



हस्तशिल्प निर्यात संवर्धन परिषद् Export Promotion Council for Handicrafts

REQUIRED SERVICES PROVIDER AGENCIES

The Export Promotion Council for Handicrafts invites proposals from Service Provider (i) Printing of Office Stationery (ii) Courier Service (iii) Car Hiring (iv) Consumables for Computer/Printers /faxes (v) Mailing Service (vi) Photocopier (vii) Specialized Publishing Agency In-House Journal/ e-Craftcil (viii) Housekeeping Services. The organization having at least 3 years experience of providing similar services may download Scope of Work from the Council's Website: www.epch.in. The proposals can be submitted up to 4.00 P.M. of 19th June, 2017 in the Council's office at Vasant Kunj, New Delhi.

For details please contact:

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

"EPCH HOUSE", Pocket – 6 & 7, Sector – C, L.S.C.,

Vasant Kunj, New Delhi – 110070. Tel : 011-26135256 Extn-106

Fax: 011-26135518 / 19, Email: renu.gupta@epch.com

Website: www.epch.in

ANNEXURE-I

Format of “Technical Proposal for Printing of Office Stationery and General Printing” to be printed on Company’s Letterhead & submit in Envelop-1.

Name of the Company _____

Address _____

Contact Person _____

Contact Details Mobile -----Landline-----
E-Mail: _____

Please mention the following:

PAN _____ TAN _____ VAT NO _____

SERVICE TAX NO _____ TIN NO _____

(Pl. enclose self certified copies)

1 Annual turnover of your company Amount is Rs. (Lakhs)
2014- 2015 _____
2015- 2016 _____
2016- 2017 _____

2 Details of Past Experience of Similar jobs executed in past 03 years:-

2014-2015

S.No.	Company Name	Contact Persons	E-Mail Address	Phone/Mobile No.

2015-2016

2016-2017

(Pl. use separate sheets if space given is not sufficient. Also enclose copies of Job Letters for the above jobs)

Place:-

Signature & Seal

Date:-

ANNEXURE- II**Format of “Technical Proposal for Printing of Office Stationery and General Printing” to be printed on Company’s Letterhead & submit in Envelop-2.**

Name of the Company _____

Address _____

Contact Person _____

Contact Details Mobile -----Landline-----
Email _____

MATTER OF PRINTING	SPECIFICATION/MATERIAL	QUANTITY	AMOUNT (IN RS.)
	Single Colour Printing		
RCMC FORM SET	Size 8.5” X 11.5”, 14 Pages, Front/Back 95 gsm Sun shine Size 8.5” X 11.5”, 2 Pages, Front/Back 95 gsm Ledger Paper	500 sets	-----
	Additional	500 sets	-----
	Additional Front/Back 95 gsm, Size 8.5” X 11.5”, 2 page	500 sets	-----
OFFICIAL FORM	Size A-4 , Copier, 75 gsm, One Side (100x10 Gum Pad)	1000 Nos.	-----
	Size A-4 , Copier, 75 gsm, both Side (100x10 Gum Pad)	1000 Nos.	-----
	Size A-4 , Colour Copier, 75 GSM, One Side (100x10 Gum Pad)	1000 Nos.	-----
	Size A-4 , Colour Copier, 75 GSM, both Side (100x10 Gum Pad)	1000 Nos.	-----
RECEIPT BOOK	Size 8"X 5", (1+1, 100 set each), 7.3 kg Ballarpur, Pakki Binding	10 Books	-----
ORDER BOOK	Size 9"x7", (1+1, 100 Set each), 7.3 kg Ballarpur, Pakki Binding	10 Books	-----
GOODS RECEIPT CHALLAN	Size 8".5"/11.5", (2+1, 50 Set each) Pakki Binding	10 Books	-----
DUTY VOUCHER	Size 8".5"x11.5", Carbonless Paper (2+1, 25 Set each with board binding)	10 Books	-----
ELECTION RULE	Size 8".5"x11", 24 Pages, 80 GSM TA	1000 Nos.	-----
	Additional 4 pages	1000 Nos.	-----
RECORD FILE	Size 22"X13.5", 350 gsm Natural Board, Inner Laminated	1000 Nos.	-----
FILE FLAPS	Size 3"X22 PVC Pasted on Craft, Cherry Colour, with 30" Dorri	1000 Nos.	-----
APPLICATION & ENTRY FORM	Size 11.75"X8.25", 2 pages (Bothe side printed) 95 GMS Sun Shine	1000 Nos.	-----

CIRCULER (URGENT)	Size 8.5"x11.5", 1 Page, 80 GSM Sun Shine	1000 Nos.	-----
	Additional	1000 Nos.	-----
	Size 8.5"x11.5", 2 Pages, Front/Back 80 GSM Sun Shine	1000 Nos.	-----
	Additional	1000 Nos.	-----
	Size 8.5"x11.5", 4 Pages, 80 GSM Sun Shine	1000 Nos.	-----
	Additional	1000 Nos.	-----
	Stitching (Pin Binding) Charges	1000 Nos.	-----
	Additional Color Charges	1000 Nos.	-----
WRITING PADS	Size 5"x8", 20 Pages, 70 GSM TA,S/Col. Cover 120 GSM, Sun Shine Top 2 col. Printing, bottom Duplex Board with binding	1000 Nos.	-----
PLASTIC FOLDER	Size A-4, with Top Screen Print	500 Nos.	-----
ENVELOPES	Size 9.25"x4.25", 90 GSM Sun Shine Paper	1000 Nos.	-----
	Size 10"x4.5", 95 GSM Sun Shine Paper	1000 Nos.	-----
	Size 10"x4.5", 95 GSM Sun Shine Paper (Window)	1000 Nos.	-----
	Size 5"x12", 120 GSM Sun Shine Paper	1000 Nos.	-----
	Size 9.75"x12.5", 120 GSM Sun Shine Paper	1000 Nos.	-----
	Size 9.75"x12.5", 120 GSM Sun Shine Paper (Window)	1000 Nos.	-----
	Size 9.75"x12.5", 120 GSM Sun Shine Paper (LAMINATED)	1000 Nos.	-----
	Size 8"x10", 120 GSM Sun Shine Paper (LAMINATED)	1000 Nos.	-----
	Size 10"x12, 120 GSM Sun Shine Paper (LAMINATED)	1000 Nos.	-----
	Size 12"x16, 120 GSM Sun Shine Paper (LAMINATED)	1000 Nos.	-----
	Size 9.5"x11.75", 95 GSM Star (CRAFT)	1000Nos.	-----
	Size 9.5"x11.75", 95 GSM Star (CRAFT LAMINATED)	1000 Nos.	-----
	ADDITIONAL COLOR CHARGES		1000 Nos.
POLYTHINE	Size 12"x8.5" with Flaps gumming (FOR CRAFTCIL)	1000 Nos.	-----
DESK NAME PLATE	Size 9"x11.5" A-4, 300 GSM Art Card Individual Name Print on Top (2 side/ 3Fold)	1 Nos.	-----
EXHIBITOR MANUAL	Size 11"x8.25" 50-60 pages, 80 GSM TA Cover 4 Colour Printing, 250 GSM card	1000 Nos.	-----
LETTER HEADS	Size A-4, 100 GSM Executive bond /Royal	1000 Nos.	-----
	Size A-4, 100 GSM Executive bond/Royal	200 Nos.	-----
	Size A-4, 100 GSM D. O. Imported	1000 Nos.	-----
	Size A-4, 100 GSM D. O. Imported	200 Nos.	-----
ADDITIONAL COLOR CHARGES		1000 Nos.	-----

