

Invitation for Request for Proposal(RFP)

Reference File No: PR700/Unit13/703/AadhaarEA/1

Date: 24/08/2023

Subject: Invitation for RFP from agencies for procurement of standee and banner.

MahaIT is inviting RFP from agencies for design and printing of advertisement material for MahaIT Client. Below is the detailed scope of work.

Scope of Work:

The Agency will design the banner and share the same to MahaIT for approval. The idea behind the content needs to be provided by the agencies. Below is the quantity required.

Sr.No	Particulars	Qty
1	Standee including printing(per piece) (Size:6X3)(Non-tearable)	10
2	Banner(per piece) (size: 4X6)(Non-tearable)	10

Important Instructions.

1. The agency needs to provide at-least 3 design for approval to department.
2. Payment Milestone will be as per below.

After delivery and submission of tax invoice	100% payment will be released
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Timelines : Estimated Timelines - Approx. 30 business days

Note:- if any Travel and Accommodation has to be borne by agency.

Costing:-

Interested agencies are requested to send the sealed covered quotes as per covering letter "Annexure- A" for the above work on or before 05/09/2023 till 05:00PM at below mentioned address.

**Maharashtra Information Technology Corporation Limited,
3rd Floor ,Apeejay House,3, Dinshaw Vacha Rd, near K.C College,
Churchgate, Mumbai, Maharashtra 400020.**

Annexure-A

Format for Commercial Proposal

Covering Letter (To be submitted on the letterhead of the bidder) {Location, Date}

To

The Managing Director,
Maharashtra Information Technology Corporation
3rd Floor, Apeejay House, Dinshaw Vacha Rd,
Near K.C College, Churchgate, Mumbai,
Maharashtra 400020

Ref: RFP Notification number PR700/Unit13/703/AadhaarEA/1

Subject: Submission of proposal in response to the RFP for design and printing of advertisement banner.

Dear Sir/Madam,

We hereby offer the below quote for the RFP. We also accept all the terms and conditions of the RFP.

Sr.No	Particulars	Price per piece	Qty	Amount(in Rs.)
1	Standee including printing(per piece) (Size:6X3)(Non-tearable)		10	
2	Banner(per piece) (size: 4X6)(Non-tearable)		10	
3	Grant Total (in ₹)			
	GST @ 18%			
	Final Total(in ₹)			
	Final Amount(in words):			

Note: Price to be quoted inclusive of taxes.

Yours faithfully,
Authorized Signatory
Name & Designation (with Date & Seal):
Business Address: