

**GOVERNMENT OF HIMACHAL PRADESH
HIMACHAL PRADESH STATE RURAL LIVELIHOOD MISSION
RURAL DEVELOPMENT DEPARTMENT, SHIMLA-9**

**NOTICE REQUEST FOR PROPOSAL FOR EMPANELMENT OF THE FIRMS FOR
THE DESIGNING & PRINTING OF IEC MATERIAL, PHOTOGRAPHY AND MAKING
OF VIDEO DOCUMENTARIES SERVICES ETC.**

Himachal Pradesh State Rural Livelihood Mission (HPSRLM), Department of Rural Development, H.P is inviting proposals from reputed registered Firms/Agencies/Companies having adequate experience in designing, printing of IEC material, Photography & video documentary services.

The Agency will be shortlisted on the basis of their relevant document & experience. Preference will be given to the agencies having expertise & work experience in similar type of works in Govt. departments.

The interested agencies may send their proposals in the prescribed format application format-Annexure-I with supporting details and abstract/list of documents with index to the Chief Executive Officer, Himachal Pradesh State Rural Livelihood Mission (HPSRLM), Rural Development Department, Durga Complex, Opp. India Post, Kasumpti, Himachal Pradesh, Shimla-171009 on or before **21.10.2024 by 5:00 PM**.

The Request for Proposal, terms and conditions (**Annexure-I**), application format (**Annexure-II**), financial bid format (**Annexure-III, III A, & III B**) can be obtained from the O/o Chief Executive Officer, Himachal Pradesh State Rural Livelihood Mission (HPSRLM), Rural Development Department, Durga Complex, Opp. India Post, Kasumpti, Himachal Pradesh, Shimla-171009 or it can also be downloaded from the website <https://himaajeevika.com/>. The shortlisted Agencies qualifying the technical bid criteria will be eligible for the financial bid round and only qualified agencies will be considered for the same.

The documents such as EMD, copy of CA certificate, copy of registration and agency experience proof are essential to produce along with the technical bid. Without these documents the tender will not be considered. Firms failing to provide the complete documents will not be considered. The tender received after the due date and time will not be entertained. HPSRLM will not be responsible for any kind of delay in submission of tender well in time.

The tender should be sent to this office in a sealed cover super scribing thereon **NOTICE REQUEST FOR PROPOSAL FOR EMPANELMENT OF THE FIRMS THE DESIGNING & PRINTING OF IEC MATERIAL, PHOTOGRAPHY AND MAKING OF VIDEO DOCUMENTARIES SERVICES ETC.**

The CEO, HPSRLM, Rural Development Department, H.P. reserves the right to reject any or all the tender's without assigning any reason thereof.

For any clarification, the interested agencies may contact on telephone numbers:

**Issued By: Himachal Pradesh State Rural Livelihood Mission (HPSRLM)
Department of Rural Development, H.P., Durga Complex, Kasumpti, H.P. Shimla-
171009, Phone: 0177-2626400, 2629900**

Himachal Pradesh State Rural Livelihood Mission (HPSRLM)
Rural Development Department
Himachal Pradesh, Shimla-9

**NOTICE REQUEST FOR PROPOSAL FOR EMPANELMENT OF THE FIRMS FOR
THE DESIGNING & PRINTING OF IEC MATERIAL, PHOTOGRAPHY AND
MAKING OF VIDEO DOCUMENTARIES SERVICES ETC.**

1. INTRODUCTION

The Chief Executive Officer, Himachal Pradesh State Rural Livelihood Mission (HPSRLM), Rural Development Department, Durga Complex, Opp. India Post, Kasumpti, Himachal Pradesh, Shimla-171009 invites the proposals in the prescribed format for the empanelment of the agency/firm/company for the assignments:

- 1.1. **Printing of different IEC material as mentioned in Annexure-III** as and when required by the department to showcase the community-led interventions implementing in the State of Himachal Pradesh. The documentation work will cover the various programmes of the Rural Development Department i.e. DAY-NRLM, DDUGKY and others. Documentation of the achievements should be based on experience sharing and questionnaires by the beneficiaries. The outputs from the success stories shall highlight the achievements registered by the HPSRLM, Rural Development Department, HP in the State of Himachal Pradesh.
- 1.2. **Capturing HD (High Definition, Min. 1,920 x 1,080 pixels) Still photographs** of the identified success stories/locations of various schemes implemented in the State under Rural Development Department, Himachal Pradesh as and when required by the department.
- 1.3. **Making UHD (High Definition, Min. 1,920 x 1,080 pixels and higher) video documentaries** of the identified success stories including interviews/ questionnaires of the beneficiaries with editing, Mixing, Music and voice over as and when required by the department.

