

# **Request for Proposal**

**For**

## **Selection of Company for Printing Wall and Desk Calendar 2017**

**RFP Ref No:5/25/DDT/2007-08/(Part-I)/265  
25<sup>th</sup> November 2016**

**Issued by**

**Department of Tourism**

**UT Administration of Daman & Diu**

**Paryatan Bhawan,**

**Nani Daman – 396 210**

**Daman**

**Phone: 0260 2250002**

**Email: tourism-dmn-dd@nic.in**

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## **Disclaimer**

The information contained in this Request for Proposal document ("RFP") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of Department of Tourism, U.T. Administration of Daman & Diu (hereinafter referred to as "Authority") or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

The purpose of this RFP is to provide the Bidder(s) with information to assist in the formulation of their Bidding Document. This RFP does not purport to contain all the information each Bidder may require. This RFP may not be appropriate for all persons, and it is not possible for the Authority, their employees or advisors to consider the business/ investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice from appropriate sources. The Authority, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this RFP. The Authority may, in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

The issue of this RFP does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the printing services and the Authority reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to concept, preparation of creative and artworks, printing, 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 Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

**E-Tender (On Line) Invitation Notice**

The Deputy Director of Tourism, Department of Tourism, on Behalf of U.T. Administration of Daman & Diu invites online tender on <https://www.daman.nic.in> from approved and eligible Company(s).

Sr. No.	Name of Work	Estimated Cost of RFP	Earnest Money Deposit	Tender Fees (Non Refundable)
1	Company for Printing Wall and Desk Calendar 2017	Rs. 5 Lakhs	Rs. 25,000	Rs.5,000
*On line downloading Starting of tender				25.11.2016 at 1600 hrs
Pre Bid Meeting at Conference Hall, Secretariat, Daman				02.12.2016 at 1130 hrs
*Last Date for Online Submission of tender				09.12.2016 at 1400 hrs
Physical submission of Technical Document as per RFP				09.12.2016 at 1500 hrs
*Bidders have to submit price bid in electronic format only on <a href="https://www.nprocure.com">https://www.nprocure.com</a> website till the last date and time for submission. Price Bid in physical format shall not be accepted in any case.				
*Online opening of Technical Bid				09.12.2016 at 1600 hrs
Presentation				14.12.2016 at 1100 hrs
Opening of Financial Bid				15.12.2016 at 1600 hrs
The tender form along with all details including schedules and terms and conditions can be downloaded from the Website <a href="https://www.nprocure.com">https://www.nprocure.com</a> . The tender fees (non-refundable) in form of DD in favour of undersigned may be kept in Bid along with above mandatory documents. The price shall be opened to those bidders who qualify.				
Submission of <b>tender fees in form of DD &amp; EMD in form of DD, Registration Number with Certificate, PAN Card number, Service Tax No, MoU etc.</b> and as per the eligibility criteria all documents has to be uploaded. These are the mandatory documents required to be uploaded and hard copy of above mentioned documents shall be submitted to the tender inviting authority by RPAD/Speed Post. However, Tender inviting Authority shall not be responsible for any postal delay. The said documents can also be deposited in the office of the undersigned. In case the supplier/s not enclosed any of above documents, he/she/they will be disqualified and the price bid shall not be opened.				
The Tender Inviting Authority reserves the right to accept or reject any or all the tenders to be received without assigning any reasons thereof.				
In case bidder needs any clarification on the Tender Document or Scope of Work, they can contact the Department of Tourism, UT Administration of Daman & Diu, Paryatan Bhawan, Nani Daman – 396 210, Daman during office hours. Tel: 0260 2250002. In case bidder needs any clarification or if training required for participating in online tender, they can contact the following off:- “(n) Code Solution-A Division, GNFC Ltd” 403, GNFC Info Tower, Bodakdev, Ahmedabad-380054, Gujarat (India)				
E-Mail: <a href="mailto:nprocure@gnvfc.Net">nprocure@gnvfc.Net</a> Fax+91 79 26857321 Website: <a href="http://www.nprocure.com">www.nprocure.com</a>				

(Charmie Kamal Parekh)  
Deputy Director of Tourism  
Department of Tourism U.T.  
Administration of Daman & Diu

Copy to:

1. All Head of Office, for wide publicity.
2. F.P.O. for wide publicity.
3. NIC for wide publicity through Internet and for publication on website [www.daman.nic.in](http://www.daman.nic.in).

# **1. Letter of invitation**

**Sub: Department of Tourism, U.T. Administration of Daman & Diu, invitation to bid for Selection of Firm / Company for Printing of Wall and Desk Calendars 2017**

Dear All,

On behalf of Department of Tourism, U.T. Administration of Daman & Diu, the Deputy Director Tourism invites proposals from Firms / Company(s) for Printing of Wall and Desk Calendars 2017.

The Authority is seeking to appoint a Firm / Company for carrying out various activities as mentioned in the RFP enclosed herewith.

The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Instructions to Bidders

Section 3 - Terms of Reference

Section 4 - Standard Formats - Technical

Section 5 –Standard Formats – Financial

Please note the last date for submission of your bid is 12/12/2016.

Sd/-  
(Charmie Kamal Parekh)  
Deputy Director of Tourism,  
Daman

## **2. Introduction:**

### **2.1 General**

The Department of Tourism, UT Administration of Daman & Diu is engaged in the development of Tourism activities in the UT Administration of Daman & Diu and as part of this endeavor, the Administration has decided to print wall and desk calendars showcasing its heritage, culture, flora & fauna for the year 2017.

The Authority intends to qualify suitable Applicants (the “Bidders”) who will be eligible for participation in the Bid Stage, for awarding the Project through an open competitive bidding process in accordance with the procedure set out herein.

The Authority proposes to procure the services of a Printing agency for proper designing and printing of wall and desk calendars for the year 2017.

The task would be begin forthwith with the execution of the Agreement and the Printing agency will assist in matters of the printing of calendars including but not limited to designing & printing. The entire range of activities given hereinafter is required to be carried out by the Printing Agency.

### **2.2 Background**

#### **a) Daman**

Daman or Damao, a Union Territory was a Portuguese enclave for four centuries and a half till the close of the colonial rule in 1961. The first Portuguese Captain Diogo de Mello, while on his way to Ormuz, met with a violent cyclone and when all hopes were lost, suddenly found himself at the Daman coast. Daman was the battleground to oust the Portuguese and had witnessed many a wars waged against the alien powers. It had been a melting pot where races and cultures met and mixed to bring forth a multicoloured identity. This paradise of peace, solitude and contentment with its coastline about 12.5 km along the Arabian sea (the Gulf of Khambhat) was once known as Kalana Pavri or Lotus of Marshlands. A laid back little town, Daman is divided by the Damanganga river. Nani Daman (or Little Daman) in the north and Moti Daman (or Big Daman) in the south which retains something of the Portuguese atmosphere in its Government buildings and churches of colonial origins enclosed within an imposing wall.

Daman gratifies the whims of sun bathers and swimmers at its beaches, the historic churches with finely carved statues, majestic forts that rise in their imposing splendor, coconut groves, abundant greenery and round the year temperate climate all provide a lovely escape for those in search of bliss, happiness and fun far away from the bustles of city life. Being a port town, it offers an exquisite variety of sea food, fare to satisfy the demanding palates of fish lovers, while the quaint bars and sea side modern restaurants satisfy the pleasure of life. The friendly and hospitable people, Hindus, Christians, Parses and Muslims all living in harmony here on this exquisite pearl on the west coast compel visitors to come again and again. Of late, the town has fast emerged as the right place for corporate meets, conferences, seminars, orientation programmes and training sessions. Today Daman offers everything, be it heritage, culture, leisure, fun, adventure and business tourism.

**b) Diu**

A paradise in its own right and situated off the southernmost tip of the Saurashtra Peninsula of Gujarat, Diu, and the Isle of Calm is surrounded by the blue waters of the Arabian Sea on three sides and the picturesque Chasi on the North.

A traveller's 'El Dorado', Diu has some of the most breath-taking natural and man-made wonders packed within minutes of each other. Cocooned in an area of just 38.80 sq. kms; it has few small but beautiful beaches each carrying a different charm for an unforgettable experience.

Small but yet sublime, this tiny pendant of Saurashtra is steeped in immense history. The Mauryas, Chalukyas, Rajputs and Mughals have all shaped and affected its history but it is the distinct Portuguese impact of over four centuries, lasting right up-to the liberation of Diu in 1961 which is evident even today. As a grand testimony to the strategic importance the island held for its rulers, the Diu Fort, built in the 16th Century by the Portuguese, stands engulfed in peace and silence as a witness of the fierce past.

Discover your Quantum of Solace at the peaceful and beautiful Naida Caves situated just outside the Fort Walls. As you descend from its natural opening through intriguing network of hollows and steps, be amazed as the natural light plays hide and seek through the openings in its ceilings.

One may indulge in a variety of activities or just laze around for your blissful sojourn!

Daman is situated on the southern border of Gujarat state just off N.H. - 8 and is about 190 kms from Mumbai and 12 kms from Vapi - the nearest railway station on the Western Railway. Diu is on the Saurashtra Coast, about 90 kms south of Verawal and 200 kms from Rajkot.

The territories of Daman & Diu were merged with the Union of India on 11<sup>th</sup> August 1961 and were highly backward in terms of socio-economic development at that time. However, once the Government of India announced certain tax concessions for these territories in the 1980's there was rapid industrial progress followed by significant improvement in social development and health indicators. The UT Administration has given special emphasis to the development of tourism in the area to boost investment, socio-economic growth and harmony.

**2.3 Details of selection of printing agency:**

The appointment of the Printing Agency shall be made on Combined Quality cum Cost Based Selection (CQCCBS) and procedures described in this RFP.

### **3. Instructions to Bidders**

#### **3.1 General instructions**

- i. The Authority will select a Firm / Company, in accordance with the method of selection specified in the RFP. 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.
- ii. The Bidders are invited to submit a Technical Proposal and Financial Proposal to provide printing services for Wall and desk Calendar 2017.
- iii. All Bidders should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Bidders are encouraged to visit the Authority before submitting a proposal and to attend a Pre-bid Meeting, if any. Attending the Pre-Bid Meeting is optional. Bidders should contact the Authority's representative to obtain additional information on the Pre-Bid Meeting.
- iv. The proposal could form the basis for future negotiations and ultimately may lead to contract between the successful bidder and the Authority.
- v. 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.
- vi. Authority reserves the right to accept or reject any and / or all the proposals without assigning any reasons thereof.
- vii. 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.
- viii. 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.
- ix. All Bidders would be required to register with nprocure and get their digital signature which normally takes 3-working days.

### **3.2 Purchase of the RFP document**

Bidders are required to make a payment of INR 5,000/- (Rupees Five Thousand Only) in the form of Demand Draft drawn on any Nationalized / Scheduled Bank in favour of Deputy Director of Tourism payable at Daman, which shall be furnished along with the Technical Proposal. This fee is non-refundable.

### **3.3 Earnest Money Deposit**

Proposal would need to be accompanied by an Earnest Money Deposit for an amount of INR 25,000/- (Rupees Twenty Five Thousand only) in the form of a Demand Draft drawn on any Nationalized / Scheduled Bank in favour of Deputy Director of Tourism payable at Daman.

EMD shall be returned to the unsuccessful Bidders without interest within a period of two months from the date of signing of Agreement between Authority and the Successful Bidder. EMD submitted by the Successful Bidder shall be released upon execution of the Agreement and furnishing of Performance Security without any interest.

Proposals received without EMD will be rejected and their Technical and Financial Bids will be returned un-opened.

EMD shall be forfeited in the following cases:

- If any information or document furnished by the Bidder turns out to be misleading or untrue in any material respect;
- If the Successful Bidder fails to execute the Agreement within the stipulated time or any extension thereof provided by Authority.
- If the Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- If the Bidder withdraws its Proposal during the period of its validity as specified in this RFP and as extended by the Bidder from time to time.
- If the Selected Bidder fails to provide the Performance Security within the specified time limit.
- Authority will not be liable to pay any interest on Earnest Money Deposits under any circumstances.

### **3.4 Performance Security**

- 3.4.1 Performance Security for an amount equivalent to 5% of the Agreement Value rounded off to the next lac shall be furnished before signing of the contract in form of a Bank Guarantee substantially in the form specified in this document.
- 3.4.2 For the successful bidder, the Performance Security shall be retained by the Authority until the completion of the assignment and be released within 180 days after the completion of the assignment.

3.4.3 The Bidder, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that without prejudice to the Authority's any other right or remedy hereunder or in law or otherwise, the Performance Security, shall be forfeited and appropriated by the Authority as the mutually agreed pre-estimated compensation and damage payable to the Authority for, inter alia, the time, cost and effort of the Authority in regard to the RFP including the consideration and evaluation of the Proposal under the following conditions:

- a) If a Bidder engages in any of the Prohibited Practices specified in this RFP
- b) If the Bidder is found to have a Conflict of Interest as specified in this RFP
- c) If the Selected Bidder commits a breach of the Agreement

### **3.5 Proposal Due Date (PDD)**

Schedule of submission & opening of Proposal is as below-

Last Date for Submission of Proposal: 09 December 2016 at 1400 hrs

On-line Technical Bid Opening : 09 December 2016 at 1600hrs

### **3.6 Only One Proposal**

Bidders to only submit one proposal. If a Bidder submits or participates in more than one proposal, all such proposals shall be disqualified.

### **3.7 Due Diligence by Bidders**

Bidders may like to send queries to the Authority for any clarification which shall be given during the Pre Bid Conference to be held on the prescribed date.

### **3.9 Pre-Bid Meeting**

The date, time and venue of Pre-Bid Meeting shall be:

Date: 02 December 2016

Time: 1130 hrs

Venue: Conference Hall, Secretariat, Daman.

### **3.10 Communications**

All communications including the submission of Proposal should be addressed to:

The Deputy Director of Tourism  
Department of Tourism  
UT Administration of Daman and Diu  
Daman – 396 210  
Phone: 0260 2250002

The Authority will endeavor to respond to the queries at the earliest. The Authority will post the reply to all such queries on its official website.

At any time before the submission of Proposals, the Authority may amend the RFP by issuing a corrigendum in writing or by standard electronic means. The addendum 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.

### **3.11 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 (02) working days without any extra charge.

### **3.12 Download of RFP document**

The RFP Document can be downloaded from the following websites:

<https://www.nprocure.com>  
[www.daman.nic.in](http://www.daman.nic.in)

However, the bidders shall apply on-line only. The mandatory documents specified in this document shall be submitted before the prescribed dates physically in the office of the Authority at the following address:

The Deputy Director of Tourism  
Department of Tourism  
UT Administration of Daman and Diu  
Daman – 396 210  
Phone: 0260 2250002

At the same time, it shall be the responsibility of the bidders to make the payment of the RFP document of Rs. 5,000/- in the form of DD only along with the mandatory documents.

### **3.13 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.

### **3.14 Presentation**

The Firm / Company will have to make a presentation of the Technical Proposal to the Authority. The presentation shall cover in sufficient detail the different designs for wall and desk calendars in regard to different sizes and other specifications as provided in this document. The objective of the presentation is to evaluate the Printing Agency regarding their understanding of the UT of Daman & Diu and preparations of designs showcasing the heritage and culture of the region and get clarifications, if any, as required by the Authority. The date and venue of presentation is per the RFP.

### **3.15 Preparation of Proposal**

**3.15.1** Bidders are requested to submit their proposal in English language and strictly in the formats prescribed online in this RFP. The Authority will evaluate only those proposals that are received in the specified format and complete in all respects.

**3.15.2** In preparing their Proposal, Bidders are expected to thoroughly examine the RFP document. Material deficiencies in providing the information requested may result in rejection of a proposal.

**3.15.3** The bid document must be duly numbered and indexed with spiral binding. Each page of the submission shall be initialed by the Authorized Representative of the Bidder.

### **3.16 Non-Conforming Bid**

Any bid may be construed as a non-conforming bid and ineligible for consideration if it does not comply with the requirements of this RFP. In addition, bids that appear to be “canned” presentations of promotional materials that do not follow the format requested in this RFP or do not appear to address the particular requirements of the task may also be disqualified.

### **3.17 Disqualification**

The bid is liable to be disqualified in the following cases:

- a) Bid not submitted in accordance with this document.
- b) The bidder qualifies the bid with his own conditions.
- c) Bid is received in incomplete form.
- d) Bid is received after due date and time.
- e) Bid is not accompanied by all requisite documents.
- f) 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 contract (no matter at what stage) or during the tenure of the contract including the extension period, if any.

In case the terms and conditions of the contract applicable to this invitation to tender are not acceptable to any bidder, he should clearly specify any deviation.

## **4. Scope of Work**

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

### **Specification of Wall Calendar - 2017**

1. Calendar should be printed in English and designing and offset printing with latest equipment and colour separation techniques that spell accuracy.
2. Size 365 mm x 620 mm ( 14.5" x 25" ) 170 gsm import quality art paper
3. 12 (Twelve) photographs of size - 360 mm x 300 mm (14" x 12") (6 each of Daman and Diu) and 12 (twelve) small photographs for inset. Two months should be covered on one page.
4. The photographs to be printed on calendars shall be provided by the bidder itself after final selection being made by the Director of Tourism, UT Administration of Daman and Diu.
5. Fly leaf comprising list of Holidays, General Information of Daman & Diu along with Map / Logo of Tourism. The holidays should be shown on Red & Blue color.
6. Printing would be on 170 GMS art paper with spiral binding.
7. Total number of wall calendars to be published: 2000 No.s .

### **Specification of Desk Calendar - 2017**

1. Desk (Table ) Calender with packing
2. size : 145 mm x 215 mm
3. Pages : 12 + 1 leaves
4. Paper 250 gsm Sinar Mars Art Card
5. A stand made out of card board to hold table calendar on the table having printed Department name and Tourism Logo.
6. Printing : Four Colour half tone
7. Binding : Wiro spiral
8. Packing : A Duplex box for packing of calendar with inscription of Tourism Logo and Department Name
9. Quantity: 1000 No.s

#### **4.1 Period of Engagement**

Work will start from Date of Issuance of LoA.

#### **4.2 Use of 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.

#### **4.3 Change in Management / Bidder Composition**

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

#### **4.4 Right to Accept and Reject any or all Application(s)**

- i) Notwithstanding anything contained in this RFP, the Authority reserves the right to accept or reject any Application and to cancel or withdraw the RFP 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.
- ii) 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.

#### **4.5 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 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 DAMAN & DIU shall resolve the dispute except for issues falling under Jurisdiction.

#### **4.6 Other Terms and Conditions**

1. The financials quoted by the bidder should be strictly for free delivery at Tourism Department, Daman on various tourist spots as and when directed and will be valid in operative as per the supply order issued by the Department. The rate should be quoted inclusive of all taxes and transportation charges. (Service Tax will be extra as applicable prevalent at the time of award/execution of work)
2. No extra charge for packing, forwarding and insurance etc. will be paid on the rates quoted.
3. Where Specification/Mark/Manufacture are not specified in this document, the rates should be quoted only for the 1<sup>st</sup> class and standard quality.
4. In case of failure to supply the stores, machinery and equipment etc. ordered for, as per the conditions and within the stipulated time, the same articles will be obtained, if required from the tender who offered next higher rates or from other sources, as may be decided by the tender inviting officer and the loss to the Administration on account of such purchase (s) shall be recovered from the former supplier's' Security Deposit/Earnest Money. The suppliers shall have no any right to dispute with such procedure.
5. The items for supply of Wall/Desk Calendar - 2017 will have to be supplied as per demand and to be supplied and fixed at various tourist spots as per supply order.
6. The supply of Wall/Desk Calendar – 2017 will have to be made as per direction of the Head of Office and on location as indicated on supply order.

### **5. Eligibility Criteria**

#### **5.1 Conditions of Eligibility of Bidders**

The Bidder shall meet the below mentioned criteria:

##### **(a) Technical Capacity:**

- (i) The Bidder shall have undertaken a minimum of 3 (three) eligible Printing, Designing & Media Production assignments as specified hereafter of which at-least 1 (one) should be of minimum Rs.5 Lac value or more and the balance 2 (two) should be of minimum Rs. 1 Lac value each or more.
- (ii) The Applicant shall have professional experience of minimum 3 years and above in the field of Printing, Designing & Media Production Services with Government body or Departments/Semi govt. bodies or organizations/ PSUs/ Autonomous bodies etc. The Company which has the Work Orders / Invoices / Agreements for all 3 years shall only be considered for this purpose. Sub-contracted or sublet job on their name will not be considered towards eligibility.

(iii) The Applicant can be a sole Proprietorship firm / a Partnership firm / a Company incorporated under the Companies Act 1956 / 2013. Consortia, joint ventures, academic and voluntary organization are not eligible to participate in the RFP process.

**(b) Financial Capacity:**

The Bidder shall have received a Cumulative Turnover of Rs. 1 Crores (Rupees one Crores) during the last three financial years preceding the PDD.

**5.2 Documents to be submitted by Eligible Bidders:**

Bidders must read carefully the minimum conditions of eligibility (the “Conditions of Eligibility”) provided herein. Proposals of only those Bidders who satisfy the Conditions of Eligibility will be considered for Evaluation. Bidders should upload scanned copy of the following with the Technical Bid to be submitted online. The hard copy should be submitted as specified in the RFP.

- i. Tender Fee of Rs. 5,000/- in the form of a Demand Draft drawn on any nationalized / scheduled bank in favour of The Deputy Director of Tourism payable at Daman.
- ii. Earnest Money Deposit of Rs. 25,000/- in the form of a Demand Draft drawn on any nationalized / scheduled bank in favour of The Deputy Director of Tourism payable at Daman
- iii. Company/Firm Registration Details with certificates
- iv. PAN card details and Service Tax Registration No. / VAT Registration Certificate.
- v. Cumulative Turnover details of last three years along with CA Certificates. Cumulative Turnover from Printing and designing Activities during last 3-years should be at least Rs. 1 Crore.
- vi. Copy of Income Tax Return (ITR) of last three years
- vii. Proof of Three eligible printing, designing and media production assignments of which at-least 1 (one) should be of minimum Rs. 5 Lacs value or more and the balance 2 (two) should be of minimum Rs. 1 Lacs value each or more. The Company which has the Work Orders / Invoices / Agreements for all 3 years shall only be considered for this purpose.
- viii. Proof of professional experience of minimum 3 years and above in the field of Printing, Designing and Media Production Services with Government body or Departments/Semi govt. bodies or organizations/ PSUs/ Autonomous bodies etc. The Company which has the Work Orders / Invoices / Agreements for all 3 years shall only be considered for this purpose. Sub-contracted or sublet job on their name will not be considered towards eligibility.