4 Colour Printing

BROCHURE/ SHUTTEL/ HANDOUT	Size 11.75"x8.25", One Side Printing, 130-170 gsm Art Paper	1000 Nos.	-----
	Size 11.75"x8.25", Both Side Printing, 130-170 gsm Art Paper	1000 Nos.	-----
	A-4 Perforation Charges with Dye	1000 Nos.	-----
BROCHURE FOREIGN EXHIBITIONS	Size 8.25"x5.75", 8 Pages, 130-170 gsm, Art Paper with design, printing & centre Stitch Binding	1000 Nos.	-----
	Additional 4 pages of above specification	1000 Nos.	-----
	A-4 Perforation Charges with Dye	1000 Nos.	-----
	Cover 4 Pages, 300 gsm, Art Card	1000 Nos.	-----
	Add Lamination (Gloss/Matt/Thermal/ on Cover	1000 Nos.	-----
	Add UV Coating on Cover	1000 Nos.	-----
	Add Perfect binding (Difference)	1000 Nos.	-----
WRITING PAD	Size 3.75"x5.25" 45 Leaf S/col. Printing & Top-Back 300 GSM Art Card 4 Colour Printing, Thermal Lamination & wire-o-wire binding	1000 Nos.	-----
	Size 5"x8" Digital print Cover + Lamination 250 GSM Art Card, 80 Leaf S/col. Printing (70gsm) with Spiral binding	100 Nos.	-----
	Size 9"x7" Digital print Cover + Lamination 250 GSM Art Card, 80 Leaf S/col. Printing (70gsm) with Spiral binding	100 Nos.	-----
	Size 8.5"x11." Digital print Cover + Lamination 250 GSM Art Card, 80 Leaf S/col. Printing (70gsm) with Spiral binding	100 Nos.	-----
	Size 5"x8" Digital print Cover + Lamination 250 GSM Art Card, 80 Leaf S/col. Printing (70gsm) with Wire-o-Wire binding	100 Nos.	-----
	Size 9"x7" Digital print Cover + Lamination 250 GSM Art Card, 80 Leaf S/col. Printing (70gsm) with Wire-o-Wire binding	100 Nos.	-----
	Size 8.5"x11." Digital print Cover + Lamination 250 GSM Art Card, 80 Leaf S/col. Printing (70gsm) with Wire-o-Wire binding	100 Nos.	-----
LETTER HEADS	Size A-4, 100 gsm Executive Bond/Royal, One Side Print	1000 Nos.	-----
	Size A-4, 100 gsm D. O. Imported, One Side Print	1000 Nos.	-----
OVERVIEW	Size A-4, 130-170 gsm Art Paper & Cover 300 gsm Art Card (24 Pages with Cover), Centre stitch Binding	100 Nos.	-----
	Additional + or - 4 Pages	100 Nos.	-----
	Size A-4, 130-170 gsm (24 Pages with Cover 300 gsm) Digital Colour Printout with Binding (URGENT)	50 Nos.	-----
	Additional + or - 4 pages	50 Nos.	-----
VISITING CARD MULTICOLOUR	Size 3.5x2.125" 300 gsm Ivory/Handmade	100 Nos.	-----
	Both side Print	100 Nos.	-----
	Size 3.5x4.25", 300 GSM Folded Visiting Card	100 Nos.	-----

PARKING STICKERS	Size 4x4" with Top Gumming	1000 Nos.	-----
EXHIBITION FOLDER	Size 20x12" 300 gsm, Art Card, 4 Colour Printing One Side	1000 Nos.	-----
	Size 20x12" 300 gsm, Art Card, 4 Colour Printing Both Side	1000 Nos.	-----
APPLICATION & ENTRY FORMS	Size 8.25x11.75" 2 Pages 95 GSM, sun shine paper	1000 Nos.	-----
	Size 8.25x11.75" 2 Pages 130 GSM, Art paper	1000 Nos.	-----
	Folding & Pin Charges	1000 Nos.	-----
ENVELOPES	Size 9.75"x12.5", 120 GSM Sun Shine Paper	1000 nos.	-----
	Size 9.75"x12.5", 120 GSM Sun Shine Paper (Window)	1000 nos.	-----
PRINTOUT	Size A-4, 130 & 170 Art Paper - COLOUR	1 Nos.	-----
	Size A-4, 250-300 Art Card - COLOUR	1 Nos.	-----
	Size A-3, 130 & 170 Art Paper- COLOUR	1 Nos.	
	Size A-3, 250-300 Art Card - COLOUR	1 Nos.	-----
	Size A-4 - Black/White	1 Nos.	-----
	Size A-4 - Black/White , on Colour paper	1 Nos.	-----
	Size A-3 - Black/White	1 nos.	-----
	Set Stapling Charges 1-4 Pages	1000 Nos.	-----
	Set Stapling Charges 5-12 Pages	1000 Nos.	-----

Novelty Items

SELF INK SUN STAMP	SAMLL/MEDIUM/LARGE	1 Nos.	-----
	STAMP ROUND 1" & 1.5"	1 Nos.	-----
	EXTRA LARGE	1 Nos.	-----
FLAGS	Indian Tricolour engraved on Brass, Enamel Painted with Gold Plating & Pin/Bottom magnet on back	50 Nos.	-----
JOINT FLAGS	Indian tricolor with Flag of any other Country engraved on Brass, Enamel painted with gold plating & Pin/Bottom magnet on bank	50 Nos.	-----
COA/STAFF BADGES	Size 1c3" Rectangle/Ovel design (difference name engraved on Wood/Golden Plastic sheet pasted on back acrylic sheet with plastic casting bottom magnet	EACH	-----

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

PRINTING & STATIONERY

Scope of Work: The offer for Printing of office stationery is invited from reputed and experienced agencies engaged in the similar job, located close to EPCH Office, Vasant Kunj, New Delhi.

General / Requirement: The EPCH is having 9500 members from all over India. Circulars/ Letters/ In House Publication etc. are being sent by the Council to its members.

Eligibility for submission of Technical & Financial Proposal: The agencies having following minimum qualifications are hereby invited to submit expression of interest as per the enclosed proforma.

Please submit the details as under:-

- Total cost estimate for above quantity.
- Please specify any other charges (VAT / Service Tax etc.) processing composition charges.
- Also enclose samples of similar nature of job undertaken.
- Please submit a specimen of above job.
- Please submit a list of clients.

Terms & Conditions:

1. The agency must be engaged in the similar job minimum five years to be able to handle the job.
2. The Agency should have annual turnover minimum Rs. 50,00,000/-.
3. Closed Offers are invited from the Registered Suppliers/Firms for supply of Stationery/Printing items for the office use.
4. The Printed jobs to be delivered Vasant Kunj office. No Extra Charges will be paid for such deliveries.
5. Rates to be valid for **two year** after assigning the jobs. No claim for compensation or loss due to fluctuations or any other reasons/causes will be entertained
6. The offers have to submit attested copies of VAT Clearance Certificate/TIN Number/PAN Card along with the offers.
7. The selected agency will be required to submit security / performance guarantee (Refundable) of Rs. 1,00,000/- (One Lakhs Only) by way of demand draft in favour of EXPORT PROMOTION COUNCIL FOR HANDICRAFTS.
8. The EPCH reserves the rights to accept/reject any or all the offers in whole or in part without assigning any reason whatsoever.
9. The EPCH reserves the right to award the Job to more than one agency.

10. The EPCH reserves the right to reject the goods supplied in case they are of inferior quality and are not of requisite standards.
11. Purchase Orders (Pos) will be issued. The delivery of the stationery items has to be effected with the time specified of placing the order. However EPCH reserves the right to change the above schedule of supply depending upon their urgent requirement.
12. Payment against Bill/Invoice shall be released only after supply of observance of satisfactory performance of the items along with delivery Challan. Payment will be made direct to the supplier through **A/c payee cheque only within 15 days of submission of the bills**. No request for other mode of payment will be entertained. **No advance payment will be made in any case.**
13. The Agency will be bound by the details furnished by him/her to EPCH, while submitting the offers or at subsequent stage. In case, any of such documents furnished by him/her is found to be fictitious at any stage, it would be deemed to be a breach to terms of contract making it liable for blacklisting/debarring from participating in future contracts with EPCH.
14. The agency has to ensure that after selection, they have to strictly adhere to specification for which rates are quoted. Any deviation from the specification is not permissible.
15. The offers will be valid for period of two year from the date of assignment of the job. The Council reserved the right to extend further period at the same rate.

Guidelines for Submission of Technical & Financial Proposal

1. The proposal can be submitted along with cost estimates up to **19th June, 2017 by 4.00 P. M.** in Council's Office. Please specify on envelope "**OFFER FOR PRINTING & STATIONERY**". The Offer be submitted to Export Promotion Council for Handicrafts, EPCH HOUSE, Pocket – 6&7, Sector –C, L.S.C., Vasant Kunj, New Delhi – 110070. The envelop should contain the following 2 sealed envelopes i.e. **Envelop 1 – Technical Proposal and Envelop 2 – Financial Proposal.**

Envelop 1: Technical Proposal as per format given at Annexure – I should contain the following documents

- Profile of the company / agency.
- Track Record – Past experience of executing similar jobs. The agency must have minimum 3 year work experience of executing similar nature of jobs.
- Submit CA Certificate verifying the turnover for the following years – 2014-15, 2015-16, 2016-17.
- Copy of PAN No., TAN NO. & Service Tax No.

Envelop 2: Financial Proposal as per format given at Annexure – II should contain the following documents

- The Financial Offer should be as per the Scope of Work enclosed, duly dated, stamped & signed on each page, with detailed breakup of each individual component as per the Scope of Work.
- No lump sum amount shall be considered.
- The applicable taxes should be clearly mentioned separately in the estimates.
- Payment Terms should be clearly mentioned.

Procedure: EPCH will evaluate the Technical Offers. The Technical evaluation will be based on profile and track record of agency, past experience in executing jobs of similar nature & magnitude. The technically qualified offers will be considered for opening of the financial offer.

