

कार्यालय जिला पर्यटन विकास अधिकारी, अल्मोड़ा।

दूरभाष सं० 05962 / 230180 ई-मेल आईडी० Regionaltouristoffice@gmail.com

सेवा में,

संवाददाता,

1. टाइम्स ऑफ इंडिया, हल्द्वानी जिला नैनीताल।
2. अमर उजाला / दैनिक जागरण, अल्मोड़ा।

निविदा सूचना (प्रेस विज्ञप्ति)

महोदय, जनपद अल्मोड़ा का पर्यटन की दृष्टि से प्रचार-प्रसार किये जाने के उद्देश्य से कॉफी टेबल बुक का प्रकाशन कराया जाना है, जिस हेतु निविदा आमंत्रित की जा रही है। निविदा प्रपत्र दि० 04-08-2021 को जनपद अल्मोड़ा की एन०आई०सी० वैबसाईट www.almora.nic.in से डाउनलोड या जिला पर्यटन विकास कार्यालय अल्मोड़ा से प्राप्त की जा सकती है। निविदा प्रपत्र दि० 31-08-2021 को अपरान्ह 2.00 बजे तक जिला पर्यटन विकास कार्यालय, नियर होली-डे-होम, माल रोड अल्मोड़ा में जमा किये जा सकते हैं, निविदा दि० 31-08-2021 को अपरान्ह 3.00 बजे जिला पर्यटन विकास कार्यालय नियर होली-डे-होम, माल रोड अल्मोड़ा में खोली जायेंगी।

अतः आपसे अनुरोध है, कि उपरोक्त निविदा सूचना प्रेस विज्ञप्ति को न्यूनतम शासकीय दरों पर अपने-अपने समाचार पत्रों में आवश्यक रूप से प्रकाशित करने के साथ ही उक्त से सम्बन्धित व्यय वाउचर जिला सूचना अधिकारी, अल्मोड़ा से प्रतिहस्ताक्षरित करवाकर दो प्रतियों में इस कार्यालय को उपलब्ध कराने का कष्ट करेंगे।


भवदीय,

जिला पर्यटन विकास अधिकारी,
अल्मोड़ा।

पृ०प०सं० 286 /समदिनांकित

प्रतिलिपि- जिला सूचना विज्ञान अधिकारी, अल्मोड़ा को इस आशय के साथ प्रेषित कि उक्त निविदा प्रपत्रों को जनपद की एन०आई०सी० वैबसाईट पर अपलोड करने का कष्ट करें।

प्रतिलिपि- जिला सूचना अधिकारी, अल्मोड़ा को सूचनार्थ प्रेषित।


जिला पर्यटन विकास अधिकारी,
अल्मोड़ा।

**TENDER FOR
PRINTING & SUPPLY
OF
COFFEE TABLE BOOKS
FOR
ALMORA AS TOURIST DESTINATION,
ALMORA**

**DISTRICT TOURISM
DEVELOPMENT OFFICE
(Mall Road, Opp. Holiday Home Almora, Uttarakhand-
263601)**

**District Tourism Development Office,
Mall Road, Opp. Holiday Home, Almora
Uttarakhand, 263601**

TENDER No. 3/003/Tender – 04/08/2021

NOTICE FOR INVITING TENDER

Tenders are invited in two Bid System from reputed/experienced/eligible printing agencies for “**Printing & Supply of Coffee Table Books to District Tourism development office, Almora**”. Those agencies that have their own infrastructure for executing the work may download the tender documents from the District Administration website: **Almora.nic.in**

Bid Document Published Date	4 th August, 2021
Bid Document Download Start Date	4 th August, 2021
Bid Submission Start Date	4 th August, 2021
Bid Submission End Date	31 st August, 2021 (02:00 P.M.)
Technical Bid Opening Date	31 st August, 2021 (03:00 P.M.)
Financial Bid Opening date	31 st August, 2021 (After Finalizing technical Bid)
Earnest Money Deposit	Rs.75,000/- (Rupees Twenty Five Thousand Only)
Estimated Value of work	Rs.15.00 Lakh (Rupees Ten Lakh Only)
Tender Form fee	Rs.1000+12% Gst = Rs.1120 Rs.

Technical Bid will be opened at the first instance at District Tourism development Office at 03:00 p.m. on 31st August, 2021 for technical evaluation as well as selection of technically acceptable offers. In the second stage, the Financial Bids of only the selected and technically qualified techno-commercially acceptable offers will be opened. Decision of the Committee, regarding selection of eligible and qualified vendors / firms for opening the Financial Bid shall be final and binding on the bidders. Bidders may be present during opening of tenders.

