

Request for Proposal (RFP) for designing of 27 Children's books

Brief about ChildFund and Area Office	ChildFund India is part of ChildFund International, a global child development and protection agency operating in 30 countries. We have been working in India since 1951 with child centred program expertise and unique interventions with changing needs. We work in 14 states and 1 UT, impacting 1.73 million lives. We support children from birth to age 24, helping them rise above poverty using an integrated approach across multiple fields — early childhood development, education, health care, sanitation and livelihood skills.					
The description of the activity/project	Designing of 27 children’s books.					
Number of consultants required	4					
Complete Specification/details of the items required from the vendor/service provider with quality, measurements, brand/make, quantity,	<table><tr><th>Type of work</th><th>Specification</th></tr><tr><td>Designing of the books</td><td>Layout and designing of 27 books. Each book has approximately 20 pages.</td></tr></table> CONTENTS WOULD BE PROVIDED BY CHILDFUND IN THE FORM OF XEROX COPIES/SCAN COPIES/WORD FORMAT		Type of work	Specification	Designing of the books	Layout and designing of 27 books. Each book has approximately 20 pages.
Type of work	Specification					
Designing of the books	Layout and designing of 27 books. Each book has approximately 20 pages.					
Payment terms – online or Cheque only	<ul style="list-style-type: none">• 20% at the time of signing of the contract 30% after receipt of the material & final balance payment after completion of the work• NEFT/Cheque payment will be done.• TDS will be deducted.					
Timeline for supply of items:	2 months from date of issue of purchase order and first instalment of payment					
Address of delivery of items:	ChildFund India, 26, Second & Third Floor, Okhla Phase 3, New Delhi 110020					
Last date for submission of RFP	22 nd December 2017 Sealed quotation to be submitted to ChildFund India 22 Museum Road, Bangalore – 560001, Ph. 080 25587157 Signed quotation to be submitted along with copy of updated CV, 3 samples of similar work,					
Contact details of Office:	ChildFund India 2 Museum Road, Bangalore – 560001, Ph. 080 25587157 For additional information, send emails to childfundindia-purchase@childfundindia.org					
Vendor reference details	Kindly send the copies of the following along with the quotation: <ul style="list-style-type: none">• Copy of Company Registration certificate, GST, Bank details.• Past experience with/at the NGO locations.					

Note: Quotations/Proposal to be submitted in sealed envelope to the attention of the Purchase Committee