**6. KEY PERSONNEL**

The Selected Company will be required to provide required experienced personnel including experts in the relevant fields as per requirement. The Selected Company shall have sufficient personnel and resources to accomplish all the tasks specified in this RFP. The Selected Company is expected to bring together a team of professionals capable of completing all aspects of the assignment.

**7. Proposal Evaluation**

## 7.1 Evaluation of Technical Proposals

**7.1.1** In the first stage, the Technical Proposal will be evaluated on the basis of Company's experience, understanding of scope of work and proposed methodology.

**7.1.2** In case the bidder does not fulfill the Minimum Eligibility Criteria as specified in Clause 5.1, the bid shall be disqualified.

The scoring criteria to be used for evaluation shall be as follows:

SN	Evaluation criteria	Scoring methodology	Maximum Marks								
1. Technical Capacity of the Bidder			50								
1.1	No.of Additional Projects undertaken	a) Additional Number of assignments of minimum Rs. 50,000 undertaken by the applicant as specified in Clause 5.1 shall be awarded marks as under: <table><tr><td>Addl. Project</td><td>Marks</td></tr><tr><td>1 Project</td><td>5</td></tr><tr><td>2 Projects</td><td>12</td></tr><tr><td>3 &amp; more Projects</td><td>20</td></tr></table>	Addl. Project	Marks	1 Project	5	2 Projects	12	3 & more Projects	20	20
Addl. Project	Marks										
1 Project	5										
2 Projects	12										
3 & more Projects	20										
1.2	Relevant Experience	a) Above 3 yrs – 5 yrs: 05 Marks b) Above 5 yrs – 10yrs: 10 Marks c) Above 10 years: 15 Marks	15								
1.3	Cumulative Turnover of Company	a) Above Rs. 1 Crores– 3 Crores: 05 Marks b) Above Rs. 3 Crores– 5 Crores: 10 Marks c) Above Rs. 5 Crores 15 Marks	15								
2. Presentation			50								
2.1	Presentation reflecting Concept, Proposed Methodology & Work Plan. Evaluation will be based on the quality of presentation. The presentation should cover the following in sufficient detail										
a) Presentation of a detailed design plan for Wall calendar and Desk calendar including Creative and artwork, Printing and packaging, Quality of Visual Appeal and blend of various important visuals signifying the rich cultural and architectural heritage. The Company should have well-trained in-house media production, client services and creative team.											
b) Presentation of the specifications for quality of paper and be given if bidder offers higher quality of equipment. Proposal on development of digital assets, using in house experts to maintain quality.											
Total ( 1 + 2)			100								

### Note:

In case the Printing and designing agency fails to submit the documentary proof in respect of above, then the agency will not be allotted proportionate marks in respect of the unavailable documentary proof for that particular item/criteria.

## 7.2 Evaluation of Financial Proposal:

**7.2.1** In the second stage, the financial evaluation will be carried out as per this Clause 7.2. Financial Proposal will be assigned a Financial score (FS).

**7.2.2** For financial evaluation, the total cost indicated in the Financial Proposal for all of the services will be considered.

**7.2.3** The Authority will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services for each services. Omissions, if any, in costing any item shall not entitle the firm to be compensated and the liability to fulfill its obligations as per the scope of work within the total quoted price shall be that of the Selected Company. The lowest Financial Proposal (FM) will be given a financial score (FS) of 100 points. The financial scores will be computed as follows:

$$FS = 100 \times FM/F$$

(FS = Financial Score)  
(FM = Amount of Lowest Financial Proposal)  
(F = Amount of Financial Proposal quoted by the Printing Agency)

### **7.3 Combined and Final Evaluation:**

**7.3.1** Proposals will finally be ranked according to their combined technical (TS) and financial (FS) scores as follows:

$$S = TS \times Tw + FS \times Fw$$

Where S is the combined score and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.70 and 0.30 respectively.

**7.3.2** The combined scores of the Company will be added to arrive at the final combined score.

**7.3.3** The Selected Bidder will be the first ranked Bidder having the highest final combined score. The second ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked Bidder withdraws, or fails to comply with the requirements specified in the RFP, as the case may be.

### **7.4 Negotiations**

Negotiations will be scheduled with the first ranked bidder. If negotiations do not reach any conclusions with the first ranked bidder, the Authority may then invite the second ranked bidder for negotiations.

### **7.5 Commencement of Services**

The bidder with whom the negotiation is successful shall be issued the LoA. On issue of LoA the bidder shall have to enter into a contract with the Authority on or before next 7-days from the date of receipt of such LoA.

