



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

NOTICE INVITING E-TENDER FOR PRINTER EMPANELMENT

The Department of Tourism & Civil Aviation, Himachal Pradesh invites e-tender from the interested printers / agencies / companies for empanelment for printing jobs of publicity material of the Department. The tender must be uploaded online on or before **20 / 8 / 2020** till **4:00 PM**. The hard copy of the Technical Bid must also be submitted in the Department along with original demand draft of earnest money. The document in Technical Bid should be same as uploaded online. The Technical Parameter Bid of only those bidders will be opened who have submitted the hard copy also on or before the due date and time along with earnest money draft. The Technical Bids will be opened on 20/8/2020 at 4:30 PM at the Directorate of Tourism & Civil Aviation, Block 28, SDA Complex, Kasumpti, Shimla-9 (H.P) 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 guide map.

The details and tender document may be downloaded from the website: www.hptenders.gov.in and also available at www.himachaltourism.gov.in . Conditional, incomplete and tenders without earnest money will not be entertained. Tenders submitted 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.

NOTICE INVITING E-TENDER FOR PRINTER EMPANELMENT

Tender No: TSM/PUB-1-1/2019-20

TENDER DOCUMENT FOR EMPANELMENT OF PRINTER'S

Schedule of Bidding process

Sr No	Particulars	Date and Time
1	Tender Publishing Date	21-7-2020
2	Document Download Start Date	23-7-2020
3	Last date for submission of queries through email at tourismmin-hp@nic.in	Two days prior to Pre-Bid meet i.e. till 28/7/ 2020
4	Pre-Bid Meeting Date, Time and venue	On 30/7/2020 at 11:30 AM at the Directorate of Tourism & Civil Aviation, Block No 28, SDA Complex, Kasumpti, Shimla-171009 (H.P.)
5	Document Download End Date	20-8-2020
6	Bid Submission Start Date	23-7-2020
7	Bid Submission End Date	20-8-2020; 4:00 PM
8	Tender opening date (Technical Bid cover) and Venue	20/8/2020 at 4:30 PM Directorate of Tourism & Civil Aviation, Block No 28, SDA Complex, Kasumpti, Shimla-171009 (H.P.)
9	Financial Bid opening date & Time (Financial Cover / Bid)	Will be intimated to the shortlisted bidders separately.

INSTRUCTIONS:

Digitally signed and uploaded, online bids under single stage two cover system are invited by the Department of Tourism and Civil Aviation, HP from the experienced printers / companies / agencies with Technical and Financial capabilities as detailed in bid document. The bids should be submitted in accordance with the instructions. The instruction are mentioned in the bid document.

Interested eligible bidders may obtain further information about the bid document at the Himachal Pradesh e-Procurement website <https://hptenders.gov.in>. The Bid document will be available for download from 23/7/2020 till due date on <https://hptenders.gov.in>

The bidders has to submit the bids online at the e-procurement website <https://hptenders.gov.in> using valid Digital Signature Certificates and submit the EMD Draft (original copy) in the Department at Block NO. 28, SDA Complex, Kasumpti, Shimla-9, H.P on or before due date and time. Scanned copy of EMD draft shall be uploaded along with the Technical Bid at the e-procurement website. The documents submitted online and through hard copy should not differ or mismatch in any manner. If there is mismatch in documents of Technical Bid, in that case the copy uploaded online will only be considered. No Bid will be considered, if it is not submitted online at the e-Procurement website <https://hptenders.gov.in> and EMD is not submitted as mentioned in Tender Notice.

The Department of Tourism & Civil Aviation, HP will not be responsible for delay in online submission due to any reason. For this, bidders are requested to upload the complete bids well advance in time so as to avoid issues like slow speed, choking of website due to heavy load or any other unforeseen problems.

Pre bid replies/addendum/ amendments, if any etc. will be made available at the e-procurement website <https://hptenders.gov.in> and Bidders are requested to check and download the same for submission. The queries of the bidder (s) related to the printing jobs will be entertained in writing or through email at: **tourismmin-hp@nic.in** , two days before the date of pre-bid meeting.

Online Technical Proposal/Bid (First Cover) uploaded at <https://hptenders.gov.in> will be opened on Due Date. Bids of the Bidders will not be opened in case the EMD is not submitted as required for participation in tender.

