

**Government of Orissa
Department of Tourism & Culture
(Tourism)**

TENDER NOTICE

**PROPOSALS FOR DESIGN, SCRIPT WRITING AND PRINTING OF TOURSIM BROCHURES /
FOLDERS**

Department of Tourism (DoT) is interested in engaging a reputed firm for designing, script writing and printing folders for 4 tourist destinations. The Destinations are Koraput, Sambalpur, Nrusimhanath-Harishankar and Mahanadi Circuit.

For the same, DoT invites proposals for designing, script writing and printing brochures as per specifications given below, from reputed and professionally run printing / publishing houses possessing requisite technical capabilities, the State of Art, Printing facilities and which fulfill following eligibility criteria:

1. Eligibility Criteria

- a. Having prior experience of designing, script writing, printing / publishing of similar brochures, news letters and other publications like in-flight magazines and other magazines pertaining to Tourism/Travel & Hospitality sector or any other sector.
- b. The agency should have an annual turnover of not less than Rs. 2 (two) crore in each of the last 5 years

2. Scope of Work

Subject to over all supervision and control by DoT, the scope of services to be provided will include:

- a. Designing, script writing and printing brochures for 4 tourist destinations i.e. Koraput, Sambalpur, Nrusimhanath-Harishankar and Mahanadi Circuit.

3. Specifications

- a. **Size** : Spread size – 36 cm x 23 cm after folding (3 folds) 23 cm x 9 cm
- b. **Paper** : 130 GSM Sinar Art/ JK Art Paper
- c. **Printing** : Both side multi colour printing through offset process
- d. **No. of pix**: 8-10 nos. in each folder, both individual and collage
- e. **Quantity** : One lakh each
- f. **Time of Delivery**: Within 30 days after receipt of the work order

4. Guidelines for Submission

Interested / eligible Publishing / Printing Houses may submit required documents as detailed in the Guidelines for Submission given below.

The Bid should contain the following documents in two packets:-

Packet – I (Technical Packet)

- a. Profile & Track Record of the company.
- b. Proof in regard to points pertaining to eligibility specified above.
- c. Details of Technical Man Power and Printing/Publishing facilities available in the company.
- d. Audited Financial Statements for last 5 financial years.
- e. Photocopy of PAN Card issued by Income – Tax Department.
- f. Photocopy of Service Tax Registration.

- g. Details of job of similar nature undertaken earlier with samples of news letters / magazines / publications printed / published
- h. EMD 1% (one percent) of the Tender value in shape of Bank Draft payable at any Nationalised Bank in Bhubaneswar or NSC duly pledged in favour of Director, Tourism. The EMD/ NSC is refundable to the unsuccessful Tenderers after finalisation of the Tenders and to successful Tenderer on completion of the work satisfactorily.
- i. Dummy design for the proposed brochure containing a few pages of text in English and images in the layout design. The dummy design should carry name of the Publishing House.
- j. Sample of Paper

Packet – II (Financial Packet)

Packet II should contain details of financial quote of the bidder. The bidders are required to provide a lumpsum quote for providing the above referred service. Both Packet I & II, containing required document should be sealed.

Packet-I should be superscribed as **Packet I – Technical Bid for Orissa Tourism Folders** and the packet should carry the due date for submission alongwith the name, address, telephone no., e-mail address of the agency.

Packet-II should be superscribed as **Packet II – Financial Bid for DoT Folder** and the packet should carry the due date for submission alongwith the name, address, telephone no., e-mail address of the agency.

Both the sealed Packets (I & II) should be put in a big cover (outer cover) sealed and superscribed as **“Technical & Financial Bid for DoT Folder”** and the outer cover should carry due date for submission along with the name, address, telephone number, e-mail address of the agency.

The outer cover containing the Bids should be addressed to the Director, Department of Tourism, Government of Orissa, Paryatan Bhawan, Bhubaneswar-751014 and should be submitted on or before 1500 hrs. on 17 August 2007.

5. Selection Process

Technical bids of all the applicants will be opened on the same day i.e. 17 August at 4.00 p.m. Based upon the evaluation of technical bids, DoT will shortlist applicants whose financial bids would be opened.

6. Other important Information

- a. Period of validity of the Tender should be 60 days from the closing date of the proposals.
- b. DoT reserves the right to accept the tender either in full or in part. Conditional Bids will be rejected outright.
- c. DoT reserves the right to summarily reject any offer received from any agency on any considerations, without any intimation to the bidder.
- d. DoT reserves the right to place an order for the full or part quantities under any items of work indicated above.
- e. DoT reserves the right to reject any or all proposals without assigning any reason whatsoever. DoT also reserves the right to hold or withdraw the process to modify the terms under intimation to applicants who bid for the contract.