



**Department of Tourism
Government of Odisha**

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TCT-TSP-MISC-0096-2023

Date: 16.12.2023

Request for Proposal (RFP)
for
Selection of an Agency for Design & Production (Including Content
Development, Editing, Photo-Editing, Developing Info graphics and Proof-
Reading) and printing of Coffee Table Book for Department of Tourism,
Government of Odisha

Department of Tourism (DoT) invites proposals from prospective applicant(s) for Request for Proposal (RFP) for Selection of an Agency for Design & Production (Including Content Development, Editing, Photo-Editing, Developing Info graphics and Proof-Reading) and printing of Coffee Table Book for Department of Tourism, Government of Odisha in accordance with the conditions and manner prescribed in the RFP document.

The proposals should be submitted by the interested parties to The Director Tourism, Paryatan Bhawan, Lewis Road, Bhubaneswar – 751014 on or before 02.01.2024 upto 15:00 Hrs. The detailed RFP may be downloaded from DoT's website:
<https://odishatourism.gov.in/content/tourism/en/dot/quickLinks/tender.html>

Sd/-
Director, Tourism

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Selection of an Agency for Design & Production (Including
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Table Book for Department of Tourism, Government of
Odisha



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Disclaimer

The information contained in this RFP document or subsequently provided to Agency(s) whether verbally or in documentary form by or on behalf of the Department of Tourism, Govt. of Odisha. or any of their employees or advisors, is provided to the Agency(s) on the terms and conditions set out in this RFP Document and all other terms and conditions subject to which such information is provided.

This RFP Document is not an agreement and is not an offer or invitation by the Tendering Authority to any party other than the Agency who are qualified to submit the Bids ("Agency"). The principle of this RFP Document is to provide the Agency(s) with information to support the formulation of their Proposals. This RFP Document does not purport to contain all the information each Agency may entail. This Document may not be apposite for all persons, and it is not possible for Tendering Authority, its employees, or advisors to consider the investment objectives, financial situation, and needs of each Agency who reads or uses this RFP Document. Each Agency should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Document and where necessary obtain independent advice from appropriate sources. The Tendering Authority, its 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 this Document. The Tendering Authority may in its absolute discretion, but without being under any obligation to do so, update, improve or supplement the information in this RFP Document.

Schedule of RFP Process

Department of Tourism (DoT invites Proposals for “**Selection of an Agency for design & production (Including Content Development, Editing, Photo-Editing, Developing Info graphics and Proof-Reading) and printing of Coffee Table Book for Department of Tourism, Government of Odisha**”

Interested firms/ parties / agencies are advised to download and study the RFP document carefully and must satisfy all eligibility conditions stated in **Clause 6** of this document in this regards from website

<https://odishatourism.gov.in/content/tourism/en/dot/quickLinks/tender.html>

Table 1
Important Dates and Information

Issuing Authority	Department of Tourism, Government of Odisha
Date of issue	17.12.2023
Last date and time of receiving queries to be sent to info@odishatourism.gov.in pmu@odishatourism.gov.in Format for sending queries attached in Annexure-IX	21.12.2023, up to 11:00 AM
Pre-bid meeting through Video Conferencing (link will be published on: https://odishatourism.gov.in/content/tourism/en/dot/quickLinks/tender.html)	21.12.2023, 04:00 PM
Last date and time for submission of bids	02.01.2024 by 3:00 PM
Date and time for technical bid opening	02.01.2024 at 4:00 PM
Date, time and venue for technical presentation and Financial bid opening	Will be intimated later

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1. INTRODUCTION

- 1.1. Department of Tourism, Government of Odisha (hereinafter referred to as “DoT” or “Authority” or “Department”) aims to develop Odisha as one of most premier destination for sustainable and nature-centric tourism in India. Concerted efforts are being put in place by DoT to position the state prominently in the domestic and international tourist source markets. In this background, DoT intends to engage an agency for design, development & production (Including Editing, Photo-Editing, Developing Info graphics and Proof-Reading) and printing of Coffee Table Book for Department of Tourism. The objective of the Coffee Table Book is to use it as a promotional collateral for promoting the tourism potential of the state with the global and regional tourists in a holistic manner.
- 1.2. Accordingly, DoT aims to engage an agency for the comprehensive design, production (including content development, editing, photo-editing, developing infographics, and proofreading), and printing of **1000 (One Thousand)** Coffee Table Books. The primary goal of this endeavour is to create a promotional masterpiece that showcases the unique and eco-friendly aspects of Odisha's Eco-Retreat at 7 (seven) location: Bhitarkanika, Daringbadi, Hirakud, Konark, Putsil, Satkosia and Sonapur.
- 1.3. This Coffee Table Book will serve as a strategic tool in the promotional efforts undertaken by DoT to highlight the diverse and sustainable attractions that Odisha's Eco-Retreats offer to tourists. Through engaging content, captivating visuals, and meticulous production, the agency will contribute to the broader goal of elevating the profile of Eco-Retreats and thus will also include nearby locations in Odisha.
- 1.4. The selected agency will play a crucial role in ensuring the quality and effectiveness of the Coffee Table Book, making it a compelling resource for promoting eco-friendly tourism in Odisha.

