



Tripura Tourism Development Corporation Limited (TTDCL).

Short Notice Inviting Request For Proposals (RFP)

For

Selection of Vendor

For

Printing and supply of 'TTDCL Calendars for 2020' during the year 2019-20.


Managing Director,
Tripura Tourism Development
Corporation Ltd.

Contact - (0381) 231-7878 / 232-3893 / 232-5930

Website: - www.tripuratourism.gov.in

Email id: tripuratourism09@rediffmail.com

LIST OF IMPORTANT DATES IN CONNECTION WITH THE BID FOR THE WORK

Name of work:- RFP for selection of Vendor for Printing and supply of '**TTDCL Calendars for 2020**' during the year 2019-20.

DRAFT NIT No: 19/MD/TTDCL/Calendar/2019-20 Dated 25/11/2019

Sl No	Important Activities	Information
1.	Completion period for the work:	20 (Twenty) days
2.	Date of Publishing of Bid	25 /11/2019.
3.	RFP due date (RFP-DD)	03/12/2019. Up to 15.00 Hours.
4.	Time and Date of Opening Bid/Bids:	At 15.30 Hrs on RFP-DD, if possible.
5.	Place of Opening Bids:	Office of the Managing Director, Tripura Tourism Development Corporation Limited (TTDCL), Swetmahal, Agartala, West Tripura.
6.	Period of Bid Validity:	30 Days.
7.	Officer inviting Bids:	Managing Director, Tripura Tourism Development Corporation Limited (TTDCL), Swetmahal, Agartala, West Tripura.

Notes:-All the above mentioned time are as per clock time .


 Managing Director,
 Tripura Tourism Development
 Corporation Ltd.

PART-A

No.F.4(127)-TT/MARK/2011/18509.11

Date: 25-11-2019.

Press Notice Inviting RFP No: 19/MD/TTDCL/Calendar/2019-20 Dt.25-11-2019.

The Managing Director, Tripura Tourism Development Corporation Limited (TTDCL), Swetmahal, Agartala, West Tripura invites item rate RFP for selection of Vendor for Printing and supply of '**TTDCL Calendars for 2020**' during the year 2019-20, from eligible Bidders up to 3.00 P.M. on 01/12/2019, as detailed below:-

Sl No	Name of the Work	Quantity (In Nos)	Earnest Money Deposit (In INR)	RFP Processing Charges (In INR)	Time for Completion	Last date & time of Dropping
1	RFP for selection of Vendor for Printing and supply of ' <u>Wall Calendars for 2020</u> ' as per the <u>specifications</u> during the year 2019-20.	1000 Nos	10000.00	1000.00	20 (Twenty five) Days	Up to 15 hrs of 03/12/2019.
2	RFP for selection of Vendor for Printing and supply of ' <u>Table Calendars for 2020</u> ' as per the <u>specifications</u> during the year 2019-20.	1000 Nos				

2. Interested eligible bidders may download the Bid Documents from the website www.tripuratourism.gov.in. or www.tripura.gov.in. The interested bidders can inspect the DNIT in office of the undersigned on any working day and hours.
3. a) Earnest Money Deposit (EMD) of Rs 10000.00 (Rupees ten thousand) only are to be drawn on any Scheduled Bank guaranteed by the Reserve Bank of India (RBI), in the shape of "Demand Draft" in favour of the Managing Director, TTDCL, Swetmahal, Agartala, payable at Agartala with validity period of 3(Three) months.
- b) RFP Processing Charge(RFP-PC) of Rs 1000.00 (Rupees One Thousand hundred) only, shall be deposited in the form of "Demand Draft" in favour of Managing Director,TTDCL, Swetmahal, Agartala and is Non-Refundable.
- c) For any clarification mail to tripratourism09@rediffmail.com or contact at (0381-231-7878/22-3893/232-5930, Fax-(0381)-231-7878.
4. The Envelope containing RFP documents shall be superscripted as "RFP for selection of Vendor for Printing and supply of '**TTDCL Calendars for 2020**' during the year 2019-20 and addressed to the "**Managing Director,**



TTDCL:Swetmahal, Palace Compound, Agartala along with the name of the bidder.