2. OBJECTIVE

The main objective of the assignments is to document the achievements and success stories of the rural poor beneficiaries under the Himachal Pradesh State Rural Livelihood Mission in print, photography, audio and video as required. The outputs from the case studies shall highlight the achievements made by Himachal Pradesh State Rural Livelihood Mission, Rural Development Department, Himachal Pradesh. The outputs will be shared with various target groups that include stakeholders, line departments and Government of India in booklet/brochure/magazine/Posters/Calendar format with high quality photographs of work done; to showcase the impact of the organization implementation in Himachal Pradesh. The assignment is to demonstrate the success of implementation of different schemes at field level and its impact.

3. BACKGROUND

Himachal Pradesh State Rural Livelihood Mission, Department of Rural Development, H.P spearhead the issue of eradication of rural poverty, through its various programmes & endeavors' to reach out to the last and most disadvantaged sections of society and also provide them with avenues of employment, be it self-employment or wage-employment. The Department also looks after improvement of infrastructure relating to their

life support systems. Department is also responsible for the implementation of various Centrally-sponsored, State-funded, and Externally-aided schemes for poverty alleviation, employment generation, sanitation, capacity building, women's social and economic empowerment, apart from provision of basic amenities and services. The main schemes implemented by the department are as under:

- Deendayal Antyodaya Yojana-National Rural Livelihood Mission (DAY-NRLM)
- Deendayal Upadhyaya Grameen Kaushalya Yojana (DDUGKY) and others.

4. SCOPE OF WORK

Himachal Pradesh State Rural Livelihood Mission, Department of Rural Development, H.P is seeking the services of consultant(s)/firms to document the programmes achievements through case success stories in print, photography, and video/audio (documentary) to showcase the community-led interventions implementing in the State of Himachal Pradesh. The documentation work will cover the various programmes of the Rural Development like DAY-NRLM, DDUGKY and others. Documentation of the achievements should be based on experience sharing and questionnaires by the beneficiaries. The outputs from the success stories shall highlight the achievements registered by HPSRLM, Rural Development department, Himachal Pradesh in the last tenth years of the implementation.

The specific objectives of this exercise are to:

- Capturing HD photographs and videos of the work done under various schemes in the different part of the State; that will accompany the case studies and document the programmes' achievements in booklet/magazine/brochure/Poster format.
- To provide case studies of beneficiaries for each programmes implemented by Department, and what they consider as the most significant changes occurring at community and individual-level as a result of the scheme. These stories will be used to market the programmes and feed into future programme evaluation efforts.
- To provide a ready source of materials for knowledge management, accountability, resource mobilization and up-scaling of proven interventions.

The selected firm/firms will be expected to travel to the identified locations of all the 88 blocks of 12 districts in the state, where the different programmes are being implemented to capture photos, carry out interviews with community members, beneficiaries of the development schemes, HPSRLM staff, and other pertinent stakeholders to collate, analyze and synthesize case studies of the programmes impact in coordination with the department. The work assignments will be provided to the empaneled firms as and when required by the HPSRLM, there is no restrictions on the HPSRLM to provide the work to the empaneled firms, if not required by the same. The work assignment will be provided on requirement basis only to the empaneled vendor/s.

5. Proposal evaluation procedure:

5.1. The Proposal should be submitted in two sealed covers:

5.1.1. The first sealed cover should be super scribed “**Request for Proposal- Technical Bid**” and should contain (Strictly in the order given below) :

- a) Covering Letter
- b) **List of Enclosures** on a self-attested Company/firm letter head with complete address, contact numbers, email;
- c) **Undertaking** that you meet the eligibility criteria (Please submit proofs);
- d) **Acceptance/signed copy of term & Conditions**
- e) **Project Description** (Not more than one A4 page)
- f) **Company Profile (only in the application format attached at Annexure-II)** Attach proof of registration, tax details, financial turnover last 3 years, CA Certificates etc. as mentioned in the format
- g) **Work Experiences of similar kind of assignments** (attach proof)
- h) **EMD of Rs. 100000/- (One Lakh)** in the shape of DD in the favour of “**Chief Executive Officer-HPSRLM**” payable at Kasumpti, Shimla (HP)

5.1.2. The second sealed cover envelope super scribed “**Request for Proposal- Financial Bid**”, (which shall not be treated as rates quoted) in the format attached at **Annexure-III, III A & III B**,

5.2. The sealed envelope super scribed **REQUEST FOR PROPOSAL FOR EMPANELMENT OF THE FIRMS FOR THE DESIGNING & PRINTING OF IEC MATERIAL, PHOTOGRAPHY AND MAKING OF VIDEO DOCUMENTARIES SERVICES ETC.** This should be addressed to O/o The Chief Executive Officer, HP State Rural Livelihood Mission (HPSRLM), Rural Development Department, HP, Durga Complex, opp. India Post, Kasumpti, Shimla-171009

5.3. The Proposals will be evaluated by the departmental committee and the technically qualified parties will be qualified for the financial bid round. The item wise cost submitted by parties as per annexure-III will not be treated as quotations or final rates. Department would like to ascertain only the tentative cost of the proposal and negotiation will be done for the final rate finalization (if required).