2. SCOPE OF WORK

The broad scope of work for this assignment is as follows:

- 2.1. Developing of contents and preparing the design/layout for the Coffee Table Book without any violation of copyright
- 2.2. Ensuring quality (editorial and production)
- 2.3. Effective coordination with content, reference material and design
- 2.4. Type settings of Coffee Table Book
- 2.5. Organization of content
- 2.6. Selection of High-Definition Photographs (existing repository of DoT and new photographs as per requirement)
- 2.7. All the content to be produced in consistent format
- 2.8. Setting of the book
- 2.9. Preparing Bibliography

- 2.10. Ensure illustrations and captions are correct.
- 2.11. Emphasis should be on the role of DoT as nodal agency, covering new tourism products, thematic cultural products, niche tourism products etc. for promotion of tourism in Odisha.
- 2.12. Effective coordination for collating content and reference material, photographs and design
- 2.13. Digital adaption of the book
- 2.14. The agency need not curtail creative thoughts or 'out of the box' ideas at their level and may submit them for selection by the DoT.
- 2.15. The agency shall provide 100 (Hundred) hi-resolution non-repetitive photographs, with each file labelled as per tourist area / location for each Eco-Retreat.
- 2.16. The agency shall provide editable / open file for the final version coffee table book approved by DoT. In addition to it, the agency shall provide DoT the editable version of all the elements i.e., photographs, content, graphics etc used in the coffee table book.

3. TECHNICAL SPECIFICATIONS & DELIVERABLES

Table – 1

Sl.	Name of Work	Creation (Designing) & Printing of Coffee Table Book
1.	Quantity	1000 (in English).
2.	Layout/Concept designing	To be designed by agency as per the requirements / instructions of DoT. a. 3 options for cover b. 3 options for layouts for inside page
3.	Size/Lay out (in inch)	11"x14" (Landscape)
4.	Paper & Pages	a) Paper: Mont Blanc – FSC mix 130 GSM b) Printing: 5 col w/ AqPrimerVarnish Both Side c) Other Operations: Fold and Section Sewing
5.	Starting and End Papers	a) Paper: Mont Blanc - FSC Mixed 150gsm b) Printing: 5 col w/ AqPrimerVarnish Both Side c) Other Operations: Fold and Section Sewing
6.	Printing of Photographs, Charts & Drawings	To be designed/created by the agency, anywhere and in any size as per requirement /design
7.	No. of pages	100 (+/- 4) pages approx. (excluding cover)
8.	Language	English
9.	Product Assembly	a) Mixing & Digital Proof

Sl.	Name of Work	Creation (Designing) & Printing of Coffee Table Book
		b) Case-Making: Hinge on Longer Side c) Section Sewing d) Perfect Binding e) Casing In f) Packing
10.	Binding	Hardcase Bind Board. Substrate: Binding Board 1875 GSM PLC (Paper on Bind Board) PLC Paper Type: Magno Satin – FSC mix 150 GSM Printing: 5 col w/ AqPrimerVarnish Other Operation: Matt Lamination on front, Raised Spot UV on front, Texture Spot UV on front, Gloss Gold Foiling on front, Embossing, Fine Micro-Embossing
11.	Proof Reading	It will be the sole responsibility of the agency/firm/printer. Dummy print to be provided before final printing.
12.	Liaison	It will be the responsibility of the Agency/firm/Printing to Collect & deliver the proofs of each & every related job.
13.	Process of Composing and Printing	Laser typesetting and offset printing of the colours will be done by agency and get it approved from DoT before final printing
14.	Packaging	Each Coffee Table Book to be put in 200 GSM paper board envelop to be packed in corrugated boxes 5 ply of 10 copies each
15.	Delivery	One point of delivery at Dept. of Tourism, Paryatan Bhawan, Lewis Road, Bhubaneswar.
16.	Copyright / Intellectual Property Right (IPR)	All content, material, artwork used in the Coffee Table Book will be the property of DoT. The IPR for the book will be with DoT, and DoT may choose to get the book printed with additional copies from any other agency as it may deem fit.
17.	Approvals	Prior approval has to be taken from DoT before finalization of all the deliverables.

4. TERMS AND CONDITIONS

4.1. The Agency has to carry out relevant jobs like getting an ISBN number at its own cost and be responsible for advising DoT on any other statutory and commercial formalities and documentation for publishing such a book and assist in complying with them.

4.2. Sample copies of published similar Coffee Table Book by the agency should be submitted at the time of submitting the bids.

4.3. The Bidders shall bear all costs associated with the Bid including preparation, submission of its proposal, making presentation and till completion of the process/project. No additional costs/out of pocket expenses shall be reimbursed by DoT.

4.4. Copyright of the Coffee Table Book will remain with DoT.

5. DELIVERABLE TIMELINES AND PAYMENT SCHEDULE

Table – 2

Sl.	Deliverable	Timeline	Percentage of Payable Amount
1.	First cut of design & layout of the book complete with text and photographs to be submitted	T+30 days	15%
2.	Final version of the book including PDF with all corrections and modifications (as suggested by DoT) to be submitted.	T+60 days	35%
3.	Printing, individual packing and delivery of books at DoT.	T+90 days	50%

6. MINIMUM ELIGIBILITY CRITERIA

To be eligible for pre-qualification and short-listing for evaluation of Technical and Financial Bid, the agency shall fulfil the following eligibility conditions.

