

**RFP for Selection of Agency**

**For Execution of Conceptualizing, Designing, printing & logistics of  
Tourism Diwali Cards 2025 for the UT Administration of DNH & DD  
(ONLY FOR CREATIVE BRANDING & ADVERTISEMENT AGENCIES  
EMPANELLED WITH SPOTAC, UT OF DNH & DD)**

**TENDER Ref No: 5/168/Diwalicard/2017-18/503**

**Date: 26/08/2025**

**Issued by:**

Society for Promotion of Tourism, Art and Culture (SPOTAC),  
Department of Tourism,  
UT Administration of Dadra & Nagar Haveli and Daman & Diu  
Paryatan Bhawan Nani Daman, Daman – 396 210  
Phone: 0260-2250002  
Email: [dnhddtourism@gmail.com](mailto:dnhddtourism@gmail.com)

## CHAPTER 1 TENDER INVITATION NOTICE

**No: 5/168/Diwalicard/2017-18/503**

**Dated: 26/08/2025**

The Member Secretary - SPOTAC, DNH & DD on Behalf of Society for Promotion of Tourism, Art & Culture (SPOTAC), Department of Tourism, and U.T. Administration of Dadra & Nagar Haveli and Daman & Diu invites bids from interested agencies amongst empanelled creative branding and advertisement agencies with UT of DNH & DD for Execution of Conceptualizing, Designing, Printing & logistics of Tourism Diwali Cards 2025 for the UT Administration of DNH & DD.

**Name of The Work:** Selection of agency for Execution of Conceptualizing, Designing, printing & logistics of Tourism Diwali Cards 2025 for the UT Administration of DNH & DD *(Only for creative branding and advertisement agencies empanelled with SPOTAC, UT of DNH & DD)*

| <b>Time line of the Tender:</b>   |  |
|---|--|
| <b>Particulars</b>  | <b>Date &amp; Time</b>   |
| Document downloading starts   | 26/08/2025   |
| Pre-bid Meeting   | 03/09/2025 at 12:00 Hrs<br><i>meet.google.com/nmu-bret-dgq</i> |
| Last Date for Submission of tender  | 10/09/2025 at 18:00 Hrs  |
| Opening of Technical Bid  | 11/09/2025 at 12:00 Hrs  |
| Presentation  | Will be communicated   |
| Opening of Financial Bid (online only)  | Will be communicated   |
| The Tender Inviting Authority reserves the right to accept or reject any or all the tenders to be received without assigning any reasons thereof. |  |

**Sd/-**

Director (Tourism),  
DNH & DD

## **CHAPTER 2 TENDER FORM**

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

The Member Secretary (SPOTAC)/Director (Tourism),  
Department of Tourism,  
4<sup>th</sup> Floor, Vidyut Bhawan,  
Kachigam, Nani Daman – 396 215 Daman  
UT Administration of Dadra & Nagar Haveli and 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 further confirm that, if purchase order placed with us, we shall provide you with a performance security of required amount in an acceptable form for due performance of the contract.

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.

We confirm that we qualify all the eligibility criteria & terms and conditions specified in the RFP for Selection of agency for Execution of Conceptualizing, Designing, printing & logistics of Tourism Diwali Cards 2025 for the UT Administration of DNH & DD as on date.

I/We confirm that we fully agree to the terms and conditions specified in above mentioned TE 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

### **CHAPTER 3**

#### **SCOPE OF WORK**

**The scope of services shall include but not be limited to the following:**

1. Conceptualizing and designing of Tourism Diwali cards for the UT Administration of DNH & DD including multiple modifications and reworks as per the decision of the authority.
2. Printing of 1800 nos. of Tourism Diwali cards for the UT Administration of DNH & DD.
3. The designs of the cards shall be approved by the tender inviting authority before initiating the printing work.
4. The successful bidder shall be responsible for the printing of multiple samples of greeting cards and rework on different paper materials before finalization of the Tourism Diwali card.
5. The basic specifications of the Tourism Diwali cards is as below:  
**Inner Card and Cover**  
  