Tender committee for this purpose, reserves the right to accept or reject any or all tenders in full or part without assigning any reason whatsoever at any stage .

CHECK LIST

Check list of TENDER No. 3/003/Tender -04/08/2021
for "Printing & Supply of Coffee Table Book to **District Tourism Development Office, Almora.**

Sl. No.	Description	Yes	No
01	Whether Tender submitted in prescribed format.		
02	Whether Tender documents carefully studied & Understood.		
03	Whether Tender documents duly signed and stamped on all pages downloaded from Almora.nic.in		
04	Whether Earnest Money of Rs.75, 000/- submitted vide Demand Draft No. dated.....and DD is Attached as Part – I of the Tender.		
05	Whether tender fee of Rs. 1120 submitted vide Demand Draft no..... dated.....and DD is attached as a part-I of the tender.		
06	Whether Declaration certifying that there is no extra conditions quoted in the Offer Form duly signed and stamped, and attached as Part – I of the Tender Annexure-C(Declaration-I)		
07	Whether Declaration regarding Non-relation, duly signed and stamped, and attached as Part – I of the Tender. Annexure-C (Declaration –II)		
08	Did you see the sample coffee book prepared by District Tourism Development Office, Almora		

Date:

Signature of the Tenderer

Place:

Official Seal

General Information and Instructions

1. The instruction given herein will be strictly binding on the tenderers and deviation, if any will make the tender or tenders liable to be considered invalid. Tenders incorporating additional conditions by the tenderer are liable for rejection.
2. Bids shall be submitted offline only in office hours on all working days from 4th August, 2021 to 31st August 2021 at District Tourism Development Office, Mall Road, opp. Holiday Home, Almora Uttarakhand 263601.
3. The instruction given in “**Annexure-A**” as “**Instruction for Off-line Bid Submission**” should be strictly followed during submission of the Bid.
4. Bid should be submitted along with the tender fee of Rs. 1120.00 and **Earnest Money of Rs.75,000/- (Rupees Seventy Five Thousand Only)** through DD in by way of crossed Demand Draft Payable at any nationalized bank at Almora Branch payable in favor of “**District Tourism Development Officer, Almora**”. Earnest Money deposit or Tender fee in the form of Bank Guarantee /Bond or any other instrument shall not be accepted and shall be rejected straightway. Earnest Money deposits in respect of such offers which are not accepted will be returned to the bidders within 30 working days from the date on which the final decision is taken about the source from which the items under tender are to be procured or within 2 (two) months from the date of the opening of the tenders, whichever is earlier. No interest will be paid on the Earnest Money deposited with the office. Earnest Money deposit in respect of the successful bidders will be retained with the District Tourism Development office until entire execution of the order as per terms of the tender. If the successful bidder fails to execute the order strictly as per the Tender’s specification in full or part within the stipulated delivery period of the purchase order, the Earnest Money deposit retained with the District Tourism development Office shall be forfeited forthwith after cancellation of the concerned order. In case of non-receipt of EMD or, the tender fee, the tenders are liable to be rejected. The tender fee is non refundable at any cost.
5. **Validity of Bids:** The Bids should remain valid for 90 days from the date of bid opening.
6. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected. Non-compliance of applicable General Information and Instruction will disqualify the Bid.
7. The Financial Bid (BOQ) shall be filled in and signed by the authorized signatory and shall be submitted off-line as per Proforma “**Annexure-H**” available at Almora.nic.in

- 8 Tender must be submitted offline in two separate sealed envelopes as Part-1 (Technical bid) and Part-2 (Financial Bid). The contents of the sealed envelopes shall be as follows:-**

Part – 1(Technical Bid)

- i) Technical (Techno-Commercial) BID duly filled-in and signed with official stamp in original. (as per Annexure-D)**
- ii) General Terms & Conditions (as detailed in Annexure-B) duly signed with official stamp in original as a token of acceptance.**
- iii) Self Attested Copy of the current and valid Trade License and Dealership Certificate as applicable.**
- iv) Self Attested Copy of the current and valid Tax Clearance Certificate.**
- v) Self attested copy of Income Tax return filed by the firm for the financial years 2018-19, 2019-20, 2020-21**
- vi) Both The ‘Declaration’ duly signed with official stamp in original (as detailed in Annexure-C).**
- vii) The ‘Technical Specification’ as detailed in Annexure-E duly signed with official stamp**
- viii) Demand Draft for Rs 75, 000/- as Earnest Money Deposit and Demand Draft of Rs. 1120 as tender fee.**