6.1. General Eligibility Criteria:

6.1.1. The Agency should be an entity incorporated/ registered under the Companies Act 2013 or a Limited Liability Partnership registered under the LLP Act 2008 or partnership under Indian Partnership Act, 1932 with a track record of generation, design, publication of coffee table book / magazine services for at least 03 (three) years. The Agency must submit a proof of Registration of the legal entity (Certificate of Incorporation, PAN, GST registration certificate, Udyam Aadhar).

- 6.1.2. The Agency should not be under blacklist by any Department/Agency/ PSU in any State or Central Government of India as on date of submission of bid. Self-declaration to be submitted.
- 6.1.3. Bidders/ prospective bidders who have been convicted by any court of law OR whose contracts have been terminated by Central Government or any State Govt or any Govt agency (s) in past 03 years (from the date of publication of this RFP) shall not be eligible.
- 6.1.4. It shall be the primary responsibility of the intending bidders to ensure correct submission of information. Any failure to submit correct information, non-compliance to any of the bid conditions, any suppression of information or mis representation of facts, etc. shall make the bid liable to be declared non-responsive and disqualified. Further, the Authority may take appropriate action for blacklisting of such bidders for a period of three years after following due process of law. This clause shall remain in force for the entire duration of the contract.
- 6.1.5. Consortium or Joint Venture (JV) in any form is **not allowed**.

6.2. Technical Eligibility Criteria

The Agency should have experience of:

- 6.2.1. The bidder should be an advertising/publishing/printing house with an experience of minimum 03 (three) years in content development /designing /publishing magazines / coffee table books for Govt. Dept./ PSUs/ Multilateral organizations like WHO, UNICEF, UNFPA, UNDP/ Corporate Clients/ Airlines/ Hotels etc.
- 6.2.2. The bidders should have an in-house team of editors, writers, proof-readers, designers. Bidder(s) to submit resume and experience of team members who will be working on this Coffee Table Book.
- 6.2.3. The bidder should have at least printed/designed/published at least 03 (three) Coffee Table Book for organization of Govt. of India/State Govt./PSUs International organizations like WHO, UNICEF, UNFPA, UNDP/ Corporate Clients/Airlines/Hotels etc. in last 3 years.

Note:

- a. Documentary proof (copy of Agreement / Work Order / Completion Certificate of related projects) with project citation to be submitted.
- b. Self-declaration documents to fulfil eligibility criteria shall be rejected.

6.3. Financial Eligibility Criteria

- 6.3.1. The agency should have minimum Average Overall Annual Turnover of INR 20 Crore for the last 3 (Three) financial years i.e., FY 2020-21, FY 2021-22 and FY 2022-23

Note: The Agency shall submit the Annual Average Turnover Certificate, Audited Balance Sheet and Profit & Loss Statement for the last 3 (Three) Financial along with CA Certificate duly certified by either Statutory Auditor or Chartered Accountant in the Technical Proposal/Bid.

7. BID EVALUATION CRITERIA

- 7.1. Only those Agencies who meet the **Minimum Eligibility Criteria** as per Clause 6 shall qualify for evaluation of their technical bid. Financial bids will be opened for those who qualify for the Technical bid. Evaluation of the Technical and Financial proposals will be based on **Quality cum Cost Based Selection (QCBS) mode with weightage of 70% and 30%** for technical and financial proposals, respectively.

7.2. Evaluation of Technical Proposals

- 7.2.1. The Technical evaluation will include the evaluation of the Technical Proposal followed by Presentation, as specified below:

Table 3

Technical evaluation criteria

A.	Technical Proposal evaluation	60
1.	Average annual turnover of at least INR 20 crores in the last 3 Financial Years	15
a.	INR 20 Crore to less than INR 25 Crore	5
b.	INR 25 Crore to less than INR 30 Crore	10
c.	Above INR 30 Crore	15
2.	Printing, designing and publishing of at least 3 (three) Coffee Table Book with minimum 100 pages for Govt. of India/State Govt. PSUs /International organizations like WHO, UNICEF, UNFPA, UNDP/ Corporate Clients/Airlines/Hotels etc. in the last 3 financial years	20
a.	3 Coffee Table Book	10
b.	More than 3 Coffee Table Book to 7 Coffee Table Book	15
c.	More than 7 Coffee Table Book	20
3.	The bidder should have experience in print having pan India coverage, should have presence in magazines, TV, Radio, social media, Event Management, Outdoor Display etc. Relevant documentary evidence to be submitted.	10

	Note: Credentials submitted at Sl. No. 2 (Coffee Table Book) will not be considered for scoring in Sl. No. 3.	
4.	Production Facilities (Relevant documentary evidence along with self-certificate by firm's HR to be submitted)	15
a.	Editorial Team with minimum 4 members	4
b.	Design Team with minimum 4 members	4
c.	Proof Reading Team with minimum 3 members	3
d.	In house printing facility and photographers	4
B.	Technical Presentation	40
	Layout, Concept development, Design templates & creativity, designing ability and team: a) Proposed layout, design and materials for the Coffee Table Book – 20 marks b) Experience in creating Coffee Table Book along with submission of samples– 10 marks c) Detail experience and qualification of team which will be working in this project – 10 marks	40
Total		100

7.2.2. Technical score will be calculated by adding the technical proposal score (A) and technical presentation score (B).