***256 GSM Canvas Paper or any equivalent***  
***Size: 11.5 x 8 inches***  
***Multi color printing***  
***Foil and embossing***
6. The agency/successful bidder shall be responsible for distribution of the Tourism Diwali cards through courier/speed post.
7. The Diwali cards shall be distributed across all the important Government offices and tourism stakeholders situated in various States & UTs of India. The list of the same will be provided by the department.
8. Bidder's plans / presentations / nos. are always subject to modification by the Authority keeping in mind the changing needs of the work.
9. The Work will entail set up of an office at the site, which will require deputation of staff immediately on allotment of Work order.
10. **Manpower and other related conditions**
  - a. The agency has to provide required manpower and support staff for the execution of said scope of work.
  - b. The Agency will supply, control and manage the manpower including temporary manpower required to arrange works as per scope.
11. The Scope of Services specified in this RFP are not exhaustive and the Agency shall undertake such other tasks as may be necessary.
12. **Technical Evaluation:** Preparation and presentation of a detailed plan on design and distribution of Tourism Diwali cards with creative ideas & suggestions for overall conceptualization and designing work. The presentation must include various sample papers and themes for designing of the card. (100 Marks)

## **CHAPTER 4**

### **SELECTION PROCEDURE**

- a. A tender evaluation committee will evaluate the technical as well as financial bids after the last date of bid submission and the below evaluation process shall be carried for the said RFP. The technical bids of all Tenderers will be opened first.

- b. The following evaluation criteria shall be used:

The technical evaluation will carry a weightage of total 100 marks which will include the presentation of the bidder for the work of Execution of Conceptualizing, Designing, printing & logistics of Tourism Diwali Cards 2025 for the UT Administration of DNH & DD with minimum marks to be qualified be 60 marks. After analysis of Technical Bids and presentation, the financial bids of only qualified bidders scoring minimum 60 marks will be opened.

The financial score will be calculated as per the formula mentioned below:

$$\text{Financial Score} = (\text{LFB}/\text{F}) \times 100$$

Where LFB = Lowest Financial Bid and F = Quoted Amount

Combined Technical and Financial Score (CTFS) with Weightage 70:30 will be calculated.

$$\text{CTFS} = \text{Technical Score} \times (70/100) + \text{Financial Score} \times (30/100)$$

- c. The agency which scores the highest aggregate marks on the basis of cumulative marks obtained in technical bid and financial bids (after adding the scores from the technical presentation and financial evaluation) will be awarded the work of Execution of Conceptualizing, Designing, printing & logistics of Tourism Diwali Cards 2025 for the UT Administration of DNH & DD.

**CHAPTER 5**  
**GENERAL INSTRUCTIONS AND TERMS & CONDITIONS**

1. The Authority will select a Firm / Company, in accordance with the method of selection specified in the TENDER. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that Authority's decisions are without any appeal whatsoever.
2. The Bidders are invited to submit a Technical Proposal and Financial Proposal to provide for Execution of Conceptualizing, Designing, printing & logistics of Tourism Diwali Cards 2025 for the UT Administration of DNH & DD.
3. The proposal could form the basis for future negotiations and ultimately may lead to contract between the successful bidder and the Authority.
4. The cost of preparing the proposal and all subsequent negotiations, if any, with Authority and other experts on tasks and actions directly and indirectly related or presentation of proposal shall be borne by the bidder.
5. The bidder shall quote the cost for conceptualizing, designing & printing of Diwali cards and keeping in mind the distribution work also along with including the printing work of name stickers.
6. The rates quoted shall be inclusive of all taxes.
7. Authority reserves the right to accept or reject any and / or all the proposals without assigning any reasons thereof.
8. The Authority requires that the Bidders provide professional, objective and efficient services at all times and holds the Authority's interests paramount, avoids conflicts with other assignments or its own interests and act without any consideration for future work. The Bidder(s) shall not accept or engage in any assignment that may place it in a position of not being able to carry out the assignment in the best interests of the Authority.
9. Proposal and Bid means the same in this document and he also means to include she and vice-versa. The bidders are requested to add extra lines / sheets, wherever necessary.
10. **Communications:** All communications including the submission of Proposal should be addressed to: The Member Secretary (SPOTAC)/ Director (Tourism), Department of Tourism, 4<sup>th</sup> Floor, Vidyut Bhavan, Kachigam, Nani Daman, Daman – 396 215 Phone: 0260- 2250002
11. At any time before the submission of Proposals, the Authority may amend the TENDER by issuing a corrigendum in writing or by standard electronic means. The corrigendum shall be sent to all the Bidders and will be binding on them. Bidders shall acknowledge receipt of all amendments. To give Bidders reasonable time in which to take an amendment into account in their Proposals the Authority may, if the amendment is substantial, extend the deadline for the submission of Proposals.
12. **Clarification And / Or Interpretation of Proposal**  
After submission of the final Proposal by the Bidders, to the satisfaction of the Authority, if clarifications are required or doubt arises as to the

interpretation of anything included in the proposal, the Bidder(s) shall, on receipt of written request from the Authority, furnish such clarification to the satisfaction of Authority within two working days without any extra charge.