Incomplete proposal will not be considered. Acceptance of a proposal for the next round will be on the basis of (i) Fulfillment of eligibility criteria as mentioned in **Annexure-II**; (ii) Preliminary examination of document submitted. Parties whose proposals are found acceptable at this stage will be qualified for the financial bid round. The CEO, HPSRLM reserve the right to reject the proposal/s at this stage also.

The selection process could involve a short listing of parties from the technical qualification, who may be qualified for the financial bid, negotiation round. The committee will recommend the finally selected firm/s to the competent Authority for acceptance.

Annexure-I**TERMS & CONDITIONS****NOTICE REQUEST FOR PROPOSAL FOR EMPANELMENT OF THE FIRMS FOR THE DESIGNING & PRINTING OF IEC MATERIAL, PHOTOGRAPHY AND MAKING OF VIDEO DOCUMENTARIES SERVICES ETC.**

1. Mere submission of proposals, shall not confer any right whatsoever on the submitting entity.
2. The proposal shall remain valid for a period of 6 months from the date of publication of RFP.
3. It shall be obligatory on the part of submitting entity to furnish any further information as may be sought by Himachal Pradesh State Rural Livelihood Mission, Rural Development Department, HP.
4. The agencies qualifying the proposal criteria may be invited for presentation/representation at the office of HPSRLM, RDD, HP.
5. Himachal Pradesh State Rural Livelihood Mission, Rural Development Department, H.P reserve the right to verify/confirm all original documentary evidence submitted by the agency in support of above-mentioned clauses of eligibility criteria in **Annexure-II**, failure to produce the same within the period as and when required and notified in writing by the department shall result in summarily rejection of the empanelment.
6. Acceptance of the proposal(s)/ application(s) constitutes no form of commitment on the part of the HPSRLM department. Furthermore, this acceptance of the application confers neither the right nor an expectation on any applicant to participate in the proposed project.
7. The empanelment of the vender/s will be done for a specific time period and HPSRLM is not bounded to provide the regular work to the selected vendors if it is not required under the HPSRLM. The work/ assignment will be provided only as per the requirement of the programme.
8. Acceptance of the proposal(s)/ application(s) by Himachal Pradesh State Rural Livelihood Mission, Rural Development Department (RDD), HP does not confer any right to the agencies to be invited for participating in any bids, tender etc. floated by the department. HPSRLM, RDD H.P reserves the right to call bids/assign work/associate the agency/agencies in any area as may be deemed fit by HPSRLM, RDD depending upon the profile provided by the agencies and requirement of assignment.
9. Acceptance of the proposal(s)/ application(s) does not necessarily mean that the services of the agency must be availed as this would depend upon the performance of the agency.
10. Himachal Pradesh State Rural Livelihood Mission, Department of Rural Development, HP will reserve the right to bifurcate/divide the work/assignment

- between two or more technically qualified agencies as per the requirement of the department and rates quoted by the various firms.
11. HPSRLM, RDD reserves the right to waive off any short falls; accept the whole, accept part of or reject any or all responses to the RFP.
 12. HPSRLM, RDD reserve the right to call for fresh RFP at any stage and /or time as per the present and/or envisaged department requirements even if the RFPs are in evaluation stage.
 13. HPSRLM, RDD reserves their right to modify, expand, restrict, scrap, re-float the RFP without assigning any reason for the same.
 14. The selected agency is expected to maintain high-level of professional ethics. Agency will maintain confidentiality on matters disclosed, till proper instructions are issued.
 15. HPSRLM, RDD H.P will select the captured photos/material/text for the printing of items mentioned at **Annexure-III**.
 16. The agencies that will be qualified in the evaluation of RFP would have to showcase their works mentioned in **Annexure-III** to check the color and quality of work. The agency would have to use the best of the digital proofing machines to ensure that the digital proofs are as same to the final offset printing as possible.
 17. The Department will intimate the selected agency/agencies from time to time for capturing photos, making of video documentaries of the success stories and designing & printing of different types of material at a very short notice. The agency should be able to execute order even on holidays. The creative(s) will be selected on the basis of attractiveness, message, theme etc. and the decision of HPSRLM, RDD H.P in this regard will be final.
 18. The agencies will remain responsible for all costs and expenses incurred by them, their staff, and their advisors or by any third party acting under their instructions in connection with assignment. This will be regardless of whether such costs arise as a result of overtime, late sitting or any direct or indirect amendments made to the RFP by HPSRLM, RDD H.P at any time.
 19. The HPSRLM reserves the right to make necessary modifications in the selected Photos, Videos, art work, concept, script, text, design etc. without reference to the agency.
 20. HPSRLM, RDD H.P reserves the right to reject to delist/terminate any agency at any time without assigning any reasons & notice whatsoever and execution of work stopped at any time without assigning any reasons and without any prior notice.
 21. The Cameras for (Still/Video/drone) and its ancillary items required for the photography/ videography has to be arranged or will be owned by the firm.
 22. The agency will have to arrange at their own transportation to reach the district/block HQ. Further transportation will be arranged by this department through BDO concerned (if available).
 23. The agency would have to make its own arrangement for necessary lights, shooting assistance and other facilities for photography and videography.
 24. The agency will provide photographs in soft in its original size and also of any size as per the requirement of the department.

