



**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 / agencies / companies for empanelment for printing jobs of publicity material of the Department. Sealed tender must reach in the Department **on or before 20-09-2019 by 3:00 PM**. The technical parameter bid will be opened on 21-09-2019 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 / agency/company intend to do the job of developing, designing, cartography & printing of **Tourist guide map** of Himachal Pradesh have to obtain the necessary permissions at their own level from the competent authority for developing of map.

The details and tender document may be downloaded from the website: [www.himachaltourism.gov.in](http://www.himachaltourism.gov.in) or can 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 Director, 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**

Block No 28, SDA Complex,  
Kasumpti, Shimla-171009  
Ph.0177- 2625924; Fax: 2625456.

**TENDER DOCUMENT FOR EMPANELMENT OF PRINTER'S**

**1. INTRODUCTION**

In continuation of the tender notice published in daily newspaper: The Tribune (Chandigarh, Jalandhar), The Times of India (Delhi) and Dainik Bhaskar (Chandigarh) editions on 22-08-2019, respectively, sealed tenders are invited by the Department of Tourism & Civil Aviation, H.P. for printing jobs of different type of promotional publicity material. 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:**

Bidders are requested to submit documents in two sealed packets/envelopes i.e. **Technical Bid envelope** and **Financial Bid envelope**. The financial bid for the printing job (including designing) 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 parameters will not be considered for empanelment and for the opening of financial bid. The tender must be addressed to the Director, Tourism & Civil Aviation, Block No 28, SDA Complex, Kasumpti, 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, email & name of the contact person of the bidder.
- 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. However, these separately sealed packets of bids should be put into big **main outer envelope and sealed. This outer envelope shall be clearly written as tender for printing.**

### **3. TECHNICAL PARAMETERS BID (As per proforma attached)**

(A)

- Turnover of the printer / agency / company in last three years duly certified by the Chartered Accountant. Minimum essential annual turnover for the last three each years shall not be less than **Rs. Five Crore** in each year i.e. 2015-16; 2016-17 and 2017-18. (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.
- The printer / printing agency / company must have been in operation for a minimum period of 5 years as on closing date of this tender and engaged in printing / production of brochures, posters, calendars, folders, maps, and other publicity material etc.
- The Technical Parameter bid will be opened on **21-09-2019 at 11:30 AM** in the presence of bidder or their authorised representatives whosoever present at that time, in the Directorate of Tourism & Civil Aviation, Block No 28, SDA Complex, Kasumpti, Shimla (H.P).
- Only those tenders/bids would be considered for opening which are received in the Department on or before the due date and time. The Department of Tourism & Civil Aviation, Himachal Pradesh will not be responsible for any courier /postal delays in this regard.
- Date of opening of financial bids will be communicated separately to the technical eligible bidders.

(B)

#### **Earnest Money**

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

**Proforma for Technical Bid**

<b>Name of the Printer</b>	<b>Documents required</b>
Earnest Money Demand Draft of Rs. 25,000/- (Rs. twenty five thousand only)	Attached: Yes/No
Turn Over of three years (Each year's turn over should not be less than Rs. 5 Crore) Note: If the required Turn Over of any of the indicated year is less than Rs. 5 crore, the tender/bid of the respective printer / agency / company will not be considered.	2015-16 = Rs. 2016-17 = Rs. 2017-18 = Rs.
C.A. certificate in support of turn over of three each year's i.e. 2015-16, 2016-17 and 2017-18.  Note: Copies of balance sheets, financial Statements, IT Returns <b>will not be accepted</b> . Only certificate from the Chartered Accountant must be submitted in this regard.	Attached: Yes/No
Four Colour Offset Printing Machines	Make = Model = Year = Capacity =
Scanners (Professional scanner & Drum Scanner)	Make = Model = Capacity =
Enclose Earlier Printed Sample	Enclosed: Yes/No