7.2.3. The qualifying technical score (Ts) for opening of the financial bid is 70 out of 100.

7.3. Financial proposal evaluation:

7.3.1. The financial bid of only those Agency who are shortlisted after technical evaluation, (that is who score at least 70 marks in Technical Score) will be opened.

7.3.2. Bidder shall mention the financial quote for the assignment as per the table given in Annexure – VIII (Financial Proposal).

7.3.3. Technical Score (Ts): Technical Score will be the marks scored out of 100 in Table 3 above multiplied by **0.7**; that is $Ts = (\text{Marks in Technical Evaluation}) \times 0.7$

7.3.4. Financial Score (Fs): The lowest financial proposal will be given a financial score of 30 marks. The financial score of other proposals will be computed as follows:

$F_s = 30 \times FM1/F1$ (for example, if the L1 quote is x, L2 is y and L3 is z; then the financial score for L1 will be 30, for L2 will be $30x/y$, and for L3 will be $30x/z$).

Where, F1 = amount of financial proposal as proposed by the bidder;
FM1 = lowest financial quote.

7.3.5. Combined and Final Evaluation: Combined score (S) (technical score (Ts) plus financial score (Fs)) shall be calculated based on Technical and financial scores of the Agency as per QCBS system ($S = Ts + Fs$).

7.3.6. Selection of Agency: The Agency securing the highest combined score (S) would be the Preferred Agency

7.3.7. Bidder shall also quote the rates for additional 500 (Five Hundred) coffee table book (Annexure - VIII). However, rate quoted in the for the additional 500 copies of coffee table book shall not form a part of the financial proposal and shall not be used for financial proposal evaluation.

DoT at its own discretion may ask the successful bidder to submit the additional 500 copies of coffee table book as and when required and make the payment towards the same upon successful submission of the same.

8. PRE-BID QUERIES

8.1. The purpose of the Pre-Bid Meeting will be to clarify and discuss issues with respect to the Project, the RFP document, or any other related issues.

8.2. The Bidder's designated representatives are invited to attend the Pre-Bid Meeting at their own cost, to be held on the specified date as mentioned in the Schedule of the RFP.

8.3. Pre-bid meeting may happen through video conferencing mode and link for the same will be published on the DoT's website under tenders section.

9. BID SECURITY/EARNEST MONEY DEPOSIT (EMD) AND BID PROCESSING FEE

9.1.1. The bid must be accompanied by a refundable EMD of INR 5,00,000/- (Rupees Five Lakh only) and a non-refundable Bid Processing Fee of Rs.10,000/- (Rupees ten thousand only) in the form of a Demand Draft drawn in favour of "Director, Tourism", payable at Bhubaneswar. The Bid Security/EMD shall be valid till the validity of the bid. **NO EXEMPTION FROM SUBMISSION OF BID SECURITY/EMD AND BID PROCESING FEE IS ALLOWED.**

9.1.2. **PROPOSALS WITHOUT THE EMD/BID SECURITY AND BID PROCESSING FEE SHALL BE TREATED AS NON-RESPONSIVE**

AND SHALL BE SUMMARILY REJECTED. NO INTEREST SHALL BE PAYABLE ON SUCH EMD/BID SECURITY BY THE GOVERNMENT.

- 9.1.3. The EMD/Bid Security of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the required Performance Security Deposits.
- 9.1.4. The Bid Security/ EMD of unsuccessful bidders shall be refunded after acceptance of the LoA by the Successful Bidder or within 45 days of opening of the financial bid whichever is later.
- 9.1.5. The Bid Security may be forfeited:
- a) If the Bidder withdraws the Bid after bid opening (opening of technical qualification/ part of the bid during the period of Bid validity)
 - b) in the case of a successful Bidder, if the Bidder fails within the specified time limit to:
 - i. sign the Agreement; and/or
 - ii. Furnish the required Security Deposits

10. FORCE MAJEURE

For the Purpose of this contract, "Force Majeure" means an event which is beyond the reasonable control of the DoT. The terms "Force Majeure" as implied herein shall mean an act of God, War, Civil riots, fire directly affecting the performance of the contract, floods and Acts and Regulations of respective Government of the two parties, namely the DoT and the Agency. Both upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid, shall within seventy-two hours of the alleged beginning and ending thereof intimate the other party giving full particulars and satisfactory evidence in support of its claim. If deliveries are suspended by force majeure conditions lasting for more than 2 (two) months, the Organization shall have the option of cancelling this contract in whole or part at its discretion without any liability on its part. Force Majeure shall not include insufficiency of funds or inability to make any payment required hereunder.

11. TERMINATION OF THE CONTRACT

- 11.1. In case of deficiency or non-fulfilment of obligations as per the scope of work or deliverables, DoT shall serve a notice to the concerned agency to rectify / fulfil the obligations within a specified period of not more than 7 days to rectify or fulfil the deliverables assigned by DoT, failing which DoT shall be at the liberty to execute the work through any other agency at the cost of the selected agency. DoT also reserves the right to cancel the contract and forfeit the EMD.

