



Department of Tourism & Civil Aviation, H.P. Shimla-9.

NOTICE INVITING TENDER FOR PRINTER EMPANELMENT

The Department of Tourism & Civil Aviation, Himachal Pradesh invites sealed tender from the interested printers / firms / agencies for empanelment for designing & printing jobs of publicity materials of the Department. Sealed tender must reach in the Department **on or before 25-09-2017 by 3.00 PM**. The technical parameter bid will be opened on 26-09-2017 at 11.30 AM in the presence of bidder or their authorised representatives whosoever present at that time. Financial bid of only technically qualified bidders will be opened later on and the date of opening of financial bid will be informed separately.

The printer / firm/ agency intend to do the job of developing, designing, cartography & printing of **Tourist guide maps** of Himachal Pradesh have to obtain the necessary permissions at their own level from the competent authority for developing of maps.

The details and tender document may be downloaded from the website: www.himachaltourism.gov.in or can be obtained through email: tourismmin-hp@nic.in . The tender document can also be obtained from the Directorate of Tourism & Civil Aviation, Shimla-9, H.P. on any working day. Conditional, incomplete and tender without earnest money will not be entertained. Tenders received after due date and time will not be considered.

The Commissioner, Tourism & Civil Aviation, H.P. reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

Department of Tourism & Civil Aviation, Block No 28, SDA Complex, Kasumpti, H.P. Shimla-171009. Ph.0177-2625924.

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

Ph.0177- 2625924, 2623959; Fax: 0177-2625456

No.TSM/PUB-1/1-95-

Sale Price of Tender Document-Nil-

TENDER DOCUMENT FOR PRINTER EMPANELMENT

1. INTRODUCTION

In continuation of the tender notice published in daily newspaper The Tribune (Chandigarh, Jalandhar), The Hindustan Times (Delhi) and Dainik Bhaskar (Chandigarh, Shimla) editions on 27th August, 2017, respectively, sealed tenders are hereby invited by the Department of Tourism & Civil Aviation, H.P. for designing & printing jobs. 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 and printing job will be submitted in a separate sealed envelope. The technical parameters bid and earnest money will be submitted separately in the other sealed envelope. The bidders who will not fulfil the technical parameter will not be considered for empanelment and for the opening of financial bid. The envelope will be addressed to the Commissioner, Tourism & Civil Aviation, Himachal Pradesh, Shimla-171009 and will contain the following details on the envelopes:

- Name (individual or firm) and full address outside the cover of the envelope with phone & fax number.
- Name of the Bid i.e. Technical Parameter or Financial.
- Each of the envelope shall be written as:
Envelope- Earnest Money
Envelope- Technical Parameter bid.
Envelope- Financial bid,

Note: If any bidder puts all the bids in a single envelope, that bid will not be considered e.g. financial bid should not be in the technical parameter envelope, both these bids should be in separate envelopes as indicated above. The main envelop shall be clearly written as tender for printing.

3. TECHNICAL PARAMETERS BID (As per proforma attached)

(A)

- Turnover of the firm in last three years duly certified by the Chartered Accountant. Minimum essential turnover for the last three each years shall not be less than **Rs. Five Crore** in each year i.e. 2013-14; 2014-15 and 2015-16. (Please attach C.A certificate in support of turn over)
- Four colour offset printing machines- information regarding make / model, year and capacity.
- Scanner i.e. professional scanner or Drum scanner with option for scanning transparencies-make/model, capacity and resolution.
- Binding and cutting machines i.e. make/model and capacity.
- Automatic folding machines i.e. make/model and capacity.
- Samples of the previous work done specially for any tourism organisation may be enclosed.

(B)

Earnest Money

- Name of the firm / printer and address.
- Bank draft No. and date
- Issuing date
- Amount

Proforma for Technical Bid

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|---|---|
| Name of the Printer | |
| Earnest Money Demand Draft of Rs. 25,000/- (Rs. twenty five thousand only) | Attached: Yes/No |
| Turn Over of three years | 2013-14 = Rs. 2014-15 = Rs. 2015-16 = Rs. |
| C.A. certificate in support of turn over of three each years i.e. 2013-14, 2014-15 and 2015-16. | Attached: Yes/No |
| Four Colour Offset Printing Machines | Make = Model = Year = Capacity = |
| Scanners (Professional scanner & Drum Scanner) | Make = Model = Capacity = |
| Enclose Sample | |

Date _____

Place _____

Signature of the Authorised Person

(Stamp & Seal of the Company/Firm/Printer)