**The Director
Export Promotion Council for Handicrafts
“EPCH House”, Pocket 6 & 7, Sector – C,
LSC, Vasant Kunj, New Delhi-110070.
Tel. 011-26135256 (Extn. 106)**

ANNEXURE-I

Format of "Technical Proposal for Courier Services" to be printed on Company's Letterhead & submit in Envelop-1.

Name of the Company _____

Address _____

Contact Person _____

Contact Details Mobile -----Landline-----
E-Mail: _____

Please mention the following:

PAN _____ TAN _____ VAT NO _____

SERVICE TAX NO _____ TIN NO _____

(Pl. enclose self certified copies)

1 Annual turnover of your company Amount is Rs. (Lakhs)

2014- 2015 _____
2015- 2016 _____
2016- 2017 _____

2 Details of Past Experience of Similar jobs executed in past 03 years:-

2014-2015

S.No.	Company Name	Contact Persons	E-MAIL Address	Phone/Mobile No.

2015-2016

2016-2017

(Pl. use separate sheets if space given is not sufficient. Also enclose copies of Job Letters for the above jobs)

Place:-

Signature & Seal

Date:-

ANNEXURE-II**Format of “Financial Proposal for Courier Services” to be printed on company’s Letterhead & submit in Envelop No.2.**

Name of the Company _____

Address _____

Contact Person _____

Contact Details Mobile -----Landline-----
E-Mail: _____

1.	Local (Delhi)	Weight	Rates (Amount in Rs.)
		0 to 250 gms	
		251 to 500 gms	
		501 to 1000 gms	
		Additional Per 1 kg	
2.	NCR -Satellites (Gurgaon ,Ghaziabad, Faridabad, Noida , Sahibabad)	0 to 250 Gms	
		251 to 500 gms	
		501 to 1000 gms	
		Additional Per 1 kg	
3.	Metro Cities (Mumbai, Bangalore, Chennai, Kolkata)	0 to 250 gms	
		251 to 500 gms	
		501 to 1000 gms	
		Additional Per 1 kg	
4.	North India (Haryana, Punjab, Rajasthan, UP, Uttaranchal, H.P., Jammu, Gwalior, Jhansi, Bhopal, MP)	0 to 250 gms	
		251 to 500 gms	
		501 to 1000 gms	
		Additional Per 1 kg	
5.	Central India (Moradabad,, Saharanpur, Rest of UP, Bihar, Jharkhand.)	0 to 251 gms	
		251 to 500 gms	
		501 to 1000 gms	
		Additional Per 1 kg	
6.	Western India (Goa, Gujarat, Maharashtra, Chhattisgarh, Dadra, Nagar Haveli.)	0 to 250 gms	
		251 to 500 gms	
		501 to 1000 gms	
		Additional Per 1 k g	

7.	Southern India (Tamil Nadu, Karnataka, Kerala, Pondicherry, Andhra Pradesh, Lakshadweep)	0 to 250 gms	
		251 to 500 gms	
		501 to 1000 gms	
		Additional Per 1 kg	
8.	Eastern India (West Bengal, Orissa, Andaman Nicobar, Tripura, Manipur, Meghalaya, Nagaland, Assam, Mizoram, Arunachal Pradesh, Sikkim)	0 to 250 gms	
		251 to 500 gms	
		501 to 1000 gms	
		Additional Per 1 kg	
9.	Rates for Bulk quantity i.e. minimum 150 / or more letters for all over India Locations		

- **Any Services Tax / Vat Etc**
- **Payment Terms**

Date:

Place:

Signature _____

Name _____

Designation _____

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

COURIER SERVICES

Scope of Work: The offer for Courier Services are invited from reputed and experienced agencies located closed to EPCH Office, Vasant Kunj, New Delhi.

Introduction / Requirement: The EPCH is having 9500 members from all over India. Circulars/ Letters/ In House Publication etc. are being sent by the Council to its members.

Eligibility for submission of Technical & Financial Proposal: The agencies having following minimum qualifications are hereby invited to submit expression of interest as per the enclosed proforma :-

- 1 The agency must be engaged in the similar job minimum five years to be able to handle the job.
- 2 The Agency should have annual turnover minimum Rs.50,00,000/-.

Terms & Conditions:

1. Selected agency will be required to submit security / performance guarantee of Rs.25,000/- (Twenty Five Thousand only) (Refundable) by way of Demand Draft / Pay Order in of favour of EXPORT PROMOTION COUNCIL FOR HANDICRAFTS, New Delhi. If the Performance is not satisfactory Performance Guarantee will be forfeited.
2. The Proposal will be valid for a period of two year from the date of assignment of the job and subject to performance and satisfactory services. In case performance is not satisfactory the Council Reserve the right to discontinue the service of said agency.
3. The Council reserves the right to cancel any or all offers, without assigning any reason for the same.

Guidelines for Submission of Technical & Financial Proposal:

1. The proposal to be submitted in a closed Envelop up to 19th June, 2017 by 4.00 P.M. in Council's Office. Please specify on envelope "OFFER FOR COURIER SERVICE". The Offer be submitted to Export Promotion Council for Handicrafts, EPCH HOUSE, Pocket – 6&7, Sector –C, L.S.C., Vasant Kunj, New Delhi – 110070. The Envelop should contain the following 2 sealed envelopes i.e. Envelop 1 – Technical Proposal and Envelop 2 – Financial Proposal.

Envelop 1: Technical Proposal as per format given at Annexure – I should contain the following documents:-

- Profile of the company / agency.
- Track Record – Past experience of executing similar jobs. The agency must have minimum 3 year work experience of executing similar nature of jobs.
- Submit CA Certificate verifying the turnover for the following years - 2014-15, 2015-16, 2016-17.
- Copy of PAN No., TAN NO. & Service Tax No.

Envelop 2: Financial Proposal as per format given at Annexure – II should contain the following documents

- The Financial Offer should be as per the Scope of Work enclosed, duly dated, stamped & signed on each page, with detailed breakup of each individual component as per the Scope of Work.
- No lump sum amount shall be considered.
- The applicable taxes should be clearly mentioned separately in the estimates.
- Payment Terms should be clearly mentioned.

Procedure: EPCH will evaluate the Technical Offers. The Technical evaluation will be based on profile and track record of agency, past experience in executing jobs of similar nature & magnitude. The technically qualified offers will be considered for opening of the financial offer.

**The Director
Export Promotion Council for Handicrafts
“EPCH House”, Pocket 6 & 7, Sector – C,
LSC, Vasant Kunj, New Delhi-110070.
Tel. 011-26135256 (Extn. 106)**

Format of "Technical Proposal for Hiring of Car / Vehicle" to be printed on Company's Letterhead & submit in Envelop-1.

Name of the Company _____

Address _____

Contact Person _____

Contact Details Mobile -----Landline-----
E-Mail: _____

Please mention the following:

PAN _____ TAN _____ VAT NO _____

SERVICE TAX NO _____ TIN NO _____
(Pl. enclose self certified copies)

1 Annual turnover of your company Amount is Rs. (Lakhs)

2014- 2015 _____
2015- 2016 _____
2016- 2017 _____

2 Details of Past Experience of Similar jobs executed in past 03 years:-

2014-2015

S.No.	Company Name	Contact Persons	E-MAIL Address	Phone/Mobile No.

2015-2016

2016-2017

(Pl. use separate sheets if space given is not sufficient. Also enclose copies of Job Letters for the above jobs)

Place:-

Signature & Seal

Date:-

Format of “Hiring of Car / Vehicle” to be printed on company’s Letterhead & submit in Envelop No.2.

Name of the Company _____

Address _____

Contact Person _____

Contact Details Mobile -----Landline-----
E-Mail: _____

Type of Vehicle	Local Rate (Full Day)	Local Rate Half Day	Outstation Rate	Extra Kms. Rate	Extra Hours Rate	Night charge after 11 P.M.
	80 Kms. 8 Hours	40 Kms. 4 Hours				
Indica/Ritz (Non A/C)						
Indica/Ritz (A/C)						
Ford Ikon/ Dzire						
Ascent / Etios						
Indigo						
Ertiga						
Scorpio						
Innova / Tavera						

- Any Services Tax / Vat Etc
- Payment Terms

Date:

Place:

Signature _____

Name _____

Designation _____

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

HIRING OF CAR / VEHICLES

Scope of Work: The agencies having its office within 10 km. radius from Council's office, Vasant Kunj, New Delhi engaged in the work of providing vehicle on hiring basis are required to submit their proposals in the formats given below.

Requirement: The Export Promotion Council for Handicrafts invite the Proposal/Offer from Delhi based Registered Travel Agency/Agencies for hiring of different type of Vehicles for office use of Export Promotion Council for Handicrafts, New Delhi.

