

Tender

GOVERNMENT OF HIMACHAL PRADESH

LANGUAGE AND CULTURE DEPARTMENT, HIMACHAL PRADESH
39-SDA COMPLEX, KASUMPTI, SHIMLA-171009

No: BHASANI-2/2024-PUB (Tender)

TENDER DOCUMENT FOR PRINTING (LASER) WORK OF COFFEE TABLE BOOK ON TEMPLES OF HIMACHAL PRADESH AND OTHER MISCELLANEOUS PRINTING WORKS

THE TENDER IS INVITED UNDER TWO BID SYSTEM
i.e. TECHNICAL BID AND FINANCIAL BID

Last Date for submission of Tender is 28/08/2025 up to 02:00 PM

Date & time of opening of Tender(s):

(i) Technical Bid on 28/08/2025 at 03:00 PM

Technical Bid	Form-A and Annexure-I to Annexure III should be filled up in all respect and submitted.
Financial Bid	Form-B should be filled up in all respect and submitted .

1.SCOPE OF WORK

The printing (laser) work of Coffee Table Book on temples of Himachal Pradesh and other miscellaneous printing works of Language & Culture Department, SDA Complex, Block No. 39, Kasumpti, Shimla-171009, Himachal Pradesh.

Detail of printing work:-

- Approximate number of pages of the material to be printed will be **94(47both sides) with in the period of 1 month** from the date of award of contract. However, there can be variation of 5-10% printed pages single side or both sides. The work of sorting & binding with sewing shall also be done by the bidder at the time of printing.
- 500 copies (Approximately)** of Coffee Table Book to be printed.
- After laser printing from PDF files, sorting and binding with sewing work is also to be done by the successful bidder. The CD containing PDF files will be made available by this department along with (job order) Print Order, which shall have to be collected by the Printer(s) or his

representatives duly authorized from the Language & Culture Department, SDA Complex, Block No. 39, Kasumpti, Shimla-171009, Himachal Pradesh.

The successful bidder should be able to print the photos and data/information related to temples of HP for Coffee Table Book in PDF format which shall be supplied to him by the Language and Culture Department. The successful bidder shall have to complete the work, including delivery of the printed books in Language and Culture Department, SDA Complex, Block No. 39, Kasumpti, Shimla-171009, Himachal Pradesh **within thirty (30) days** from the date of handing over of PDF files and job order.

2. Eligibility Criteria for qualifying the Technical Bid

The bidder should possess the following eligibility criteria during the assessment of technical bid, failing which the bid/ bidder shall be disqualified and their financial bid shall not be opened:-

- (a) The Bidder must be registered Firms, Proprietorship firm(s)/ Partnership firm(s) / or any legal entity legally constituted and registered with the appropriate authority in respect of the requisite work. The copy of registration certificate and the Address (es) of the premises where the job is to be executed must be submitted.
- (b) The bidder is required to submit self attested photocopy of his GSTIN registration certificate, copy of National Small Industry Corporation's registration certificate for quoted/ requisite item in case firm/ bidders exempted from the deposit of earnest money, copy of PAN/GIR No. and previous 3 financial years income tax return i.e. 2022-23, 2023-24 and 2024-25, issued by the concerned authority.
- (c) The average annual turnover of the bidder in the previous three consecutive financial years should be at least **₹50 Lakh**. The bidder shall upload Certificate from CA in support of turnover claimed for last three financial years. i.e. 2022-23, 2023-24 and 2024-25.
- (d) The bidders are required to upload a declaration stating that the bidder has not been black-listed by any Ministry-Department/ PSU/Organization.
- (e) EMD in original of ₹ 25,000/- shall have to be submitted in physical form in sealed envelope latest by / /2025 up to 12:00 Noon in the Conference Hall, Language & Culture Department, SDA Complex, Block No. 39, Kasumpti, Shimla-171009, Himachal Pradesh in the form of account payee bank draft/DD or duly pledged FDR of any nationalized bank/scheduled commercial bank and payable in favour of Director, Language & Culture Department, Himachal Pradesh, Kasumpti Shimla-171009. Further firm/ Bidder having small scale industry unit registered with the National Small Industry Corporation (NSIC) shall be exempted from the deposit of Earnest Money, for which, the bidder must upload valid copy of National Small Industry Corporation's registration certificate for quoted/ requisite item, failing which, tender shall be summarily rejected.
- (f) Each bidder have to deposit the prescribed tender fees.
- (g) Each bidder shall have to submit **10 printed sheets** (05 each with printing on single side and 05 on both sides) as a sample along with 05 specimen sheets of blank paper of **170 GSM Matt Paper** physically,

