

**Request for Proposal for Printing of 5 Years
Coffee Table Book for
UT Administration of Dadra & Nagar Haveli
and Daman & Diu**

RFP Ref No: DNH/TOUR/SPOTAC/ADVT/2018/82/190

Issued by

Society for Promotion of Tourism, Art & Culture, Dadra & Nagar Haveli and Daman & Diu

Paryatan Bhawan, Nani Daman – 396 210 Daman

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This RFP is not an agreement or an offer by the Authority to the prospective Applicants or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the agency. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.

Information provided in this RFP to the Applicants may be on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however

caused arising from reliance of any Applicant upon the statements contained in this RFP.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Authority is bound to select an Applicant or to appoint the Selected Applicant, as the case may be, for the agency and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Applicant shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Applicant and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation for submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN & DIU
Society for Promotion of Tourism, Art & Culture, Daman
Section-1 Notice Inviting Tender (NIT)

Tender No.: DNH/TOUR/SPOTAC/ADVT/2018/82/190

Dated: 29/07/2021

Society for Promotion of Tourism, Art and Culture, Dadra and Nagar Haveli and Daman and Diu intend to print Coffee Table Book (approximately 3000 Copies) to highlight the achievements of UT Administration of Dadra & Nagar Haveli and Daman & Diu during the tenure of last five years. The Coffee Table Book will contain all the major activities, projects, events in such a way that it highlights the work carried out by the administration in last five years. The Society for Promotion of Tourism, Art and Culture (SPOTAC), DNH & DD, on behalf of president of India invites technical and financial bids from eligible firms to print the said book.

The Member Secretary (SPOTAC), Dadra and Nagar Haveli and Daman and Diu invite sealed tenders on behalf of the President of India from any interested agencies/firms as per the details below:

Sr. No.	Particulars	Tender fees	EMD
1.	Printing of 5 Years Coffee Table Book for the UT Administration of Dadra & Nagar Haveli and Daman and Diu.	Rs.5000/-	Rs.90,000/-

Online downloading and uploading starts	30.07.2021 from 01:00 hrs. onwards
Online downloading & uploading end	12.08.2021 upto 11.00 Hrs
Physical submission of tender fees, EMD and samples	On or before 12.08.2021 till 11.00 hrs
Online opening of Technical Bid	12.08. 2021 at 12.00 hrs
The online Technical Bids received without scanned copies of tender fees, EMD and Mandatory documents shall not be considered for evaluation. List of the mandatory documents are specified in Section 3.	
The bidders must submit the price bid in Electronic Format only on website till the last date and time for submission. <u>Price bid in physical format shall not be accepted in any case.</u> The price bid shall be opened of those firms/agencies who are qualified in technical bid.	
Bidder shall have to post their queries on E-mail Address: damantourism2013@gmail.com on or before 03.08.2021 upto 15.00 hrs.	
The Tender Inviting Authority reserves the right to accept / reject any or all tenders without assigning any reason thereof.	
The tender form along with all details including terms and conditions can be down loaded from the Web Site https://ddtenders.gov.com	
In case bidder needs any clarification or if training required of participating in online tender, they can contact the NIC, Daman E-mail: support-nic-dd@gov.in Phone: 7046030691	

SD/-

Member Secretary (SPOTAC)
DNH & DD

- Copy to NIC, DNH&DD for publication/official website.
- Copy to the CPO, DNH&DD for publishing in local newspapers for wide publicity.

Section-2 Scope of Work

Printing of 5 Years Coffee Table Book for the UT of DNH&DD having minimum 80 pages (for additional 16 pages, the payment would be done on Pro-rata Basis) along with the following specifications:

- **Close Size:** 335 mm width and 300 mm Height
- **Inside Pages Related:**
 - Pages: Minimum 80 pages
 - Paper: 160GSM Mont Blanc-FSC Mixed Paper
 - Printing: 4 colours and Primer Aqueous Coating on both sides
 - Paper for End Pages opening 4+ closing 4: 190 GSM Mont Blanc -FSC Mixed Paper
- **Cover (PLC) Related:**
 - PLC (PLC of the Coffee Table Book): 4 colours + 2 Types of Spot UV
 - Spot UV/Raised UV: as per design on Front and Back Side
 - Paper for PLC: 170 GSM Foreign Art Matt
 - Lamination: Velvet on Front Side
- **Binding Related:**
 - **Hard Binding:** Section Sewn & Perfect Bind, Case-Making & Casing In
 - Binding Board: 2.5 mm
- **Sleeve for Coffee Table Book:**
 - 4 colour Printing-Silk Aqueous Coating on Front Side
 - Paper: 350 GSM Coated Folding Box Board
 - -Lamination -Gloss on Front Side

- Delivery of 3000 hard copies of coffee table books along with sleeve in hard bound as per given specifications. (English language).
- The open CDR file of “5-year Coffee Table Book” will be provided by the Department to the successful bidder.
- The successful bidder has to submit 5 number of sample Coffee Table Books as per specification given above for approval from the Competent Authority within 2 Days of issue of work order and before printing of the total quantity i.e. 3000 nos.
- The successful bidder has to deliver all the printed copies of the books at the location specified by the Department. No separate transportation cost will be paid.

Section – 3. Eligibility and Qualification of the bidder:

1. Tender Fee of Rs. 5,000/- in the form of a Demand Draft drawn on any Nationalized / Scheduled Bank in favour of the Member Secretary (SPOTAC), DNH&DD payable at Daman.
2. Earnest Money Deposit of Rs. 90,000/- in the form of a Demand Draft/ FDR drawn on any Nationalized/Scheduled Bank in favour of the Member Secretary (SPOTAC), DNH&DD payable at Daman.
3. The Agency should be a legal person which can be a company, individual, firm, partnership firm or proprietorship concern.
4. The Agency should have experience in similar field for more than 03 years as on the date of tender. The Agency should have the Work Orders / Purchase Orders/ Invoices / Agreements from Government / State Government Department/ Government Societies / PSUs / Departments / Autonomous Body / Corporations in its own name.
5. The successful bidder should have adequate infrastructure facilities for four colour printing including high quality printer, image setters etc.
6. The Bidder shall have undertaken similar works in past 3 years for Government or Semi-Government agencies-
 - i. Three (03) of minimum value of Rs. 6 lakhs each or more OR
 - ii. Two (02) of minimum value of Rs. 8 lakhs each or more OR
 - iii. One (1) of minimum value of Rs. 10 lakh or more
 - Sub-contracted or sublet jobs will be considered subject to the condition that the relevant document is provided.
7. The Agency should have an annual average turnover of Rs. 2.00 crores during last three years. A CA Certificate in this regard must be submitted.
8. The Agency should have positive Net Worth in the close of preceding financial year. A Certificate from the CA/Auditor in this regard should be enclosed. (If FY 20-21 is unaudited, bidder may submit the Net worth for FY 19-20).
9. The Copies of ITR for last three financial years.
10. Proof of GST Number.
11. Copy of Pan Card number.
12. An undertaking that the firm is not blacklisted/debarred from any Government organization/Department as mentioned in Section-6 Tender Form.
13. The agency shall give undertaking on its official letter head that the first 50 copies would be supplied within 7 days of issue of open CDR file to the successful bidder.

Section -4. General Terms & Conditions

1. Bidders are strictly advised to go through this RFP carefully.
2. The work shall be carried out in appropriate stages under the direction and supervision of the Tender Inviting Authority.
3. The Successful Bidder shall not be entitled to any compensation for any loss suffered by him on account of delay in executing the work.
4. If any conflict arises between the selected bidder and the Tender Inviting Authority during the period of execution or after completion of work, Hon'ble Courts of Daman shall have the jurisdiction and the venue of arbitration shall be Daman and will be governed by provisions of the Indian Arbitration & Reconciliation Act.
5. There will be no compromise on the quality of paper & printing and in case the printing work is not satisfactory, the job will not be accepted, and no payment shall be released.
6. **Payments Schedule**
 - 10% of the quoted amount - after submission of 5 copies within 2 days of issue of Work Order
 - 25% of the quoted amount - after submission of 50 copies within 5 days.
 - 65% of the quoted amount - within 15 days of receiving of Balance copies
7. The work shall not be treated as complete until and unless, the successful bidder delivers all the final copies to the Tender Inviting Authority satisfactorily after taking into consideration all the suggestions and alterations (if any).
8. **Scope of Contract**

The Successful Bidder shall carry out and complete the said work in every aspect in accordance with this RFP.

 - a. The re-execution of any works executed by the Successful Bidder.
 - b. The amending and making good of any defects after completion.
9. If the bidder does not deliver the item within the time limit stipulated or does not accept the work order or fails to supply the book, the EMD shall be forfeited.
10. **Extra Work**

The extra work is to be carried out only on the instruction from the Tender Inviting Authority. The price for such extra work will be ascertained on mutually negotiated terms.
11. **Escalation of Prices:**

The prices quoted shall be fixed and shall remain applicable during the entire period of the contract till completion (including extension of time granted, if any) and no escalation in prices will be permitted due to increase in prices of materials, rise in labour prices or due to any other reasons.
12. The Society reserves the right to change the number of quantity to be printed at the time of issue of work order.
13. The Society reserves all the Intellectual Property Rights (IPR) to itself only.