Part – 2(Financial Bid)

- i) The Financial Bid (as per Annexure-H) i.e. Schedule of Price Bid in the form of attached BOQ Proforma shall be duly filled in and signed with official stamp in original**
 - ii) N.B. : The bidders shall consider the prevailing tax rates while quoting the rates. However, in the event of any changes in the statutory taxes and duties, the rates applicable at the time of payment shall be made by the competent authority , Almora against submission of supporting documentary evidence.**
9. The Financial Bid of only that bidder shall be considered whose technical bid is qualified.
10. The authority of District administration, Almora does not bind them to accept the lowest tender and reserves the right to reject or accept any or all tenders wholly or partially without assigning and reason whatsoever at any stage.

**District Tourism Development Office
Mall Road, opp. Holiday Home, Almora
Uttarakhand-263601**

TENDER No. 3/003/Tender – 04/08/2021

Instructions for Bid Submission

- 1. The instructions given below are meant to assist the bidders to prepare their bids in accordance with the requirements and submitting their bids**
- 2. More information useful for submitting offline bid may be obtained at <https://Almora.nic.in>**

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of sealed envelopes in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule.

SUBMISSION OF BIDS

1. Bidder should prepare two separate envelopes as part-I(Technical Bid) and Part-II (Financial Bid)
2. All required documents, all annexure, Demand Draft of EMD and Tender Fee, required, technical Bid documents etc. complete in manners and duly signed must be enclosed in envelope Part –I (Technical Bid), financial Bid (BOQ) annexure-H must not be enclosed with Technical Bid envelop.
3. Second Envelope part-II (Financial Bid) must contain only BOQ i.e. Annexure-H, Complete in all manner and duly signed.
4. Both the envelopes must be properly sealed. Technical Bid or Financial Bid as the case may be, must be written clearly on the envelopes.
5. Both the sealed envelopes must be enclosed in third large envelope on which “Tender documents for printing and supply of coffee table book “and the name of the firm/agency must Be clearly written.
6. Tender may be submitted only off-line through post, courier service, by hand or by any other means during the office hours on all working days between 4 August, 2021 to 31st August, 2021 (till 2 pm) at office of District Tourism Development Office, Mall Road, Opp. Holiday Home Almora Uttarakhand 263601. Tender received after 2:00 Pm on 31st August, 2021 will not be considered at any cost.

ASSISTANCE TO BIDDERS

1. Any enquiries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of offline bid submission or queries relating to in general may be directed to contact number 8882976860.

**District Tourism Development Office
Mall Road, opp. Holiday Home, Almora
Uttarakhand-263601**

TENDER No. 3/003/Tender – 04/08/2021

GENERAL TERMS & CONDITIONS (GTC) FOR SUBMISSION OF TENDER FOR PRINTING & SUPPLY OF COFFEE TABLE BOOKS ALMORA AS A TOURISM DESTINATION.

1. Bidders should have necessary infrastructure and facilities so as to take up the work of the tendered items strictly as per enclosed specifications with required financial capability.
2. **PRICE:**
The prices and rates indicated/quoted shall be inclusive of cost of materials, printing, supply and all incidental charges to deliver the **COFFEE TABLE BOOKS** at **District Tourism Development Office Mall Road, Opp. Holiday Home, Almora, uttarakhand-263601**. Price and rate quoted shall be firm and fixed for the entire period of execution of the order and no escalation of rate on any ground whatsoever shall be applicable. Rates quoted shall be inclusive of all taxes and other charges.
3. The successful bidder shall submit the following documents within 3 (Three) days from the date of Placement of the order:-
 - i) Tender Acceptance form printed on Company Letter Head, duly signed and stamped as a token of acceptance of the order.
4. **TIME OF COMPLETION:** Time is the essence of this tender. The delivery of the tendered item as per enclosed technical specifications shall be made at **District Tourism Development office, Almora**, strictly within **15 days** from the date of placement of the order. For non-compliance of any of the above terms and non-delivery of the tendered items, complete in all respects within the above stipulated delivery period, the Office of District Tourism Development Office, Almora shall have the right either to cancel the order or impose penalty as detailed in Clause No.05. Decision in this regard taken by the District Administration shall be final and binding on the successful bidder.
5. **PENALTY CLAUSE:-**
The time allowed for executing the supply as detailed in Clause No.04 shall be strictly observed by the successful bidder. The supply shall throughout the stipulated period of the order, be proceeded with all the diligence (time being deemed to be the essence of the order) and the successful bidder shall pay an amount equal to 1% of the amount of the contract value for every week that the supply may remain incomplete as per delivery schedule as stipulated in Clause No.04 subject to a maximum compensation of 10% of the contract value after which period, action will be taken by the District authority as will deem fit.
The District Tourism Development Office, Almora may extend the time of delivery of the ordered items at their discretion on the application of the successful bidder for such purpose provided that the office of District Tourism development office, Almora considers the reasons for such extension as good, sufficient and acceptable.
6. Every effort should be made to complete the supply by the successful bidder within the specified time schedule. In case the firm fails to comply with Clause No. 4 within the specified time schedule as per the finalized and accepted terms & conditions, the Committee shall have the right to either impose penalty clause or cancel the order forthwith and the earnest money deposit retained with the District Tourism development Office, Almora shall be automatically forfeited.