FINANCIAL BID
(To be submitted in a sealed envelope)

| Sr. No. | Name of the item and specification | Rate per Unit in Rupees. Including all expenses and GST etc. |
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| 1. | <p>Brochure (coloured to be printed) Size : 9" (L) X 7" (H) Paper: 250 GSM Cinnar Art card for cover pages and 170 GSM paper for inner pages. Pages: 16, 20, 24, 28 including cover pages. Printing 4 colour with 15 to 25 Photographs. Quantity: 25000 each.</p> | <p>Quantity = 25000 Pages including cover pages: Rate per unit Page 16: Page 20: Page 24: Page 28: Rate extra for plus 4 pages :</p> |
| 2. | <p>Folder (coloured to be printed) Size: 9 ½" X 4 ¾" (3 fold). Paper: 250 GSM glossy paper with lamination. Printing: 4 colour with 8 to 10 photographs. Quantity: 25000 each.</p> | <p>Quantity = 25000 Rate per unit:</p> |
| 3. | <p>Monal quarterly magazine (coloured to be printed) Quantity: 5000X4 issues per annum Size: 11" X 8" Paper: 170 GSM Imported art paper with lamination for cover page and 120 GSM Imported art paper for inner pages. Printing: 4 colour with 16 to 25 Photographs Pages: 32 including cover pages.</p> | <p>Quantity = 5000 Pages: Rate Page 32 including cover pages:</p> |
| 4. | <p>Stationary Kit Folder (coloured to be printed) Quantity: 20,000 copies Size : 10" X 14" Height : 14" Open Size : 24.2" Close Size : 10" along with one fold of 4.2" 4 colour printing with 10-20 Photographs Jacket : 9.5"(w) x 5.2" (h) Paper : 300 GSM Cinemas Paper (lamination both sides with matt finish)</p> | <p>Quantity = 20000 Rate per unit:</p> |

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| 5. | Posters (coloured) Size 20" X 30" Paper 250 GSM glossy with lamination. Quantity: 1000 each poster. | Quantity = 1000 each poster Rate per unit: |
| 6. | Pamphlet (Coloured to be printed) Size : 11"X17.5" Single fold Paper : 120 GSM art card glossy colour : 4+4 (both side printing) Printing : offset Quantity: 10,000 | Quantity = 10000 Rate per unit: |
| 7. | Coffee Table Book Size 9.5" X 14" Paper 170 GSM imported for inner pages Cover page: (a) Hard case cover binding 2.5 mm kappa board with 130 GSM cover to be pasted on the board with colour logo. (b) Jacket 170 GSM imported paper Pages : 162-170 including cover pages. Printing four colour with 150-200 Photographs. Quantity 1000, 2000. | Quantity = 1000 Rate per unit: Quantity = 2000 Rate per unit: Pro-rata rate for extra 4 pages: |
| 8. | Table Calendar i) Sheets 12 sheets with 1 month on each sheet ii) Cover cover sheets extra from both sides iii) Pictures 12 (one on each sheet & collage on cover sheet) The same picture will also appear at the back portion of each sheet iv) Size: 8" X 8" wiro binding on top with hard stand board. v) Paper 240 GSM imported art mat card vi) Quantity: 5000. | Quantity = 5000 Rate: (Pro-rata rate for extra 500 quantity) |
| 9. | Wall Calendar along with Envelope i) Sheets: 12 sheets with one month on each sheet. ii) Cover: cover sheets extra. iii) Pictures 12 (one on each sheet & collage on cover sheet) iv) Size 17" X 22" Mat tin mounting with wiro binding & suitable sturdy hanger/rod. v) Paper: 240 GSM imported art mat paper v) Quantity: 5000 (Rates includes envelope for the wall calendar) | Quantity = 5000 Rate: (Pro-rata rate for extra 500 quantity) |

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| 10. | <p>Printing of DVD Sticker and Cover/holder for DVD/CD with fold. Four Colour Printing. (Pictures 6 to 10)</p> <p>Size: 5”X5” Paper: 300 GSM glossy. Rate for Quantity 5000 for both sticker & holder</p> | <p>Quantity= 5000</p> <p>Rate per unit = (Both sticker + cover)</p> |
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Note: The printer / firm / agency intend to do the job of designing, cartography & printing of **State tourist guide map & town maps** of Himachal Pradesh have to obtain the necessary permissions at their own level from the competent authority for developing of maps.

