusive of Designing]	100	
13	<i>Stainless Steel Keychain</i>	5 x 5 cm 200 Grade Stainless Steel Star Shape Key Chain, metallic spiral connector, 3 cm diameter of ring with Laser Engraving, [Inclusive of Designing]	100	
		5 x 3.25 cm 200 Grade Stainless Steel Oval Shape Key Chain, 3 cm diameter of ring with Laser Engraving, [Inclusive of Designing]	100	
		4 x 3.5 cm 200 Grade Stainless Steel Star Shape Key Chain, metallic spiral connector, 3 cm diameter of ring with Laser Engraving, [Inclusive of Designing]	100	
		5 x 2.25 cm 200 Grade Stainless Steel Oval Shape Key Chain, 3 cm diameter of ring with Laser Engraving, [Inclusive of Designing]	100	

14	<i>Genuine Leather Key Chains</i>	8 x 5 cm Genuine sawed Leather Key Chains, 3 cm diameter of ring with Brass Die cutting, making and Embossing [Inclusive of designing]	100	
		6 x 4.5 cm Genuine Leather Key Chains, 3 cm diameter of ring with Brass Die cutting, making and Embossing [Inclusive of designing]	100	
		6.5 x 3.5 cm Genuine Leather Key Chains, 3 cm diameter of ring with Brass Die cutting, making and Embossing [Inclusive of designing]	100	
		9 x 4.5 cm Genuine Leather Key Chains, 3 cm diameter of ring with Brass Die cutting, making and Embossing [Inclusive of designing]	100	
15	<i>MDF (Compressed Wood) Cut out Key Chain</i>	8 x 4 cm MDF (Compressed Wood) Cut out Key Chains in any Shape, 3 cm diameter of ring with Multicolored Printing on Both Sides [Inclusive of Designing]	100	
		6 x 3.5 cm MDF (Compressed Wood) Cut out Key Chains in any Shape, 3 cm diameter of ring with Multicolored Printing on Both Sides [Inclusive of Designing]	100	
16	<i>Calender Key Chain</i>	5.25 x 4.25 cm 1000 Grade Stainless Steel 50 Years Calendar Key Chain, 3.5 cm diameter of ring with Laser Engraving, [Inclusive of Designing]	100	
17	<i>Cushions</i>	12 x 12 inches Velvet Touch Cloth Cushion Sublimation Printing, 90-100 GM Poly fiber filling, Air tight shrink wrap, 100% Machine Washable [Inclusive of Designing]	100	
		20 x 20 inches Velvet Touch Cloth Cushion Sublimation Printing, 90-100 GM Poly fiber filling, Air tight shrink wrap, 100% Machine Washable [Inclusive of Designing]	100	
18	<i>Genuine Leather &amp; Metallic Card Holders</i>	10 x 6.5 cm Genuine Leather Card Holders with 0.6mm stainless Steel base and Velvet Padding with Laser Engraving, Packed in 350 GSM Duplex Card Box [Inclusive of Designing]	100	
		9.5 x 6 cm 202 Grade Stainless Steel Metallic Card Holder (0.6mm) with Laser Engraving [Inclusive of Designing]	100	

		9 x 6 cm Genuine Goat Leather Card Holders with 0.6mm stainless Steel base and Velvet Padding, Brass die Making & Embossing, Packed in 350 GSM Duplex Card Box [Inclusive of Designing)	100	
19	<i>Genuine Leather Pen Stand /Tumbler</i>	15 x 15 x 8 cm Genuine Goat Leather Tumbler/Pen Stand with card board base and Velvet Padding, Brass die Making & Embossing, Packed in 350 GSM Duplex Card Box [Inclusive of Designing)	100	
20	<i>Genuine Leather Slip Pad</i>	15 x 15 x 5 cm Genuine Goat Leather Slip Pad with card board base and Velvet Padding, Brass die Making & Embossing, Packed in 350 GSM Duplex Card Box [Inclusive of Designing)	100	
21	<i>Genuine Leather Paper Weight</i>	5.5 x 5.5 x 5 cm Genuine Leather Cubical Shape Paper Weight with card board base and Velvet Padding, Brass die Making & Embossing, Packed in 350 GSM Duplex Card Box [Inclusive of Designing)	100	
		5.5 x 5.5 x 5 cm Genuine Leather Cylindrical Shape Paper Weight with card board base and Velvet Padding, Brass die Making & Embossing, Packed in 350 GSM Duplex Card Box [Inclusive of Designing)	100	
22	<i>Genuine Leather Notebook</i>	21 x 14.5 x 1 cm Genuine Leather Cover Notebook with 110 GSM Natural shade Super Print Paper, Spine painted with the matched color, Brass die Making & Embossing, Packed in 350 GSM Duplex Card Box, Available in 6 Colors [Inclusive of Designing]	100	
23	<i>Jute Bags</i>	8 x 10 inches Jute Bag with Silk Canvas Border and 4 inches Spine and Screen Printing on both sides [Inclusive of Designing]	100	
		10 x 12 inches Jute Bag with Silk Canvas Border and 4 inches Spine and Screen Printing on both sides [Inclusive of Designing]	100	
		12 x 14 inches Jute Bag with Silk Canvas Border and 4 inches Spine and Screen Printing on both sides [Inclusive of Designing]	100	