latest by **28/08/2025 up to 02:00 PM** in the Conference Hall, Language & Culture Department, SDA Complex, Block No. 39, Kasumpti, Shimla-171009, Himachal Pradesh. The samples submitted should match/ meet the quality standards set in the department's specimen (The Sample/ Specimen of the Department may be seen in the Language & Culture Department, Kasumpti, Shimla-9, Himachal Pradesh on any working day) before **20-08-2025**.

- (h) The bidder should have completed 3 or more works of similar nature, each having value of **₹20 Lakhs (Rupees Twenty Lakhs) or above**, during the last three years in any Central Government/ State Government Departments/ Corporations/ PSU/ Boards/ Autonomous Bodies/ Organizations. The Experience and satisfactory performance certificate on the organization letter head duly signed by the Head of the organization should also be submitted.
- (i) The firms/ bidder must have infrastructure/ capacity to carry out the printing work . The detail of the infrastructure/ capacity i.e. number of duplex printers installed and per day capacity of each machine must be mentioned on Annexure II-B of the tender document.
- (j) Form-A and Annexure-I to Annexure III should be filled up in all respect and submitted.
- (k) Form-B should be filled up in all respect and submitted.

3. EMD:-

EMD in original of ₹ 25,000/-(Twenty five thousand only) shall have to be submitted in physical form in sealed envelope latest by **28/08/2025 up to 02:00 PM** in the Conference Hall, Language & Culture Department, SDA Complex, Block No. 39, Kasumpti, Shimla-171009, Himachal Pradesh in the form of account payee bank draft/DD or duly pledged FDR of any nationalized bank/scheduled commercial bank and payable in favour of Director, Language & Culture Department, Kasumpti, Shimla-171009, Himachal Pradesh. Tender received without EMD or with EMD for lesser amount will be summarily rejected. The earnest money will be liable to be forfeited if the bidder withdraws, amends, impairs or derogates from the tender in any respect till the finalization of the tender. The Earnest Money of successful bidder shall remain in the custody of Procuring Department till the entire supply of goods has been made by the contractor to the best of satisfaction of Procuring Department. The EMD shall be forfeited if successful bidder fails to comply with any of the terms and conditions of the contract. The EMD of unsuccessful bidder shall be refunded after the finalization of tender. Earnest money will be refunded without any interest in case it is deposited through account payee bank draft/DD.

4. Tender Fee:-

Each bidder have to deposit the prescribed tender fees in the form of account payee bank draft/DD of any nationalized bank/scheduled commercial bank and payable in favour of Director, Language & Culture Department, Kasumpti, Shimla-171009, Himachal Pradesh.

5. Performance Security: -

Approved bidder will have to deposit Performance Security of ₹45,000/- (Rupees Forty five thousand only) in the shape of duly pledged

FDR/Bank Guarantee from any nationalized bank/scheduled commercial bank favouring of Director, Language & Culture Department, Himachal Pradesh, Kasumpti, Shimla-171009. It shall be obtained from the successful bidder on the award of the contract. Performance Security shall be returned after 60 days on the expiration of the contract.

6. Specification of Printing: -

Printing shall be done on **14"x9.5"(Landscape) 170 GSM Matt Paper for text, title and jacket over cover(130 GSM Hard Board Gatta with inner title paste and outer jacket with lamination) in multicolour printing.** Section sewing and hard board binding, printed title cover to be pasted on it and jacket be put on it duly laminated. Jacket should have flap of minimum 4 inch. The Sample may be seen in the office of the Language & Culture Department, Himachal Pradesh during any working day. The bidder shall use the printing paper as mentioned herein above and ink/toner of best quality and the printing work should be clear and legible as per the sample.

7. Technical Evaluation of Bid: -

Only those bidders shall be considered technically qualified who have submitted all the requisite documents/certificates given in Form-A along with Annexure I to III and who fulfill the requisite eligibility criteria for qualifying the Technical Bid as mentioned at point No. 2 of this tender document.

