

GOVERNMENT OF HIMACHAL PRADESH
RURAL DEVELOPMENT DEPARTMENT, SHIMLA-9

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FROM INTERESTED
PARTIES FOR THE PHOTOGRAPHY, MAKING OF VIDEO DOCUMENTARIES
AND DESIGNING & PRINTING etc. SERVICES**

The Department of Rural Development, Himachal Pradesh is inviting Expression of Interest (EoI) from reputed registered Firms/Agencies/Companies having adequate experience of similar type of work.

The Agency will be shortlisted on the basis of their relevant document, experience and performance in the presentation. Preference will be given to the Agencies having expertise & work experience in similar type of works.

The interested Agencies may send their Expression of Interest (EOI) along-with Agency's brief profile, C.A. certificate, ITR and audited balance sheets pertaining to previous three years in support of turnover, proof of registration for similar work assignments, experience of Photography, making of video documentaries and designing & printing services (please attach proof), client list of Government Departments if any, samples of previous works related to Photography, video documentaries, designing & printing (Coffee Table Book, Brochures, Posters, Banners, Folders & Calendars etc. (As per Annexure-III; in hard copies), supporting details and abstract/list of documents with index to the Director, Rural Development Department, Block No. 27, SDA Complex, Kasumpti, Himachal Pradesh, Shimla-171009 on or before **05/03/2020 by 5:00 PM.**

The EoI document, application format (**Annexure-II**), terms and conditions (**Annexure-I**), can be obtained from the office of Directorate of Rural Development, H.P., Shimla- 9. It can also be downloaded from the website <https://hprural.nic.in> . The shortlisted Agencies qualifying the EOI criteria will be invited to make presentation for which Agencies will be intimated separately after technical evaluation of the EOI. The agencies will be qualified only on the basis of presentation and their experience in similar type of work. The tentative date of presentation will be intimated later in view on the EoI.

The documents such as copy of CA certificate, copy of registration and agency experience proof are essential to produce along with the EoI. Without these documents the EoI will not be considered for presentation. Firms failing to give presentation on the given date & time will not be considered. The EOI received after the due date and time will not be entertained. This office will not be responsible for any kind of delay in submission of EoI well in time.

The EoI should be sent to this office in a sealed cover super scribing thereon “**EXPRESSION OF INTEREST (EOI) FOR THE PHOTOGRAPHY, MAKING OF VIDEO DOCUMENTARIES AND DESIGNING & PRINTING etc. SERVICES**”. The Director, Rural Development Department, H.P. reserves the right to reject any or all the EoI's without assigning any reason thereof.

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

**Issued By: Department of Rural Development, H.P., Block.No.27, SDA Complex,
Kasumpti, H.P. Shimla-171009, Phone: 0177-2623820, 08194890099**

Department of Rural Development, Himachal Pradesh, Shimla-9

Block.No.27, SDA Complex
Kasumpti, H.P. Shimla-171009
Phone: **0177-2623820, 08194890099**

EXPRESSION OF INTEREST (EOI) FOR PHOTOGRAPHY, MAKING OF VIDEO DOCUMENTARIES AND DESIGNING & PRINTING SERVICES

1. INTRODUCTION

Director, Rural Development Department, Himachal Pradesh, SDA complex, Block No.27 Kasumpti, Shimla-9 (H.P.) invites the Expression of Interest (EOI) for the empanelment of the agency/firm/company for the assignments:

- 1.1. **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.
- 1.2. **Making HD (High Definition, Min. 1,920 x 1,080 pixels) 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.
- 1.3. **Printing of different 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. MGNREGA, PMAY-G, DAY-NRLM, DDUGKY, NRuM, PMKSY-IWMP, SAGY, SBM-G, JAN MANCH 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 Rural Development department, in the State of Himachal Pradesh.

