

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 _____ GST NO _____

(Pl. enclose self certified copies)

1	Annual turnover of your company	Amount is Rs
	2018- 2019	_____
	2019 –2020	_____
	2020—2021	_____

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

2018-2019

2019-2020

2020-2021

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

Place:-
Date:-

Signature & Seal

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 (Approximately 10 kms. radius).

General / Requirement: The EPCH is having 11000 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 details:-

- 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.15,00,000/-.
3. Closed Offers are invited from the Registered Suppliers/Firms for supply of Stationery/Printing items for the office use.
4. The Printed jobs be delivered Vasant Kunj office. No Extra Charges will be paid for such deliveries.
5. Rates 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. 50,000/- 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 upto **28th July 2021, 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 – 2018-19, 2019-20, 2020-2021.
- Copy of PAN No., Gst Number .

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)**

	SINGLE COLOUR OFFSET PRINTING		
ITEM FOR PRINTING	SPECIFICATION/MATERIAL	QUANTITY	
RCMC FORM SET	Size 8.5x11.5", 14 Pages, Front/Back 95 gsm Sun Shine	500 Set	
	Size 8.5x11.5", 2 pages, Front/Back 95 gsm Ledger Paper		
	Additional	500 Set	
OFFICIAL FORM	Additional Front/Back 95 gsm, Size 8.5x11.5", 2 Pages	500 Set	
	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, Color Copier, 75 gsm, One Side, (100x10 Gum Pad)	1000 Nos	
RECEIPT BOOK	Size A-4, Color Copier, 75 gsm, Both Side, (100x10 Gum Pad)	1000 Nos	
	Size 8"X5", (1+1, 100 Set each), 7.3 kg Ballarpur, Hard board Binding	10Book	
ORDER BOOK	Size 9"X7", (1+1, 100 Set each), 7.3 kg Ballarpur, Hard board Binding	10 Book	
DUTY VOUCHER	Size 8.5x11.5", Carbonless paper, (2+1, 25 Set each with board binding)	10 Book	
ELECTION RULE	Size 8.5x11", 24 Pages, 80 gsm TA, cover print on 210 gsm card	1000 Nos	
	Additional 4 pages	1000 Book	
RECORD FILE	Size 22x13.5", 350 gsm Natural Board, inner Laminated & Top Screen Print	1000 Nos	
FILE FLAPS	Size 3x22", PVC Pasted on Craft, Cherry Colour, with 30" Dorri	1000 Nos	
APPLICATION & ENTRYFORM	Size 11.75x8.25", 2 pages 95 gsm Sun Shine	1000 Nos	
CIRCULAR (URGENT)	Size 8.5x11.5", 1 Pages, 80 gsm Sun Shine	1000 Nos	
	Additional	1000 Nos	
	Size 8.5x11.5", 2 Pages, Front/Back 80 gsm Sun Shine	1000 Nos	
	Additional	1000 Nos	
	Size 8.5x11.5", 4 Pages, 80 gsm Sun Shine	1000 Nos	
	Additional	1000 Nos	
	Folding & Stitching (PIN Binding) charges 8-16 pages	1000 Nos	
	Folding & Stitching (PIN Binding) charges 9-16 pages	1000 Nos	
	Additional Color Charges	1000 Nos	
	WRITTING PAD	Size 5x8", 20 Pages, 70 gsm TA, S/Col. Cover 120 gsm, Sun Shine Top 2 col. printing, bottom Duplex Board with binding	1000 Nos
	ENVELOPS	Size 10x4.5", 95 gsm Sun Shine Paper	1000 Nos
		Size 10x4.5", 95 gsm Sun Shine Paper (WINDOW)	1000 Nos
		Size 5x12.", 120 gsm Sun Shine Paper	1000 Nos
		Size 9.75x12.5", 120 gsm Sun Shine Paper	1000 Nos
		Size 9.75x12.5", 120 gsm Sun Shine Paper (WINDOW)	1000 Nos
Size 9.75x12.5", 120 gsm Sun Shine Paper (LAMINATED)		1000 Nos	
Size 8x10", 120 gsm Sun Shine Paper (LAMINATED)		1000 Nos	
Size 10x12", 120 gsm Sun Shine Paper (LAMINATED)		1000 Nos	
Size 12x16", 120 gsm Sun Shine Paper (LAMINATED)		1000 Nos	
Size 9.5x11.75", 95 gsm STAR (CRAFT)		1000 Nos	
Size 9.5x11.75", 95 gsm STAR (CRAFT LAMINATED)	1000 Nos		
ADDITIONAL COLOR CHARGES		1000 Nos	
PLASTIC FOLDER	Size A-4, with Top Screen Print	500 Nos	
POLYTHINE	Size 12X8.5" with Flaps gumming (FOR CRAFTCIL)	1000 Nos	
DESK NAME PLATS	Size 9x11.5", A-4, 300 gsm Art Card with Individual Name Print on 2 side (2 side/ 3 Fold) & Creasing	01 Nos.	
EXHIBITOR MANUAL	Size 11x8.25", 50-60 pages, 80 gsm TA Cover 4 Colour Printing, 250 gsm card	1000 Nos	
	4 COLOUR PRINTING		
LETTER HEAD	Size A-4, 100gsm Executive Bond, One Side Print	1000 Nos	
	Size A-4, 100gsm Executive Bond, One Side Print	200 Nos	
	Size A-4, 100gsm Executive Bond, One Side Print	500 Nos	
	Size A-4, 100gsm D.O Imported, One Side Print	1000 Nos	
	Size A-4, 100gsm D.O Imported, One Side Print	200 Nos	
	Size A-4, 100gsm D.O Imported, One Side Print	500 Nos	
BROCHURE/ SHUTTEL/ HANDOUT	11.75x8.25", One Side printing, 130-170 gsm Art Paper	1000 Nos	
	11.75x8.25", Both Side printing, 130-170 gsm Art Paper	1000 Nos	
	Multifolding Charges	1000 Nos	
BROCHURE FOREIGN EXHIBITIONS	8.25x5.75", 8 Pages, 130-170 gsm, Art Paper, with design, printing & centre Stich binding	1000 Nos	