**13. Before quoting/bidding for the tender, the bidders must visit the SPOTAC/Tourism Dept. office to inspect the previous year's Diwali cards design and paper types.**

**14. Bid Submission**

▪ **Tender Contents**

The Tenders are to be submitted online at [www.ddtenders.gov.in](http://www.ddtenders.gov.in) and offline at the office of Member Secretary (SPOTAC)/Director (Tourism), DNH & DD only in 2-part bid system:

- I. Technical Proposal (signed and stamped RFP document)
- II. Financial Proposal (Note that the bidder shall submit the BOQ and overall cost in the online financial bid only).

**I. Technical Proposal**

The Technical proposal should contain RFP Document (duly signed and stamped) and a copy of the Presentation to be submitted online at [www.ddtenders.gov.in](http://www.ddtenders.gov.in) and offline at the following address:

The Member Secretary (SPOTAC)/Director (Tourism),  
Department of Tourism,  
4th Floor, Vidyut Bhavan, Kachigam,  
Nani Daman, Daman – 396 215

**II. Financial Proposal**

The Agency has to submit the financial bid for implementing the assignment as per the format enclosed. The financial bid should contain all expenses involved in the assignment like transportation, out of pocket expense, etc. and taxes.

**(Note that the bidder shall submit the BOQ ONLINE only).**

**15. Proposal Validity Period:** The proposal shall be valid for acceptance by the Authority for a period of 180-days from the Proposal Due Date (PDD), and may be extended for further period as mutually agreed.

**16. Working Conduct:** The agency will work in a close association with the Authority which is the implementing agency to take this work forward. Close collaboration will be required with other consultants, vendors and implementing partners working on other components in the project.

**17. Period of Engagement:** Work will start from Date of Issuance of work order.

**18. Use of Event Documents and Information**

a. Bidder shall not, without prior written consent from the Authority, disclose the Contract, or any provision thereof, or any specification, plan, pattern, sample or information furnished by or on behalf of the Authority in connection therewith, to any person/agency in the performance of the Contract.

b. All project related documents issued by the Authority, other than the

Contract itself, shall be the property of the Authority and shall be returned (in all copies) to the Authority on completion of the work under the Contract.

- c. Copyright of all the plans / documents lies with the Authority and Bidder cannot exercise any rights on the documents. No information should be made public either directly or indirectly nor allowed to be accessed by an unauthorized person.
- d. In any circumstances, for any conditions breach on developer's behalf, Bidder will be fully responsible for the same and if required, the Authority may levy penalty for the same and / or any legal or administrative action taken against the developer.

**19. Change in Management / Bidder Composition**

No change in the composition of a Bidder will be permitted by the Authority during the Proposal Stage.

**20. Right to Accept and Reject any or all Application(s)**

- a. Notwithstanding anything contained in this TENDER, the Authority reserves the right to accept or reject any Application and to cancel or withdraw the TENDER process and reject all Applications in full or in part, at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons.
- b. The Authority reserves the right to reject any Application, if at any time a material misrepresentation is made or uncovered. This would lead to the disqualification of the Application.

**21. Dispute Resolution Mechanism**

If a dispute of any kind whatsoever arises between the Authority and the Company in connection with or arising out of the BID or the execution of the Logistics, whether during the execution of the work or after its completion and whether before or after repudiation or termination of the Agreement, including any dispute as to any decision, opinion, consent, expression of satisfaction, approval, determination of value, action or instruction of the Authority, the matter in dispute shall be referred in writing to the Legal Department of the Authority. Not later than 28 days after the day on which it received such reference, the Authority shall give notice of its decision of the same to the Bidder/successful bidder. If such a decision made under this Clause is not acceptable to any party, the U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI AND DAMAN & DIU shall resolve the dispute for issues falling under Jurisdiction.

**22. Other Terms and Conditions**

- a. The quantity mentioned in the TENDER is as per the scope of work.
- b. Quantities can be increased or decreased as per the decision of the authority.
- c. The rates quoted in Price Bid should be inclusive of all taxes.