5. The RFP inviting Authority reserves the right to accept or reject any Bid including the lowest one without assigning any reason at any stage of RFP Process.

**Managing Director,
TTDCL, Swetmahal, Agartala.**

Copy to:

1. The DyMD, Marketing, for information.
2. The Branch Officer, Marketing, TTDCL Agartala for information.
3. The Section Officer, Marketing, TTDCL, Agartala for information.
4. The Accountant & Cashier of this office for information.
5. Dealing Assistant (DA), Tender Branch for information and necessary action.

Copy also to the:

1. PS to the Honorable Minister of Tourism (Tripura) for information please.

**Managing Director,
TTDCL**

PART-B (For Newspaper publication only)

The MD, TTDCL, Swet Mahal, Palace Compound, Agartala, Tripura invites separate item rate RFP for selection of Vendor for Printing and supply of **'TTDCL Calendars for 2020'** during the year 2019-20, from the eligible Bidders up to 3.00 P.M. of 03/12/2019. For more details kindly visit: www.tripuratourism.gov.in.



**Managing Director,
Tripura Tourism Development
Corporation Ltd.**

**Managing Director,
TTDCL**

DNI-RFP for selection of Vendor for Printing and supply of '**TTDCL Calendars for 2020**' during the year 2019-20.

Request for Proposals (RFP).

1. Tripura Tourism Corporation Ltd. (TTDCL) is a Public Sector Undertaking (PSU), under the Tourism Department of the State Government, established on 03/06/2009, under the Company Act 1956. TTDCL carries out all necessary activities for promotion of Tourism in the State.
TTDCL promotes Tourism in the state as a part of which the opportunities of making hidden propaganda through publication of Tourism Products in the Calendars of the TTDCL and gifting of the Calender as Sovenir to the potential tourists during the special occasions / days of the year.
2. TTDCL invites "Request for Proposals" (RFP) from potential business entity or firms having adequatue experiences in printing and publication of similar nature of printed materials for 3 (three) years. The bidder must have the financial capability for supporting expenditure, of at least 30% for Printing and supply of '**TTDCL Calendars for 2020**' in accordance with the terms & conditions set out in this document up to 3: 00 p.m. of 03-12-2019 only. The RFP shall be opened on the same day, if possible or on the date to be notified later on.
3. The interested bidder shall produce Rs. 10,000/- as earnest Money Deposit (EMD) and Rs. 1,000/- as RFP processing charges (non-refundable) in the shape of Demand Draft (DDs) to be procured from any nationalized Bank in favour of the Managing Director, TTDCL.
4. Estimated Quantity of procurement and the period of supply: -

The approximate estimated requirement is furnished below. However, the requirement may vary.

Sl. No.	Particulars	Quantity (In No)	Period of Supply
1	RFP for selection of Vendor for Printing and supply of 'Wall Calendars for 2020' as per the specifications during the year 2019-20.	1000 Nos	20 (twenty) days from the date of signing of Supply order.
2	RFP for selection of Vendor for Printing and supply of 'Table Calendars for 2020' as per the specifications during the year 2019-20.	1000 Nos	

5. Eligibility of the bidder: -

- i) Any individual entity / Firm having experiences in operation/Manufacturing having experiences for at least 3 years is eligible for bidding. Any proof to support the claim of the bidder has to be attached.

- ii) The bidder shall have to be financially capable for supporting at least 30% of the expenditure in cash. A proof to this effect in terms of bank account statement has to be attached.

6. Scope of Work:

- a) The successful bidder shall have to conceptualize and generate the content of the Calendar both text and creative and make sample prints as proof copy and get the proof copy approved by the competent authority of the TTDCL.
- b) The Successful bidder shall have to get the Calendar printed as per the approved proof copy and packed the same in bundles of 50 Nos Calendars with suitable covering materials and supplying of packets to the TTDCL head quarter.
- c) The successful bidder shall supply all requisite materials like papers of relevant quality, printings, hangers etc to provide the desired shape for holding or display of Calendars in position.