	Additional 4 Pages of above specification	1000 Nos
	A-4Perforation Charge 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
PROMOTIONAL WRITTING PAD	3.75x5.25" 45 leaf S/col. Printing & Top-Back 300 gsm Art Card 4 colour printing, Thermal Lamination & wire-o-wire binding	1000 Nos
OFFICAL WRITTING PAD	Size 5x8", Digital print cover+ lamination 250GSM artcard,80 leaf /S/col. Printing (70gsm) with wire-o-wire binding	100 Nos
	Size 9x7", Digital print cover+ lamination 250GSM artcard,80 leaf /S/col. Printing (70gsm) with wire-o-wire binding	100 Nos
	Size 8.5x11", Digital print cover+ lamination 250GSM artcard,80 leaf /S/col. Printing (70gsm) with wire-o-wire binding	100 Nos
OVERVIEW	A-4, 130-170 gsm Art Paper & Cover 300 gsm art Card (24 pages + 4 pages cover with thermal Laminated), Centre stich Binding	100 Nos
	Additional + or - 4 pages	100 Nos
	A-4, 130-170 gsm (28 pages with cover 300 gsm), Digital Color printout with binding (URGENT)	50 Nos
	Additional + or - 4 pages	50 Nos
VISITING CARD MULTICOLOUR	3.5X2.125", 300 gsm Ivory/Handmade	100 Nos
	Both side print	100 Nos
	Folded visiting card, 3.5X4.25", 300 gsm	100 Nos
PARKING STICKERS	4X4" with top gumming	1000 Nos
EXHIBITION FOLDER	300 gsm, Art card, 20x12", 4 colour Printing One side	1000 Nos
	300 gsm, Art Card, 20 x12", 4 colour Printing both side	1000 Nos
APPLICATION & ENTRY FORM	Size 8.25x11.75", 2 pages 95 gsm Sun Shine	1000 Nos
	Size 8.25x11.75", 2 pages 130 gsm Art paper	1000 Nos
	Folding & Pin charges	1000 Nos
ENVELOPS	Size 9.75x12.5", 120 gsm Sun Shine Paper	1000 Nos
	Size 9.75x12.5", 120 gsm Sun Shine Paper (WINDOW)	1000 Nos
STANDI	36X72 Inch (on STAR)	1 Nos
	36X72 Inch (on STAR with Top Lamination)	1 Nos
	30X72 Inch (on STAR)	1 Nos
	30X72 Inch (on STAR with Top Lamination)	1 Nos
POSTER DIGITAL (COL.)	A-0	1 Nos
	A-1	1 Nos
	A-2	1 Nos
	OTHR SIZE (per sq. ft.)
(B/W)	A-0	1 Nos
	A-1	1 Nos
	A-2	1 Nos
PRINTOUT	COLOUR A-4 130 & 170 Art paper	1Nos
	COLOUR A-4 250-300 ART CARD,	1Nos
	COLOUR A-3 170 Art paper	1Nos
	A-3 250-300 ART CARD	1Nos
	A-4, B/W	1Nos
	A-4, B/W, on colour paper	1Nos
	A-3, B/W	1Nos
	SET Stapling Charges1-4 pages	1000 Nos
	SET Stapling Charges 5-12 pages	1000 Nos
WIRE-O-WIREO	1-50	1 NOS
	50-100	1 NOS
	100-150	1 NOS
	200-250	1 NOS
	ABOVE	1 NOS
FLEX	PER SQ. FEET	1 NOS