The offers of the bidders whose sealed cover as described above is not received till due date and time, even though posted in time or online bids submitted after due date and time will be considered as late Bid and will not be accepted

The bids shall remain valid for a period of 180 days from the opening of Technical Proposal (First Cover).

Financial Bid (2nd cover): - The bidders shall submit his offer in Financial Bid online in BoQ.xls file only (sample provided in Bid document 'Appendix-1') and no other format is acceptable. Financial Bid should not be submitted in hard copy format in any case.

SCOPE OF WORK: The scope of work includes miscellaneous jobs i.e. printing of Brochures, Folders, docket, Wall and Table Calendars, Posters, Tent Cards, Coffee Table Book, Guide Map (to the scale) etc..

1. INTRODUCTION

In continuation of the tender notice published in daily newspaper -The Tribune (Chandigarh, Jalandhar), The Hindustan Times (Delhi) and Dainik Bhaskar (Chandigarh) editions on 21/7/2020, respectively, e-tenders are invited by the Department of Tourism & Civil Aviation, H.P. for empanelment of printers for printing jobs of different type of promotional publicity material.

2. SUBMISSION OF BIDS:

The Bidders are requested to submit documents in sealed packets/envelopes i.e. **Technical Bid envelope** and Earnest Money draft envelop along with forwarding signed letter. The **Financial Bid (Soft copy in the BoQ.xls format) should be submitted online only**. The Financial Bid for the printing job will be submitted in the format as given in document. The Technical Parameters bid will be uploaded online and hard copy of the same with proper spiral binding, indexing and page number of documents attached, along with original draft of earnest money will be submitted in the Department of Tourism & Civil Aviation, HP, Block No 28, SDA Complex, Kasumpti, Shimla-171009. The scanned copy of the EMD draft copy will also be submitted online with Technical Bid. In case, there is discrepancy in documents submitted in hard copy, the documents of Technical Bid submitted online will only be considered. 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.
- Each of the envelope shall be written as:
Envelope - Earnest Money
Envelope - Technical Parameter Bid.

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. 2016-17; 2017-18 and 2018-19. (Please attach C.A certificate in support of turnover).
- 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 **20/8/2020 at 4:30 PM** 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 (Technical bids) would be considered for opening which are submitted online during the stipulated date & time. The Department of Tourism & Civil Aviation, Himachal Pradesh will not be responsible for any technical issue for submission of bids online. So bidders are advised to submit the bids timely.
- Date of opening of financial bids will be communicated separately only 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

Name of the Printer	Documents required
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 (Rs five crore), the tender/bid of the respective printer / agency / company will not be considered.	2016-17 = Rs. 2017-18 = Rs. 2018-19 = Rs.
C.A. certificate in support of turnover of three each year's i.e. 2016-17, 2017-18 and 2018-19. Note: Copies of balance sheets, financial Statements, IT Returns will not be accepted . Only certificate from the Chartered Accountant must be submitted/uploaded in this regard.	Attached: Yes/No
Proof of working / or worked with Govt organisation, PSU's, Banks or Pvt. institutions etc..	Attached: Yes/No
Certificate by the bidder on their letter head to be uploaded stating that the firm / company has not been black listed by any Central Govt. / State Govt. / PSU agencies	Attached: Yes/No
Firm / Company Registration certificate (Copy to be uploaded)	
Four Colour Offset Printing Machines	Make = Model = Year = Capacity =
Scanners (Professional scanner & Drum Scanner)	Make = Model = Capacity =

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 designed artwork / matter / text / photographs (ready to print material) for the mentioned items in DVD /or through email.
2. The bidders will submit the 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 documents in Technical Bid that uploaded should be scanned and signed by authorized signatory and indexed.
4. The bid shall contain no interlineations, erasures or overwriting. All corrections shall be done and signed 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 10 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 on their letter head.**
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) jurisdiction only.

Terms & Conditions:

1. The rates quoted should be inclusive of paper, printing, cutting, binding, packing, forwarding, transportation etc. and F.O.R. (inside the premises) 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.** For any modification or changes in the design / artwork of respective item, the Department will not make additional payment and the selected printer /company / agency has to bear the designing cost for the respective item (if any). The work will be awarded on L1 basis for 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. Only those bids will be considered who have submitted the scanned copy of bank draft of **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. and same original copy of the draft in the Department during the stipulated date and time along with hard copy of Technical Bid.