**Date** \_\_\_\_\_

**Place** \_\_\_\_\_

**Signature of the Authorised Person**

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

## Instructions / Terms and Conditions

### Instructions:

1. The Department of Tourism & Civil Aviation, Himachal Pradesh, will provide the matter / text and photographs for the mentioned items in DVD /or through email.
2. **The bidders will submit a financial bid for all the mentioned items or they may submit a financial bid for any of the mentioned 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. The printer (s) / agency (ies) should take utmost care while submitting their Technical and Financial bids.
5. The quantities of each item mentioned are tentative only to indicate the approximate volume. Exact print runs will be worked out at the time of placing order.
6. The printer /agency /company who have assigned the job of printing of respective item (s) will be required to submit the machine proof of dummy of concerned items within 5 working days on receipt of approval letter and ready to print material.
7. On the approval of machine proof dummy of respective item (s), 1st lot of material especially calendars (25% quantity) with envelope will have to be delivered within 15 days from the date on which final approval conveyed by the Department of Tourism, H.P. The balance quantity are to be delivered within next two weeks from the date of final approval conveyed.
8. The printer (s) assigned the work of printing of the item/material would have to submit three dummy copies of respective item (s) to match the colour and quality of final print. The printer would have to use the best of the digital proofing machines to ensure that the digital proofs are as same to the final offset print as possible.
9. 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.

10. 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.
11. Bidder (s) have to mention the details of their Bank account i.e. Name & complete address of printer / agency/company, Bank account number, IFSC code, Branch name, PAN number, GST number etc..
12. The Bidder should not be blacklisted by any Government Department (s)/Govt organisation, as on the closing date of this tender. **Self declaration in this regard should be submitted.**
13. If it is found that the printer has not made the delivery as per required specifications mentioned in the work order or has used substandard paper / other material etc., the EMD of the printer would be forfeited and bills related to material would not be settled by the Department of Tourism, H.P.
14. In the event, if any dispute arises, the decision of Director (Tourism), Shimla, H.P. will be final. However, any legal proceeding (s), if necessity arises to institute, by any of the party (ies) needs to be lodged in courts situated in Shimla, Himachal Pradesh only.

#### **Terms & Conditions:**

1. The rates quoted should be inclusive of paper, designing, printing, cutting, binding, packing, forwarding, transportation etc. and F.O.R. Directorate of Tourism and Civil Aviation, Block No.28, SDA Complex, Kasumpti, H.P. Shimla-171009. **Applicable GST shall be extra on the respective items.**
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: 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 (if required).
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 Director, Tourism & Civil Aviation, Himachal Pradesh, Shimla, payable at Shimla.
4. 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, without any interest on the amount.

5. The Department will not make any advance payment and the payment for the awarded work will be made to the printer (s)/agency (ies), after the completion of the work to the satisfaction of the Department of Tourism, H.P.
6. Tenders shall be signed by an authorised signatory along with the seal of the firm on each page of the tender.
7. **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 further for another six months by the Director (Tourism), if required.**
8. 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.
9. The Director (Tourism) reserves the right to accept or reject any or all tender (s) without assigning any reason whatsoever at any stage.
10. Tenders received after due time and date will not be entertained.
11. Conditional tenders will not be entertained.
12. The decision of the Committee regarding acceptance or otherwise of a technical bid shall be final and shall not be called upon to question under any circumstances.

-Sd-  
Director,  
Tourism & Civil Aviation,  
Block No 28, SDA Complex,  
Kasumpti, Shimla, H.P.  
Tel: 0177- 2625924, Fax: 2625456  
Email: tourismmin-hp@nic.in

(To be submitted in a sealed envelope)

**Financial Bid For Printing Jobs of Different Kind of Publicity Material of The  
Department of Tourism & Civil Aviation, H.P. Shimla-9**

Sr. No.	Name of the item and specification	Net Rate per Unit in Rupees. (All costs inclusive except GST)  GST shall be extra, as applicable.
1.	<p><b>Brochure</b> (coloured to be printed)  <b>Size :</b> 9" (L) X 7" (H)  <b>Paper:</b> 250 GSM Cinnar Art card for cover pages and 170 GSM paper for inner pages.                      (With lamination of cover pages both side)  <b>Pages:</b> 20, 24, 28, 32 including cover pages.  <b>Printing:</b> 4 colour with 20 to 30 Photographs.  <b>Quantity:</b> 25000 each.</p>	<p><b>Quantity = 25000</b>                      Pages including cover pages:                      Rate per unit                      Page 20:                      Page 24:                      Page 28:                      Page 32:                       Rate extra for <b>plus 4 pages :</b></p>
2.	<p><b>Folder</b> (coloured to be printed)                      Size: 9 1/2" X 4 3/4" (3 fold).                      Paper: 250 GSM glossy paper with lamination.                      Printing: 4 colour with 10 to 15 photographs.                      Quantity: 20000 each.</p>	<p><b>Quantity = 20000</b>                      Rate per unit:</p>
3.	<p><b>Monal</b> 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 pages and 120 GSM Imported art paper for inner pages.                      Printing: 4 colour with 20 to 30 Photographs                      Pages: 32 <b>including cover pages.</b></p>	<p><b>Quantity = 5000</b>                      Page 32 including cover pages   <b>Rate : Rs.</b></p>
4.	<p><b>Stationary Kit Folder</b> (coloured to be printed)                      Quantity: 10,000 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</p>	<p><b>Quantity = 10000</b>                      Rate per unit:</p>