## 8. PAYMENT SCHEDULE AND TIMELINE

### 8.1 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.

Payment	Time Limit
50% of the Fee Quoted by the Bidder	On delivery of all calendars
50% of the Fee Quoted by the Bidder	Within 30 days from the date of complete delivery of calendars to the Authority

### 8.2 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.

## 9. MISCELLANEOUS

i. The Selection Process shall be governed by, and construed in accordance with, the laws of UT of Daman and 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
- (d) 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. The Authority reserves the right to make inquiries with any of the clients listed by the Bidders in their previous experience record.

vi. After selection, a Letter of Award (LOA) 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 LOA in acknowledgement thereof. In the event of the duplicate copy of the LOA 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 LOA and the next highest ranking Bidder may be considered.

vii. After acknowledgement of the LOA as aforesaid by the Selected Bidder, it shall execute the Agreement and the Selected Bidder shall not be entitled to seek any deviation in the Agreement.

viii. The Bidder shall commence the work within seven days of the date of the Agreement, or such other date as may be mutually agreed. If the Bidder fails to either sign the Agreement or commence the assignment as specified, the Authority may invite the second ranked Bidder for negotiations. In such an event, the LOA or the Agreement, as the case may be, may be cancelled / terminated.

ix. Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Bidders who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Bidder of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Authority's antifraud and corruption policy.

x. Authority will have the right to terminate the contract by giving seven (07) days written notice. If the contract is terminated due to the fault of the Bidder or in case of termination of the contract by the Bidder not attributable to the Authority, the Authority will forfeit the performance security of the Bidder.

xi. The Authority reserves the right to add or reduce the scope of work at its discretion.

xii. 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.

xiii. 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.

**xiv. 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.

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.

#### **xv. 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.

## **10. LIQUIDATED DAMAGES AND PENALTIES**

### **10.1 Liquidated Damages**

#### **10.1.1 Liquidated Damages for error/variation**

In case any error or variation is detected in the work of the Bidder and such error or variation is the result of negligence or lack of due diligence on the part of the Bidder, the consequential damages thereof shall be quantified by the Authority in a reasonable manner and recovered from the Bidder by way of deemed liquidated damages, subject to a maximum of 50% (fifty per cent) of the Agreement Value.

#### **10.1.2 Liquidated Damages for delay**

In case of delay in completion of Services, liquidated damages not exceeding an amount equal to 2% (two per cent) of the Agreement Value per day, subject to a maximum of 25% (twenty five per cent) of the Agreement Value will be imposed and shall be recovered by appropriation from the Performance Security or otherwise. However, in case of delay due to reasons beyond the control of the Bidder, suitable extension of time shall be granted, with the approval of the authority.

#### **10.1.3 Encashment and appropriation of Performance Security**

The Authority shall have the right to invoke and appropriate the proceeds of the Performance Security, in whole or in part, without notice to the Bidder in the event of breach of this Agreement or for recovery of liquidated damages specified in this Clause 10.

#### **10.1.4 Penalty for deficiency in Services**

In addition to the liquidated damages not amounting to penalty, as specified in Clause 10, warning may be issued to the Bidder for minor deficiencies on its part. In the case of significant deficiencies in Services causing adverse effect on the Event or on the reputation of the Authority, civil, criminal and other penal actions including debarring for a specified period may also be initiated as per policy of the Authority and blacklist the Bidder for all future projects.

## **11. Conflict of Interest**

**11.1.1** The Bidder shall not have a Conflict of Interest and any breach hereof shall constitute a breach of the Agreement.

### **11.1.2 The Bidder and its Affiliates not be otherwise interested in the Project**

The Bidder agrees that, during the term of this Agreement and after its termination, the Bidder shall be disqualified from providing goods, works, services, loans or equity for any project resulting from or closely related to the Services and any breach of this obligation shall amount to a Conflict of Interest; provided that the restriction therein shall not apply after a period of three years from the completion of this assignment or to agency/consulting assignments granted by banks / lenders at any time; provided further that this restriction shall not apply to consultancy / advisory services provided to the Authority in continuation of this Bidder or to any subsequent consultancy / agency services provided to the Authority in accordance with the rules of the Authority. For the avoidance of doubt, an entity affiliated with the Bidder shall include a partner in the firm of the Bidder or a person who holds more than 5% (five percent) of the subscribed and paid up share capital of the Bidder, as the case may be & any associate thereof.

### **11.1.3 Prohibition of conflicting activities**

The Bidder nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- (a) During the term of this Agreement, any business or professional activities which would conflict with the activities assigned to them under this Agreement
- (b) After the termination of this Agreement, such other activities as may be specified in the Agreement; or
- (c) At any time, such other activities as have been specified in the RFP as Conflict of Interest.

**11.1.4** The Bidder and its Personnel shall observe the highest standard of ethics and should not have engaged in and shall not hereafter engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices"). Notwithstanding anything to the contrary contained in this Agreement, the Authority shall be entitled to terminate this Agreement forthwith by a communication in writing to the Bidder, if it determines that the Bidder has directly or indirectly or through an agent, engaged in any Prohibited Practices in the Selection Process or before or after entering into of this Agreement. In such an event, the Authority shall forfeit and appropriate the Performance Security, if any, as mutually agreed genuine pre-estimated compensation and damages payable to the Authority towards, inter alia, time, cost and effort the Authority, without prejudice to the Authority's any other rights or remedy hereunder or in law.

**11.1.5** Without prejudice to the rights of the Authority under Clause above and the other rights and remedies which the Authority may have under this Agreement, if the Bidder is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any Prohibited

Practices, during the Selection Process or before or after the execution of this Agreement, the Bidder shall not be eligible to participate in any tender or RFP issued during a period of 2 (two) years from the date the Bidder is found by the Authority to have directly or indirectly or through an agent, engaged or indulged in any Prohibited Practices.

**11.1.6** The following terms shall have the meaning hereinafter respectively assigned to them:

(a) **“corrupt practice”** means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Selection Process (for removal of doubt, offering of employment or employing or engaging in any manner whatsoever, directly or indirectly, any official of the Authority who is or has been associated in any manner, directly or indirectly with the Selection Process or LOA or dealing with matters concerning the Agreement before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of the Authority, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) engaging in any manner whatsoever, whether during the Selection Process or after the issue of LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical adviser to the Authority in relation to any matter concerning the Project.