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 and validity of the tender shall be 180 days from the closing date of submission of bids.
7. **The Validity of the rates quoted in tender 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 bidders 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 & Civil Aviation), HP, 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 Department 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

All the Mentioned Terms and Conditions are Accepted by Me/Us.

Signature(s) of tenderer(s)

Address.....

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.....

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Ph. No.....

Mobile No.....

Fax No.....

Email:.....

CHECK LIST OF DOCUMENT MUST BE UPLOADED WITH BID

The Bids shall be summarily rejected, if the documents are not uploaded with bid. Documents must be uploaded in sequence only:-

Sr No	Particulars	Yes/No	Technical Bid documents page no
1	Technical Bid scanned copy duly signed on all pages		
2	Proof of registered office		
3	Brief profile of work experience for the last three years		
4	Copy of EMD uploaded		
5	Copy of CA certificate.		
6	List of previous work done (Upload the copy of work orders as proof. Worked / or working with Central Government or State Government, PSU's / Banks etc. or private institutions for printing.		
7	Firm / Company Registration certificate (Copy to be uploaded)		
8	Certificate by the bidder on their letter head to be uploaded stating that the firm / company has not been black listed by any Central Govt. / State Govt. / PSU agencies.		
9	Certificate by the bidder on their letter head to be uploaded that they have read and understand all the term and conditions mentioned in the tender document.		

(Only Soft copy of **Financial Bid** to be submitted online) **'Appendix-1'**

This format is sample only and the rates should be quoted online in Financial Bid in BoQ.xls file only.

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 Indian Rupees. (All costs inclusive, except GST) GST shall be extra as applicable for respective items.
1.	<p>Brochure (coloured to be printed) Size: 9" (L) X 7" (H) Paper: 300 GSM Imported Art Card for Title pages and 170 GSM paper for inner pages. Printing : Color 4+4 Fabrication: Centre Stitched, Title Aqueous Coated Pages: 20, 24 including cover pages Quantity = 20000 each Note: Ready to print artwork will be provided by the Department and the Dept. will not make any extra payment for changes / modifications in the artwork (if required).</p>	<p>Quantity = 20000 Pages including cover pages: Rate per unit Page 20: Rs.= Page 24: Rs.=</p>
2.	<p>Brochure (coloured to be printed) Size: 9" (L) X 7" (H) Paper: 300 GSM Imported Art Card for Title pages and 130 GSM paper for inner pages. Printing : Color 4+4 Fabrication: Centre Stitched, Title Aqueous Coated Pages: 28, 32 including cover pages. Quantity = 20000 each Note: Ready to print artwork will be provided by the Department and the Dept. will not make any extra payment for changes / modifications in the artwork (if required).</p>	<p>Quantity = 20000 Pages including cover pages: Rate per unit Page 28: Rs. = Page 32: Rs. =</p>
3.	<p>Folder (coloured to be printed) Size: 9 ½" X 4 ¾" (3 fold). Paper: 250 GSM Imported Art Card Printing : Color 4+4 Fabrication: Creezing & Aqueous Coating Quantity: 20000 each. Note: Ready to print artwork will be provided by the Department and the Dept. will not make any extra payment for changes / modifications in the artwork (if required).</p>	<p>Quantity = 20000 Rate per unit: Rs.=</p>

