

### REQUEST FOR QUOTATION – Goods (RFQ-G)

Ref No: SEWA/UNW/RFQ/ 02 /2025 dated 20<sup>th</sup> May 2025

#### Request for Quotation for printing of outreach tools.

**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: 20<sup>th</sup> May 2024

The Socio Educational Welfare Association (SEWA) invites quotations for printing and supply of various types of Outreach tools develop by SEWA under the project 'Ensuring Women's Health, Wellness, and Safety in Rural Spaces in the Tea Sector in Assam and West Bengal.

Scope of Work: Printing of Outreach tools book and leaflet in Assamese and Hindi Language.

SEWA intends to conduct direct outreach activities in selected tea plantations in Assam and West Bengal, focusing on women tea workers. To support this initiative, SEWA has developed Direct Outreach Tools covering key thematic areas of health, wellness, and safety. SEWA invite quotation through limited bidding to supply and printing of outreach tools- a. Flip Book in Assamese and Hindi language. B. Leaflet in Assamese and Hindi language.

Each module consists of approximately 8 to 16 pages. Interested party is encouraged to visit the SEWA office to review the content and understand the nature of the work. Inspections will be open from the date of issue of this RFQ until 31<sup>st</sup> May 2025, 3:00 PM. The interested party must have Multi-Color Offset Machine, digital printing press facility, experience DTP operator and infrastructure for book binding facility etc.

In order to facilitate time bound activity, the proof reading or sample screening, the bidder must have pre-press and press facilities location in Dibrugarh.

#### Scope of Work

The detailed scope of work is specified below:

##### **A. Outreach Tools Flip Book printing in Assamese and Hindi Language.**

#	Details	Language	Type of Paper	Size	Packing	Quantity
1	Health and Nutrition (10 pages)	Assamese	Both side coated White Art Paper 300 GSM	210 x 297 mm	Saddle stitch binding (Flip book binding using staples).	1400
2	Health and Nutrition (10 pages)	Hindi	Both side coated White Art Paper	210 x 297 mm	Saddle stitch binding ( Flip book	100



3	Menstrual Health Management (15 pages)	Assamese	Both side coated White Art Paper 300 GSM	210 x 297 mm	Saddle stitch binding ( Flip book binding using staples).	1400
4	Menstrual Health Management (15 pages)	Hindi	Both side coated White Art Paper 300 GSM	210 x 297 mm	Saddle stitch binding ( Flip book binding using staples).	100
5	Reproductive and Sexual Health: Awareness, Choices, and Well-being (10 pages)	Assamese	Both side coated White Art Paper 300 GSM	210 x 297 mm	Saddle stitch binding ( Flip book binding using staples).	1400
6	Reproductive and Sexual Health: Awareness, Choices, and Well-being (10 pages)	Hindi	Both side coated White Art Paper 300 GSM	210 x 297 mm	Saddle stitch binding ( Flip book binding using staples).	100
7	Mental Health & Wellness (11 pages)	Assamese	Both side coated White Art Paper 300 GSM	210 x 297 mm	Saddle stitch binding ( Flip book binding using staples).	1400
8	Mental Health & Wellness (11 pages)	Hindi	Both side coated White Art Paper 300 GSM	210 x 297 mm	Saddle stitch binding ( Flip book binding using staples).	100
9	Occupational Health and Safety (9 pages)	Assamese	Both side coated White Art Paper 300 GSM	210 x 297 mm	Saddle stitch binding ( Flip book binding using staples).	1400
10	Occupational Health and Safety (9 pages)	Hindi	Both side coated White Art Paper 300 GSM	210 x 297 mm	Saddle stitch binding ( Flip book binding using staples).	100
11	Safety at Workplace and Home (11 pages)	Assamese	Both side coated White Art Paper 300 GSM	210 x 297 mm	Saddle stitch binding ( Flip book binding using staples).	1400
12	Safety at Workplace and Home (11 pages)	Hindi	Both side coated White Art Paper 300 GSM	210 x 297 mm	Saddle stitch binding ( Flip book binding using staples).	100
13	Substance Abuse and Alcoholism (11 pages)	Assamese	Both side coated White Art Paper 300 GSM	210 x 297 mm	Saddle stitch binding ( Flip book binding using staples).	1400



14	Substance Abuse and Alcoholism (11 pages)	Hindi	Both side coated White Art Paper 300 GSM	210 x 297 mm	Saddle stitch binding ( Flip book binding using staples).	100
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#### B. Leaflet in Assamese and Hindi Language

