

REQUEST FOR QUOTATION – Service (RFQ-S)

Ref No: SEWA/UNW/RFQ/03/2025 dated 20th June 2025

Request for Quotation for service of Folk Troupe

Name of Organization: Socio Educational Welfare Association (SEWA)

Name of Project: Ensuring Women's Health, Wellness, and Safety in Rural Spaces in the Tea Sector in Assam and West Bengal

Date of Issue: 20th June 2025

The Socio Educational Welfare Association (SEWA) invites quotations from qualified and experienced folk troupes to deliver awareness programs across selected tea estates in Assam and West Bengal. These activities form part of the ongoing initiative, "Ensuring Women's Health, Wellness, and Safety in Rural Spaces in the Tea Sector in Assam and West Bengal," aimed at fostering well-being and empowerment among women in tea-growing communities.

Scope of Work

The Socio Educational Welfare Association (SEWA) is launching a mass awareness campaign across selected tea estates in Assam and West Bengal, with a specific focus on empowering women tea plantation workers. To support this initiative, SEWA seeks to engage experienced and professional folk troupes to deliver impactful performances through street dramas and puppet shows.

The selected service provider will be responsible for conducting recurring street dramas and puppet shows across 36 tea estates, 32 in Assam and 4 in West Bengal as detailed in the enclosed schedule accompanying the Request for Quotation (RFQ).

These awareness drives will address the following key thematic areas:

- Anaemia awareness and prevention
- Substance abuse
- Gender-based violence

These awareness programs aim to engage local communities, promote dialogue, and foster safer, healthier environments, particularly for women living and working in rural tea estate settings.

SEWA invites quotations through limited bidding for the provision of these services. Performances must be conducted in the local languages Assamese, Hindi, and Sadri to ensure accessibility and cultural relevance.

Script Development:

- Scripts will be developed by the selected folk troupe in the respective local languages.
- All scripts must be submitted to SEWA for approval prior to finalization.
- Scripts should be culturally sensitive and aligned with the traditions, values, and customs of the local communities.

Artist Engagement and Troupe Mobilization:

- As the program emphasizes women's empowerment, the service provider must ensure significant participation of women artists in the performances.
- The selected agency/group must be capable of deploying three troupes simultaneously in different locations to ensure timely execution of the awareness programs.

The selected service provider will be allocated vehicles prominently displaying key awareness messages. These vans will also be used to transport troupe members to the designated tea estates. Additionally, the SEWA office will arrange economical travel for the folk troupe visiting West Bengal.

The quoted rates must include food and accommodation arrangements for all troupe members throughout the duration of the assignment, along with the provision of a battery-operated public address (PA) system to support performances. The quotation should clearly state the per-performance rate for street plays and separately indicate the rate for puppet show performances. All quotations must be submitted in accordance with the format provided in Annexure I.

The selected service provider is expected to conduct a minimum of two performances in the designated tea estates during the first month of mobilization. Additional performances are to be carried out in the subsequent months in accordance with the tentative schedule provided.

Sl No	Name of tea estate	Co Name	Name of District	First round performance • Anaemia awareness and prevention • Substance abuse	Second Round performance • Gender-based violence
1	Lamabari	APPL	Udalguri	2	1
2	Orangajuli	Goodricke	Udalguri	2	1
3	Nonaipara	Goodricke	Udalguri	2	1
4	Nonoi	APPL	Nagaon	2	1
5	Nahorani	APPL	Sonitpur	2	1
6	Harchurah	Goodricke	Sonitpur	2	1
7	Hattikhuli	APPL	Golaghat	2	1
8	Diphlu	APPL	Golaghat	2	1
9	Letekujan	APPL	Golaghat	2	1
10	Borjan	APPL	Golaghat	2	1
11	Teok	APPL	Jorhat	2	1
12	Kakojan	APPL	Jorhat	2	1
13	Bhelaguri	APPL	Jorhat	2	1
14	Borhat	APPL	Charideo	2	1
15	Borpatra	Goodricke	Charideo	2	1
16	Amgoorie	Goodricke	Sivsagarh	2	1
17	Borbam	Goodricke	Sivsagarh	2	1
18	Nahartoli	APPL	Dibrugrah	2	1