Eligibility for submission of Technical & Financial Proposal:

The interested organizations may offer their charges as details given in enclosed format. The other terms and conditions of the job is as follows:

- 1 The agency must be engaged in the similar job minimum five years to be able to handle the job.
- 2 The Agency should have annual turnover minimum Rs. 25,00,000/-.
- 3 All the vehicles should not old more than three years.

TERMS AND CONDITIONS:

1. The Offer should be submitted in the format enclosed. Selected bidder will have to deposit a sum of Rs. 50,000/- (Fifty Thousand only) security / performance guarantee (refundable) by way of Demand Draft in Favour of Export Promotion Council for Handicrafts, New Delhi before the work order is issued.
2. Copy of Govt. Registration No., PAN, 15 digit service Tax registration No. are to be enclosed along with the Offer. Otherwise offer will be rejected without any notice thereof.
3. Rate should be quoted inclusive of all applicable taxes such as TDS, service tax and duties etc. and applicable taxes will be deducted at source against which necessary tax deduction certificates will be issued as and when required. Other expenditure like car parking charges etc. will be borne by the Council subject to submission of necessary supporting vouchers.
4. The validity of quoted rate/rates will remain same for two year from the date of signature of agreement and no price/rate escalation will be entertained due to hike of fuel price, lubricated oil etc.
5. Selected bidder will be liable to confirm supply of vehicle within 1 hour of intimation depending on urgency of requirement. If the vehicle is not placed at the disposal of the Council as per stipulated time, the bidder will be treated as in competent and will lead to cancellation of the prevailing order without assigning any reason thereof.
6. At lease 2 (Three) running telephone Nos. (in commission/operation) should be mentioned in the offer paper.
7. Rate to be quoted for 08 (Eight) hours duty overtime will be admissible only after 08 (Eight) hours of continuous service. No over time charges will be given in case of night halt.
8. If the service of the selected bidder is not found satisfactory, the work order which will automatically be cancelled without any notice thereof and security deposit will be forfeited accordingly.

9. The Council reserves the right to accept or reject any offer without assigning any reason thereof.
10. The Council reserves the right to cancel the agreement with prior notice of 15 days, if the service of the supplier is not found satisfactory or due to any other reasons which would be beneficial for the greater interest of this Council.
11. All bidders are requested to put their rates in our prescribed format.

Guidelines for Submission of Technical & Financial Proposal

Offers must be submitted in sealed Envelop up to 19th June, 2017 **by 4.00 P.M.** in Council's Office. Please specify on envelope "**HIRING OF CAR / VEHICLES**". The Offer be submitted to Export Promotion Council for Handicrafts, EPCH HOUSE, Pocket – 6&7, Sector –C, L.S.C., Vasant Kunj, New Delhi – 110070. The Envelop should contain the following 2 sealed envelopes i.e. **Envelop 1 – Technical Proposal** and **Envelop 2 – Financial Proposal**.

Envelop 1: Technical Proposal as per format given at Annexure – I should contain the following documents

- Profile of the company / agency.
- Track Record – Past experience of executing similar jobs. The agency must have minimum 3 year work experience of executing similar nature of jobs.
- Submit CA Certificate verifying the turnover for the following years 2014-15, 2015-16, 2016-17.
- Copy of PAN No., TAN NO. & Service Tax No.

Envelop 2: Financial Proposal as per format given at Annexure – II should contain the following documents

- The Financial Offer should be as per the Scope of Work enclosed, duly dated, stamped & signed on each page, with detailed breakup of each individual component as per the Scope of Work.
- No lump sum amount shall be considered.
- The applicable taxes should be clearly mentioned separately in the estimates.
- Payment Terms should be clearly mentioned.

Procedure: EPCH will evaluate the Technical Offers. The Technical evaluation will be based on profile and track record of agency, past experience in executing jobs of similar nature & magnitude. The technically qualified offers will be considered for opening of the financial offer.

The Director
Export Promotion Council for Handicrafts
"EPCH House", Pocket 6 & 7, Sector – C,
LSC, Vasant Kunj, New Delhi-110070.
Tel. 011-26135256 (Extn. 106)

Format of “ Computer Consumables” to be printed on Company’s Letterhead & submit in Envelop-1.

Name of the Company _____

Address _____

Contact Person _____

Contact Details Mobile -----Landline-----
E-Mail: _____

Please mention the following:

PAN _____ TAN _____ VAT NO _____

SERVICE TAX NO _____ TIN NO _____

(Pl. enclose self certified copies)

1 Annual turnover of your company Amount is Rs. (Lakhs)
2014- 2015 _____
2015- 2016 _____
2016- 2017 _____

2 Details of Past Experience of Similar jobs executed in past 03 years:-

2014-2015

S.No.	Company Name	Contact Persons	E-MAIL Address	Phone/Mobile No.

2015-2016

2016-2017

(Pl. use separate sheets if space given is not sufficient. Also enclose copies of Job Letters for the above jobs)

Place:-

Signature & Seal

Date:-

Format of “Computer Consumables” to be printed on company’s Letterhead & submit in Envelop No.2.

Name of the Company _____

Address _____

Contact Person _____

Contact Details Mobile ----- Landline-----
 E-Mail: _____

Printer	Cartridge No.	Amount
HP COLOUR CP3525DN	CE250A/ CE251A/ CE252A/ CE253A	
HP LASERJET PRO M126NW	CC388A	
HP LASERJET 1007	CC388A	
HP LASERJET 1320 PCL	Q5949A	
HP LASERJET PRO 425DN	CF280A	
HP LASERJET PRO M226DW	CC388A	
HP LASERJET P3015	CE255A	
HP LASERJET 2727NF	Q7553A	
HP LASERJET 3390	Q5949A	
HP LASERJET M1005MFP	Q2612A	
HP LASERJET 1150	Q2624A	
HP LASERJET 427FDN	CF228A	
<i>HP LASERJET COLOR ENT M552DN</i>	<i>CF360A/ CF361A/ CF362A/ CF363A</i>	
SAMSUNG SCX 4071ND	103S	
HP COLOR PRINTER	HP 818 Black/ HP 818 Color	
CANON FAX PRINTER	FX3	
CANON FAX PRINTER	328	

PENDRIVE	BRAND NAME	Amount
4 G.B.	SANDISK/KINGSTON/SONY	
8 G. B.	SANDISK/ HP/ KINGSTON/SONY	
16 G.B.	SANDISK/HP/ KINGSTON/SONY	
32 G.B.	SANDISK/ HP/ KINGSTON/SONY	
64 G.B.	SANDISK/ HP/ KINGSTON/SONY	

HARD DISK	BRAND NAME	Amount
HARD DISK- 1 TB	SEAGATE EXPENSION/SONY	
HARD DISK - 2 TB	SEAGATE EXPENSION/SONY	
HARD DISK - 4 TB	SEAGATE EXPENSION/SONY	
CD /DVD	BRAND NAME	Amount
CD-R WITH JEWELCASE	MOSER BAER/ SONY/ OTHER	
DVD-R WITH JEWELCASE	MOSER BAER/ SONY/ OTHER	
OTHER MISC. ITEMS	BRAND NAME	Amount
OPTICAL MOUSE	DELL/ LOGITECH/ MICROSOFT/HP	
USB MOUSE	DELL /LOGITECH/ MICROSOFT/HP	
KEYBOARD	DELL /LOGITECH/ MICROSOFT/HP	
KEYBOARD MOUSE COMBO	DELL /LOGITECH/ MICROSOFT/HP	
WIRELESS COMBO KEYBORD & MOUSE	DELL /LOGITECH/ MICROSOFT/HP	
WIRELESS OPTICAL MOUSE	DELL /LOGITECH/ MICROSOFT/HP	
REFILLING OF TONER PRINTER CARTRIDGE	SUPER QULAITY/ SUPER GRAPHIC	
RECYCLING OF TONER PRINTER CARTRIDGES	SUPER QULAITY/ SUPER GRAPHIC	
USB PRINTER CABLE - 3 MTR. / 5 MTR. / 10 MTRS.	USB 2.0	
CASING 205" FOR EXT. HARD DIST		
CARD READER		
HDMI TO VGA CABLE		
HDMI TO HDMI CABLE 1.5 MTR./ 3MTR.		
USB HUB 4 PORT	1 BALL/BELKING	
POWER CABLE		
HEAD PHONE		
LAPTOP BATTERY	DELL/LENOVA/HP	
LAPTON ADAPTOR	DELL/LENOVA/HP	
POWER STRIP, 3 WAY/ 4 WAY/ 5 WARY	BELKIN	

- **Any Services Tax / Vat Etc**
- **Payment Terms**

Date:

Place:

Signature _____

Name _____

Designation _____

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

Consumables for Computer/ Printer/Faxes

Scope of Work: The agencies engaged in providing services to supply consumables for Computer / Printers/faxes located close to EPCH Office, Vasant Kunj, New Delhi.