**23. Payment schedule and timeline**

- a. Payments:** The Bidder who successfully qualify, and selected to work on the Project would be paid as per the terms agreed with the successful bidder.
- b. Additional Work:** If, in the opinion of the Authority, it is necessary to carry out any work outside of the Terms of Reference for the purposes of the Assignment in addition to the Services, the Bidder, shall carry out such additional work and with the prior authorization of the Authority. Fees for such additional work shall be decided by mutual agreement at rate similar to that finalized for other similar project or market rate.



## **24. MISCELLANEOUS**

- i. The Selection Process shall be governed by, and construed in accordance with, the laws of UT of Dadra & Nagar Haveli and Daman & Diu and the Courts at Daman shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process and execution of the project.
- ii. The Authority, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
  - a. suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
  - b. consult with any Bidder in order to receive clarification or further information;
  - c. retain any information and/or evidence submitted to the Authority by, on behalf of and/or in relation to any Bidder; and/or independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder.
- iii. It shall be deemed that by submitting the Proposal, the Bidder agrees and releases the Authority, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/or claims it may have in this respect, whether actual or contingent, whether present or future.
- iv. All documents and other information supplied by the Authority or submitted by a Bidder shall remain or become, as the case may be, the property of the Authority. The Authority will not return any submissions made hereunder. Bidders are required to treat all such documents and information as strictly confidential.
- v. After selection, a Work Order shall be issued in duplicate, by the Authority to the Selected Bidder and the Selected Bidder shall sign and return the duplicate copy of the Work Order in acknowledgement thereof. In the event of the duplicate copy of the work order duly signed by the Selected Bidder is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, cancel the work order and the next lowest bidder may be considered discretion.
- vi. Any entity which has been barred by the Central Government, any State Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project and the bar subsists as on the date of the Proposal Due Date, would not be eligible to submit a Proposal.
- vii. A Bidder should have, during the last three years, neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project or agreement nor have had any agreement terminated for breach by such Bidder.
- viii. The Authority reserves the right to add or reduce the scope of work at its discretion.
- ix. Any entity which has been barred by the Central Government, any State

Government, a statutory authority or a public sector undertaking, as the case may be, from participating in any project and the bar subsists as on the date of the Proposal Due Date, would not be eligible to submit a Proposal.

- x. Force Majeure:** Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract.
- xi.** A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal as soon as possible.
- xii. Arbitration**  
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.
- xiii. Damage to Persons and Property**  
The Successful Bidder shall indemnify and keep indemnified the Tender Inviting Authority against all losses and claims for injuries or damages to any person or property whatsoever which may arise out of or in consequence of the construction and maintenance of works and against all claims, demands, proceedings, damages, costs, charges, expenses, whatsoever in respect thereof in relation thereto.
- xiv. Penalty conditions**

  - A.** Penalty of 1% of total value of contract shall be imposed if any negligence found in services for said scope of work.
  - B.** In case of delay in completion of Services, lack of quality measure, non-satisfactory performance for any particular element, penalty upto 10% of amount quoted shall be imposed.
  - C.** If particular element is not executed by the end of the bidder, the payment of that particular event/activity shall not be released and penalty of 10% of quoted amount for that element shall be imposed.
  - D.** However, in case of delay due to reasons beyond the control of the Bidder, suitable extension of time shall be granted.
  - E.** In case of any part/work is cancelled by the authority, payment of that work shall not be released.

**BOQ TO BE SUBMITTED IN FINANCIAL BID FOR EXECUTION OF  
CONCEPTUALIZING, DESIGNING, PRINTING & LOGISTICS OF TOURISM  
DIWALI CARDS 2025 FOR THE UT ADMINISTRATION OF DNH & DD**

**(NOTE THE RATES SHALL BE SUBMITTED ONLINE ONLY AS PER THE  
DETAILS MENTIONED IN THE SCOPE OF WORK)**

| Sr No                             | Particulars   | Quantity | Unit | Cost in Rs. |
|-----------------------------------|---|----------|------|-------------|
| 1.                                | Conceptualizing, Designing and Printing of Tourism Diwali cards 2025 with embossing (including samples and rework on different paper materials), Distribution work of Diwali cards through speed post/courier<br><br>Quantity – Appx. 1800 Nos. | 1        | Job  |             |
| <b>TOTAL COST (INCLUSIVE GST)</b> |   |          |      |             |