25. The agency awarded the work can be disqualified during the tenure of the contract in case of poor quality, unreasonable delay in responding to department's requirements. Lack of minimum standard of equipment for the work.
26. All the, photos & videos have to be taken with digital DSLR/HD/camera.
27. For video documentary- professional digital HD or higher resolution camera with camera support should be used.
28. The graphics, images, copy writing, footage pictures, music, voice over, models and any other material should be original work, exclusively prepared for the Department and should not be copied/ pirated from anywhere. The firm will be liable/ responsible solely for any claim from anybody in this regard and may also be sued in the court of law for any future remedial injection.
29. HPSRLM, RDD H.P shall not be liable for use of any copyright graphics, pictures, music, voice over, models, footage etc. used by the firm. However, it should be ensured by the firm that the picture(s), footage used in the creative(s) should be of the State of Himachal Pradesh only will be owned by the department later on .
30. A creative/artwork and production of short video documentary or Jingle once accepted/paid will be the property of the department and can be utilized anywhere by the department without any intimation. However, the firm would not be permitted to use the concept, artwork, pictures, footage/videos etc. for other clients. If the firm will use the material of department for other clients, then department will take legal action for it.
31. Department will not be responsible for any damage of the equipment, due to the mishandling of the agency. It is the sole responsibility of the firm.
32. If the agency is not in a position to continue the work and propose to withdraw, agency should give three months' notice prior to actual date of withdrawal.
33. The agency who has assigned the job of respective item(s)(Annexure-III, IIIA & IIIB) will be required to submit the machine proof of dummy of concerned items within 2 days on receipt of work order.
34. For designing & printing of different type of material as and when required by the department; agency has to provide original soft copy of open file/design (art work, IEC material (coral files), designs) to the HPSRLM.
35. The agency will have to provide draft of the design & printing material to department for proof reading before final print.
36. The engagement of the firm shall be initially for 2 years, which shall be extended for the maximum of three years on year-to-year basis with mutual consent of both the parties on the same term and conditions.
37. The work assignments will be provided to the empaneled firms as and when required by the HPSRLM, there is no restrictions on the HPSRLM to provide the work to the empaneled firms, if not required by the same.
38. The work assignment will be provided on requirement basis only to the empaneled vendor/s.
39. Bidders are free to quote rates for any of work assignment i.e. Designing & Printing of IEC material, Photography and Video documentary. It is not mandatory to quote rates for all works assignment if the vendor has not in house availability of the services.

40. Outsourcing of any work assignment is not allowed.
41. The Financial RFP shall be opened only in respect of firms which are declared technically qualified by the scrutiny committee of the department and before finalization of the RFP, shall not be shared with any other interested entity.
42. The decision of the Chief Executive Officer, HPSRLM, Rural Development H.P. shall be final, irrevocable and shall not be called upon to question under any circumstances. All disputes regarding advertisement are subject to jurisdiction of the Himachal Pradesh High Court only.

**Chief Executive Officer, HPSRLM
Department of Rural Development
Government of Himachal Pradesh
Block No. 27, SDA Complex,
Kasumpti, Himachal Pradesh
Shimla-171009**

(on firm/ company letter head only)

COVERING LETTER

From:

<Name of the Firm>

<Address>

<Contact No:>

To:

The Chief Executive Officer
HP State Rural Livelihood Mission
Rural Development Department
Himachal Pradesh, Shimla-09

Subject: Submission of RFP for empanelment of the firms for the designing & printing of IEC material, photography and making of video documentaries services etc.

Sir,

We hereby submit our proposal in full compliance with the terms & conditions of the above RFP without any deviations.

We confirm that we have the capability to develop the content and provide the required services as per the scope of work in the time bound manner.

We are fully agreed with Terms & Conditions, Specifications, and Payments Conditions laid down in this RFP document.