Requirement: The Council is to invite offer for award of Annual Contract for Supply of Computer/Printer/Faxes/Consumables etc. (list enclosed). The technical and financial terms and conditions of Contact shall be as follows:

Eligibility for submission of Technical & Financial Proposal:

- 1 The agency must be engaged in the similar job minimum five years to be able to handle the job.
- 2 The Agency should have annual turnover minimum Rs.5,00,000/-.

TERMS & CONDITIONS:

1. Lowest quoted items to be accepted & supplied.
2. The supply order may be awarded to more than one vendor for all items or for different items.
3. Please give the valid sales tax Registration No. of your firm allotted by sales tax department.
4. The Contract will be valid for a period of two year and the period will be informed after finalization of the contract. The rates quoted will remain in force for the full period of contract. No demand for revision of rate on any account shall be entertained during the contract period. It will be open to the Council to extend the terms of the agreement on the same terms and conditions for a further period of two year, if necessary.
5. The Accessory/Consumable is to be delivered within one day of the order placed or on the same day.
6. It may also be noted that in case of contractor backing out in midstream without any explicit consent of the Council, he will be liable to recovery by this Council on purchase of consumables for the balance period of Contract through alternative means.
7. No advance payment in any case would be made. However monthly payment after satisfactory supply of consumables will be made.
8. The selected agency will be required to submit security / performance guarantee (refundable) of Rs. 25,000/- (Twenty Five Thousand only) by way of demand draft in favour of EXPORT PROMOTION COUNCIL FOR HANDICRAFTS. The other requisite documents mentioned shall be accompanied with the offer letters. The prized bid/financial offer will be considered only after supplier agrees to the conditions.

9. The bidder has to submit sealed offer as per the offer documents only after signing each and every page of offer document with company seal and with all the columns duly filled in. The rates should be quoted for each item/brand separately as per format.
10. Offer received after due date, those received without separate sealed cover and rates not quoted in specified Performa will not be accepted. The Competent Authority reserves the right to reduce or increase the number of items offered for **supply contract during the period of Annual contract**. The Competent Authority also reserves the right to reject any offer without assigning any reason.
11. The bidder should quote only one rate for any particular items for the given specification at Annexure applicable taxes (if any).
12. The bid security may be forfeited, if the bidder withdraws bid during the period of bid validity.
13. The bidder shall mention the complete specification of the items i.e. of Toner/Cartridge etc.
14. If at any time during the said period the bidder reduces the sale prize of any items, bidder shall forth with notify such reduction on sale of offer. For consumables supplied after the date of coming into force for such reduction shall stand correspondingly reduced.
15. The bidder should ensure that all the consumables are of reputed brand and of better quality.
16. All HP Desk-jet Printer Cartridges/Ink cartridges and HP Laser-jet Printer toner should be a HP make and genuine only.
20. The recordable & Re-writable CDs and Cartridges, if found defective or duplicate within the entire contract period of delivery shall be replaced with original ones within 2 days of notifying the defect at the supplier's cost.
21. The bidder is bound to supply the Computer/Printer Consumables at approved rates during the validity of the offer at the approved rates at different interval as and when required by the Council.
22. The date of manufacture of these items should be clearly written on the items or its packing. Items manufacturing date older than 3 months on of the delivery will be rejected and bidder shall be liable to supply the same with new one.
23. The offers submitted by Telegram/Fax/E-mail other than specified above will not be considered.
24. No offer will be accepted after due date and time mentioned above, unless extended by the Council.

Guidelines for Submission of Technical & Financial Proposal

If your firm is interested, you may submit your documents satisfying the technical bid requirements in a sealed cover super scribed with “**Offer for Computer/ Printer consumables**” by 19th June, 2017 up to 4.00 P.M. The Offer be submitted to Export Promotion Council for Handicrafts, EPCH HOUSE, Pocket – 6&7, Sector –C, L.S.C., Vasant Kunj, New Delhi – 110070. The Envelop should contain the following 2 sealed envelopes i.e. **Envelop 1 – Technical Proposal** and **Envelop 2 – Financial Proposal**.

Envelop 1: Technical Proposal as per format given at Annexure – I should contain the following documents

- Profile of the company / agency.
- Track Record – Past experience of executing similar jobs. The agency must have minimum 3 year work experience of executing similar nature of jobs.
- Submit CA Certificate verifying the turnover for the following years 2014-15, 2015-16, 2016-17.
- Copy of PAN No., TAN NO. & Service Tax No.

Envelop 2: Financial Proposal as per format given at Annexure – II should contain the following documents

- The Financial Offer should be as per the Scope of Work enclosed, duly dated, stamped & signed on each page, with detailed breakup of each individual component as per the Scope of Work.
- No lump sum amount shall be considered.
- The applicable taxes should be clearly mentioned separately in the estimates.
- Payment Terms should be clearly mentioned.

Procedure: EPCH will evaluate the Technical Offers. The Technical evaluation will be based on profile and track record of agency, past experience in executing jobs of similar nature & magnitude. The technically qualified offers will be considered for opening of the financial offer.

The Director
Export Promotion Council for Handicrafts
“EPCH House”, Pocket 6 & 7, Sector – C,
LSC, Vasant Kunj, New Delhi-110070.
Tel. 011-26135256 (Extn. 106)

Format of “Technical Proposal for Bulk Mailing Services” to be printed on Company’s Letterhead & submit in Envelop-1.

Name of the Company _____

Address _____

Contact Person _____

Contact Details Mobile -----Landline-----
E-Mail: _____

Please mention the following:

PAN _____ TAN _____ VAT NO _____

SERVICE TAX NO _____ TIN NO _____

(Pl. enclose self certified copies)

1 Annual turnover of your company: Amount is Rs. (Lakhs)
2014- 2015 _____
2015- 2016 _____
2016- 2017 _____

2 Details of Past Experience of Similar jobs executed in past 03 years:-

2014-2015

S.No.	Company Name	Contact Persons	E-MAIL Address	Phone/Mobile No.

2015-2016

2016-2017

(Pl. use separate sheets if space given is not sufficient. Also enclose copies of Job Letters for the above jobs)

Place:-

Date:-

Signature & Seal

Format of “Financial Proposal for Bulk Mailing Services” to be printed on company’s Letterhead & submit in Envelop No.2.

Name of the Company _____

Address _____

Contact Person _____

Contact Details Mobile -----Landline-----
E-Mail: _____

SL.NO.	PARTICULARS	UP TO 1000 / CIRCULAR
A.	(i) Pasting of Mailing Sticker (ii) Pasting of Letter (iii) Cutting of Stickers (iv) Bulk Cutting	
B.	(i) Filling of Circular/Letter/Brochures (ii) Folding of Circular/ Letter/ Brochures (iii) Filling of in-house New Letter/ Catalogues	
C.	Handling Services (i) Book Post Mailing (ii) 1st Class Mail (iii) Registered / AD /Speed Post (iv) Under Postal Certificate (UPC) (v) Air Mailing (vi) Postal Bags (Wherever Applicable)	
D.	Stapling Charges	
E.	Stamping Charges	
F.	Numbering Charges	
G.	Out of Envelopes Charges	
H.	Correction Charges	
I.	Sorting Charges	
J.	Insertion / merging -1 to 5 Letters	
K.	Parcel Packing up to 500 gms. To 1000 gms.	
L.	Gift Packing	
M.	Parcel packing 1 kg to 2.5 kg.	
N.	Tape pasting on A-4 size envelop	
O.	Box packing charges	

- Any Services Tax / Vat Etc
- Payment Terms

Date: _____ Signature _____

Place: _____ Name _____

Designation _____

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

BULK MAILING SERVICES

Scope of work: The Council is using its own Franking Machine for postage. Agencies engaged in the work of Bulk Mailing Services i.e. pasting, filling, handling and related services need to submit their proposal in the enclosed formats.

Introduction / Requirement: The EPCH is having 9500 members from all over India. Circulars/ Letters/ In House Publication etc. are being sent by the Council to its members. The offer for bulk mailers is invited from reputed and experienced mailers located close to EPCH Office, Vasant Kunj, New delhi.

Eligibility for submission of Technical & Financial Proposal:- The agencies having following minimum qualifications are hereby invited to submit expression of interest as per the enclosed proforma :-

- 1 The agency must be engaged in the similar job minimum five years to be able to handle the mailer job.
- 2 The Agency should have annual turnover minimum Rs.5,00,000/-.

Terms & Conditions:-

1. The Selected agency will be required to deposit performance guarantee of Rs.25,000/- (Refundable) by way of Demand Draft / Pay Order in favour of "EXPORT PROMOTION COUNCIL FOR HANDICRAFTS". If the Performances not satisfactory Performance Guarantee will be forfeited.
2. The rates will be valid for a period of two years from the date of assignment of the job. The Council reserve the right to extend further period at the same rate subject to Performance and agreed by Service Provider
3. The Council reserves the right to accept or reject any or all offers without assigning any Reasons thereof. The decision of the Council in this regard will be final and binding.