	<p>Jacket : 9.5"(w) x 5.2" (h)  Paper : 300 GSM Cinermas Paper (lamination both sides with matt finish)</p>	
5.	<p><b>Posters</b> (coloured)  Size 20" X 30"  Paper 250 GSM glossy with lamination.  Quantity: 1000 each picture poster.</p>	<p><b>Quantity = 1000 each poster</b>  Rate per unit:</p>
6.	<p><b>Coffee Table Book</b>  Size : 9.5" X 14"  <b>Paper:</b> 160 GSM Rendezvous Super White for inner pages.  <b>Cover page:</b> (a) Hard case cover binding 2.5 mm Kappa board with 130 GSM Rendezvous Super White cover to be pasted on the board with colour logo.  (b) Jacket 160 GSM Rendezvous Super White paper    <b>Fabrication :</b> On Outer Jacket Leafing, Spot UV on images, Aqua's Coating inside all pages.    <b>Pages: 162-170 including cover pages.</b>  Printing four colour with 150 Photographs (approx).  Quantity: 1000.</p>	<p><b>Quantity = 1000</b>  Rate per unit:</p>
7.	<p><b>Table Calendar along with Envelop</b>  i) Sheets: <b>12 sheets</b> with 1 month on each sheet  ii) Cover: cover sheets extra from both sides  iii) Pictures: 12 (one on each sheet &amp; collage on cover sheet)  The same picture will also appear at the back portion of each sheet.  <b>Fabrication :</b> Aqua Coating all Pages.  iv) <b>Size: 9.5" (L) X 7" (H)</b>  wiro binding on top <b>with hard stand board.</b>  v) <b>Paper:</b> 270 GSM Rendezvous Super White  vi) Quantity: 5000.  (Rates <b>includes envelope</b> for the table calendar)    <b>Envelope:</b>  Size: 10.5" X 8"  Paper: 130 GSM Matt finish for envelope  Fabrication: Die cutting/creasing/pasting of envelope  Quantity: 5000 envelopes.</p>	<p><b>Quantity = 5000</b>  Rate:    (Pro-rata rate for extra 500 quantity)  Rs.:</p>

8.	<p><b>Wall Calendar along with Envelope</b></p> <p>i) <b>Sheets:</b> 12 sheets with one month on each sheet.</p> <p>ii) <b>Cover:</b> cover sheets extra.</p> <p>iii) <b>Pictures</b> 12 (one on each sheet &amp; collage on cover sheet)</p> <p>iv) <b>Size</b> 17" X 22" Mat tin mounting with wiro binding &amp; suitable sturdy hanger/rod.</p> <p>v) <b>Paper:</b> 240 GSM Rendezvous Super White</p> <p>vi) <b>Quantity:</b> 5000 (Rates <b>includes envelope</b> for the wall calendar)</p> <p><b>Envelope:</b> Size: 18" X 23" Paper: 170 GSM Matt finish for envelope Fabrication: Die cutting/creasing/pasting of envelope Quantity: 5000 envelopes.</p>	<p><b>Quantity = 5000</b></p> <p>Rate:</p> <p>(Pro-rata rate for extra 500 quantity)</p>
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**Note:** The printer / company / agency intend to do the job of developing, designing, cartography & printing of **State tourist guide map** of Himachal Pradesh have to obtain the necessary permissions at their own level from the competent authority for developing of tourist guide map.

9.	<p><b>State Tourist Guide Map</b> (Coloured, both sides printing i.e. Map on the front sheet and information on the back sheet).</p> <p>Pictures: 20- 30 Nos.</p> <p><b>Size 29" X 19" (folded)</b></p> <p>Map: To the Scale</p> <p>Paper: 130 GSM imported art paper</p> <p>(<b>Note:</b> In the map all the necessary symbology &amp; information like trekking routes with altitude, rafting spots, paragliding spot, important tourist places, monasteries / gompas, heritage &amp; 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><b>Quantity = 20000</b></p> <p>Rate per unit including developing &amp; designing of map: <b>(Rate:- Map to the scale )</b> Rate in Rs:</p>
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Date\_\_\_\_\_

Place\_\_\_\_\_

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