(b) **“fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Selection Process;

(c) **“coercive practice”** means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Selection Process or the exercise of its rights or performance of its obligations by the Authority under this Agreement;

(d) **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and

(e) **“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process.

**11.1.7 Disclosure obligation**

Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Authority, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Bidder or the termination of its Contract.

## 12. IMPORTANT DATES FOR SUBMISSION OF PROPOSAL

<b>TIMELINES FOR THE RFP</b>		
<b>Item</b>	<b>Date</b>	<b>Time</b>
Online Bid Document Downloading Starts	25.11.2016	1600hrs
Pre-Bid Conference at Conference Hall, Secretariat, Daman	02.12.2016	1130hrs
Last Date for Online Submission of Bids	09.12.2016	1400 hrs
Last Date of submission of Hard Copy of Technical Bids	09.12.2016	1500 hrs
Online Technical Bid Opening	09.12.2016	1600 hrs
Presentation	14.12.2016	1100 hrs
Financial Bid Opening	15.12.2016	1600 hrs

The dates mentioned above are subject to change at Authority's discretion with prior notice to the Bidders. No offer will be accepted after the Proposal Due Date (PDD)

(Charmie Kamal Parekh)  
Deputy Director of Tourism  
Daman

## **13. Technical Proposal: Standard Forms**

### **Bank Guarantee for Performance Security**

To  
The Deputy Director of Tourism  
Department of Tourism  
UT Administration of Daman & Diu  
Paryatan Bhawan, Nani Daman  
Daman- 396 210

In consideration of \_\_\_\_\_ acting on behalf of the Department of Tourism, U.T. Administration of Daman & Diu (hereinafter referred to as "Authority"), which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators and assigns) having awarded to M/s.

\_\_\_\_\_, having its office at \_\_\_\_\_ (hereinafter referred as the "Printing Agency" which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), vide the [Authority]'s Agreement no. \_\_\_\_\_ dated \_\_\_\_\_ valued at Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_), (hereinafter referred to as the "Agreement") Printing Agency for calendars 2017 and the Printing Agency having agreed to furnish a Bank Guarantee amounting to Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ Lacs Only) to the [Authority] for performance of the said Agreement. (The Bank Guarantee should be 5% of the Agreement Value rounded off to the next lac)

1. We, \_\_\_\_\_ (hereinafter referred to as the "Bank") at the request of the Printing Agency do hereby undertake to pay to the [Authority] an amount not exceeding Rs.

\_\_\_\_\_-/- (Rupees \_\_\_\_\_ Lacs Only) against any loss or damage caused to or suffered or would be caused to or suffered by the [Authority] by reason of any breach by the said Printing Agency of any of the terms or conditions contained in the said Agreement.

2. We, \_\_\_\_\_ (indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from the [Authority] stating that the amount/claimed is due by way of loss or damage caused to or would be caused to or suffered by the [Authority] by reason of breach by the said Printing Agency of any of the terms or conditions contained in the said Agreement or by reason of the Printing Agency's failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ Lacs Only).

3. We, \_\_\_\_\_ (indicate the name of Bank) undertake to pay to the [Authority] any money so demanded notwithstanding any dispute or disputes raised by the Printing Agency in any suit or proceeding pending before any court or tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the Printing Agency shall have no claim against us for making such payment.

4. We, \_\_\_\_\_ (indicate the name of Bank) further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the [Authority] under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till the

[Authority] certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Printing Agency and accordingly discharges this Guarantee. Unless a demand or claim under this Guarantee is made on us in writing on or before a period of one year from the date of this Guarantee, we shall be discharged from all liability under this Guarantee thereafter.

5. We, \_\_\_\_\_ (indicate the name of Bank) further agree with the [Authority] that the [Authority] shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said Printing Agency from time to time or to postpone for any time or from time to time any of the powers exercisable by the [Authority] against the said printing Agency and to forbear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Printing Agency or for any forbearance, act or omission on the part of the [Authority] or any indulgence by the [Authority] to the said Printing Agency or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving us.

6. This Guarantee will not be discharged due to the change in the constitution of the Bank or the Printing Agency(s).

7. We, \_\_\_\_\_ (indicate the name of Bank) lastly undertake not to revoke this Guarantee during its currency except with the previous consent of the [Authority] in writing.

8. For the avoidance of doubt, the Bank's liability under this Guarantee shall be restricted to Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_Lacs) only. The Bank shall be liable to pay the said amount or any part thereof only if the [Authority] serves a written claim on the Bank in accordance with paragraph 2 hereof, on or before [\_\_\_\_\_] (indicate date falling 180 days after the date of this Guarantee)].

For.....

Name of Bank:

Seal of the Bank:

Dated, the ..... day of ....., 20

(Signature, name and designation of the authorized signatory)

#### NOTES:

- (i) The Bank Guarantee should contain the name, designation and code number of the officer(s) signing the Guarantee.
- (ii) The address, telephone no. and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.

# **APPENDIX-I**

## **TECHNICAL PROPOSAL**

**Form-1**

### **Letter of Proposal (On Bidder's letter head)**

(Date and Reference)

To,  
**The Deputy Director of Tourism**  
**Department of Tourism**  
**UT Administration of Daman & Diu**  
**Paryatan Bhawan, Nani Daman**  
**Daman– 396 210**

**Sub: Appointment of Company for Printing Wall and Desk Calendar 2017**

Dear Sir,

1. With reference to your RFP Document dated ....., I/we, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection as **Company for Printing Wall and Desk Calendar 2017**. The proposal is unconditional and unqualified.
2. All information provided in the Proposal and in the Appendices is true and correct and all documents accompanying such Proposal are true copies of their respective originals.
3. This statement is made for the express purpose of appointment as the **Agency** for the aforesaid Project.
4. I/We shall make available to the [Authority] any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
5. I/We acknowledge the right of the [Authority] to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, 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 contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

7. I/We declare that:

- (a) I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Authority;
- (b) I/We do not have any conflict of interest in accordance with Clause of the RFP Document;
- (c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the [Authority] or any other public sector enterprise or any government, Central or State; and
- (d) I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

8. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the **Agency** without incurring any liability to the Bidders in accordance with Clause of the RFP document.