11.2. DoT reserves the right to terminate the agreement in case of deficiency in services or poor performance of the agency and forfeit the EMD. In this respect, the view of DoT about the performance is final and binding.

11.3. DoT reserves the right to drop or remove any or all scope of work deemed not suitable or in line with the objectives for DoT which may necessitate termination of contract. However, in such scenario DoT shall provide a maximum time period of 1 week to the agency to terminate the contract and complete all the requisite formalities and responsibilities assigned.

12. PENALTY

12.1. Failure in fulfilment of deliverables as indicated in Clause 2 (Scope of Work), shall warrant the following:

12.1.1. Forfeiture of Performance Bank Guarantee (PBG) in case of failure to successfully perform/ complete the deliverables and/ or in case of any midway unilateral withdrawal from the contract.

12.1.2. The Agency may be blacklisted from bidding for any future Contract/ Tender/ EoI /RFP with Department of Tourism, Government of Odisha for a period of 3 years.

12.1.3. Apart from the above, in case of any contravention/ violation of provisions contained in clause 5; the PBG shall stand forfeited, and the State Government may take appropriate action for blacklisting of such bidders for a period of three years after following due process of law.

12.2. For any delay in adhering to the time schedule, bidder shall be liable to pay 2% of the total amount of the bill for every week of delay and multiples thereof.

12.3. By virtue of Govt. of Odisha publication, bidders are expected to deliver a publication of extremely high quality. Delivery of any kind of substandard work will attract penalty of up to 20% of the total amount of bill.

13. VALIDITY OF BID

Proposal shall remain valid for 180 (One Hundred and Eighty) days from the last date of submission. A proposal valid for a shorter period shall be rejected as non-responsive.

14. DISPUTES

All legal disputes are subject to the jurisdiction of Courts in Bhubaneswar only.

15. ACKNOWLEDGMENT BY AGENCY

It shall be deemed that by submitting the Proposal, the Agency has gone through the scope of work and other stipulations in detail; and

- a) Made a complete and careful examination of the requirements for the project, details mentioned in RFP, general condition of contract, submission formalities and evaluation mechanism.
- b) Received all relevant information requested from DoT.
- c) Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in this invitation document or furnished by or on behalf of DoT.
- d) Satisfied itself about all matters, things and information necessary and required for submitting the proposal and performance of all of its obligations there under.
- e) Agreed to be bound by the undertaking provided by it under and in terms hereof.

DoT shall not be liable for any omission, mistake or error on the part of the Agency in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to this invitation document or the selection process, including any error or mistake therein or in any information or data given by the DoT.

16. RIGHT TO REJECT ANY OR ALL PROPOSALS

Notwithstanding anything contained in this invitation document, DoT reserves the right to accept or reject any proposal and to annul / cancel this selection process and reject all proposals, at any time during the bidding process without any liability or any obligation for such acceptance rejection or annulment, and without assigning any reasons thereof.

DoT, also, reserves the right to reject any Proposal if:

- a) at any time, a material misrepresentation is made or uncovered, or
- b) the Agency does not submit in time any information or clarification asked for

17. SUBMISSION OF PROPOSAL- PACKING, SEALING & MARKING

Duly sealed proposal from the Agency filled in all respect must reach DoT at the address, time and date specified in the RFP through Speed/ Regd. Post/ courier/ hand delivery.

The Technical Proposal (Part A) and Financial Proposal (Part B) must be inserted in separate sealed envelopes, along with Agency's name and address in the left-hand corner of the envelope and super scribed in the following manner.

Part-A:

Technical proposal for Selection of an Agency for design & production (Content Development, Including Editing, Photo-Editing, Developing Info graphics and Proof-Reading) and printing of Coffee Table Book for Department of Tourism, Government of Odisha

Part-B:

Financial Proposal for Selection of an Agency for design & production (Content Development, Including Editing, Photo-Editing, Developing Info graphics and Proof-Reading) and printing of Coffee Table Book for Department of Tourism, Government of Odisha

Both the envelopes i.e., envelope for **Part-A** and Envelope for **Part-B** must be packed in a separate sealed outer cover and clearly super scribed with the following:

“SELECTION OF AN AGENCY FOR DESIGN & PRODUCTION (INCLUDING EDITING, PHOTO-EDITING, DEVELOPING INFO GRAPHICS AND PROOF-READING) AND PRINTING OF COFFEE TABLE BOOK FOR DEPARTMENT OF TOURISM, GOVERNMENT OF ODISHA”

The **Agency's** Name & address shall be mentioned in the left-hand corner of the outer envelope. The inner and outer envelopes shall be addressed to DoT, Bhubaneswar at the following address:

Director Tourism
Paryatan Bhawan, Lewis Road,
Bhubaneswar, Odisha – 751014
Email: - info@odishatourism.gov.in;
Ph: 0674 – 2432177
Fax: 0674 – 2430887

Note:

1. No financial proposal or any information related to financial proposal should be submitted along with technical proposal.
2. If the outer envelope and the financial proposal envelope is not sealed and marked as mentioned above, then DoT will assume no responsibility for the tender's misplacement or premature opening. Telex, Email, cable or facsimile tenders will be rejected.
3. The opening of the Financial Proposal shall be made after evaluation of technical proposal and as per the scheduled dates which shall be intimated by DoT to the eligible Agencies.