		14 x 16 inches Jute Bag with Silk Canvas Border and 4 inches Spine and Screen Printing on both sides [Inclusive of Designing]	100	
24	<i>Metallic Table Calender</i>	10.5 x 10 cm 200 Grade Stainless Steel (0.6mm) Metallic Table Calendar With Clock with Laser Engraving [Inclusive of Designing]	100	
25	<i>Key Hanger</i>	19 x 9 cm MDF (5 mm Compressed Wood) 5 keys Hanger with Hi Gloss Lamination and Multicolored Printing & 3mm Rubber Padding [Inclusive of Designing]	100	
32	<i>Car Stickers</i>	4 x 7 inches Water proof Vinyl Car Stickers with HP Latex Multicolored Printing and 3M Vinyl, Die cut a per the size [Inclusive of Designing]	2500	
		8 x 4 inches Water proof Vinyl Car Stickers with HP Latex Multicolored Printing and 3M Vinyl, Die cut a per the size [Inclusive of Designing]	2500	
		6 x 3 inches Water proof Vinyl Car Stickers with HP Latex Multicolored Printing and 3M Vinyl, Die cut a per the size [Inclusive of Designing]	2500	
33	<i>Wooden Pen Stand</i>	7 x 21 cm Wooden Pen stand (One Pen) with Clock and Laser Engraving on Wood. [Inclusive of Designing]	100	
		7 x 21 cm Wooden Pen stand (Two Pen) with Clock and Laser Engraving on Wood. [Inclusive of Designing]	100	
34	<i>Pens</i>	13.5 cm Stainless Steel Metallic Pen, Black Powder Coating Matt Finish, 0.5 cm Diameter, 15 x 2.5 cm Acrylic Case cover and AVG base with Velvet sheet, Cross stylus with Laser Engraving [Inclusive of Designing]	100	
		14 cm Stainless Steel Metallic Pen, Black Powder Coating Gloss Finish, 1 cm Diameter, Gold Coated Rings & Clip, 17 x 3.75 cm Acrylic Case cover and AVG base with Laser Engraving [Inclusive of Designing]	100	

		14 cm Stainless Steel Metallic Pen, Black Powder Coating Gloss Finish, 1.25 cm Diameter, Gold Coated Rings & Clip, 17 x 3.75 cm Acrylic Case cover and AVG base with Laser Engraving [Inclusive of Designing]	100	
		14 cm Stainless Steel Metallic Pen, Grey Powder Coating Gloss Finish, 1.25 cm Diameter, Gold Coated Rings & Clip, 17 x 3.75 cm Acrylic Case cover and AVG base with Laser Engraving [Inclusive of Designing]	100	
35	<i>Leather Wallets</i>	9 x 3.75 inches Genuine Leather Wallet Gift Set with Brass Die Making and Embossing [inclusive of Designing]	100	
		9 x 3.75 inches Swede Leather Wallet Gift Set with Brass Die Making and Embossing [inclusive of Designing]	100	
		9 x 3.75 inches German Leather Wallet Gift Set with Brass Die Making and Embossing [inclusive of Designing]	100	
		9 x 3.75 inches Brown Leather Wallet Gift Set with Brass Die Making and Embossing [inclusive of Designing]	100	
36	<i>Cotton Canvas Hat</i>	13X13 inches Reversible Hat 100% Cotton fabric with nylon strap and multi-coloured embroidery on both sides.	100	
		11X11 inches polyster Hat 100% with military pattron nylon strap and multi-coloured embroidery.	100	
		15X15 inches Hat 100% cotton fabric, leather ring on the top, Steel wire in the outer flap and multi-coloured embroidery.	100	
		11X11 inches polyster Ladies Hat 100% with multi-coloured printing/embroidery.	100	

**Note:** The rates quoted would be valid for two years from the date of work order and inclusive of all expenses and GST, transportation charges, packaging of respective articles, sample cost, F.O.R. Block No 28, SDA Complex, Kasumpti, Shimla-9, Himachal Pradesh.

The Department may place the supply order for minimum of 100 quantity against 300 quantity and 500 quantity against 2500 quantity of the respective unit/set/articles to successful bidder (s).

The bidders have to submit sample of each article for which rates quoted as mentioned in the specifications (artwork printed, engraving/embossing) above along with the technical bid, separately packed and clearly mention about the articles inside. The Bid shall not be considered/acceptable without the sample.

Date:

Authorized Signatory  
(with company/agency seal)