Guidelines for Submission of Technical & Financial Proposal:

1. Offers must be submitted in sealed envelope up to 19th June, 2017 by 4.00 P.M. in the Council's office. Please specify on envelope "**OFFER FOR BULK MAILING SERVICE**". The Offer to be submitted to Export Promotion Council for Handicrafts, EPCH HOUSE, Pocket-6&7, Sector- C, L.S.C., Vasant Kunj, New Delhi – 110070. The Envelop should contain the following 2 sealed envelopes i.e. **Envelop 1 – Technical Proposal** and **Envelop 2 – Financial Proposal**.

Envelop 1: Technical Proposal as per format given at Annexure – I should contain the following documents

- Profile of the Company / agency.
- Track Record – past experience of executive similar jobs. The agency must have minimum 3 years work experience of executing similar nature of jobs.
- Submit CA Certificate verifying the turnover for the following years – 2014-15, 2015-16, 2016-17.
- Copy of PAN No., TAN NO. & Service Tax No.

Envelop 2: Financial Proposal as per format given at Annexure – II should contain the following documents

- The Financial Offer should be as per the Scope of Work enclosed, duly dated, stamped & signed on each page, with detailed breakup of each individual component as per the Scope of Work.
- No lump sum amount shall be considered.
- The applicable taxes should be clearly mentioned separately in the estimates.
- Payment Terms should be clearly mentioned.

Procedure: EPCH will evaluate the Technical Offers. The Technical evaluation will be based on profile and track record of agency, past experience in executing jobs of similar nature & magnitude. The technically qualified offers will be considered for opening of the financial offer.

**The Director
Export Promotion Council for Handicrafts
“EPCH House”, Pocket 6 & 7, Sector – C,
LSC, Vasant Kunj, New Delhi-110070.
Tel. 011-26135256 (Extn. 106)**

Format of Technical Proposal for “Hiring of Photocopies for Official Photocopies” to be printed on Company’s Letterhead & submit in Envelop-1.

Name of the Company _____

Address _____

Contact Person _____

Contact Details Mobile -----Landline-----
E-Mail: _____

Please mention the following:

PAN _____ TAN _____ VAT NO _____

SERVICE TAX NO _____ TIN NO _____

(Pl. enclose self certified copies)

1 Annual turnover of your company Amount is Rs. (Lakhs)
2014- 2015 _____
2015- 2016 _____
2016- 2017 _____

2 Details of Past Experience of Similar jobs executed in past 03 years:-

2014-2015

S.No.	Company Name	Contact Persons	E-MAIL Address	Phone/Mobile No.

2015-2016

2016-2017

(Pl. use separate sheets if space given is not sufficient. Also enclose copies of Job Letters for the above jobs)

Place:-

Date:-

Signature & Seal

Format of Financial proposal of “Hiring of Photocopier for official photocopies” to be printed on company’s Letterhead & submit in Envelop No.2.

Name of the Company _____

Address _____

Contact Person _____

Contact Details Mobile ----- Landline-----
E-Mail: _____

SL. NO.	PARTICULATS	RATE IN RS.	
		SINGLE SIDE	BOTH SIDE
1	A-4 size Black & White PHOTOCOPY on 75 GSM good quality paper		
2	FS size Black & White PHOTOCOPY on 75 GSM good quality paper		
3	A-3 size Black & White PHOTOCOPY on 75 GSM good quality paper		
4	A-4 size Black & White PRINTOUT on 75 GSM good quality paper		
5	A-3 size Black & White PRINTOUT on 75 GSM good quality paper		
6	A-4 size COLOURED Printout/Photocopy on 100 GSM DO paper		
7	A-3 size COLOURED Printout/Photocopy on 100 GSM DO paper		
8	A-4 size COLOURED Printout/Photocopy on ART PAPER/CARD paper		
9	A-3 size COLOURED Printout/Photocopy on ART PAPER/CARD paper		
		SPIRAL BINDING	WIRE-O BINDING
10	A-4 Size paper up to 100 pages with all material cost		
11	A-4 Size paper up to 200 pages with all material cost		
12	A-4 Size paper up to 250 pages with all material cost		
13	A-4 Size paper above 250 pages with all material cost		
14	Operator charger (for operating photocopy machine)		

- **Any Services Tax / Vat Etc**
- **Payment Terms**

Date: _____ **Signature** _____

Place: _____ **Name** _____

Designation _____

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

HIRING OF PHOTOCOPIER MACHINE FOR OFFICIAL PHOTOCOPIES

Scope of work: Rates for providing the digital Black & White, and colour Photocopy copier machine on hiring basis for use in the Council's office along with the charges of the operator in the following format

General / Requirement : The EPCH is having 9500 members from all over India. Circulars/ Letters/ In House Publication etc. are being sent by the Council to its members. The offer for hiring of photocopier is invited from reputed and experienced mailers located close to EPCH Office, Vasant Kunj, New Delhi.

Eligibility for submission of Technical & Financial Proposal:

- 1 The agency must be engaged in the similar job minimum five years to be able to handle the job.
- 2 The Agency should have annual turnover between Rs. 5,00,000/-.
- 3 Sealed offers are invited from the Registered Suppliers/Firms for supply of Photo Copier Machine on hiring basis for Black & White photo copies for use of the Council's office.

Terms & Conditions:-

1. The Companies quoting the rates should mention the rates in each and every column of the specification provided.
2. All the applicable charges should be clearly mentioned on the offer.
3. The charges of the operator if any should be clearly mentioned. It will be responsibility of the operator to provide timely and punctual service to the Council.
4. The maintenance of the machine will be the sole responsibility of the suppliers/Firms supplying the machine. The Suppliers has to ensure that machine is kept in perfect working condition all times.
5. The Counter on the equipment will determine copies made. The responsibility of the operator will be to ensure for keeping the record of the copies properly.
6. The Bill for the photocopies is to be submitted on fortnightly basis i.e. on 16th and 30/31st of every month.
7. The selected agency has to submit security / Performance guarantee of Rs 25000/- Refundable by Way of D.D. payable in favour of Export Promotion Council for Handicrafts

Guidelines for Submission of Technical & Financial Proposal

The proposal can be submitted along with cost estimates upto 19th June, 2017 by 4.00 P. M. in Council's Office. Please specify on envelope "Hiring of Photocopier for Official photocopies". The Offer be submitted to Export Promotion Council for Handicrafts, EPCH HOUSE, Pocket – 6&7, Sector –C, L.S.C., Vasant Kunj, New Delhi – 110070. The Envelop should contain the following 2 sealed envelopes i.e. **Envelop 1 – Technical Proposal** and **Envelop 2 – Financial Proposal**.

Envelop 1: Technical Proposal as per format given at Annexure – I should contain the following documents

- Profile of the company / agency.
- Track Record – Past experience of executing similar jobs. The agency must have minimum 3 year work experience of executing similar nature of jobs.
- Submit CA Certificate verifying the turnover for the following years – 2014-15, 2015-16, 2016-17.
- Copy of PAN No., TAN NO. & Service Tax No.

Envelop 2: Financial Proposal as per format given at Annexure – II should contain the following documents

- The Financial Offer should be as per the Scope of Work enclosed, duly dated, stamped & signed on each page, with detailed breakup of each individual component as per the Scope of Work.
- No lump sum amount shall be considered.
- The applicable taxes should be clearly mentioned separately in the estimates.
- Payment Terms should be clearly mentioned.

Procedure: EPCH will evaluate the Technical Offers. The Technical evaluation will be based on profile and track record of agency, past experience in executing jobs of similar nature & magnitude. The technically qualified offers will be considered for opening of the financial offer.

The Director
Export Promotion Council for Handicrafts
"EPCH House", Pocket 6 & 7, Sector – C,
LSC, Vasant Kunj, New Delhi-110070.
Tel. 011-26135256 (Extn. 106)

Format of Technical proposal of “Printers for In-House Journal “Craftcil” to be printed on Company’s Letterhead & submit in Envelop-1.

Name of the Company _____
Address _____

Contact Person _____

Contact Details Mobile -----Landline-----

E-Mail: _____

Please mention the following:

PAN _____ TAN _____ VAT NO _____

SERVICE TAX NO _____ TIN NO _____

(Pl. enclose self certified copies)

1 Annual turnover of your company Amount is Rs. (Lakhs)

2014- 2015 _____

2015- 2016 _____

2016- 2017 _____

2 Details of Past Experience of Similar jobs executed in past 03 years:-

2014-2015

S.No.	Company Name	Contact Persons	E-MAIL Address	Phone/Mobile No.