	SINGLE COLOUR OFFSET PRINTING		
ITEM FOR PRINTING	SPECIFICATION/MATERIAL	QUANTITY	
RCMC FORM SET	Size 8.5x11.5", 14 Pages, Front/Back 95 gsm Sun Shine	500 Set	
	Size 8.5x11.5", 2 pages, Front/Back 95 gsm Ledger Paper		
	Additional	500 Set	
	Additional Front/Back 95 gsm, Size 8.5x11.5", 2 Pages	500 Set	
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, Color Copier, 75 gsm, One Side, (100x10 Gum Pad)	1000 Nos	
	Size A-4, Color Copier, 75 gsm, Both Side, (100x10 Gum Pad)	1000 Nos	
RECEIPT BOOK	Size 8"X5", (1+1, 100 Set each), 7.3 kg Ballarpur, Hard board Binding	10Book	
ORDER BOOK	Size 9"X7", (1+1, 100 Set each), 7.3 kg Ballarpur, Hard board Binding	10 Book	
DUTY VOUCHER	Size 8.5x11.5", Carbonless paper, (2+1, 25 Set each with board binding)	10 Book	
ELECTION RULE	Size 8.5x11", 24 Pages, 80 gsm TA, cover print on 210 gsm card	1000 Nos	
	Additional 4 pages	1000 Book	
RECORD FILE	Size 22x13.5", 350 gsm Natural Board, inner Laminated & Top Screen Print	1000 Nos	
FILE FLAPS	Size 3x22", PVC Pasted on Craft, Cherry Colour, with 30" Dorri	1000 Nos	
APPLICATION & ENTRYFORM	Size 11.75x8.25", 2 pages 95 gsm Sun Shine	1000 Nos	
CIRCULAR (URGENT)	Size 8.5x11.5", 1 Pages, 80 gsm Sun Shine	1000 Nos	
	Additional	1000 Nos	
	Size 8.5x11.5", 2 Pages, Front/Back 80 gsm Sun Shine	1000 Nos	
	Additional	1000 Nos	
	Size 8.5x11.5", 4 Pages, 80 gsm Sun Shine	1000 Nos	
	Additional	1000 Nos	
	Folding & Stitching (PIN Binding) charges 8-16 pages	1000 Nos	
	Folding & Stitching (PIN Binding) charges 9-16 pages	1000 Nos	
	Additional Color Charges	1000 Nos	
	WRITTING PAD	Size 5x8", 20 Pages, 70 gsm TA, S/Col. Cover 120 gsm, Sun Shine Top 2 col. printing, bottom Duplex Board with binding	1000 Nos
	ENVELOPS	Size 10x4.5", 95 gsm Sun Shine Paper	1000 Nos
		Size 10x4.5", 95 gsm Sun Shine Paper (WINDOW)	1000 Nos
		Size 5x12.", 120 gsm Sun Shine Paper	1000 Nos
		Size 9.75x12.5", 120 gsm Sun Shine Paper	1000 Nos
		Size 9.75x12.5", 120 gsm Sun Shine Paper (WINDOW)	1000 Nos
Size 9.75x12.5", 120 gsm Sun Shine Paper (LAMINATED)		1000 Nos	
Size 8x10", 120 gsm Sun Shine Paper (LAMINATED)		1000 Nos	
Size 10x12", 120 gsm Sun Shine Paper (LAMINATED)		1000 Nos	
Size 12x16", 120 gsm Sun Shine Paper (LAMINATED)		1000 Nos	
Size 9.5x11.75", 95 gsm STAR (CRAFT)		1000 Nos	
Size 9.5x11.75", 95 gsm STAR (CRAFT LAMINATED)	1000 Nos		
ADDITIONAL COLOR CHARGES		1000 Nos	
PLASTIC FOLDER	Size A-4, with Top Screen Print	500 Nos	
POLYTHINE	Size 12X8.5" with Flaps gumming (FOR CRAFTCIL)	1000 Nos	
DESK NAME PLATS	Size 9x11.5", A-4, 300 gsm Art Card with Individual Name Print on 2 side (2 side/ 3 Fold) & Creasing	01 Nos.	
EXHIBITOR MANUAL	Size 11x8.25", 50-60 pages, 80 gsm TA Cover 4 Colour Printing, 250 gsm card	1000 Nos	
	4 COLOUR PRINTING		
LETTER HEAD	Size A-4, 100gsm Executive Bond, One Side Print	1000 Nos	
	Size A-4, 100gsm Executive Bond, One Side Print	200 Nos	
	Size A-4, 100gsm Executive Bond, One Side Print	500 Nos	
	Size A-4, 100gsm D.O Imported, One Side Print	1000 Nos	
	Size A-4, 100gsm D.O Imported, One Side Print	200 Nos	
	Size A-4, 100gsm D.O Imported, One Side Print	500 Nos	
BROCHURE/ SHUTTEL/ HANDOUT	11.75x8.25", One Side printing, 130-170 gsm Art Paper	1000 Nos	
	11.75x8.25", Both Side printing, 130-170 gsm Art Paper	1000 Nos	
	Multifolding Charges	1000 Nos	
BROCHURE FOREIGN EXHIBITIONS	8.25x5.75", 8 Pages, 130-170 gsm, Art Paper, with design, printing & centre Stich binding	1000 Nos	
	Additional 4 Pages of above specification	1000 Nos	

