

PRESCRIBED PROFORMA ON WHICH RATES TO BE QUOTED

Date: _____,02.2017

To

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

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

Terms & Conditions:-

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

Sir,

This is with reference to your Tender Notice published in the _____ on _____ with regard to calling of rates for (i) printing of invitation card, photo, parking passes etc. (ii) printing and fixing of banners and backdrops & (iii) photography and videography on the occasion of celebration of 126th Birth Anniversary of Dr. B.R.Ambedkar.

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

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

S.No.	Items & specifications	Quantity required	Rate Required to be quoted
(i)	Invitation card (Pink) (8"x5.5" folded & 8"x11" open in 300 GSM- Ivory with graining) four colour printing, centre folding with photo on 1 st page and message on last page with envelope having printing of name of Department Ph. Nos. etc.	2000 Nos.	Rate per Card Rs. _____x2000= Rs. _____
(ii)	Invitation card (Blue) (8"x5.5" folded & 8"x11" open in 300 GSM- Ivory with graining) four colour printing, centre folding with photo on 1 st page	1500 Nos.	Rate per Card Rs. _____ x1500=

	and message on last page with envelope having printing of name of Department Ph. Nos. etc.		Rs. _____
(iii)	Invitation card (White) (8"x5.5" folded & 8"x11" open in 300 GSM- Ivory with graining) four colour printing, centre folding with photo on 1 st page and message on last page with envelope having printing of name of Department Ph. Nos. etc.	250 Nos.	Rate per Card Rs. _____ x250= Rs. _____
(iv)	VIP Car parking pass 4"x4" – 130 GSM (four colour printing-Triangle-with gumming-in adhesive sheet)	50 Nos.	Rate per car pass Rs. _____ x50= Rs. _____
(v)	Ordinary Car park pass (130 gsm-3½"x4½") (square- two colour-with gumming- in adhesive sheet)	1500 Nos.	Rate per car pass Rs. _____ x1500= Rs. _____
(vi)	Duty pass-four colour printing in 300 gsm (size- 4"x3 ¼ ") pouch lamination with blue broad ribbon printed with the name of Ministry & Foundation	350 Nos.	Rate required per set of Pass (alongwith printed blue broad ribbon & laminated pass) Rs. _____ x350= Rs. _____
(vii)	Two colour Mailing address stickers 1.5x3.5" with gumming-in adhesive sheet in font size 14 and 9	2000 Nos. (Two sets)	Rate per sticker Rs. _____ x2000= Rs. _____
(viii)	Two colour (printing of photo of bag & shoe) Paper token with gumming- in adhesive sheet for pigeon holes (300 gsm- 1x2")	5000 nos. (For bags-4000 Nos. For Shoes-1000 Nos.)	Rate per token Rs. _____ x5000= Rs. _____
(ix)	Printing & supply of Dr. Ambedkar's photo Size -16"x10"- 300 gsm- Art Card- Two colour	10000 Nos.	Rate per photo Rs. _____ x10000=

			Rs. _____
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II. Preparation and fixing backdrops and banners

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

III. Photography and videography

(i)	Videography & Photography of the function on 14.04.17 at Parliament House Lawns & Dr. Ambedkar National Memorial at 26 Alipur Road, Delhi:-		
	a) (i)Video Recording Digital (three - hour duration)	Two functions	Rate per function Rs. _____ x2= Rs. _____
	(ii)Cost of CD Making with editing etc.	Two CDs (for 2 functions)	Rate per CD making with editing etc.

			Rs. _____x2= Rs. _____
	b) <u>Photography</u> – (i)Digital Image of still photography in CD	Two CDs (for 2 functions)	Rate per CD Rs. _____x2= Rs. _____
	(ii)5” X 7” Photo	200 photos (for 2 functions)	Rate per photo Rs. _____x200= Rs. _____
	(iii)Additional Photo	200 photos (if required)	Rate per additional photo Rs. _____x200= Rs. _____
	c) <u>Album Making</u> (cost of album)	Three albums	Rate per album Rs. _____x3= Rs. _____
	d) <u>Assignment chages</u>	For two functions	Rate per assignment Rs. _____x2= Rs. _____

Mention VAT/S.T. if any

Yours faithfully

(_____)
[name and signature]

{Name and stamp of the agency}