2015-2016

2016-2017

(Pl. use separate sheets if space given is not sufficient. Also enclose copies of Job Letters for the above jobs)

Place:-

Signature & Seal

Date:-

Format of Financial Proposal of “Printers for In-House Journal “Craftcil” to be printed on company’s Letterhead & submit in Envelop No.2.

Name of the Company _____

Address _____

Contact Person _____

Contact Details Mobile -----Landline-----

Technical specifications:

Specs: A-4 size magazine, 4 colour + 2 colour, on 130 gsm good quality imported art paper - self cover, center stitched.

Please quote as per format below (including all taxes). **Cost of editorial per issue/per month.**

Basic Pages	16 pages 4-colour	
Cost for content and Editorial Services		
Adding Pages	Adding 4 Pages 4-Colour	Adding 4 pages 2-Colour
Cost for content and Editorial Service		

Please quote as per format below (including all taxes). **Cost of design and production per issue.**

Basic Pages	16 pages 4-colour							
Quantities	7000	8000	9000	10000				
Cost of Design and Production								
Adding Pages	Adding 4 Pages 4-Colour				Adding 4 pages 2-Colour			
Quantities	7000	8000	9000	10000	7000	8000	9000	10000
Cost of Design and Production								

Payment Terms:-

Place:-

Date:-

Signature & Seal

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

NEW DELHI

SCOPE OF WORK

About EPCH:

Export Promotion Council for Handicrafts (EPCH) is the apex nodal body representing Indian Handicrafts' manufacturers and exporters at the national and international level, having active local & global reach and presence. The objective of the Council is to promote, support, protect, maintain and increase exports of handicrafts from India.

The Publication – In House Journal- “CRAFTCIL”

The Council invests in its monthly magazine ‘**Craftcil**’ for the development of the Handicrafts export trade and benefit of its members, spread all across India. The purpose of the magazine is to uplift the spirit of the handicraft community, broaden their business vision and horizon, while keeping the members and the trade abreast with trade activities. Craftcil needs to provide valuable international business information and market analysis as well as domestic trade opportunities, ranging from researched articles to news and happenings, besides regular columns, etc. The publication has features on Handicraft products, markets, trade shows, other initiatives and programs.

Job Requirements:

For publishing the magazine the Council proposes to engage a publishing agency having adequate talent resource and infrastructure to expeditiously execute quality work in the fields of editorial, design and production. The agency/group should not have their own publication on the same/similar subject – to keep out conflict of interests. The agency(s) should be registered with Income Tax, VAT and Service Tax Depts. Our specific requirements are as follows:

Editorial Requirement:

This is the most important aspect -the agency should have a specialized editorial department, which has proven specialized knowledge base of the handicrafts sector, exports and also of trade magazines. The Agency should also be able to guide the content and development of Craftcil on an ongoing basis. The agency should dedicate able editorial resources for regular interaction with the Council for collecting relevant materials. Editorially, the agency would need to:

- Plan the sections and contents of month-wise issues
- Develop new and relevant content
- Interviews of stakeholders, including Govt. officials, successful industry leaders and artisans
- Run knowledge based FAQs and process reader inquiries
- Publish regular ‘List articles’
- Select add-to and collate information
- Keep editorial watch and collect industry news & information
- Contribute researched articles
- Take approvals stage-wise from designated authority
- Adhere to and maintain deadlines

Design Requirement:

the agency would need to represent the content in a fresh and suitable dynamic design format, in line with content of different sections to the satisfaction of the Council; to scan and correct pictures; make graphical visual representations; make tables and graphs. Agency would need to present stage-wise dummies for approval and present the final dummy, complete after corrections and additions, with cover design options, and redo covers/pages wherever desired and take a final okay before production.

Production Requirement:

the agency should provably be engaging and supervising the use of high quality branded paper and use best available technology for pre-press, printing and fabrication at a fully equipped and compliant printing unit which would promptly produce a high quality publication as per the technical specifications and deliver copies at the Council's office (as per posting date, if so required).

ELIGIBILITY FOR SUBMISSION OF TECHNICAL & FINANCIAL PROPOSAL

- a. The agency must be engaged in the similar job minimum five years to be able to handle the job.
- b. The Agency should have annual turnover minimum Rs. 50,00,000/-.

The agency should have adequate talent resource and infrastructure to expeditiously execute quality work in the fields of editorial, design and production. The agency/group should not have their own publication on the same/similar subject – to keep out conflict of interests. The agency should be registered with Income Tax, VAT and Service Tax Depts.

GENERAL TERMS & CONDITIONS

1. Please mention the name of press.
2. Payment terms.
3. Time required for completion of job.
4. Please submit a list of clients.
5. The offers will be valid for a period of two years from the date of assignment of the job. The Council Reserve the right to extend further period at the same rate.

TERMS OF PAYMENT

- i) In case an agency is considered for above job, agency has to submit security (refundable) of Rs.1,00,000/- by way of demand draft in favour of **EXPORT PROMOTION COUNCIL FOR HANDICRAFTS**. The Council Reserve the right to forfeit the EMD if bidder will not work according to offer conditions.
- ii) The Council has the right to select / reject any/all offers without assigning any reason.

Guidelines for Submission of Technical & Financial Proposal

If your firm is interested, you may submit your documents satisfying the technical bid requirements in a sealed cover super scribed with "**Offer for "Printers for "In-House Journal – Craftcil"**" addressed and submit by **4.00 P.M.** on **19th June, 2017**. The Offer be submitted to Export Promotion Council for Handicrafts, EPCH HOUSE, Pocket – 6&7, Sector –C, L.S.C., Vasant Kunj, New Delhi – 110070. The Envelop should contain the following 2 sealed envelopes i.e. **Envelop 1 – Technical Proposal and Envelop 2 – Financial Proposal**.

Envelop 1: Technical Proposal as per format given at Annexure – I should contain the following documents

- Profile of the company / agency.
- Details of Key People.
- Samples of editorial work done in the handicrafts sector. Including turnkey jobs attached Mandated scope of work therein.
- Provide a Dummy of a proposed issued outlining the editorial content and corresponding design format.
- Also provide an undertaking that you fully understand the scope of our work and comply by the tender conditions.
- Track Record – Past experience of executing similar jobs. The agency must have minimum 3 year work experience of executing similar nature of jobs.
- Submit CA Certificate verifying the turnover for the following years – 2014-15, 2015-16, 2016-17.
- Copy of PAN No., TAN NO. & Service Tax No.
- Please mentioned conditions/limitations. If any, clearly.
-

Envelop 2: Financial Proposal as per format given at Annexure – II should contain the following documents

- The Financial Offer should be as per the Scope of Work enclosed, duly dated, stamped & signed on each page, with detailed breakup of each individual component as per the Scope of Work.
- No lump sum amount shall be considered.
- The applicable taxes should be clearly mentioned separately in the estimates.
- Payment Terms should be clearly mentioned.

Procedure: EPCH will evaluate the Technical Offers. The Technical evaluation will be based on profile and track record of agency, past experience in executing jobs of similar nature & magnitude. The technically qualified offers will be considered for opening of the financial offer.

**The Director
Export Promotion Council for Handicrafts
“EPCH House”, Pocket 6 & 7, Sector – C,
L.S.C., Vasant Kunj, New Delhi-110070.
Tel. 011-26135256 (Extn. 106)**

Format of Technical proposal of “E-Craftcil” to be printed on Company’s Letterhead & submit in Envelop-1.

Name of the Company _____

Address _____

Contact Person _____

Contact Details Mobile _____ Landline _____

E-Mail: _____

Please mention the following:

PAN _____ TAN _____ VAT NO _____

SERVICE TAX NO _____ TIN NO _____

(Pl. enclose self certified copies)

1 Annual turnover of your company: Amount is Rs. (Lakhs)

2014- 2015 _____

2015- 2016 _____

2016- 2017 _____

2 Details of Past Experience of Similar jobs executed in past 03 years:-

2014-2015

S.No.	Company Name	Contact Persons	E-MAIL Address	Phone/Mobile No.

2015-2016

2016-2017

(Pl. use separate sheets if space given is not sufficient. Also enclose copies of Job Letters for the above jobs)

Place:-

Signature & Seal

Date:-

Format of Financial Proposal of “E-Craftcil” to be printed on company’s Letterhead & submit in Envelop No.2.

Name of the Company _____

Address _____

Contact Person _____

Contact Details Mobile _____ Landline _____

About EPCH:

Export Promotion Council for Handicrafts (EPCH) is the apex nodal body representing Indian Handicrafts’ manufacturers and exporters at the national and international level, having active local & global reach and presence. The objective of the Council is to promote, support, protect, maintain and increase exports of handicrafts from India. The Council organizes handicrafts product export trade shows which the Council publicizes overseas to attract international buyers.