2. OBJECTIVE

The main objective of the assignments is to document the achievements and success stories of various projects/schemes of Rural Development Department, Himachal Pradesh in print, photography, audio and video as required. The outputs from the case studies shall highlight the achievements made by 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

The Department of Rural Development, 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 infrastructure relating to their life support systems. Department of Rural Development is responsible for planning and execution of programs for rural development. 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:

- Mahatma Gandhi National Rural Employment Guarantee Act (MG- NREGA)
- Pardhan Mantri Awaas Yojana-Gramin (PMAY-G)
- Deendayal Antyodaya Yojana-National Rural Livelihood Mission (DAY-NRLM)
- Deendayal Upadhyaya Grameen Kaushalya Yojana (DDUGKY)
- Sansad Aadarsh Gram Yojana (SAGY)
- National Rurban Mission (NRuM)
- Swachh Bharat Mission-Gramin (SBM-G)
- Pardhan Mantri Krishi Sinchayee Yojana-Watershed Component (IWMP) and others.

4. SCOPE OF WORK

The Department of Rural Development 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 & Panchayati Raj like MGNREGA, PMAY-G, DAY-NRLM, NRuM, PMKSY-IWMP, SAGY,SBM G 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 Rural Development department, Himachal Pradesh in the last five 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 80 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 , RDD staff , and other pertinent stakeholders to collate, analyze and synthesize case studies of the programmes impact in coordination with the department.

5. EoI evaluation procedure:

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

5.1.1. The first sealed cover should be super scribed "Technical Application Format for EoI" and should contain (Strictly in the order given below) :

- a) **List of Enclosures** on a self-attested Company/firm letter head with complete address, contact numbers, email;

- b) **Undertaking** that you meet the eligibility criteria(Please submit proofs);
 - c) **Acceptance/signed copy of term & Conditions**
 - d) **Project synopsis** (Not more than one A4 page)
 - e) **Project Description** (Not more than one A4 page)
 - f) **Methodology to be adopted**
 - o Describe your creative approach to cover the identified success stories/locations of various schemes implemented in the State. Creative approach to capture photographs of the success stories, make video documentaries of selected stories and the designing and printing of various materials mentioned at Annexure-III.
 - g) **Company Profile (only in the application format attached at Annexure-II)**

Attach proof of registration, tax registration details, financial turnover last 3 years, CA Certificates etc. as mentioned in the format
 - h) **Work Experiences of similar kind of assignments** (attach proof)
- 5.1.2. The second sealed cover envelope super scribed “ Item wise estimated cost of EoI”, **(which shall not be treated as rates quoted)** in the format attached at **Annexure-III,**
- 5.2. The sealed envelope super scribed “**EXPRESSION OF INTEREST (EOI) FOR PHOTOGRAPHY, MAKING OF VIDEO DOCUMENTARIES AND DESIGNING & PRINTING etc. SERVICES**”. This should be addressed O/o Director, Rural Development, Block No. 27, SDA Complex, Kasumpti, Shimla 171009 and sent by registered post or by hand delivered latest by 5:00 PM on **05/03/2020.**
- 5.3. The EoIs will be evaluated by the departmental committee and the technically qualified parties will be called for presentation. 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 EoI.

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 project synopsis, objective, description, methodology adopted and its suitability to the topic in hand. Parties whose proposals (EoI) are found acceptable at this stage will be invited to give detailed presentation before the committee, expressly constituted for the evaluation of the proposals for this project. 7-10 minutes will be allowed for presentation. Presentation can be in the form of PowerPoint. A 2-3 minutes AV clip on the subject to showcase how parties will treat the video documentaries is highly recommended. The AV clip/demo, Printed material (**As mentioned in the Annexure-III**) may be shown at the presentation and separately submitted after presentation for subsequent evaluation.

The selection process could involve a short listing of parties from the first presentation, who may be called to make second presentation or limited tender system for making of final selection. The committee will recommend the finally selected firms to the competent Authority for acceptance.