#	Details	Language	Type of Paper	Size	Quantity
1	Health and Nutrition key messages	Assamese	Flat A4 (single sheet, no folds), 130-170 GSM Glossy or Matte Paper	210 x 297 mm	8000
2	Health and Nutrition key messages	Hindi	Flat A4 (single sheet, no folds), 130-170 GSM Glossy or Matte Paper	210 x 297 mm	2000
3	Menstrual Health Management key messages	Assamese	Flat A4 (single sheet, no folds), 130-170 GSM Glossy or Matte Paper	210 x 297 mm	8000
4	Menstrual Health Management key messages	Hindi	Flat A4 (single sheet, no folds), 130-170 GSM Glossy or Matte Paper	210 x 297 mm	2000
5	Reproductive and Sexual Health: Awareness, Choices, and Well-being key messages	Assamese	Flat A4 (single sheet, no folds), 130-170 GSM Glossy or Matte Paper	210 x 297 mm	8000
6	Reproductive and Sexual Health: Awareness, Choices, and Well-being key messages	Hindi	Flat A4 (single sheet, no folds), 130-170 GSM Glossy or Matte Paper	210 x 297 mm	2000
7	Mental Health & Wellness key messages	Assamese	Flat A4 (single sheet, no folds), 130-170 GSM Glossy or Matte Paper	210 x 297 mm	8000
8	Mental Health & Wellness	Hindi	Flat A4 (single sheet, no folds), 130-170 GSM Glossy or Matte Paper	210 x 297 mm	2000
9	Occupational Health and Safety key messages	Assamese	Flat A4 (single sheet, no folds), 130-170 GSM Glossy or Matte Paper	210 x 297 mm	8000
10	Occupational Health and Safety key messages	Hindi	Flat A4 (single sheet, no folds), 130-170 GSM Glossy or Matte Paper	210 x 297 mm	2000
11	Safety at Workplace and Home key messages	Assamese	Flat A4 (single sheet, no folds), 130-170 GSM Glossy or Matte Paper	210 x 297 mm	8000
12	Safety at Workplace and Home key messages	Hindi	Flat A4 (single sheet, no folds), 130-170 GSM Glossy or Matte Paper	210 x 297 mm	2000

13	Substance Abuse and Alcoholism key messages	Assamese	Flat A4 (single sheet, no folds), 130-170 GSM Glossy or Matte Paper	210 x 297 mm	8000
14	Substance Abuse and Alcoholism key messages	Hindi	Flat A4 (single sheet, no folds), 130-170 GSM Glossy or Matte Paper	210 x 297 mm	2000
15	Awareness on Referral Systems	Assamese	Flat A4 (single sheet, no folds), 130-170 GSM Glossy or Matte Paper	210 x 297 mm	8000
16	Awareness on Referral Systems	Hindi	Flat A4 (single sheet, no folds), 130-170 GSM Glossy or Matte Paper	210 x 297 mm	2000

The printing materials or modules will be provided by SEWA in soft copy, with layout adjustments and minor DTP work required.

SEWA will assist in the finalization of materials for printing and supervise the draft.

- Total Number of Modules: Seven (7)
- Submission Requirements: A final draft as proof copy needs to share for approval before doing the final printing of materials.
- Where necessary, DTP operators' service needs to provide during finalization of the materials for printing.
- Completion Period: Seven (10) days from the issuance of the purchase order.
- SEWA will also guide on layout and DTP work during finalization of the draft of modules.

### Preparation of Quotations

Interested party should prepare and submit their quotations as follows:

1. Price quotation for seven modules, as provided by SEWA as per the scope of work - a. And additional printing of Leaflet as per the scope of work - b.
2. Pricing should include service charges and delivery of Flip books and Leaflet as per the scope of work a and b.
3. An interested party may submit only one set of quotations. The quotation must be typed or written in indelible ink and signed by the illustrator or an authorized representative. Unsigned quotations will not be considered.
4. The bidders shall quote lump sum firm price and also the unit rates of the material it proposes to supply and services rendered as per the scope of work a and b.
5. The quotation must remain valid for 60 days from the date of submission.
6. The bidders must submit sample of paper along with their technical specifications
7. The successful bidder will be required to preserve plates & artwork for a minimum period of ten months and the printer will have to undertake the job of re-printing. Printer will be required to furnish a Certificate confirming the quality of paper used in the printing of Booklet.

### Required Documents

The quotation must be accompanied by copies of the following documents:

- GST certificate (if applicable; if there is no GST registration, a declaration is required)
- PAN card
- Delivery timeline



- Payment terms
- Bank details
- Trade License

### **Submission Guidelines**

Deadline: Quotations must be submitted on or before 3:00 PM on 11th May 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](mailto:sewa.dib25@gmail.com)

The Bidder shall be responsible for all taxes, duties, and license fees incurred until service delivery. The reproduction or circulation / publish of any portion of the content developed under this service is reserved by SEWA. The copyright of the produced content remains with SEWA.

### **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 supply of Flip Book and Leaflet whose quotation is deemed substantially responsive and offers the lowest price. The selected Bidder 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](mailto: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



Vice-President  
Socio Educational Welfare Association  
SEWA