(Signature of Bidder)

With Seal

Date:

Place:

Annexure-II

**APPLICATION FORMAT
REQUEST FOR PROPOSAL FOR EMPANELMENT OF THE FIRMS FOR THE
DESIGNING & PRINTING OF IEC MATERIAL, PHOTOGRAPHY AND MAKING
OF VIDEO DOCUMENTARIES SERVICES ETC.**

**HIMACHAL PRADESH STATE RURAL LIVELIHOOD MISSION
RURAL DEVELOPMENT DEPARTMENT, HIMACHAL PRADESH, SHIMLA-9**

Sr. No.	Particulars										
1.	Name of the Agency/Company:										
2.	Full Address with phone no. & PIN:										
3.	Authorized Person to be contacted: Name: Tel. & Fax. No., Mobile No. Email ID										
4.	Profile of Agency (in brief on agency/company's letter head): Geographical presence (State/Countries/Regions of operations):										
5.	Name of the Proprietor/Directors:										
6.	EMD, DD No, Date: Payable at:										
7.	Status of Agency/Company (partnership firm/Pvt. Ltd Co./Public Ltd. Co.) GSTIN: PAN: TAN:										
8.	Experience of the Agency/Company (Please attach proofs, Samples of work)										
9.	Agency Registration Certificate (Pl. attach Copy)										
10.	Financial Turnover for 3 years (Pl. attach CA Certificate) 2021-22:₹....., 2022-23: ₹....., 2023-24:₹.....										
11.	Organizational Setup (Manpower, Professional only) Attach Detail										
12.	Details of works completed/experience profile <table border="1"><thead><tr><th>Sr. No.</th><th>Name of the Work</th><th>Scope & description of</th><th>Client of</th><th>Value of works completed</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr></tbody></table>	Sr. No.	Name of the Work	Scope & description of	Client of	Value of works completed					
Sr. No.	Name of the Work	Scope & description of	Client of	Value of works completed							

			works		
13.	Abstract/List of Documents attached with Index/table of Contents: (Separate sheet should be used for providing relevant information)				

Declaration:

I /We hereby declare that the information given above is true and correct. I/We also acknowledge that the Himachal Pradesh State Rural Livelihood Mission, Department of Rural Development, H.P. reserves the right to request supporting documents at any time to prove the information provided above. Any information as given above, if found to be incorrect, wrong or misleading, will render us liable for rejection of our RFP without prejudice to any other action that may be taken against us in this behalf.

(Signed by Authorized Representative)

Name:

Designation:

Agency/Company:

Seal of Bidder

Date:

Place:

ANNEXURE-III**FINANCIAL BID****“Item Wise Cost of the Tender for Designing & Printing Services”**

To be sealed in 2nd Envelope sealed cover
separately duly super scribes-

“FINANCIAL BID”

FOR EMPANELMENT OF THE FIRMS FOR THE DESIGNING & PRINTING OF IEC MATERIAL, PHOTOGRAPHY AND MAKING OF VIDEO DOCUMENTARIES SERVICES ETC.

(Rates will be quoted in rupees only)

Rates**Designing & printing of IEC material**

1. Hoardings/Banners		
Sr. No.	Particulars & Specifications	Rate (in Rs.)
1.	Hoarding-1 Hoardings Star Flex Banner with Designing, multi colour printing and pasting on 1" Pipe With Installation - <i>Rate per sq. feet.</i>	
2.	Hoarding-2 Hoardings Flex Banner with Designing, multi colour printing and pasting on 1" Pipe with Legs Installation- <i>Rate per sq. feet.</i>	
3.	Normal Flex Banner Normal Flex with Designing & multicolor printing - <i>Rate per sq. feet.</i>	
4.	Star Flex Banner Star Flex with Designing & multicolor printing – <i>Rate per sq. feet.</i>	
5.	Standee (Normal) Star Flex design and multicolor printing Size– 6ft. x 3ft. the standee alongwith rolling and auto closing frame/fixture– <i>Rate per Unit</i>	
6.	Standee (Standee Media) Design and multicolor printing on Standee Media Size– 6ft. x 3ft. the standee alongwith rolling and auto closing frame/fixture– <i>Rate per Unit</i>	
7.	Sattan Cloth Banner(Synthetic paint) Size 100 inches X 32 inches with 2 inches stitching both side multicolored printing. (Sample of the same can be seen at any working day in the O/o undersigned) - <i>Rate per Unit</i>	
8.	Vinyl – per sq. feet	
9.	Vinyl on 3mm Sun board – Rate per sq. feet	
10.	Vinyl on 5mm Sun board – Rate per sq. feet	
11.	Vinyl on ACP Sheet – Rate per sq. feet	
12.	Name Plate on 5mm Sun Board (5”x15”) – Rate per unit	
13.	Name Plate on Black Acrylic Sheet with Laser cut Golden Letters (5”x15”) – <i>Rate per unit</i>	
14.	Name Plate on Black Acrylic Sheet with 3d Golden Letter Cutout – <i>Rate per unit</i>	