8. Financial Bid Evaluation: -

The tender evaluation committee will assess the financial bid of only those bidders who have been declared eligible/qualified after technical evaluation.

The L-1 in tender evaluations shall be the total cost estimation for printing, and it shall be calculated by multiplying the rate quoted by the firm for single-sided printing by the approximate number of single-sided pages.

9. Negotiation with L-1 Bidder:-

The Rates quoted by Lowest bidder (L-1) shall not be treated as final. The Department reserves the rights to negotiate the rates quoted by L-1 bidder, if deemed necessary, in the interest of the department. The negotiation if any shall be conducted by duly constituted committee and L-1 bidder shall be bound to attend the negotiation meeting called by the Department.

10. Award of Contract/ Supply order: -

The contract shall be awarded to the L-1 Bidder. If due to any reason L-1 bidder is unable to deposit due performance Security or execute the agreement within stipulated time after depositing the performance Security then that bid will be rejected and his/ her EMD will be forfeited and L-2 bidder may be called for the negotiation and if L-2 bidder agrees to work on the rates quoted by rejected L-1 bidder then supply order may be awarded to L-2 Bidder at the L-1 rates.

11. Agreement: -

The work shall be awarded to the successful bidder and the successful bidder will have to sign an agreement with the officer authorized by the Language & Culture Department, Shimla-9, Himachal Pradesh before the execution of the work i.e. within seven working days of offer for award of work, failing which earnest money deposited shall be forfeited.

12. Release of Payment: -

- (a) Payments to the printing agency/contractor will be made by the Language & Culture Department, Kasumpti, Shimla-9, Himachal Pradesh after the completion of work of printing to the full satisfaction of the HOD/ members of the Committee concerned. In case of short supply of copies, payment of the bill(s) relating to the complete set of said "Printed Material" will not be made till supply of such short number of copies are made.
- (b) Besides this, proportionate deduction can also be made in the payment claimed against sub-standard material, if accepted in emergent situation.
- (c) Advance payment at the time of delivery of sets or before the delivery shall not be considered.

13. Penalty: -

- (a) For any delay in the supply of printed material, the contractor shall be liable to pay a fine of ₹ **3,000/-** per day for each day of delay to the Director, Language & Culture Department, Kasumpti, Shimla-9, Himachal Pradesh, besides the actual cost of printing, incurred if any by Director, Language & Culture to make up for the printed copies in case of urgency which shall be recovered from the bidder.
- (b) In case of any lack of clarity/ sub-standard quality, the copies will be rejected & the bidder shall have to replace the copies with good quality copies at his own cost.
- (c) Liquidated damages, if any, caused to the Department for default on the part of the contractor to execute the contract as per terms and conditions laid in the Tender Document, shall be recovered from the Contractor, failing which performance security shall be forfeited.
- (d) In case of failure on the part of contractor to execute the work as per terms & conditions and to the full satisfaction of the HOD/members of committee, the Performance Security Deposited/ furnished by him shall be forfeited to the Government. Besides it, firm may also be blacklisted. Performance security in full or a percentage thereof on pro-rata basis shall be forfeited in case the material supplied, although accepted by the Department in emergent situation, is of sub-standard quality.

14. General Terms & Conditions: -

- (a) The bidder must have capacity/sufficient capability to carry out the work. The bidder will not be allowed to delegate/transfer/ assign the contract or any part thereof to some other party.
- (b) The successful bidder shall have to ensure the secrecy, security & prevention of misuse of data given to him for printing, for which he shall have to give an undertaking at the time of signing of agreement. In case of any breach of security of data, or its misuse shall invite severe punitive action, including both civil & criminal prosecution as per law shall be initiated.
- (c) All disputes & differences arising out of this job/concerning this indenture, except those decision whereof is otherwise herein before provided for, shall be referred for arbitration to the Chief Secretary to the Government

of Himachal Pradesh, Shimla or his/her nominee, who shall be the sole Arbitrator and his/her decision shall be final and binding on both the parties.