7. Brief outline of specification:

a) Wall Calendar:

- Dimensions - 17" (W) X 22" (H).
- Total Nos of Leaves - 7 Nos, (6 Leaves back to back on 170 gsm art paper + 1 Cover Leaf on 130 gsm Art Paper) multicolor printed with Wiro on top with Fly leaf on 90 gsm high quality paper rod hanger of size 17' X 22'.
- Cover will be multi color round lamination with hard bound.

b) Table Calendar:

- Dimensions - 9.5" (W) X 7" (H); Paper 250/300 gsm art card for Calendar.
- Total Nos of Leaves - 13 Nos, (12 Leaves both side + 1 Leaf single side on 300 gsm Art Paper) multicolor printed with Wiro on top and stand of size 7" X 9" with single color printed Envelope on 120 GSM Art Paper.
- 6 sheets both side print on 170 gsm art paper.

8. Procedure of submission of bids: -

The prospective bidders shall produce all relevant documents as set out in this document in two envelopes, the 1st is for technical competency and the 2nd is for financial bid.

- 8.1 The bidders shall inter-alia, produce the following documents inserting in the 1st envelope and superscript the envelope as "**Technical bid of the RFP for selection of Vendor for Printing and supply of 'TTDCL Calendars for 2020' during the year 2019-20.**".

- a) DDs in original (EMD of Rs. 10,000/-, RFP processing charge Rs.1,000/-)
- b) Bid covering letter of technical bid in Appendix-I.
- c) Financial bid in Appendix-II.
- d) Declaration in Appendix III.

- e) Document as a proof of experiences.
- f) Bank deposit statement.

8.2 The bidders shall insert the financial bid form in 2nd Envelope and superscript the envelope as "**Financial bid of the RFP for selection of Vendor for Printing and supply of 'TTDCL Calendars for 2020'** during the year 2019-20".

8.3 The bidders shall insert 1st and 2nd Envelope in the Master Envelope and seal the envelope and superscript the envelope as "RFP for selection of

Vendor for Printing and supply of 'TTDCL Calendars for 2020' during the year 2019-20.". This envelope shall then be addressed to the **Managing Director, TTDCL, Swetmahal, Palace Compound, Agartala**. This envelope should be dropped in the specific box kept in the office of the Managing Director, TTDCL. The bid received after the scheduled time shall not be accepted.

9. **Process of Selection of successful bidder:** -

TTDCL shall examine the proposal and reconcile with the brief outline of the specification as set out in the document.

The bidders technical bid meeting the requirement of the TTDCL shall be considered for notifying as qualified bidder.

The financial bid of the qualified bidders will be opened and a comparative statement of the quoted rates by the bidders will be prepared. The bidder quoting the Lowest rate shall be considered as successful bidder.

10. The successful bidder shall be favored with the Letter of Award (LoA) and the successful bidder shall sign the agreement within 3 (three) days from the date of signing of LoA.

11. **Payment Terms:-**

The payment will be made on completion of supply of entire ordered quantity. No interim payment will be made.



Managing Director,
Tripura Tourism Development
Corporation Ltd.

APPENDIX-I
TECHNICAL BID

Dated:

To,
The Managing Director,
Tripura Tourism Development Corporation Ltd,
Swet Mahal:Palace Compound,
Agartala.

Sub: RFP for selection of Vendor for Printing and supply of **'TTDCL Calendars for 2020'** during the year 2019-20.