15.	Glow Sign Board Made on 24 Guage GI Sheet, 1 Inch Sq. Pipe with Electric LED tube lights, Printed on Glow Sign Flex – <i>Rate per sq. feet</i>	
16.	Cutout Vinyl on 5mm Sun Board Sheet with Cutout – <i>Rate per sq. feet</i>	
17.	SS Sign Board SS Sign board 304 Grade thickness Mounted on 5mm ACP Sheet Content Digital High quality on vinyl – <i>Rate per. Sq. feet</i>	
18.	SS Sign Board SS Sign board 304 Grade thickness Mounted on 5mm ACP Sheet Content 3d Laser Cutout Metal Sheet 5mm Clear with 2mm Golden Sheet – <i>Rate per. Sq. feet</i>	
19.	Translite / Clipon Board P2 Aluminium Profile Thickness 1”; Border 1.5” Front; PS Sheet 1.7 mm High quality printing on LGP Sheet 3mm Translite; Back MDF 2/3 mm Hilite LED with Hilite Adaptor – <i>Rate per sq. feet</i>	
20.	Translite / Clipon Board P3 Aluminium Profile Thickness 1”; Border 1.5” Front; PS Sheet 1.7 mm High quality printing on LGP Sheet 3mm Translite; Back MDF 2/3 mm Hilite LED with Hilite Adaptor – <i>Rate per sq. feet</i>	
21.	Canopy 6x6x6 sq. ft. with printing on All sides – <i>Rate per unit</i>	
22.	Sound System Providing Sound System on Rental bases per day – <i>Rate per day</i>	
23.	LED Wall Providing LED Wall Size 20x8 & 10’x8’ for rental bases per day – <i>Rate per day</i>	
2. Printing (Registers/Pamphlets/leaflets etc.)		
1.	Pad-1 Loose/Pasted/Bind (Perforated) on white/colored paper on 70gsm both side Printing- 8”x 5.5” (A8) single color printing. – <i>Rate per Leaf.</i>	
2.	Pad-2 Loose/Pasted/Bind (Perforated) on white/colored paper on 70gsm both side Printing- 10.5” x 8.5” (A4) single color printing. – <i>Rate per Leaf.</i>	
3.	Coloured pamphlet-1 100/130gsm Art Paper Single Side Multicolour printing- 8" x 5.5" (A8) – <i>Rate per Unit. (100gsm)</i> – <i>Rate per Unit. (130gsm)</i>	
4.	Coloured pamphlet-2 100/130gsm Art Paper Both Side Multicolour printing- 8" x 5.5"(A8) – <i>Rate per Unit. (100gsm)</i> – <i>Rate per Unit. (130gsm)</i>	
5.	Coloured pamphlet-3 100/130 gsm Art Paper Single Side Multicolour printing - 10.5” x 8.5” (A4) – <i>Rate per Unit. (100gsm)</i> – <i>Rate per Unit. (130gsm)</i>	
6.	Coloured pamphlet-4 100/130 gsm Art Paper Both Side Multicolour printing-10.5”x 8.5”(A4)	