4. Agencies are advised to prepare their documents with proper sequence, indexing, page numbering without which the bid shall be considered non-responsive. Bid documents should be binded.

18. DOCUMENTS TO ACCOMPANY THE PROPOSAL

PART A – (Technical Proposal)

The Agency must submit the following particulars / documents along with the Technical proposal failing which the proposal may be treated as non-responsive:

- (a) Covering Letter and Details of Agency as per **Annexure I and II**, respectively
- (b) The Agency shall submit their Company Registration Certificate, Photocopy of PAN Card, GST Registration.
- (c) All pages of the tender document shall be signed by the authorised signatory who generally signs the bids. *Power of Attorney (on stamp paper of Rs 100) duly notarised has to be submitted in support of this* as per **Annexure III**
- (d) The Agency should not be blacklisted by any PSU/Government Institution/ Private Agency. A self-declaration of non-blacklisting on the letterhead shall be submitted as per **Annexure IV**.
- (e) The Agency shall submit an Undertaking on correctness of details / information shared in the proposal as per **Annexure V**
- (f) Proof of work experience of similar nature in the form of Work-Orders and Client Certificates issued from the organizations in each such case has to be submitted in the format mentioned in **Annexure VI**
- (g) Balance Sheets and Profit & Loss Statements for the last three (3) Financial Year duly certified by Chartered Accountant indicating the Annual Turnover for the mentioned years as per **Annexure VII**
- (h) All pages of the tender document shall be signed by the authorised signatory who generally signs the bids.

Note: The Agency must submit a detailed **Index Page** with clearly mentioning the Page Numbers on each Document as required by this RFP.

PART – B (Financial Proposal)

The Agency must submit the Financial Proposal as per format provided in **Annexure VIII**.

19. AMENDMENT/ MODIFICATION

At any time prior to the deadline for submission of Proposal, the DoT may, for any reason, whether at its own initiative or in response to clarifications requested by an Agency, modify any of the terms mentioned in this RFP document by the issuance of Addendum/ Amendment. All such amendments/ addendum will be published on

DoT's website and will be binding on all. In order to abide by the issuance of the amendment or allow the Agency for giving a reasonable time for considering an amendment into their proposal, or for any other reason, DoT may, in its sole discretion, extend the Proposal Due Date.

20. LANGUAGE

The Proposal and all communications in relation to or concerning the selection process shall be in English language and strictly in the formats provided in this invitation document.

21. LATE SUBMISSION

Proposal received after the deadline for submission prescribed by DoT will not be entertained and shall be rejected.

22. CONSORTIUM / JOINT VENTURE

Agencies are NOT allowed to form consortium / Joint Venture for participating in the bid.

23. MODIFICATIONS AND WITHDRAWAL OF PROPOSALS

No modifications to the Proposals shall be allowed once it is received by DoT.

24. PERFORMANCE SECURITY AND AGREEMENT

DoT shall issue a Letter of Award (LoA) along with the Draft Agreement to the selected Agency post opening of the financial proposals. Within 7 days of issuance of LoA from DoT to the selected Agency, the selected Agency is required to submit a Performance Security in the form of Bank Guarantee for an amount equivalent to **3%** of the total quoted financial bid and enter into an agreement with DoT.

The performance security shall be retained by the DoT till the completion of project. The performance security shall be forfeited at the sole discretion of DoT towards any liquidated damages that may be payable by the selected agency, under the Terms of the Agreement. The validity of Performance Security should be up to 45 days beyond the end of all contractual obligation of the Agency.

25. INDEMNITY

The Agency shall, subject to the provisions of the Agreement, indemnify DoT for an amount not exceeding the value of the Agreement, for any direct loss or damage that is caused due to any deficiency in service.

26. LIMITATION OF LIABILITY

In no circumstance shall the aggregate liability of either DoT or the Agency exceed the total value of the Agreement.

ANNEXURE-I: COVER LETTER

(On the Letterhead of the Agency)

To,

Date: _____

**Director Tourism
Department of Tourism
Paryatan Bhawan, Lewis Road,
Bhubaneswar-751 014**

Sub: Request for Proposal (RFP) for Selection of an Agency for design & production (Including Content Development, Editing, Photo-Editing, Developing Info graphics and Proof-Reading) and printing of Coffee Table Book for Department of Tourism, Government of Odisha

1. With reference to your RFP document no._____, dated _____, I, having examined the RFP Documents and understood their contents, hereby submit my / our proposal for the subject RFP. The Proposal is unconditional and unqualified.
2. I acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the proposal for selection of the Agency, and we certify that all information provided in the proposal and its Annexures along with the supporting documents are true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the proposal are true copies of their respective originals.
3. This statement is made for the express purpose of our selection as Agency for the design and execution of the aforesaid Project.
4. I shall make available to the Authority any additional information it may find necessary or require supplementing or authenticate the Proposal.
5. I acknowledge the right of the Authority to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
6. I certify that in the last three years, we 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, 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 declare that:
 - (a) I have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority; and