TERMS & CONDITIONS

EXPRESSION OF INTEREST (EOI) FOR PHOTOGRAPHY, MAKING OF VIDEO DOCUMENTARIES AND DESIGNING & PRINTING SERVICES

1. Mere submission of EoI, shall not confer any right whatsoever on the submitting entity.
2. The EoI shall remain valid for a period of 6 months from the date of publication of EoI.
3. It shall be obligatory on the part of submitting entity to furnish any further information as may be sought by the Rural Development Department, HP.
4. The agencies qualifying the EoI criteria will be invited for power point presentation at the Directorate.
5. The departments of Rural Development, 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 application(s) constitutes no form of commitment on the part of the department. Furthermore, this acceptance of the application confers neither the right nor an expectation on any applicant to participate in the proposed project.
7. Acceptance of the application(s)/EoI(s) by the 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 RDD. RDD reserves the right to call bids/assign work/associate the agency/agencies in any area as may be deemed fit by RDD depending upon the profile provided by the agencies and requirement of assignment.
8. Acceptance of the application(s)/EoI(s) does not necessarily mean that the services of the agency must be availed as this would depend upon the performance of the agency.
9. 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.
10. Rural Development Department, reserves the right to waive off any short falls; accept the whole, accept part of or reject any or all responses to the EOI.
11. Rural Development Department reserve the right to call for fresh EoI at any stage and /or time as per the present and/or envisaged department requirements even if the EoIs are in evaluation stage.
12. RDD reserves their right to modify, expand, restrict, scrap, re-float the EoI without assigning any reason for the same.
13. The selected agency is expected to maintain high-level of professional ethics. Agency will maintain confidentiality on matters disclosed, till proper instructions are issued.
14. The department of Rural Development, H.P will select the captured photos/material/text for the printing of items mentioned at **Annexure-III**.
15. The agencies that will be qualified in the evaluation of EoI would have to submit dummy copies of each item mentioned in **Annexure-III** to check the colour 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.
16. 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 Department of Rural Development; H.P. in this regard will be final.

17. 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 EoI by the Department of Rural Development, H.P. at any time.
18. The Department reserves the right to make necessary modifications in the selected Photos, Videos, artwork, concept, script, text etc. without reference to the agency.
19. The Department of Rural Development, H.P. reserves the right to reject to delist/terminate any agency at any time without assigning any reasons whatsoever and execution of work stopped at any time without assigning any reasons and without any prior notice.
20. 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.
21. 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.
22. The agency would have to make its own arrangement for necessary lights, shooting assistance and other facilities for photography and videography.
23. The agency will provide photographs in soft in its original size and also of any size as per the requirement of the department.
24. 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.
25. All the photos & videos have to be taken with digital DSLR/HD/camera.
26. For video documentary- professional digital HD or higher resolution camera with camera support should be used.
27. 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.
28. The Department of Rural Development 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 .
29. 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.
30. 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.

31. 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.
32. The agency who has assigned the job of printing of respective item(s)(Annexure-III) will be required to submit the machine proof of dummy of concerned items within 2 days on receipt of work order.
33. 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 to the Department.
34. The agency will have to provide draft of the design & printing material to department for proof reading before final print.
35. The engagement of the firm shall be initially for 2 years, which shall be extended for the maximum of two years on year to year basis with mutual consent of both the parties on the same term and conditions.
36. The Financial EoI 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 EoI, shall not be shared with any other interested entity.
37. The decision of the Director, 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.

Director RD
Department of Rural Development
Government of Himachal Pradesh
Block No. 27, SDA Complex,
Kasumpti, Himachal Pradesh
Shimla-171009

APPLICATION FORMAT
EXPRESSION OF INTEREST (EOI) FOR PHOTOGRAPHY, MAKING OF
VIDEO DOCUMENTARIES AND DESIGNING & PRINTING SERVICES