Section 5 Instructions to Bidders

1. The Tenders are to be submitted online on www.ddtenders.gov.in and offline at the office of Member Secretary (SPOTAC), DNH & DD in two part bid system:

- Technical Proposal (signed and stamped tender document and mandatory documents)
- Financial Proposal (To be submitted ONLINE only)

A. Technical Proposal

The Technical proposal should contain all the documents mentioned in the Section 3 of the tender with duly signed and stamped copy of the RFP, to be submitted online as well as physical.

B. Financial Proposal

The financial proposal should be quoted as the final cost inclusive of all applicable taxes. The Financial Proposal is to be submitted **ONLINE only**. The online financial bid of only technically qualified bidders shall be opened. The prices quoted shall be fixed and shall remain unchanged till the work is complete.

2. Right to accept / reject tender:

No tender will be considered unless the tender documents are fully and completely filled in. All information that may be asked from a bidder must be unequivocally furnished. The Member Secretary (SPOTAC), DNH & DD reserves to itself the right to accept or reject any tender or reject all tenders without assigning any reason thereof, and without thereby incurring any liability to the affected bidders. The tenders shall be considered invalid and non-responsive for non-submission of any document stipulated.

3. UPLOADING OF TENDER:

The bidder shall upload the mandatory documents of the tender on <http://www.ddtenders.gov.in> only and the same shall be submitted in a sealed envelope super scribed as “RFP for Printing of 5 Years Coffee Table Book for UT Administration of DNH&DD” addressed to the Member Secretary (SPOTAC), DNH & DD.

4. OPENING OF TENDERS:

The Technical evaluation Committee constituted for evaluation of the tenders received, will open the on-line tenders at the specified date and time as indicated in the NIT.

5. TENDER EVALUATION:

- a. The Tender evaluation committee duly approved by the competent authority will evaluate the technical bids of the bidders.
- b. The financial bids shall be opened of only those bidders qualifying the technical qualification criteria.
- c. The Selection process will be based on L1 Basis. The bidder quoting the lowest amount will be selected.

6. SCRUTINY OF TENDERS

Unresponsive bids:

The tenders will be scrutinized before further evaluation to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the Tender Document. The tenders received, are liable to be treated as non – responsive and will be summarily ignored, if:

- a. Bid is unsigned and incomplete in any aspect.
- b. Bid validity is shorter than the required period.
- c. Bid not submitted in accordance with this document.
- d. The bidder qualifies the bid with his own conditions.
- e. Bid is received after due date and time.
- f. Bid is not accompanied by all requisite documents.
- g. Information submitted in technical bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the tender

7. TENDER VALIDITY

The tenders shall remain valid for acceptance for a period of 180 days (one hundred eighty days) after the date of tender opening prescribed in the Tender Document.

8. AWARD OF WORK

Award of work in the form of Work order shall be issued to the successful bidder only after following the due process as mentioned in the tender.

Note:

- i. In case bidder needs any clarification on the Tender Document or Scope of Work, they can contact the Society for Promotion of Tourism, Art and Culture (SPOTAC), Paryatan Bhavan, behind bus stand, Nani Daman, Daman – 396 210.
- ii. The Tender Inviting Authority reserves the right to relax any of the conditions of the Tender Document if suitable bidders are not found due to exigency of situation.

Section-6 Tender Form

(For all the terms & conditions of tender document are acceptable to bidder)

To
The Member Secretary (SPOTAC), Department of Tourism
Paryatan Bhawan,
Nani Daman – 396 210 Daman
UT Administration of Daman & Diu

Ref No. _____

Dated _____

I/We, the undersigned have examined the above mentioned tender document, including amendment/corrigendum no. _____, dated *(if any)*, the receipt of which is hereby confirmed. We now offer to create and submit the services in conformity with your above referred document.

If our tender is accepted, we undertake to perform the services as mentioned in tender document with the delivery schedule specified in the “Scope of Work” of tender document.

I/We agree to keep our tender valid for acceptance as required in tender document or for subsequently extended period, if any, agreed to by us. I/We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period.

I/We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

I/We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

I/We confirm that we qualify all the eligibility criteria & terms and conditions specified in the RFP.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

I/We confirm that we fully agree to the terms and conditions specified in above mentioned tender document, including amendment/ corrigendum etc. if any.

(Signature with Date) (Name and Designation)

To Be Signed by the Proprietor / All Partners of the Firm / Directors of the Company under Its
Common Seal

Section 7 – Financial Bid

(To be filled ONLINE only)

Sr. No.	Particulars	Qty (In nos.)	Rate	Total amount
1.	Printing of 5 Years Coffee Table Book for the UT Administration of Dadra & Nagar Haveli and Daman and Diu	3000		

Note: The rates quoted shall be inclusive of all taxes and duties as applicable as per the law. The quoted rates shall be fixed and shall not be subject to any change whatsoever.