- (b) I 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
 - (c) I 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 has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
 - (d) the undertakings given by us along with the Proposal in response to the subject RFP and information mentioned for the evaluation of the bid capacity were true and correct as on the date of making the Proposal and are also true and correct as on the Proposal Due Date and I shall continue to abide by them.
- 8. I understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any BID that you may receive nor to invite the Agencies to BID for the Project, without incurring any liability to the Agencies, in accordance with the RFP document.
 - 9. I certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project which relates to a grave offence that outrages the moral sense of the community.
 - 10. I 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 the Authority of the same immediately.
 - 11. I further acknowledge and agree that in the project such change in control occurs after signing of the Agreement up to its validity, it would, notwithstanding anything to the contrary contained in the Agreement, be deemed a breach thereof, and the Agreement shall be liable to be terminated without the Authority being liable to us in any manner whatsoever.
 - 12. I 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 Authority in connection with the selection of the Agency, or in connection with the Bidding Process itself, in respect of the subject RFP and the terms and implementation thereof.
 - 13. In the project of my/ our being declared as the Selected Agency, I / we agree to enter into an Agreement in accordance with the draft that has been provided to me / us by the Authority. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
 - 14. I have studied all the Bidding Documents carefully and also surveyed the website of DoT. 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 relating to the Bidding Process including the award of Agreement.

15. The documents accompanying the Technical Proposal, as specified in the RFP, have been submitted in separate files.
16. I agree and understand that the Proposal is subject to the provisions of the Bidding Documents. In no case, I shall have any claim or right of whatsoever nature if the Project not awarded to me or our Proposal is not opened or rejected.
17. The Financial Proposal has been quoted by me after taking into consideration all the terms and conditions stated in the RFP, draft Agreement, our own estimates of costs and after a careful assessment of the website and all the conditions that may affect the implementation cost.
18. I agree and undertake to abide by all the terms and conditions of the RFP document.
19. I shall keep this offer valid for 180 (One Hundred Eighty) days from the Proposal Due Date specified in the RFP.
19. I hereby certify that we have not changed any quantity as mentioned in the financial figures and confirm that any discrepancy arrives at any time, decision of Authority (DoT) will be considered as final.
20. I hereby submit our Proposal and quote an amount as indicated in Financial Proposal for undertaking the aforesaid Project in accordance with the Bidding Documents and the Agreement.

In witness thereof, I submit this Proposal under and in accordance with the terms of the RFP document.

Yours faithfully,

Date:

(Signature, name and designation

Place:

of the Authorised signatory)

Name & seal of Agency

ANNEXURE-II: DETAILS OF AGENCY

(On the Letter Head of the Agency)

- (a) Name of the Agency:**
- (b) Incorporation (i.e. Company, Partnership or Proprietorship):**
- (c) Registered Office Address with telephone, fax, website and email:**
- (d) Date of Incorporation (Please attach copy of certificate of incorporation/ Registration):**
- (e) Name of the contact Person (Authorised Signatory):**
- (f) Designation:**
- (g) Mobile Number & Telephone Number:**
- (h) E-mail Address:**
- (i) Fax Number:**
- (j) GST Registration number:**
- (k) Pan Card:**
- (l) Average Annual Turnover:**

Duly signed by the Authorised Signatory of the Agency
(Name, Title and Address of the Authorised Signatory)

ANNEXURE-III: POWER OF ATTORNEY FOR SIGNING OF PROPOSAL

Know all men by these presents, We.....(name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms (name),.....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 “Attorney”) 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 Bid for the **“Selection of an Agency for design & production (Including Content Development, Editing, Photo-Editing, Developing Info graphics and Proof-Reading) and printing of Coffee Table Book for Department of Tourism, Government of Odisha”** (Project) proposed to be developed by the Department of Tourism including but not limited to signing and submission of all Bids / Proposals, bids and other documents and writings, participate in pre-bids / pre-proposal and other conferences and providing information / responses to DoT, presenting us in all matters before DoT, signing and execution of all contracts including the Agreement and undertakings, consequent to acceptance of our bid, and generally dealing with DoT in all matters in connection with or relating to or arising out of our bid, for the said Project and/ or upon award thereof, to us and / or till the completion of the project.

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

IN WITNESS WHEREOF WE, _____, THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ____ DAY OF _____, 20____

For

.....

Accepted

_____ (signature)

(Name, Title and Address) of the Attorney

ANNEXURE-IV: DECLARATION ON NON-BLACKLISTING

(On the Letter Head of the Agency)

I/We Proprietor/ Partner(s)/ Director(s) of
M/s _____ hereby certified that, I/we M/s
_____ have not been blacklisted or debarred
by any Ministry/ Departments of Central/ State Government, International bodies like
United Nations, World Bank or any other organisation/ Funding Agencies as on date.

In case the above information found false I/We are fully aware that the tender/
contract will be rejected / cancelled by DoT, Odisha and EMD/PBG shall be forfeited.
In addition to the above DoT, Odisha will not be responsible to pay the bills for any
completed / partially completed work.