Dear Madam,

- 1) With reference to your DNIT vide No. **DNIT No. 19/MD/TTDCL/Calendar/ 2019-20 Dt. 25-11-2019**. I/we, having examined the Bidding Documents and understood its contents; hereby submit my/our Bid as per the norms set herewith.
- 2) All information provided in the Bid and in the Appendices is true and correct.
- 3) This statement is made for the express purpose of qualifying as a Bidder for undertaking the supply work.
- 4) I/ We shall make available any additional information to TTDCL, it may find necessary or require supplementing or authenticating the Bid.
- 5) I/ We acknowledge the right of TTDCL to reject our Bid without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
- 6) I/ We declare that:
 - (a) I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the TTDCL.
 - (b) I/ We do not have any conflict of interest in accordance the RFP Document as far as it relates to employees of the bidder working on this project;
 - (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 RFP or Request For RFP or RFP issued by or any Contract entered into with TTDCL 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 Document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- 7) I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any RFP that you may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders, in accordance with the RFP Document.
- 8) I/ We declare that we are not a Member of any other Agency submitting the Bid for any item of this PNIT.
- 9) I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate TTDCL of the same immediately.


Managing Director,
Tripura Tourism Development
Corporation Ltd.

- 10) The rate(s) has been quoted by me/us after taking into consideration all the terms and conditions stated in the RFP.
- 11) In case of noncompliance from my/our part as Bidder at any stage of finalization of RFP / execution of the work / Security Period, the TTDCL is at a liberty to take punitive action(s) if situation warrant so, within the ambit of the terms of RFP Documents / Agreement.
- 12) I/We agree and understand that the RFP is subject to the provisions of the Bidding Documents. In no case, I/We shall have any claim or right of whatsoever nature if the work is not awarded to me/us or our RFP is not opened.
- 13) I/We agree to keep this offer valid for 90 (Ninty) days from the RFP Due Date (RFP-DD).
- 14) I/We agree and undertake to abide by all the terms and conditions of the RFP document.

In witness thereof, I/we submit this RFP under and in accordance with the terms of the RFP Document.

Yours faithfully,

Date:

Place:

(Signature of the Authorized signatory)
(Name and designation of the of the Authorized
signatory)

Name and seal of Bidder



Managing Director,
Tripura Tourism Development
Corporation Ltd.

APPENDIX – II
Form-1
FINANCIAL BID DOCUMENTS

FROM: [Name of Agency]

To,
Managing Director,
Tripura Tourism Development Corporation Ltd,
Swetmahal:Agartala.

Sub: RFP for selection of Vendor for Printing and supply of '**TTDCL Calendars for 2020**' during the year 2019-20.

Dear Sir,

I/We _____[name of the applicant Agency / the Authorized Signatory duly authorized by the applicant Agency to submit this RFP], do hereby submit our RFP to supply the articles in accordance with provisions of terms and conditions of this Bidding Document. My bid for the RFP is as follows:

Sl. No.	Name	Quantity (In No)	Cost of each completed Calendar (In INR)
1.	RFP for selection of Vendor for Printing and supply of 'Wall Calendars for 2020' as per the <u>specifications</u> during the year 2019-20.	1000 (One thousand) Nos per Calendar (Rupees)only.
2.	RFP for selection of Vendor for Printing and supply of 'Table Calendars for 2020' as per the <u>specifications</u> during the year 2019-20.	1000 (One thousand) Nos per Calendar (Rupees)only

- Our Financial bid of RFP shall be binding upon us subject to any modifications resulting from contract negotiations, up to the expiration of the validity period of the RFP, i.e. 90 days from the date of opening of financial bid.
- We understand that you are not bound to accept any RFP you receive without assigning any reason.

Signature of the bidder.


Managing Director,
Tripura Tourism Development Corporation Ltd.

APPENDIX -III UNDERTAKING

It has been declared that I / We, M/S.
the Proprietor, has never been barred or disqualified either by Government of India or Government of Tripura or their Departments or agencies from participating in submission of RFP or such stipulation does not subsist up to RFP-DD which bars in participation to this RFP. Any revelation of facts in contrary to the above declaration may lead to termination of my/our Bid/Agreement irrespective of stage of the Bid Process/Execution along with imposition of penalty within the ambit of this Bid Document/Agreement.

Place:

Date:

Signature:

Name & Seal



Managing Director,
Tripura Tourism Development
Corporation Ltd.