9. I/We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Consultancy for the Project or which relates to a grave offence that outrages the moral sense of the community.

10. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.

11. I/We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/Managers/ employees.

12. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the in connection with the selection of **Agency** or in connection with the Selection Process itself in respect of the above mentioned Project.

13. The EMD of Rs. 25,000/- (Rupees Twenty Five Thousand only) in the form of a Demand Draft is attached, in accordance with the RFP document.

14. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the **Agency** for the Project is not awarded to me/us or our proposal is not opened or rejected.
15. I/We agree to keep this offer valid for 180 (One hundred eighty) days from the Proposal Due Date specified in the RFP.
16. A Power of Attorney in favour of the authorized signatory to sign and submit this Proposal and documents is attached herewith in Form 2.
17. In the event of my/our firm being selected as the **Agency**, I/we agree to enter into an Agreement with the Authority.
18. I/We have studied RFP and all other documents carefully and also surveyed the Project site. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the [Authority] or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Contract / Project.
19. The Financial Proposal is being submitted ONLINE. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.
20. I/We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal of the Bidder)

## APPENDIX-I

Form-2

### Power of Attorney

Know all men by these presents, we, \_\_\_\_\_(name of Firm and address of the registered office) do hereby constitute, nominate, appoint and authorize Mr. / Ms. \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ and presently residing at \_\_\_\_\_, who is presently employed with us and holding the position of \_\_\_\_\_ as our true and lawful attorney (hereinafter referred to as the "Authorized Representative") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for and selection as the **Appointment of Company for Printing Wall and Desk Calendar 2017** proposed by the **Department of Tourism, UT Administration of Daman & Diu, Nani Daman- 396210** including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the [Authority], representing us in all matters before the [Authority], signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with the [Authority] in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us till the entering into of the Agreement with the [Authority].

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorized Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorized Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, \_\_\_\_\_THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_\_DAY OF \_\_\_\_\_, 2016

For \_\_\_\_\_  
(Signature, name, designation and address)

Witnesses:

- 1.
- 2.

Notarized Accepted

\_\_\_\_\_  
(Signature, name, designation and address of the Attorney)

**Notes:**

The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure. The Power of Attorney should be executed on a non-judicial stamp paper of Rs. 100 (Rupees One Hundred) and duly notarized by a notary public. Wherever required, the Bidder should submit for verification the extract of the charter documents and other documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

## **APPENDIX –I**

**Form 3**

### **ORGANIZATION AND EXPERIENCE**

**(a) Organization details:**

Provide here a brief description of the background and organization of your firm / entity and each associate for this Assignment / job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc.]

**Your Name (Company or Individual)**\_\_\_\_\_

**Parent Company (If Applicable)**\_\_\_\_\_

**Your Address**\_\_\_\_\_

**Contact Name**\_\_\_\_\_

**Contact Telephone Number(s)**\_\_\_\_\_

**E-Mail Address**\_\_\_\_\_

**(b) Years in Business**\_\_\_\_\_  
(Please attach scanned copy of Certificate of Incorporation)

**(c) Turnover:**

What was your company's total annual turnover in Indian Rs. \_\_\_\_ (\_\_\_\_Lacs) for the last three years?

**One year ago?**

**Two years ago?**

**Three years ago?**

**Please attached CA Certificate alongwith audited balance sheet for each year**

**(d) Company's Experience**

[Using the format below, provide information on each Assignment for which your firm, was legally contracted either individually or as a corporate entity or as one of the major partners within an association, for carrying out the Assignment similar to the ones requested under this Assignment:

**(1) ELIGIBLE ASSIGNMENT DETAILS:**

<b>Sr. No.</b>	<b>Eligible Assignment Name</b>	<b>Year of Eligible Assignment</b>	<b>Name of Client</b>	<b>Value of Eligible Assignment (In Rs.)</b>

**(2) OTHER ASSIGNMENT DETAILS:**

<b>Sr. No.</b>	<b>Other Assignment Name</b>	<b>Year of Other Assignment</b>	<b>Name of Client</b>	<b>Value of Other Assignment (In Rs.)</b>

**Note:** Please provide documentary evidence from the client i.e. copy of work order, contract for each of above mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

**Name and Signature of  
Authorized Signatory**

## APPENDIX-I

**Form-4**

### INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

We hereby declare that our firm, is not indulged in any such activities which can be termed as the conflicting activities. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Authority which shall be binding on us.

**Authorised Signatory**  
**[In full and initials]**

**Name:**

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**Title of Signatory:**

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**Name of Firm:**

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**Address:**


## APPENDIX-II

### FINANCIAL BID

Items(s)	Quantity	Cost Per Unit	Total Cost
Printing& Designing of wall Calendars			
Printing& Designing of Desk Calendars			
Transportation and Courier Charges			
TOTAL			

Total quoted cost INR \_\_\_\_\_/-

(In Words)\_\_\_\_\_)

#### Inclusions:

Rates quoted above should be all inclusive turn key rate for the finished product or service as per your designs and presentations inclusive of VAT, any other tax/levy if required to be paid.

#### Exclusions:

Service Tax will be extra as applicable prevalent at the time of award/execution of work.