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.	Status of Agency/Company (partnership firm/Pvt. Ltd Co./Public Ltd. Co.) GSTIN: PAN: TAN:										
7.	Experience of the Agency/Company (Please attach proofs, Samples of work)										
8.	Agency Registration Certificate (Pl. attach Copy)										
9.	Financial Turnover for 3 years (Pl. attach CA Certificate) 2016-17: ₹....., 2017-18: ₹....., 2018-19: ₹.....										
10.	Organizational Setup (Manpower, Professional only) Attach Detail										
11.	Details of works completed/experience profile <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sr. No.</th> <th style="text-align: center;">Name of the Work</th> <th style="text-align: center;">Scope & description of works</th> <th style="text-align: center;">Client Details</th> <th style="text-align: center;">Value of works completed</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Sr. No.	Name of the Work	Scope & description of works	Client Details	Value of works completed					
Sr. No.	Name of the Work	Scope & description of works	Client Details	Value of works completed							
12.	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 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 EoI without prejudice to any other action that may be taken against us in this behalf.

(Signed by Authorized Representative)

Date:
Place:

Name:
Designation:
Agency/Company:
Seal of Bidder:

**To be sealed in 2nd envelope sealed cover separately duly super
scribe “Estimated item wise cost of the Proposal”
“NOT TO BE CONSIDERED AS QUOTATION”**

Sr. No.	Name of the item and specification, time to time required by the department	Estimated Cost/rates	Remarks
1.	Still Photography HD (High Definition, Min. 1,920 x 1,080 pixels) Still photography of the identified success stories/Locations/Structures/Buildings etc.	Per day Rates (Max. 8 hours in a day) ₹ _____ <i>Only high resolution raw & processed soft copy of the photos in DVD/Hard Drive</i>	
2.	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.	Rate per minutes: ₹ _____ <i>(including of all type of professional charge, editing, mixing, music & Voice over)</i> ₹ _____ <i>(for raw footage of video)</i>	
Designing & Printing			
3.	Brochure (coloured or B/W to be printed) Size : 9” (L) X 7” (H) Paper: 250 GSM Cinnar Art card for cover pages and 170 GSM paper for inner pages. (With lamination of cover pages both side) Pages: 2-32 including cover pages. Printing: Coloured or B/W with 20 to 30 Photographs.	Rate per page Coloured: ₹ _____ B/W: ₹ _____	Minimum Quantity required (No. of copies/pages): For Coloured: For B/W:
4.	Folder (coloured to be printed) Size: 9 ½” X 4 ¾” (3 fold). Paper: 250 GSM glossy paper with lamination. Printing: 4 Colour with photographs.	Rate per page Coloured: ₹ _____ B/W: ₹ _____ :	Minimum Quantity required (No. of copies/pages): For Coloured: For B/W
5.	Magazine (coloured or B/W to be printed) Size: 11” X 8” Paper: 170 GSM Imported art paper with lamination for cover pages and 120 GSM Imported art paper for inner pages. Printing : Ccoloured or B/W with Photographs	Rate per page Coloured: ₹ _____ B/W: ₹ _____	Minimum Quantity required (No. of copies/pages): For Coloured: For B/W

Sr. No.	Name of the item and specification, time to time required by the department	Estimated Cost/rates	Remarks
6.	Stationary Kit Folder (coloured or B/W to be printed) Size : 10" X 14" X 14" Open Size : 24.2" Close Size : 10" along with one fold of 4.2" 4 coloured or B/W printing with Photographs	Rate per kit folder Coloured: ₹ _____ B/W: ₹ _____	Minimum Quantity required (No. of copies/pages): For Coloured: For B/W:
7	Jacket : 9.5"(w) x 5.2" (h) Paper : 300 GSM Cinemas Paper (lamination both sides with matt finish)	Rate per jacket Coloured: ₹ _____	Minimum Quantity required (No. of copies/pages): For Coloured:
8.	Posters/pamphlets (coloured) Size 20" X 30" and other sizes Paper 130, 250, 300 GSM glossy with lamination.	Rate per poster/pamphlet With 130 GSM Coloured: ₹ _____ B/W: ₹ _____ With 250 GSM Coloured: ₹ _____ B/W: ₹ _____ With 300 GSM Coloured: ₹ _____ B/W: ₹ _____	Minimum Quantity required (No. of copies/pages): For Coloured: With 130 GSM: With 250 GSM: With 300 GSM: For B/W: With 130 GSM: With 250 GSM: With 300 GSM:
9.	Coffee Table Book Size : 9.5" X 14", 12" X 8.5", 11.5" X 8.5" or any other size Paper: 160 GSM Rendezvous Super White for inner pages. Cover page: (a) Hard case cover binding 2.5 mm Kappa board with 130 GSM Rendezvous Super White cover to be pasted on the board with colour logo. (b) Jacket 160 GSM Rendezvous Super White paper Fabrication : On Outer Jacket Leafing, Spot UV on images, Aqua's Coating inside all pages. Pages: 80-100 including cover pages. Printing : coloured with 150 Photographs (approx.).	Rate per page Coloured: ₹ _____	Minimum Quantity required (No. of copies/pages): No. of pages: No. of copies:

Sr. No.	Name of the item and specification, time to time required by the department	Estimated Cost/rates	Remarks
10.	<p>Table Calendar along with Envelop</p> <p>i) Sheets: 12 sheets with 1 month on each sheet</p> <p>ii) Cover: cover sheets extra from both sides</p> <p>iii) Pictures: 12 (one on each sheet & collage on cover sheet)</p> <p>The same picture will also appear at the back portion of each sheet.</p> <p>Fabrication : Aqua Coating all Pages.</p> <p>iv) Size: 9.5" (L) X 7" (H)</p> <p>wiro binding on top with hard stand board.</p> <p>v) Paper: 270 GSM Rendezvous Super White</p> <p>Envelope: Size: 10.5" X 8" Paper: 130 GSM Matt finish for envelope Fabrication: Die cutting/creasing/pasting of envelope</p>	<p>Rate Per Calendar</p> <p>Minimum Order required at a time; no of copies:</p>	Minimum Quantity required (No. of copies/pages):
11.	<p>Flex Printing (Without Frame)-Different sizes as and when required by the department</p> <p>Normal Flex-, Star Flex-,Eco-vinyl,Eco-solvent</p>	<p>Rate Per Sq. feet</p> <p>Normal Flex ₹ _____</p> <p>Star Flex ₹ _____</p> <p>Eco-Vinyl ₹ _____</p> <p>Eco Solvent: ₹ _____</p>	
12.	<p>Flex Printing (With Frame)- Different sizes as and when required by the department</p> <p>Normal Flex-, Star Flex-,Eco-vinyl, Eco-solvent</p>	<p>Rate Per Sq. feet</p> <p>Normal Flex ₹ _____</p> <p>Star Flex ₹ _____</p> <p>Eco-Vinyl ₹ _____</p> <p>Eco Solvent: ₹ _____</p>	
13	<p>Standees: Different sizes as and when required by the department</p> <p>2x5 ft, 2.5x6 ft and 3x6 ft</p>	<p>Rate Per Sq. feet</p> <p>Normal Flex ₹ _____</p> <p>Star Flex ₹ _____</p> <p>Eco-Vinyl ₹ _____</p> <p>Eco Solvent: ₹ _____</p>	
14	<p>Cut outs- different sizes, as and when required by the department</p>	<p>Rate Per Sq. feet</p>	
15	<p>Spiral Binding of booklets/guidelines etc.</p>	<p>Rate per booklet</p> <p>Pages upto 50:</p> <p>Pages up to 100:</p> <p>Pages upto 150:</p>	
16	<p>Hard Binding of booklet/guidelines etc.</p>	<p>Pages upto 50:</p> <p>Pages up to 100:</p> <p>Pages upto 150:</p>	
17	<p>Any other work as per the requirement of the department</p>		

Note:

1. All the above items are indicative, shall be finalized after consideration of EoI.
2. The cost/Rate should not including any kind of Tax/GST/CST/IGST, which shall be considered over and above the cost mentioned herein.