	A-4 Perforation Charge 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
PROMOTIONAL WRITTING PAD	3.75x5.25" 45 leaf S/col. Printing & Top-Back 300 gsm Art Card 4 colour printing, Thermal Lamination & wire-o-wire binding	1000 Nos
OFFICAL WRITTING PAD	Size 5x8", Digital print cover+ lamination 250GSM artcard,80 leaf /S/col. Printing (70gsm) with wire-o-wire binding	100 Nos
	Size 9x7", Digital print cover+ lamination 250GSM artcard,80 leaf /S/col. Printing (70gsm) with wire-o-wire binding	100 Nos
	Size 8.5x11", Digital print cover+ lamination 250GSM artcard,80 leaf /S/col. Printing (70gsm) with wire-o-wire binding	100 Nos
OVERVIEW	A-4, 130-170 gsm Art Paper & Cover 300 gsm art Card (24 pages + 4 pages cover with thermal Laminated), Centre stich Binding	100 Nos
	Additional + or - 4 pages	100 Nos
	A-4, 130-170 gsm (28 pages with cover 300 gsm), Digital Color printout with binding (URGENT)	50 Nos
	Additional + or - 4 pages	50 Nos
VISITING CARD MULTICOLOUR	3.5X2.125", 300 gsm Ivory/Handmade	100 Nos
	Both side print	100 Nos
	Folded visiting card, 3.5X4.25", 300 gsm	100 Nos
PARKING STICKERS	4X4" with top gumming	1000 Nos
EXHIBITION FOLDER	300 gsm, Art card, 20x12", 4 colour Printing One side	1000 Nos
	300 gsm, Art Card, 20 x12", 4 colour Printing both side	1000 Nos
APPLICATION & ENTRY FORM	Size 8.25x11.75", 2 pages 95 gsm Sun Shine	1000 Nos
	Size 8.25x11.75", 2 pages 130 gsm Art paper	1000 Nos
	Folding & Pin charges	1000 Nos
ENVELOPS	Size 9.75x12.5", 120 gsm Sun Shine Paper	1000 Nos
	Size 9.75x12.5", 120 gsm Sun Shine Paper (WINDOW)	1000 Nos
STANDI	36X72 Inch (on STAR)	1 Nos
	36X72 Inch (on STAR with Top Lamination)	1 Nos
	30X72 Inch (on STAR)	1 Nos
	30X72 Inch (on STAR with Top Lamination)	1 Nos
POSTER DIGITAL (COL.)	A-0	1 Nos
	A-1	1 Nos
	A-2	1 Nos
	OTHR SIZE (per sq. ft.)
(B/W)	A-0	1 Nos
	A-1	1 Nos
	A-2	1 Nos
PRINTOUT	COLOUR A-4 130 & 170 Art paper	1Nos
	COLOUR A-4 250-300 ART CARD,	1Nos
	COLOUR A-3 170 Art paper	1Nos
	A-3 250-300 ART CARD	1Nos
	A-4, B/W	1Nos
	A-4, B/W, on colour paper	1Nos
	A-3, B/W	1Nos
	SET Stapling Charges 1-4 pages	1000 Nos
	SET Stapling Charges 5-12 pages	1000 Nos
WIRE-O-WIREO	1-50	1 NOS
	50-100	1 NOS
	100-150	1 NOS
	200-250	1 NOS
	ABOVE	1 NOS
FLEX	PER SQ. FEET	1 NOS