	<i>– Rate per Unit. (100gsm)</i>	<i>– Rate per Unit. (130gsm)</i>	
7.	Coloured pamphlet-5 100/130 gsm Art Paper Single Side Multicolour printing-13.5”x 8.5”(Legal) <i>– Rate per Unit. (100gsm)</i>	<i>– Rate per Unit. (130gsm)</i>	
8.	Coloured pamphlet-6 100/130 gsm Art Paper Both Side Multi colour printing- 13.5”x 8.5” (Legal) <i>– Rate per Unit. (100gsm)</i>	<i>– Rate per Unit. (130gsm)</i>	
9.	Single coloured pamphlet- 7 80gsm Art Paper Single Side Single Colour printing-20"x 30"– <i>Rate per Unit.</i>		
10.	Single coloured pamphlet- 8 80gsm Art Paper Both Side Single Colour Printing- 20" x 30"– <i>Rate per Unit.</i>		
11.	Coloured Brochures-1 Brochures (4 pages) 100/130 gsm Art Paper Single Side Multicolour printing- 8" x 5.5” (A8) – <i>Rate per Unit. (100gsm)</i> <i>– Rate per Unit. (130gsm)</i>		
12.	Coloured Brochures -2 Brochures (4 pages) 100/130 gsm Art Paper both Side Multicolour printing- 8" x 5.5” (A8) – <i>Rate per Unit. (100gsm)</i> <i>– Rate per Unit. (130gsm)</i>		
13.	Coloured Brochures-3 Brochures (2 pages) 100/130 gsm Art Paper Single Side Multicolour printing- 8" x 5.5” (A8) – <i>Rate per Unit. (100gsm)</i> <i>– Rate per Unit. (130gsm)</i>		
14.	Coloured Brochures -4 Brochures (2 pages) 100/130 gsm Art Paper both Side Multicolour printing- 8" x 5.5” (A8 – <i>Rate per Unit. (100gsm)</i> <i>– Rate per Unit. (130gsm)</i>		
15.	Calendar-1 MultiColour printing on one side on 130/170 gsm Art paper with ribbon to pan bottom with tinning, size-20"x30" <i>– Rate per Unit. (130gsm)</i>	<i>– Rate per Unit. (170gsm)</i>	
16.	Calendar-2 MultiColour printing on one side on 130/170 gsm Art paper with ribbon top and bottom with tinning, size -10”x15” <i>– Rate per Unit. (130gsm)</i>	<i>– Rate per Unit. (170gsm)</i>	
17.	Crop Calendar MultiColour printing with UV+ Spot Drip off on 170gsm Art paper with Top Wiro Binding with tinning, 7 Leafs Calendars size 15”x20” – <i>Rate per Unit.</i>		
18.	Poster -1 MultiColour printing on one side on 170 gsm, size-20"x30" – <i>Rate per Unit.</i>		
19.	Poster-2 MultiColour printing on one side on 130 gsm Art paper, size - 10”x15” <i>– Rate per Unit.</i>		

20.	Invitation Card-1 MultiColour printing on one side on 300gsm Art Card, size-5"x7" –Rate per Unit.	
21.	Invitation Card-2 Multi Colour printing on both side on 300gsm Art Card, size- 5"x7" –Rate per Unit.	
22.	Invitation Card-3 Multi Colour printing on Both side on 300gsm Art Card, size- 5"x14" –Rate per Unit	
23.	Certificate MultiColour printing on one side on 300gsm Art Card, size- 10.5"x8.5"(A4) –Rate per Unit.	
24.	Sticker– MultiColour sticker on superior gumming sheet– Rate per sq. inch	
25.	Sticker– MultiColour sticker on Golden/Silver Vinyl gumming sheet– Rate per sq. inch	
26.	Photostat A4 - Rate per page	
27.	Photostat A3 - Rate per page	
28.	Colour Print - Rate per page	
29.	Spiral Binding Upto 100 pages - - Rate per unit	
30.	Self Inking Stamp- Rate per unit	
31.	Notepad pages 50 with Title colour printed- Rate per unit	
32.	Notepad pages 100 with Title colour printed- Rate per unit	
33.	Jute Bag/Thaila -Rate per unit	
34.	Conference File Folder Jute/Matt Standard - Rate per unit	
35.	Pen - Rate per unit	
36.	Diary: Pages up to 100 with printing & designing as required - Rate per unit	
37.	Designing in all respect - Rate per Hour	
38.	Video Documentary (High Definition, Min. 1,920 x 1,080 pixels) with editing, Mixing, Music and voice over. For Copyright of the contents firm will be fully responsible – Rate per second	
39.	I-card Printing of I card on PVC Sheet in all respect – Rate per unit	
40.	Latter pad –Rate per unit	
3. Books/ Coffee Table Book /Catalogue/Newsletters/Souvenirs/Success Story Booklet etc.		
1.	Newsletter 130gsm Imported Art paper/Matte Paper; Size 8.5"x11"; Printing All Multicolour -Rate per unit	
2.	Newsletter 170gsm Imported Art paper/Matte Paper; Size 8.5"x11"; Printing All Multicolour-Rate per unit	
3.	File Folder Printing of File Folder Multicolour Size 14"x10" (furnished), Insight 2 Jackets with Center Creasing on 300gsm with lamination –	

