

**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 \_\_\_\_\_ 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:-

Signature & Seal

Date:-

**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 Mai (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 - 5 to 10 kgs - 11 to 15 kg - 16 to 20 kg - 21 to 25 kg - 26 to 30 kg	

- Any Gst Number
- Payment Terms

**Date:**  
**Place:**

**Signature** \_\_\_\_\_  
**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 11000 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 (Approximately 10 kms. radius)

**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.10,000/- (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 **28<sup>th</sup> July 2021, by 4.00 P.M.** in the Council's office. Please specify on envelope "**OFFER FOR BULK MAILING 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 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 – 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)**