4.	<p>Monal : Quarterly magazine (coloured to be printed) Size: 11" X 8" Printing : Color 4+4 Paper: Imported Art Paper; 170 GSM for Title Pages and 130 GSM for inner pages. Fabrication: Centre Stitching & Aqueous Coating, Spine Pages: 32 including cover pages. Quantity: 5000 X 4 issues per annum Note: Ready to print artwork will be provided by the Department and the Dept. will not make any extra payment for changes / modifications in the artwork (if required).</p>	<p>Quantity = 5000 Page 32 including cover pages Rate : Rs.</p>
5.	<p>Docket (coloured to be printed) Size : 9.5" x12.5" with Pocket Paper: 300 GSM Imported Art Paper. Fabrication: Spot UV / Embossing and Creezing , Spine. Printing : Colour = 4+4 Open Size: 19" x 16.5" Note: Ready to print artwork will be provided by the Department and the Dept. will not make any extra payment for changes / modifications in the artwork (if required).</p>	<p>Quantity = 5000 Rate per unit: Rs.=</p>
6.	<p>Posters (coloured) Size : 20" X 30" and 17"x22" Printing : Colour= 4+0 Paper: 240 GSM Imported Art (Matt) Paper Fabrication : 0.75 inch Double Strip Tape on Back Top & Bottom. Quantity: 1000 each picture poster. Note: Ready to print artwork will be provided by the Department and the Dept. will not make any extra payment for changes / modifications in the artwork (if required).</p>	<p>Quantity = 1000 each poster Rate per unit for size 20" X 30" = Rs. : Rate per unit for size 17" X 22" = Rs. :</p>
7.	<p>Tent Cards Size: 5.5"x 8.5" (Open size: 19" x 5.5") Printing: Colour=4+0 Paper: 300 GSM Imported Art Card Fabrication: Creezing / Double Tape. Note: Ready to print artwork will be provided by the Department and the Dept. will not make any extra payment for changes / modifications in the artwork (if required).</p>	<p>Quantity = 2000 Rate per unit = Rs. :</p>
8.	<p>Coffee Table Book Size : 315mm (W) x 225mm (H) Cover : Metallic Hard Bound Cover with Spine Inner : 160 GSM Paper : Mont Blanc Paper</p>	<p>Quantity = 1000 Rate per unit:</p>

	<p>Printing: Colour 4+4 Fabrication : Perfect Binding (Matt Finish), All pages Aqueous Coating & Spot UV</p> <p>Pages: 160 pages including cover pages. Quantity: 1000. Note: Ready to print artwork will be provided by the Department and the Dept. will not make any extra payment for changes / modifications in the artwork (if required).</p>	
9.	<p>Table Calendar along with Envelope</p> <p>Size: 9.5" (W) X 7" (H) 13 Sheets with 1 month on each sheet. The same picture will also appear at the back portion of each sheet. Collage on Main Front Sheet Paper: 240 GSM Mont Blanc Fabrication : Aqueous Coating all pages; Wiro binding on top with hard stand board.</p> <p>Envelope Size: 10.5" X 8" Envelope Paper: 130 GSM Matt finish Fabrication: Die cutting/creasing/ pasting of envelope (Rates including of envelope for the table calendar)</p> <p>Quantity: 5000 Table Calendars with envelopes.</p> <p>Note: Ready to print artwork will be provided by the Department and the Dept. will not make any extra payment for changes / modifications in the artwork (if required).</p>	<p>Quantity = 5000 with envelopes</p> <p>Rate: Rs.=</p>
10.	<p>Wall Calendar along with Envelope</p> <p>Size: 17" X 22" 12+1 sheets with one month on each sheet. Collage on Main Front Sheet . Paper: 240 GSM Imported Art paper Fabrication: Tin Mounting with wiro binding and sturdy hanger /rod Envelope: Size: 18" X 23" Paper: 130 GSM Matt finish Fabrication: Die cutting/creasing/ pasting of envelope.</p> <p>Quantity: 5000 Wall calendars with envelopes. (Rates including of envelopes for the wall calendar)</p>	<p>Quantity = 5000 wall calendars with envelopes</p> <p>Rate: Rs.=</p>

	<p>Note: Ready to print artwork will be provided by the Department and the Dept. will not make any extra payment for changes / modifications in the artwork (if required).</p>	
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Note: The company / agency / printer 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.

11.	<p>State Tourist Guide Map (Coloured, both sides printing i.e. Map on the front sheet and information on the back sheet).</p> <p>Size: 19" X 29" (folded) Paper: 130 GSM Non-Tearable Paper. Map: To the Scale</p> <p>(Note: In the map 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>Note: The printer / company/ agency has to bear the cost of designing, developing and cartography of the guide map and Department will not make any extra payment in this regard.</p>	<p>Quantity = 10000</p> <p>Rate per unit including developing & designing of map:</p> <p>(Rate:- Map to the scale): Rate in Rs:</p>
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Date_____

Place_____

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