- (d) In case of any dispute cases between the department and bidder shall be subject to the jurisdiction of Hon'ble High Court of Himachal Pradesh in Shimla only.
- (e) All prices quoted by the bidder shall be exclusive of Goods and Services Tax (GST). GST, as applicable, will be paid separately by the Department at the prevailing rates in accordance with Government norms. Bidders must clearly indicate the applicable GST rate for each item in their financial bid.
- (f) Firms should have its office within Himachal Pradesh.
- (g) TDS Deduction :- As applicable taxes, including Tax deducted at Source (TDS) as per prevailing provision of Income Tax Act, GST law and other relevant laws shall be deducted by the Department from the bills/claims of the contractors/suppliers.
- (h) The Director, Language & Culture Department, Kasumpti, Shimla-9, Himachal Pradesh reserves the right to accept or reject one or all the tenders or accept any tender in part, without assigning any reason thereof.
- (i) Delivery of printed material along with carriage charges shall be inclusive of taxes and F.O.R. Destination i.e. Language & Culture Department, Kasumpti, Shimla-9.
- (j) The bidder must quote the rates for printing on single side page in Indian currency (Rupees) in figure as well as in words. The rates quoted shall remain valid for a period of 1 year from the date of acceptance of the tender and may be extendable further for 1 year, if required, by mutual agreement. The rate quoted should be inclusive of all Taxes and levies as well as all charges for delivery FOR destination.
- (k) The Language & Culture Department, Shimla-9, Himachal Pradesh reserves the right to inspect venues/units where the job would be executed by the successful bidder, either by herself/himself or any other officer(s) authorized by her/him, to ensure that the job is being executed as per the stipulated time schedule and to her/his satisfaction.
- (l) Bids submitted must be unconditional and no communication will be made till the finalization. Late, delayed and conditional bids will not be accepted.
- (m) All documents other than the financial bid shall be the part of technical bid.
- (n) A copy of the terms and conditions shall be signed on each page with the technical bid as token of acceptance of terms and conditions.
- (o) To assist in the analysis, evaluation and computation of the bids, the Authority may ask bidders individually for clarification of their bids. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.

- (p) Language & Culture Department, Kasumpti, Himachal Pradesh, Shimla-171009 may ask for additional information/ Document(s), if any. The bidder has to submit the required information/document as asked for by the Tender Inviting Authority.
- (q) The bidder or their representatives may also participate at the time of opening of technical bid & Financial bid.
- (r) In case of any clarification regarding terms & conditions of this tender, the same may be got clarified by writing mail on lac-dir.hp@nic.in before **28-08-2025(02:00PM)**.

15. List of Documents: -

List of Documents required to be submitted by the bidder duly self-attested: -

- a) Form "A"
- b) Pro forma for Bidder's particulars in Annexure "I".
- c) Tender fee details.
- d) EMD details.
- e) Performance Certificates from the Organizations/agencies who have awarded similar contracts Annexure "II (A)".
- f) Proof of ownership of firms/printers Annexure "II(B)".
- g) Copy of GSTIN registration certificate.
- h) Copy of PAN/GIR along with ITRs.
- i) Audited turnover of last 3 financial years Annexure "III"
- j) Address (es) of the premises where the job is to be executed.
- k) Undertaking by the bidder that the firm/company/Agency is not blacklisted by any Government/Government agency till date.
- l) Letter of Authorized Signatory.
- m) Copy of National Small Industry Corporation's registration certificate, for quoted/ requisite item in case firm/ bidder exempted from the deposit of earnest money issued by the National Small Industry Corporation having due validity.
- n) Turnover Certificates duly certified by Chartered Accountant.

**Director,
Language and Culture Department
Himachal Pradesh.**

Form-A

PROFORMA FOR TECHNICAL BID FOR PRINTING ON 170 GSM (MATT PAPER)

Sr. No.	Name of Desired documents	Whether copy of desired certificates/ documents enclosed/uploaded
1.	Pro forma for Bidder's particulars in Annexure-I	Yes/No
2.	Details of Experience & Past performance for printing (laser)/offset/flex/printing/other similar works during last 3 financial years in any Government/authority/department/ autonomous body of State/Central Government in Annexure-II-A along with documentary proof.	Yes/No
3.	Details of Infrastructures/capacity of available with the bidder Annexure-II-B	Yes/No
4.	10 printed sheets (05 each with printing on single side and on both sides) as sample along with 05 specimen sheets of blank paper 170 GSM Glossy	Yes/No
5.	Audited average annual turnover certificate of last three financial years.	Yes/No
6.	Self-attested copy of Valid Registration certificate of firm/company/agency.	Yes/No
7.	Self-attested copy of Valid PAN No. of the firm/company/agency.	Yes/No
8.	Self-attested copy of Valid GSTIN No. of firm/company/agency.	Yes/No
9.	Letter of Authorized Signatory.	Yes /No
10.	Tender fee	Yes /No
11.	Account payee bank draft/DD or duly pledged FDR for Rs. 25,000/- (Twenty five thousand only) in favour of Director, Language & Culture Department, Himachal Pradesh, Kasumpti, Shimla-171009 as Earnest Money Deposit (EMD).	Yes/No
12.	Undertaking that the firm/company/agency is not declared black listed by any Government /authority/department/autonomous body of State/central Govt.	Yes/No
13.	Copy of National Small Industry Corporation's registration certificate for quoted/ requisite item in case firm/ tenderer exempted from the deposit of earnest money issued by the National Small Industry Corporation having due validity.	Yes/No