19	Chabua	APPL	Dibrugrah	2	1
20	Achabam	APPL	Dibrugrah	2	1
21	Naharkotia	APPL	Dibrugrah	2	1
22	Namrup	APPL	Dibrugrah	2	1
23	Sessa	Goodricke	Dibrugrah	2	1
24	Dejoo	Goodricke	North Lakhimpur	2	1
25	Harmutty	Goodricke	North Lakhimpur	2	1
26	Bargang	Goodricke	Biswanath Chariali	2	1
27	Powai	APPL	Tinsukia	2	1
28	Koomber	Goodricke	Silchar	2	1
29	Coombergram	Goodricke	Silchar	2	1
30	Nauranodi	APPL	Doars, West Bengal	2	1
31	Rangamati	APPL	Doars, West Bengal	2	1
32	Damding	APPL	Doars, West Bengal	2	1
33	Batabari	APPL	Doars, West Bengal	2	1
34	Kellyden	APPL	Nagaon	2	1
35	Sagmootea	APPL	Nagaon	2	1
36	Hatigarh	APPL	Udalguri	2	1
37	Majuli	APPL	Udalguri	2	1

Please note: The proposed timeline and tea estate are indicative and subject to change based on program implementation needs and field-level dynamics. Accordingly, the work order or purchase order will be issued to the selected bidder.

All submitted quotations must be accompanied by copies of the following documents:

- GST Registration Certificate (if applicable), If not registered under GST, a self-declaration must be provided
- PAN Card of the agency or authorized representative
- Proposed delivery timeline for the assignment
- Payment terms and conditions
- Bank account details for payment processing
- Proof of experience, such as a copy of a previous job order or any relevant documentation demonstrating the experience of the artists and folk troupe
- Trade licences or any entity registration if available

Submission Guidelines

Deadline: Quotations must be submitted on or before 3:00 PM on 7th July 2025. The signed and sealed quotation along with required documents should be placed in an envelope and addressed to:

Purchaser's Address:
President
Socio Educational Welfare Association
Shanti Bhavan, Near Naliapool Bazar
P.O. and P.S. – Dibrugarh, Assam, Pin - 786001
Telephone: 0373-2999349 (Landline)

Alternatively, quotations may be submitted electronically via email to:

E-mail: sewa.dib25@gmail.com

The Service Provider shall be responsible for all taxes, duties, and license fees incurred until service delivery.

Evaluation Process

SEWA will evaluate quotations by correcting any arithmetic errors to ensure accuracy. Discrepancies between figures and words will be adjusted in favor of the amount written in words. Additionally, if there is a difference between the unit rate and the total cost due to miscalculations, the quoted unit rate will be considered final. Failure to accept corrections may result in rejection of the quotation. Substantially responsive quotations will be evaluated based on pricing and other relevant criteria.

Award of Contract

SEWA will award the service whose quotation is deemed substantially responsive and offers the lowest price. The selected Service Provider will be notified within three (3) days and issued a Purchase Order. Notifications will be sent via email or an official letter

Contact Information

For further details or inquiries, please contact:

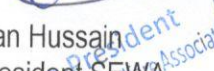
Contact Person:

Ms. Rupjyoti Gogoi
Shanti Bhavan, Naliapool Bazar
Telephone: 9706515958
E-mail: sewadib@gmail.com

Any misrepresentation or false information that knowingly or recklessly misleads SEWA may result in automatic rejection of the quotation or cancellation of the contract if awarded.

For SEWA

Arfan Hussain
Vice President SEWA


Vice President
Socio Educational Welfare Association
SEWA

In official Letter Head
FORM OF QUOTATION
(Service)

_____ (Date)

To

The President
Socio Educational Welfare Association (SEWA)
Shanti Bhavan Naliapool Bazar Dibrugarh, Assam

Subject: Quotation for Folk Troupe Services for Awareness Programs

Dear Sir/Madam,

I/We hereby submit our quotation for the supply of services as outlined in the Scope of Work of the Request for Quotation (RFQ) for engaging folk troupes to conduct awareness drives through street plays and puppet show performances across tea estates in Assam and West Bengal. Our quoted prices are as follows:

Per performance rate for Street Play: Rs. _____ (Rupees _____ only)
Per performance rate for Puppet Show: Rs. _____ (Rupees _____ only)

This quotation, along with your written acceptance, shall constitute a binding contract between us. We fully understand that SEWA is not obligated to accept the lowest or any quotation received.

We further confirm that this quotation remains valid for a period of six (6) months from the date of submission.

Authorized Signature: _____

Name of Folk Troupe/ Service Provider : _____

Designation: _____

Address: _____

Telephone / Mobile Number: _____

Email Address (optional): _____