	<i>Rate per unit</i>	
4.	File Folder Printing of File Folder Multicolour Size 14"x10" (furnished), Insight 2 Jackets with Center Creasing on 500gsm with lamination – <i>Rate per unit</i>	
5.	Books Title Multi-Colour Printing on 300gsm with UV/Drip of, inner text pages: 130gsm Multicolour Printing, 16 pages Size 8.5"x11" - Rate per unit <i>(rates for every additional 4 pages are to be indicated with each category)</i>	
6.	Books Title Multi-Colour Printing on 300gsm with UV/Drip of, inner text pages: 130gsm Multicolour Printing, 16 pages Size 7"x9.5" - Rate per unit <i>(rates for every additional 4 pages are to be indicated with each category)</i>	
7.	Books Title Multi-Colour Printing on 300gsm with UV/Drip of, inner text pages: 130gsm Multicolour Printing, 16 pages Size 5.5"x8.5" - Rate per unit <i>(rates for every additional 4 pages are to be indicated with each category)</i>	
8.	Books Title Multi-Colour Printing on 300gsm with UV/Drip of, inner text pages: 170gsm Multicolour Printing, 16 pages Size 8.5"x11" - Rate per unit <i>(rates for every additional 4 pages are to be indicated with each category)</i>	
9.	Books Title Multi-Colour Printing on 300gsm with UV/Drip of, inner text pages: 170gsm Multicolour Printing, 16 pages Size 7"x9.5" - Rate per unit <i>(rates for every additional 4 pages are to be indicated with each category)</i>	
10.	Books Title Multi-Colour Printing on 300gsm with UV/Drip of, inner text pages: 170gsm Multicolour Printing, 16 pages Size 5.5"x8.5" - Rate per unit <i>(rates for every additional 4 pages are to be indicated with each category)</i>	
11.	Coffee Table Book (Size 9.5"x14") Pages: 80-100 Paper: 160gsm Rendezvous Fabrication: On Outer Jacket Leafing, Spot UV on Aqua's Coating inside all pages Binding : Hard Binding Printing: Multi Colour - <i>Rate per unit</i>	
12.	Coffee Table Book (Size 9"x12") Pages: 80-100 Paper: 160gsm Rendezvous Fabrication: On Outer Jacket Leafing, Spot UV on Aqua's Coating inside all pages Binding : Hard Binding Printing: Multi Colour - <i>Rate per</i>	

	<i>unit</i>	
13.	Coffee Table Book (Size 12"x12") Pages: 80-100 Paper: 160gsm Rendezvous Fabrication: On Outer Jacket Leafing, Spot UV on Aqua's Coating inside all pages Binding : Hard Binding Printing: Multi Colour <i>- Rate per unit</i>	
14.	Table Calendar Paper: 170 gsm important Art paper Number of Pages: 14 (Front & Back) Printing: Multi Colour with UV+ Drip off Binding: Wiros with hard bound Stand – <i>Rate per unit</i>	
15.	Table Calendar Paper: 220 gsm important Art paper Number of Pages: 14 (Front & Back) Printing: Multi Colour with UV+ Drip off Binding: Wiros with hard bound Stand – <i>Rate per unit</i>	
16.	Transportation to all District of Himachal Pradesh <i>- Rate per Kilometers</i>	

GST: ()

Other Terms & conditions:

1. Rates quoted in the above format are the final rates and cannot be changed at any stage of the tender evaluation and after allotment of tender.
2. Rates of the various IEC material should be mentioned including the designing charges. No designing charges will be paid extra.
3. Variation in the item heads mentioned above is not allowed. Selected vendor/ Firm is required to provide the bills as per the rate mentioned in the tender only.
4. As the scope of the work is not defined, HPSRLM is not liable to provide the business to the selected vendor. The work assignment will be provided as per the need and requirement of the programme.

**Seal & Signature of
Firm**

ANNEXURE-III (A)

Rates Quoted

Still Photography

Sr. No.	Name of the item and specification, time to time required by the department	Estimated Cost/rates <i>Only high resolution raw & processed soft copy of the photos in DVD/Hard/pen Drive</i>	Remarks (if any)
1.	Still Photography HD (High Definition, Min. 1,920 x 1,080 pixels) Still photography of the identified success stories/ Locations/ Structures/ Buildings/ event etc. as and when required by the HPSRLM	Per hour rates services ₹ _____	
		Per day Rates (Max. 8 hours in a day) ₹ _____	

GST: ()

Note:

- Bidders are free to quote rates for any of work assignment i.e. Designing & Printing of IEC material, Photography and Video documentary. It is not mandatory to quote rates for all works assignment if the vendor has not in house availability of the services.
- Outsourcing of work is not allowed.

Seal & Signature of Firm

ANNEXURE-III (B)

Rates Quoted
Video Documentaries with editing

Sr. No.	Name of the item and specification, time to time required by the department	Estimated Cost/rates (including of all type of professional charge, editing, mixing, music & Voice over)	Remarks
1.	Video Documentaries with editing Making HD (High Definition, Min. 1,920 x 1,080 pixels) video documentaries of the identified success stories//Locations/Structures/Buildings etc. with interviews/ questionaries of the beneficiaries, editing, Mixing, Music and voice over as per the requirement of the HPSRLM.	Rate per minutes: ₹ _____ <i>(for final video, after all type of editing, mixing as per the requirement of HPSRLM)</i> Rate per minutes: ₹ _____ <i>(for raw footage of video)</i>	

GST: ()

**Seal & Signature of
Firm**