

**Date: 16/06/2014**

**REQUEST FOR PROPOSALS**  
**FOR SUPPLY OF GOODS UNDER NATIONAL SHOPPING PROCEDURES**

Dear Sir/Madam,

Subject: INVITATION FOR QUOTATIONS FOR THE SUPPLY OF

**‘Developing and Printing of training material - Posters and Brochures’**

**Self Employed Women’s Association (SEWA)** is a member-based organization of poor self-employed women workers. It has a membership of over 1.9 million women across 14 states. **SEWA Manager Ni School (SMS)** was founded in 2005 to equip grassroots women with management skills to successfully run small enterprises and businesses. SEWA wants to get attractive posters and brochures of various matters containing the work of grassroots members as a display material for SMS and the centers located in rural area within Gujarat and outside Gujarat. SEWA would like to empanel you for the development and printing of Posters and Brochures. For any of the assignments, the minimum quantity given to you will be 10 for each of the deliverables mentioned below. SEWA will place the order of required deliverables mentioned till December 2014.

1. You are invited to submit your most competitive quotation for the following goods:-

**Package 1:**

Sr. No.	Deliverables	Quantity	Specifications
1	Posters Development and Printing	10 each	<p><b>Dimensions of poster*:</b>            16 x 20            20 x 30            20 x 24            14 x 20</p> <p><i>Type = Hot Lamination            Color = Multicolor            Material = Photo Paper            *Dimensions are mentioned in inches</i></p>
2	Brochures Development and Printing	10 each	<p><b>Dimension of the type 1 brochure*:</b>            5.5 x 8.5            No. of pages: 4 (Front and Back)            Paper thickness = 250 GSM            Paper Type = Art Card</p> <p><b>Dimension of the type 2 brochure*:</b>            17 x 9.5            No. of pages: Front and Back            Paper thickness= 250 GSM            Paper Type= Art Card (Digital            Printing)</p> <p><i>*Dimensions are mentioned in inches</i></p>

**Package 2:**

<b>Sr. No.</b>	<b>Deliverables</b>	<b>Quantity</b>	<b>Specifications</b>
1	Posters Development and Printing	11 each	<b>Dimensions of poster*:</b> 24 x 36 24 x 48 96 x 48  Color = Multicolor Material = NT Paper with Grey Back Micron = 200 to 250  *Dimensions are mentioned in inches

**Package 3:**

<b>Sr. No.</b>	<b>Deliverables</b>	<b>Quantity</b>	<b>Specifications</b>
1	Posters Development and Printing		<b>Dimensions of poster*:</b>
		2	144 x 48
		3	96 x 48
		4	72 x 48
			Color = Multicolor Material = NT Paper with Grey Back Micron = 200 to 250  *Dimensions are mentioned in inches

- \* *Incomplete and late Quotations are liable to be rejected summarily.*
- \* *Supplier is requested to submit the sample of the work along with the quotations.*
- \* *The selected supplier will be in the panel of SEWA and will be given orders as per the requirement*

## 2. Quotation

- a) The supplier shall quote for items in the format of quotation attached;
- b) The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- c) All duties, taxes and other levies payable on the raw material and components shall be included in the total price under the contract shall be included in the total price.
- d) Any other taxes in connection with the sale like VAT Tax, Service Tax etc., shall be shown separately.
- e) The rates quoted by the Supplier for each item shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- f) The Prices should be quoted in Indian Rupees only.
- g) Rates for supply of partial quantity of an item are not acceptable.

3. Each supplier shall submit only ONE quotation.

## 4. Validity of Quotation

Quotation shall remain valid up to December 2014.

## 5. Evaluation of Quotations

SEWA will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed; and
- (b) Confirm to the terms and conditions, and specifications
- (c) the sample submitted

**The Quotations would be evaluated for all the items together on the basis of rates and the other specifications mentioned in point 1, with overall finishing of the sample submitted by the supplier.**

**6. Job Completion Time:**

- a) SEWA will place orders periodically during validity period when designed soft copies of the posters, brochures and leaflets are ready for printing.
- b) The overall job is expected to be completed within 10 days from the date of soft copy being made available to the Supplier for each of the assignment.

**7. Award of contract**

SEWA will award the contract to the supplier whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price along with quality of sample.

7.1 Notwithstanding the above, SEWA reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

7.2 The Supplier whose quotation is accepted will be notified of the award of contract by SEWA prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.

**8. Condition of Payment:**

Payment shall be made within 30 days of receipt of goods as per the contract.

**9. The Supplier shall indicate the name of the Bank, address and account number**

**Bank's Information:**

**Name of the Bank:**

**Account number:**

**10. Jurisdiction**

All legal disputes shall be subject to the jurisdiction of the Courts of Law of

Ahmedabad district only.

**11. Date of Submission of Offer for Goods :**

- i. You are requested to provide your offer latest by 18:00 hours on June 30, 2014.
- ii. You are requested to read all the terms and conditions thoroughly written in this Request for Proposals before submitting the quotations.
- iii. It is the responsibility of the supplier to see that the complete supplying documents, whether sent by post or by courier or by person are received by the time and date stipulated for receipt failing which the bid would be considered late and rejected.

With regards,

(Pratibha Pandya)  
Administration Officer

**Name:**Self Employed Women's  
Association (SEWA),

**Address:**SEWA Reception Centre,  
Opp. Victoria Garden, Bhadra,  
Ahmedabad - 380 001. India.

**Tel. No.:**91-79-25506444

**Fax No.:**91 -79 -255064

**FORMAT OF QUOTATION \***

Sl. No.	Description of Goods	Specifications	Quantity	Quoted Unit Rate in Rs.	Total Amount	
					In Figures	In Words
	<b>Package 1:</b>					
1	Posters Development and Printing	<p><b><i>Dimensions of poster*:</i></b>                      16 x 20                      20 x 30                      20 x 24                      14 x 20</p> <p><i>Type = Hot Lamination</i>  <i>Color = Multicolor</i>  <i>Material = Photo Paper</i></p> <p><i>*Dimensions are mentioned in inches</i></p>	10 each			
2	Brochures Development and Printing	<p><b><i>Dimension of the type 1 brochure*:</i></b> 5.5 x 8.5  <i>No. of pages: 4 (Front and Back)</i>  <i>Paper thickness = 250 GSM</i>  <i>Paper Type = Art Card</i></p> <p><b><i>Dimension of the type 2 brochure*:</i></b> 17 x 9.5  <i>No. of pages: Front and Back</i>  <i>Paper thickness= 250 GSM</i></p>	10 each			

		<i>Paper Type= Art Card ( Digital Printing)</i>  <i>*Dimensions are mentioned in inches</i>				
	<b>Package 2:</b>					
	Posters Development and Printing	<b>Dimensions of poster*:</b> 24 x 36 24 x 48 96 x 48  <i>Color = Multicolor</i> <i>Material = NT Paper with Grey Back</i> <b>Micron = 200 to 250</b>  <i>*Dimensions are mentioned in inches</i>	11 each			
	<b>Package 3:</b>					
1	Posters Development and Printing	<b>Dimensions of poster*:</b>				
		144 x 48	2			
		96 x 48	3			
		72 x 48	4			
		<i>Color = Multicolor</i> <i>Material = NT Paper with Grey Back</i> <i>Micron = 200 to 250</i>  <i>*Dimensions are mentioned in inches</i>				

We agree to supply the above goods in accordance with the technical specifications at



the above mentioned rates within the period specified in the Invitation for quotations.

**Signature of Supplier**

\* *Applicable while the quotations are being invited for more than one item and would be evaluated for all the items together.*