All document/Annexure uploaded/submitted in Technical & Financial bids should be duly signed and stamped by authorized signatory of bidder.

(Signature of the bidder)
Name of bidder (with rubber seal)

Annexure-I

PROFORMA FOR BIDDER'S PARTICULARS (to be enclosed with technical Bid) (To be given in separate envelope I with EMD)

1.	Name of Work/Tender	
2.	Name of the Firm/Company/Agency	
3.	Permanent office Address of the Firm/Company/Agency	
4.	Telephone Number of Firm/Company/Agency:	
	Office	
	Mobile No.	
	Fax no.	
	Email ID	
5.	Office Address in Shimla office (if any)	
6.	Office Address of Shimla office:	
	Office	
	Mobile No.	
	Fax no.	
	Email ID	
7.	Name of all Directors/Partners/Proprietor etc.	
8.	Name & Designation of Authorized signatory	
9.	Telephone Number of Authorized signatory:	
	Office	
	Mobile No.	
	Fax No.	
	Email ID	
10.	PAN No.	
11.	GSTIN No.	
12.	Detail of Tender fee	
	i. Amount	
	ii. DD and Date	
	iii. Name of the Bank(Drawn on)	
	Details of EMD (to be deposited in the form of DD/FDR:	
	iv. Amount	
	v. DD/FDR and Date	
	vi. Name of the Bank(Drawn on)	
13.	Copy of National Small Industry Corporation's registration certificate for quoted/ requisite item in case firm/ tenderer exempted from the deposit of earnest money issued by the National Small Industry Corporation having due validity.	

Declaration by the bidder: This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

(Signature of the bidder)
Name of bidder (with seal)

Annexure-II

A. Past experience/work of printing (laser)/Photo Electoral Rolls and other misc. printing works or similar work of State Government or Central Government or PSU etc.

Sr. No.	Name of work and year of award	Name of Organization/Agency who had awarded the work	Volume of laser Printing Handled	Total Cost of work (in ₹)	Remarks
1	2	3	4	5	6

Certificate of satisfactory completion of work from the concerned department/organization must be enclosed with this Pro forma.

B. Details of Printing Job:

(i)	Address(s) where printing job is to be executed.	
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(Signature of the bidder)
(with seal)

Place:

Name: _____

Date:

Contact No. _____

Annexure-III

Detail of Turnover

Sr. No.	Financial year	Turnover of the firm/company/agency from the work of printing (laser)/Electoral Rolls other similar work
1.	2022-23	
2.	2023-24	
3.	2024-25	
4.	Average Turnover of preceding three financial years.	

(Signature of the bidder)
(with seal)

Place:

Name: _____

Date:

Contact No. _____

Form-B : Financial Bid

S.No	Item/Work	Rate for printing per page
1.	<p>Rate of Printing (Laser) on 14"x9.5"(Landscape) on 170-GSM as per ISI specification high grade/quality paper on High Speed Laser Printer using original toners.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Rate should be quoted inclusive the cost of paper, ink/toner, binding with sewing etc. 2. The price should be quoted F.O.R. Destination (Free Delivery at Language & Culture Department, Kasumpti, Shimla-9) 3. All prices quoted by the bidder shall be exclusive of Goods and Services Tax(GST). GST, as applicable, will be paid separately by the Department at the prevailing rates in accordance with Government norms. Bidders must clearly indicate the applicable GST rate for each item in their financial bid. 	

(Signature of bidder)
(with seal)

Place:

Name: _____

Date:

Contact No. _____