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| 11. | <p>State Tourist Guide Map (Coloured, both sides printing i.e. Map on the front sheet and information on the back sheet). Pictures: 20- 30 Nos. Size 29” X 19” (folded) Paper: 130 GSM imported art paper</p> <p>(Note: In the maps all the necessary symbology & information like trekking routes with altitude, rafting spots, paragliding spot, important tourist places, monasteries / gompas, heritage & pilgrimage places, lakes, rivers, National Parks, Passes, tourism hotels, distances, airport, railway station, bus stand, highways, etc. may be incorporated as per requirement.)</p> | <p>Quantity = 30000 Rate per unit: (Rate:- Map to the scale)</p> <p>Note: Innovative foldable town maps (pocket size in 5000 quantity each town) may also be prepared by the department in customized size on 100 GSM imported art paper, if required.) Rate per unit:</p> |
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Date_____

Place_____

Signature of the authorised Person
(Stamp & Seal of the company/Firm/Printer)

Note:

1. The Department of Tourism & Civil Aviation, Himachal Pradesh, will provide the matter / text and photographs for the above items.
2. **The bidders will submit a financial bid for all the above items or they may submit a financial bid for any of the above item as per their convenience.**

3. The envelope shall be sealed by signing across all joints of the envelope and pasting good quality transparent adhesive tape on top of such joints and signatures.
4. The bid shall contain no interlineations, erasures or overwriting. All corrections shall be done and initiated by the authorised signatory after striking out the original words/figures completely.
5. The quantities of each item indicated above are tentative only to indicate approximate volume. Exact print runs will be worked out at the time of placing order.
6. The selected printers at the time of the despatch of the material will give a certificate about the quantity and a test report from the Government authorised agency about the specifications of the paper i.e. GSM, quality of the paper used, size etc. payment will only be released by this Department after the receipt of the above certificate. In case, **if the printing quality of the material is not found up to the required specifications i.e. GSM etc**, the Department reserves the right to deduct the payment.

Terms & Conditions:

1. The rates quoted should be inclusive of paper, designing, printing, cutting, binding, packing, forwarding, transportation, **inclusive of all expenses, entry tax, GST etc.** and F.O.R. Directorate of Tourism and Civil Aviation, SDA Complex, Block No.28, Kasumpti, H.P. Shimla-171009.
2. The Department, if required, may ask the printer / agency to send some quantity (may be 50%) of the printed material to its Tourist Information Centre (s) / Offices as per the requirement & list provided by the Department of Tourism, H.P. Shimla at the time of final printing order i.e. only Brochures, Folders, posters, calendars. The tentative places where printed material is to be sent are: Chandigarh, Delhi, Mumbai, Kolkata, Ahmedabad, Chennai, Solan, Mandi, Manali, Dharamshala and Dalhousie. The Department will pay the actual transportation charges on receiving the printed material in respective TIC's / Offices.
3. The tender must be accompanied by an **earnest money of Rs. 25,000/- (Rs. twenty five thousand only)** in the form of bank/demand draft drawn in favour of Commissioner, Tourism & Civil Aviation, Himachal Pradesh, Shimla-171009. The earnest money of those bidder will be returned who will not found eligible and technically not qualified for empanelment. The earnest money of only successful bidder (s) will be retained by the Department till the empanelment.
4. **Date of opening of financial bids will be communicated separately.**
5. Tenders shall be signed by an authorised signatory along with the seal of the firm on each page of the tender.

6. **The Validity of the tender and rates quoted therein will remain in force for two years from the date / month of empanelment, which can be extended by a further period of one year by the Commissioner (Tourism), if required.**
7. Tender of only those parties will be considered, who quotes as per the terms and conditions specified herein. Tender not conforming to the terms & conditions will not be entertained.
8. The Commissioner (Tourism) reserves the right to accept or reject any or all tender (s) without assigning any reason whatsoever at any stage.
9. Tenders received after due time and date will not be entertained.
10. Conditional tenders will not be entertained.
11. **The printers / firms/ agencies intend to do the job of developing, designing; cartography & printing of State Tourist Guide Map & Town Maps of Himachal Pradesh have to obtain all necessary permissions at their own level from the competent authority related to maps.**
12. The decision of the Tender Committee regarding acceptance or otherwise of a technical bid shall be final and shall not be called upon to question under any circumstances.

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Commissioner,
Tourism & Civil Aviation,
Block No 28, SDA Complex,
Kasumpti, Shimla, H.P.
Tel: 0177-2625864, 2625924.
Fax: 0177-2625456