

**REQUEST FOR PROPOSAL**

RFP No : ASDMA/21/2015/
RFP on : Printing of IEC materials.

ISSUED BY: : Assam State Disaster Management Authority.

ISSUE DATE: : 20/12/2015

Closing Time: : 11/01/2016 (4:00 pm)

Contact Person: : Chief Executive Officer
Assam State Disaster Management Authority
Ancillary Block, Opp SBI, Secretariat Branch
Assam State Secretariat
Dispur, Guwahati

Summary of Proposal:

This Request for Proposal is issued by the Assam State Disaster Management Authority to obtain proposals from Registered Printing Presses for the printing of IEC material on Disaster Management themes.

Bushin

Contents

1. REQUEST FOR PROPOSAL TERMINOLOGY	3
2. EXECUTIVE SUMMARY	4
3. SCOPE OF WORK	4
4. RFP PROCESS	4
5. INSTRUCTIONS TO APPLICANT	5
6. SUBMISSION OF RFP DOCUMENT	5
7. PREPARATION OF RFP DOCUMENT	6
8. EVALUATION OF PROPOSAL	7
9. EMD & Performance Guarantee	10
10. GENERAL	11
11. Annexure A – UNDERTAKING	13
12. Annexure B -- Financial bid	14
13. Annexure C -- Content for sample	15



1. REQUEST FOR PROPOSAL TERMINOLOGY

Throughout this document, the following definitions apply:

- a) "Applicant" means a party that submits, or intends to submit, a Proposal;
- b) "Work Order" means the written order resulting from this RFP issued by the Authority ;
- c) "The Authority" means the Assam State Disaster Management Authority;
- d) "Must", or "mandatory" means a requirement that must be met in order for a Proposal to receive consideration;
- e) "Proposal" means a proposal submitted in response to this RFP;
- f) "RFP" means this Request for Proposal; and
- g) "Should" or "desirable" means a requirement having a significant degree of importance to the objectives of RFP.

Sushmita

1. EXECUTIVE SUMMARY

(A) Background

The State Disaster Management Authority in Assam was notified by the Government in the year 2007 under the Disaster Management Act, 2005 and has the responsibility inter alia to take steps to build a disaster resilient community in the state. Citizen Engagement is, therefore, an important activity of ASDMA.

One of the challenges in the way of effective way of engagement with citizens at a large scale is to devise strategies to ensure that critical messages and information travel to them without losing their force and intensity as they pass through various layers of message-carriers. It is in this context that ASDMA proposes to print IEC material on various Disasters Management themes.

(B) Scope of work

- I. The IEC material will have to be printed on the paper size of 20 inch X 30 inch and will consist of 8 sheets of paper to be printed on both sides.
- II. Each copy of IEC material will therefore have 16 printed pages and have to have Spiral/ Wire-o-binding (White and Black).
- III. Other specifications are as follows:
 - a. 170 GSM Art Board and Matte Finish Paper.
 - b. Multicolour printing.
 - c. Font Size of the printed work: 40
- IV. 20,000 copies of the IEC material will be printed.
- V. Content for the IEC material will be provided by ASDMA.
- VI. The design of the IEC material and sample will have to be approved by ASDMA before the printing of the required number is taken up.
- VII. The Work will have to be completed within a month of the date of signing of agreement.
- VIII. It shall be responsibility of the selected bidder to dispatch the material to the district headquarters on the addresses given by ASDMA.

2. RFP Process:

- i) The Authority is the Work Order issuing authority as relates to this RFP.
- ii) This RFP is illustrative in nature and all narrations are intended to be used by the applicant as a preliminary background explanation. This RFP does not necessarily contain all relevant information and the Authority reserves the right to amend its requirements or the information contained in this document at any time during the RFP process.
- iii) The Authority offer no warranties in regard to the information contained in this RFP and shall not be liable for any loss or damage as relates to this RFP for any applicant, potential applicant or any other third party arising as a result of reliance on this RFP's information or any subsequent communication.
- iv) If the Authority decides to select an applicant for the services, at that time a detailed Work Order will be issued to the applicant selected. This Work Order will not be made available until the selection of a successful applicant.

Shobhika