For faster and on demand access to Councils disseminated information, EPCH brings out an e-newsletter for the benefit of its members spread all across India. The newsletter keeps the trade abreast with the Council’s activities and also provides valuable business information ranging from researched articles on Markets/market segments; Design and consumer trends; Manufacturing & quality control processes; Policies and regulations; National & international happenings and News briefs. Apart from this there are regular columns like forthcoming events, event reports, trade inquiries, etc.

Agencies with requisite and proven editorial/content management skills as well as web design and hosting capabilities should send work and cost proposals should also send their company profiles, samples of similar jobs handled and references, if any.

Scope of work for bringing out EPCH’s e-newsletter

Editorial Desk

1. Keeping on-line and off-line ‘editorial watch’ for relevant news and happenings
 - (i) Overseas home & fashion consumer trends, news and analysis
 - (ii) New product and brand launches
 - (iii) News on overseas Retail, Import, Online sales, etc.
2. Content planning and development
 - (i) Working on Lead story / topical theme
 - (ii) Collating information and selecting matter for full issue
 - (iii) Choosing appropriate visuals
 - (iv) Editing, rewriting, proof reading information received from the Council (Govt. Circulars/ Notifications, Event Reports, monthly magazine, etc)

Presentation & Layout

Have a dynamic design framework which allows individual issues to highlight key stories and features, besides tags for regular columns. Job would involve:

- (i) Layout designing of html front page
- (ii) Selection of information snippets & visuals for the front page
- (iii) Independent full stories hyperlinked to front page highlights

Hosting and Distribution

- (i) Host html issue and links on a quick access server
- (ii) Emailing html for easy download and viewing in the INBOX of recipient (with links to detailed stories on server)
- (ii) Managing email database*– Updating, managing response, widening readership base, etc. **(pl give cost separately)**

If you are capable and interested to bring out e-newsletter for EPCH, please send your quote (cost per issue) along with your company profile.

Guidelines for Submission of Technical & Financial Proposal

If your firm is interested, you may submit your documents satisfying the technical bid requirements in a sealed cover super scribed with “**Offer for “E-Craftcil”** by 19th June, 2017 **up to 4.00 P.M.** The Offer be submitted to Export Promotion Council for Handicrafts, EPCH House, Pocket – 6&7, Sector –C, L.S.C., Vasant Kunj, New Delhi – 110070. The Envelop should contain the following 2 sealed envelopes i.e. **Envelop 1 – Technical Proposal** and **Envelop 2 – Financial Proposal**.

Envelop 1: Technical Proposal as per format given at Annexure – I should contain the following documents

- Profile of the company / agency.
- Track Record – Past experience of executing similar jobs. The agency must have minimum 3 year work experience of executing similar nature of jobs.
- Submit CA Certificate verifying the turnover for the following years – 2014-15, 2015-16, 2016-17.
- Copy of PAN No., TAN NO. & Service Tax No.

Envelop 2: Financial Proposal as per format given at Annexure – II should contain the following documents

- The Financial Offer should be as per the Scope of Work enclosed, duly dated, stamped & signed on each page, with detailed breakup of each individual component as per the Scope of Work.
- No lump sum amount shall be considered.
- The applicable taxes should be clearly mentioned separately in the estimates.
- Payment Terms should be clearly mentioned.

Procedure: EPCH will evaluate the Technical Offers. The Technical evaluation will be based on profile and track record of agency, past experience in executing jobs of similar nature & magnitude. The technically qualified offers will be considered for opening of the financial offer.

The Director

**Export Promotion Council for Handicrafts
“EPCH House”, Pocket 6 & 7, Sector – C,
LSC, Vasant Kunj, New Delhi-110070.
Tel. 011-26135256 (Extn. 106)**

Format of “ Housekeeping Services” to be printed on Company’s Letterhead & submit in Envelop-1.

Name of the Company _____

Address _____

Contact Person _____

Contact Details Mobile -----Landline -----
E-Mail: _____

Please mention the following:

PAN _____ TAN _____ VAT NO _____

SERVICE TAX NO _____ TIN NO _____
(Pl. enclose self certified copies)

1 Annual turnover of your company Amount is Rs. (Lakhs)
2014- 2015 _____
2015- 2016 _____
2016- 2017 _____

2 Details of Past Experience of Similar jobs executed in past 03 years:-

2014-2015

S.No.	Company Name	Contact Persons	E-MAIL Address	Phone/Mobile No.

2015-2016

2016-2017

(Pl. use separate sheets if space given is not sufficient. Also enclose copies of Job Letters for the above jobs)

Place:-

Signature & Seal

Date:-

Format of “Housekeeping Services” to be printed on company’s Letterhead & submit in Envelop No.2.

Name of the Company _____

Address _____

Contact Person _____

Contact Details Mobile -----Landline-----
E-Mail: _____

Sl. No.	Particulars	No. of boys	Rate	Amount
1	<u>Houseman</u>	04 nos.		
2	<u>Consumable</u> The Agency should be able to provide the housekeeping job on turnkey basis, which means the office premises should always be neat and clean. The agency charges are inclusive of all the consumable materials like brushes, spray bottles, bucket, brooms, C-fold, Toilet Roll, Liquid soap etc.			

- Any Services Tax / Vat Etc
- Payment Terms

Name _____

Designation _____

Signature _____

Date:

Place:

EXPORT PROMOTION COUNCIL FOR HANDICRAFTS

Housekeeping Services

Scope of Work: The reputed and experienced agencies providing Housekeeping services located close to EPCH Office, Vasant Kunj, New Delhi, capable of maintaining and doing the housekeeping job are required to submit proposal in the enclosed formats.

Requirement: The Council is looking for an agency to provide services to maintain the office premises neat and clean. The approximate cleaning area is about 10000 sq. feet (05 floors). The scope of the work will include following:-

Routine / Daily tasks

1. Empty dustbins / waste bins and broom / vacuum the common areas.
2. Damp wipe furniture, fixtures and fittings & lights.
3. Spot clean walls / panels wherever possible with particular attention to areas around doorknobs, switches and stair case.
4. Check cobwebs and any cobwebs should not form / appear in any area of the Council.
5. Damp wipe staircase railing and keep it clean throughout the day.
6. Keep the open area clean as per the plan with a sweeping machine.
7. Mopping of Hard Floors / Wooden floors.
8. Keep the common areas / approaches including all exits clean throughout the day.
9. Check and clean glasses if any wherever approachable.
10. Check any defects (building maintenance) and report.

Weekly / Periodic Tasks:

1. High dusting / Vacuuming all areas above eye level.
2. Washing of furniture / fixtures and fittings wherever possible to retain the new look especially in the lobby and food areas.
3. Scrubbing of all floors.
4. Pressure wash open area as per scope of work with a machine.
5. Clean all the skirting and corners.
6. Deep-clean all glass surfaces in office building.
7. Complete washing toilets including tiles, and other fixtures.

Consumables: All cleaning consumables such as fresheners, mopping solutions, dusters, brooms, spray bottles, glass cleaners, mops etc. shall be provided by agency. The liquid hand soap refills and C-fold paper tissues shall be provided by agency.

Eligibility for submission of Technical & Financial Proposal:

1. The agency must be engaged in the similar job minimum five years to be able to handle the job.
2. The Agency should have annual turnover minimum Rs.25,00,000/-.

TERMS & CONDITIONS

1. Selected agency will be required to submit security / performance guarantee of Rs.25,000/- (Refundable) by way of Demand Draft / Pay Order in of favour of EXPORT PROMOTION COUNCIL FOR HANDICRAFTS, New Delhi. If the Performances is not satisfactory Performances Guarantee will be forfeited.
2. The Proposal will be valid for a period of two year from the date of assignment of the job and subject to performance and satisfactory services. In case performance is not satisfactory the Council's reserve the right to discontinue the service of said agency. **Any revision in the contract rate for housekeeping services will be entertained not before one year from the date of contract for whatsoever reasons.**
3. The Council reserves the right to cancel any or all offers, without assigning any reason for the same.

Guidelines for Submission of Technical & Financial Proposal

If your firm is interested, you may submit your documents satisfying the technical bid requirements in a sealed cover super scribed with **"Offer for Housekeeping Services"** by **19th June, 2017 up to 4.00 P.M.** The Offer be submitted to Export Promotion Council for Handicrafts, EPCH HOUSE, Pocket – 6&7, Sector –C, L.S.C., Vasant Kunj, New Delhi – 110070. The Envelop should contain the following 2 sealed envelopes i.e. **Envelop 1 – Technical Proposal** and **Envelop 2 – Financial Proposal**.

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- Copy of PAN No., TAN NO. & Service Tax No.

Envelop 2: Financial Proposal as per format given at Annexure – II should contain the following documents

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Procedure: EPCH will evaluate the Technical Offers. The Technical evaluation will be based on profile and track record of agency, past experience in executing jobs of similar nature & magnitude. The technically qualified offers will be considered for opening of the financial offer.

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