Duly signed by the Authorised Signatory of the Agency

(Name, Title and Address of the Authorised Signatory)

ANNEXURE-V: UNDERTAKING

(On the Letter Head of the Agency)

Date:

To,
Director Tourism
Department of Tourism Paryatan Bhawan,
Lewis Road Bhubaneswar - 751 014

Sub: Selection of an Agency for design & production (Including Content Development, Editing, Photo-Editing, Developing Info graphics and Proof-Reading) and printing of Coffee Table Book for Department of Tourism, Government of Odisha.

Dear Sir,

We have examined in detail and have understood the terms and conditions stipulated in the RFP issued by DoT. Our Proposal is consistent with all requirements of submission as stated in the RFP or in any of the subsequent communication issued by the DoT. We would be solely responsible for any errors or omissions in our Proposal.

We hereby declare that we have read and understood the rules governing the development of project as given above, examined and understood and satisfied ourselves regarding the content of the various agreements, declarations and deeds to be executed and do hereby undertake to execute them when called upon to do so, and commit in unequivocal terms, in letter and spirit, that the project shall be implemented as per the comprehensive stipulations and requirements that have been spelt out by the DoT, in this RFP and Bidding Documents including adherence to the areas / capacities / specifications / regulations as have been detailed by the DoT in this regard.

We also commit to abide by the decision of DoT on all matters relating to the implementation of the Project and thereafter, the Operations and Maintenance of the Projects.

Duly signed by the Authorised Signatory of the Bidder

(Name, Title and Address of the Authorised Signatory)

ANNEXURE-VI: SIMILAR PROJECT CREDENTIALS

Sl.	Parameters	Details
1.	Project Title	
2.	Project Description	
3.	Location	
4.	Name of Client	
5.	Total value of work order (In Indian Rupees), as applicable	
6.	No. of manpower/ experts engaged	
7.	Period of Services rendered by the Agency	
8.	Scope of Service	
9.	Other Information relating to Project	
10.	Nature and details of experience in similar field (Please attach relevant documentary evidence)	
11.	Copy of the work order, completion certificate to be submitted	
12.	Whether computerised formatting, printing, binding and other facilities are available at one address. If not, give addresses for them separately.	
13.	Sample of the Coffee Table Book	

**Please use separate sheet for single project*

Duly signed by the Authorised Signatory of the Agency

(Name, Title and Address of the Authorised Signatory)

Note: Documentary proof (copy of Agreement / Work Order / Completion Certificate etc of related projects) with project citation

ANNEXURE-VII: FINANCIAL DETAILS OF AGENCY

Name of the Agency: _____

Sl.	Particulars	FY 2020-21	FY 2021-22	FY 2022-23
1.	Overall Turnover (in INR Crore)			
2.	Average Overall Annual Turnover for last 3 years (in INR Crore)			

Note:

1. Attach certified copies of Annual Audited Balance Sheets, P & L statement and IT Returns Certificate for last 3 (Three) years.
2. The above data must be submitted by Agency, duly certified by either Statutory Auditor or Chartered Accountant.

Signed

Signature of CA/ Statutory Auditors

(Name of the Authorised Signatory) (with seal & registration no.)

Place:

Date:

ANNEXURE-VIII: FINANCIAL PROPOSAL

To,

**Director Tourism
Department of Tourism
Paryatan Bhawan, Lewis Road,
Bhubaneswar-751 014**

Sub: Selection of an Agency for design & production (Including Content Development, Editing, Photo-Editing, Developing Info graphics and Proof-Reading) and printing of Coffee Table Book for Department of Tourism, Government of Odisha.

We, the undersigned, offer for design & production (Including Content Development, Editing, Photo-Editing, Developing Info graphics and Proof-Reading) and printing of Coffee Table Book for Department of Tourism, Government of Odisha in accordance with your Request for Proposal No. _____ dated **[Insert Date]**. Our Financial Proposal is as per details mentioned below:

Financial Bid Amount (in INR) for 1000 (One Thousand) Coffee Table Book [will be used for financial evaluation]	
In Figures	In words

Additional Financial Quote (in INR) for 500 (Five Hundred) Coffee Table Book [will not be used for final evaluation]	
In Figures	In words

Note:

- I. The above quote shall be **exclusive** of applicable GST.
- II. The quoted amount shall include all expenses, whatsoever, such as all out of pocket expenses etc. to be incurred by the Agency to complete the assignment
- III. The cost included in the financial quote shall be treated as final and no additional payment will be made.

Our Financial Proposal shall be binding upon us for the assignment and this proposal would be valid in accordance with the proposal validity mentioned in the subject RFP from the last date of submission of proposal.

The Financial Proposal is without any condition.

Yours faithfully,

For and on behalf of *(Name of Agency)*

Duly signed by the Authorised Signatory of the Agency

(Name, Title and Address of the Authorised Signatory)

ANNEXURE-IX: PRE-BID QUERY FORMAT

Interested parties shall submit their queries in the following format

Sl. No	Clause No/ Page No	Query/ Modifications Requested	Remark/ Reason

Note:

Agency/s shall submit their query or modification in soft copy to info@odishatourism.gov.in and pmu@odishatourism.gov.in on or before the pre bid query submission due date.