

No. 6-13/2018-DAF/Quotations
Dr. Ambedkar Foundation
Ministry of Social Justice & Empowerment

Sub: Calling for Sealed Quotations for different Items of works on the occasion of Mahaparinirvan Diwas of Dr. B. R. Ambedkar to be observed on 06.12.2018 (Thursday) at Parliament House Lawns.

Sealed Tender are invited from the agencies for carrying out (i) printing of invitation card, photo, parking passes etc. (ii) printing and fixing of banners and backdrops & (iii) photography and videography.

Terms & Conditions:-

- i) The participating agencies should have 3 years experience of working with the Government organizations of repute. Proof of experience should be enclosed.
- ii) EMD of Rs. 5000/- by way of cheque/DD must be enclosed.

The rates must be submitted in the Prescribed Proforma which can be downloaded from the Foundation's website and should be submitted by 3.00 p.m. on 26.10.18. Thereafter, at 4.00 p.m. the tenders will be opened in presence of the bidders whosoever present.

(D.P.Majhi)
Director

PRESCRIBED PROFORMA ON WHICH RATES TO BE QUOTED

Date: 01.10.2018

To

The Director
Dr. Ambedkar Foundation
Department of Social Justice & Empowerment
15, Janpath, New Delhi-110001.

Subject: Submission of rate for (i) printing of invitation card, photo, parking passes etc. (ii) printing and fixing of banners and backdrops & (iii) photography and videography – regarding.

Terms & Conditions:-

- i) The participating agencies should have 3 years experience of working with the Government organizations of repute. **Proof of experience should be enclosed.**
- ii) **EMD of Rs. 5000/- by way of cheque/DD must be enclosed.**

Sir,

This is with reference to your Tender Notice published in the Website on _____ with regard to calling of rates for (i) printing of invitation card, photo, parking passes etc. (ii) printing and fixing of banners and backdrops & (iii) photography and videography on the occasion of observance of Mahaparinirvan Diwas of Dr. B.R.Ambedkar (06.12.2018).

2. In this regard, we are quoting our rates for your kind perusal and considerations:-

I. Printing of invitation cards, car passes, photo etc.

S.No.	Items & specifications	Quantity required	Rate Required to be quoted
(i)	Invitation card (Pink) (8"x5.5" folded & 8"x11" open in 300 GSM- Ivory with graining) four colour printing, centre folding with photo on 1 st page and message on last page with envelope having printing of name of Department Ph. Nos. etc.	2000 Nos. making S.No. on each card and envelope	Rate per Card Rs. _____x2000= Rs. _____
(ii)	Invitation card (Blue) (8"x5.5" folded & 8"x11" open in 300 GSM- Ivory with graining) four colour printing, centre folding	1500 Nos. making S.No. on each card and envelope	Rate per Card

	with photo on 1 st page and message on last page with envelope having printing of name of Department Ph. Nos. etc.		Rs. _____ x1500= Rs. _____
(iii)	Invitation card (White) (8"x5.5" folded & 8"x11" open in 300 GSM- Ivory with graining) four colour printing, centre folding with photo on 1 st page and message on last page with envelope having printing of name of Department Ph. Nos. etc.	250 Nos. making S.No. on each card and envelope	Rate per Card Rs. _____ x250= Rs. _____
(iv)	VIP Car parking pass 4"x4" – 130 GSM (four colour printing-Triangle- with gumming-in adhesive sheet)	50 Nos.	Rate per car pass Rs. _____ x50= Rs. _____
(v)	Ordinary Car park pass (130 gsm-3½"x4½") (square- two colour-with gumming- in adhesive sheet)	1500 Nos.	Rate per car pass Rs. _____ x1500= Rs. _____
(vi)	Duty pass-four colour printing in 300 gsm (size- 4"x3 ¼ ") pouch lamination with blue broad ribbon printed with the name of Ministry & Foundation	350 Nos.	Rate required per set of Pass (alongwith printed blue broad ribbon & laminated pass) Rs. _____ x350= Rs. _____
(vii)	Two colour Mailing address stickers 1.5x3.5" with gumming- in adhesive sheet in font size 14 and 9	2000 Nos. (Two sets)	Rate per sticker Rs. _____ x2000= Rs. _____

(viii)	Two colour (printing of photo of bag & shoe) Paper token with gumming- in adhesive sheet for pigeon holes (300 gsm- 1x2’)	5000 nos. (For bags-4000 Nos. For Shoes-1000 Nos.)	Rate per token Rs. _____ x5000= Rs. _____
--------	--	--	---

II. Preparation and fixing backdrops and banners

(i)	Preparation and fixing of Banners at various places in NDMC/MCD areas of Delhi (two colour printing with photo of Dr. Ambedkar)	200 Nos.(5 X 1 Metres each) in Latha Cloth	Rate per Unit Rs. _____ x200= Rs. _____
(ii)	Flex Banner (Blue background and white letters/writing)	One (1) (5 X 2 Metres each)	Rate per Unit Rs. _____ x1= Rs. _____
(iii)	Preparation and fixing of Backdrops at various places in NDMC/MCD areas of Delhi	in flex/digital Printing to be fitted either in Iron/Wood Stand.	Rate per Unit
	(i) 12’x6’ - Backdrop	20 Nos.	Rs. _____ x20= Rs. _____
	(ii) 12’x10’ - Backdrop	4 Nos.	Rs. _____ x4= Rs. _____
	(iii)15’x4’ - Flex Banners	20 Nos. This does not require to be fitted in stand	Rs. _____ x20= Rs. _____

III. Photography and videography

(i)	Videography & Photography of the function on 06.12.18 at Parliament House Lawns & Dr. Ambedkar National Memorial at 26 Alipur Road, Delhi. The name / brand of camera (still and video separately) to be used and its quality specifications details:-		
	a) (i)Video Recording Digital (three - hour duration)	Two functions	Rate per function Rs. _____x2= Rs. _____
	(ii)Cost of CD Making with editing etc.	Two CDs (for 2 functions)	Rate per CD making with editing etc. Rs. _____x2= Rs. _____
	b) Photography – (i)Digital Image of still photography in CD	Two CDs (for 2 functions)	Rate per CD Rs. _____x2= Rs. _____
	(ii)5” X 7” Photo	200 photos (for 2 functions)	Rate per photo Rs. _____x200= Rs. _____
	(iii)Additional Photo	200 photos (if required)	Rate per additional photo Rs. _____x200= Rs. _____
	c) Album Making (cost of album)	Three albums	Rate per album Rs. _____x3= Rs. _____
	d) Assignment charges	For two functions	Rate per assignment Rs. _____x2= Rs. _____

Mention GST if any

Yours faithfully

(_____)
[name and signature]
{Name and stamp of the agency}