7. PAYMENT TERMS:-

No advance payment shall be made by the office on any circumstances. Digital Payment (e-Payment) through Cheque shall be released within **15 (Fifteen)** working days from the date of receipt of Tax-Invoice (supplies covered under clause No.04), duly supported by receipted challan subject to satisfactory inspection report of the ordered materials issued by the competent authority. Invoice should be submitted indicating the Name of the A/c Holder, IFSC Code, Account number, RTGS and Swift number of the bank, etc. for releasing payment to the supplier.

8. The Coffee Table book to be supplied by the bidder shall conform to the specifications given by the District Tourism development office.
9. The quality of printing should be of good standard and as per requirement. In case it is found that the quality provided is not up to the mark and ordered specification, it would be open to the District Tourism development Office, Almora to terminate the Agreement and forfeit the EMD submitted by the tenderer and black list the firm.
10. If it is noticed that the Coffee Table Books supplied do not conform to the specification of the order, the Office of District Tourism development Officer, Almora shall have the right to reject the materials in part or full. The supplier shall be liable to replace the rejected materials within the stipulated time. Till the replacement is done, the rejected materials shall be lying at the risk, cost and responsibility of the supplier.
11. If the supplier do not arrange to replace the rejected materials within the stipulated time, the same may be disposed off at the risk of the supplier and in the manner which the Office of District Tourism Development Office Almora will deem fit. The office of District Tourism Development Office shall be entitled to retain the proceeds of the disposal either in part or in full towards expenses incurred on storage, handling and disposal of the materials. The office of District Tourism Development Office shall also be entitled to recover the expenses made by them on account of storage & handling of such rejected goods till the goods are removed from the premises of the office of District Tourism Development Office Almora.
12. In case the bidder refuse to accept the offer after finalization or does not comply with the Clause No.03 within 03 (Three) days from the date of placement of the order as per the finalized and accepted terms & conditions, the order shall be cancelled forthwith.
13. The authorities of the District Administration, Almora have the right to amend, alter or modify the terms & condition mentioned above, if necessary, from time to time.
14. The authorities of District Administration, who does not bind themselves to accept the lowest tender, reserves the right to reject or accept any or all tenders wholly or partially without assigning and reason whatsoever.
15. The quantities specified in the tender may be decreased or increased at the sole discretion of District administration authorities.
16. The agencies participating in the tenders & bidding may obtain on specific request, details about the outcome of the Tender and other related details, if any.
17. All disputes and differences between the successful bidder and the office of District Tourism Development Office of any kind except quality of workmanship and materials whatever arising out of or in connection with the order on carrying out the supply (whether during the progress of the work or after their completion and whether before or after the determination, abandonment or breach of the Terms & conditions of the order) shall be referred to the sole arbitration of a person nominated by the District Administration, Almora, whose decision in this regard will be final and binding on both the successful bidder and the office of District Tourism Development Office Almora.

The provisions of the Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof and of the rules made there under for the time being in force shall apply to arbitration's proceedings under this Clause.

18. No bidding firm will be allowed to withdraw its bid after technical bids have been opened. If any firm intends to withdraw after opening of Technical Bid, its EMD will be forfeited.

**District Tourism Development Office
Mall Road, opp. Holiday Home, Almora
Uttarakhand-263601**

TENDER No. 3/003/Tender – 4/08/2021

DECLARATION-I

We do hereby accept the “General Terms & Conditions” as provided by the District Tourism Development Office, Almora along with the Tender documents for Printing & Supply of Coffee Table Books for Almora as a Tourist destination, Almora and also undertake to supply the said materials at District Tourism development Office, Almora strictly as per the specifications of District tourism development Office, Almora as provided along with the tender documents, in the event of placement of any order on us. The Office shall be at liberty to cancel the order in full or in part the event of failure of any of the above declaration made by us.

Signature of the Bidder / Constituted Attorney

DECLARATION-II

This is to certify that I/We have no close relative as an employee of the District tourism development Office, Almora (close relatives means: Father, Mother, Brother, Sister, Son, Daughter and Spouse) nor any such close relatives are associated with us as proprietor/partner/share holder/ director and like.

Signature of the tenderer

Address:

Official seal with date

**District Tourism Development Office
Mall Road, opp. Holiday Home, Almora
Uttarakhand-263601**

TENDER No. 3/003/Tender – 4/08/2021

TECHNICAL (Techno-Commercial) BID

Notes: ALL PARTICULARS / INFORMATIONS SHOULD BE GIVEN IN THE FOLLOWING FORMAT WITH COMPLETE DETAILS.

01. Name & Address of the Firm/Bidder :
02. Telephone Number :
- Office :
03. i) Background details of the firm
(State whether original manufacturer/direct
Dealer of the manufacturer). :
04. State the Name of the Banker including IFSC Code :
and Account Number of the Tenderer for releasing
digital mode of payment.
05. i) Whether capable to execute the tendered item
strictly as per enclosed technical
specification. (Please mention 'YES' or 'NO'
iii) If it is mentioned 'NO' above, submit detailed :
deviation to be made from the enclosed technical
specification.
(Extra sheet may be attached, if required)
06. Proof of Income Tax Return filled by the firm for the :
Financial year 2019-20 (submitted income tax statement)
07. Whether agreed to accept 15 days credit Payment Terms. :
(Please mention 'Yes' or 'NO')

08. Minimum time required to complete the tendered item at District Tourism Development Office, Almora :
10. Mention GST Registration Number and attach Current valid Tax Clearance Certificate. :
11. Whether agreed to supply tendered items as per enclosed Specification (Annexure-E) positively by **15 days** and failing which ready to absorb heavy penalty, if any order is placed on the bidder after observing tender procedure.
(Please mention 'YES' or 'NO')

I/We hereby declare that the above statements are true. I/We also declare that the decision of Tender Committee, regarding selection of eligible firms for opening of Financial Bid (Part-II) shall be final and binding on me/us.

Dated

Official Seal

Signature of the Tenderer/Constituted Attorney

SPECIFICATIONS & SCOPE OF WORK

Specification for Printing & Supply of Coffee Table Books is given below:-

1.	Size (Ready)	:	9.25 inch x12 inch	
	No of Pages	:	264 Pages + End Pages + PLC + Jacket	
	Printing			
		Cover	:	Cover (PLC) 4+ 0
		Ends & Jacket	:	4 + 0
		Inside	:	4 + 4 + Aqueous Coating
		End paper	:	1 + 0
	Paper	PLC, Jacket & inside	:	170 GSM imported galgo paper, 4 Color, coated varnish paper p
		Ends	:	170 gsm 250 / 500 / 1000
	No. of books	:		Ready to print File
	Input	:		(or/and) open In Design CS6 (Mac) file
	Proofing	:		B/W prints for proofing One color proof before printing Machine Proof (if required)
	Fabrication	:		PLC Lamination Foiling / Embossing
Binding	:		Hardbound	
Packing	:		Individual Shrink Wrap	

BANK DETAILS OF DISTRICT TOURISM DEVELOPMENT OFFICE, ALMORA

Name of the Account Holder	<u>District Tourism Development Office, Almora</u>
Account No.	50100322062358
Bank Name	HDFC BANK
Bank Address	JEEWAN PALACE, OPP SAI BHAWAN MANDIR, MALL ROAD ALMORA
IFSC Code	HDFC0001919
MICR Code	263240102
Type of Account	Saving Account
Branch Code	1919

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

[Department User may ask for Tender Acceptance Letter instead of asking Signed Tender Document from the Bidders. This is a sample format; User may revise it as per their Tender Conditions]

Date:

To,
The District Tourism Development Officer
Mall Road, opp. Holiday Home, Almora
Uttarakhand-263601

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work : - Printing & Supply of Coffee Table Books at District Tourism Development Office, Almora.

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:
Almora.nic.in

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**District Tourism Development Office
Mall Road, opp. Holiday Home, Almora
Uttarakhand-263601**

TENDER No. 3/003/Tender – 04/08/2021

Financial Bid

Bill Of Quantity

As per the specifications mentioned in ANNEXURE-E as Scope of work, I hereby quote the price below with variations in the quantity

S.No.	Quantity	Price(Inclusive of all Taxes and other charges)
1	100	
2	500	
3	1000	
4	2000	

(Signature of the Bidder, with Official Seal)

