

RFP for Printing and Supply of Table Panchang & Wall Calendar.

International Ramayana and Vedic Research Institute, Ayodhya, Department of Culture, Uttar Pradesh, Tulsi Memorial Building, Ayodhya

Invites

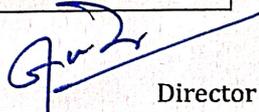
NOTICE FOR INVITING TENDER

RFP for Supply of Printing of Table Panchang & Wall Calendar.

The tender document can be purchase from office of IRVRI as per below given time schedule:

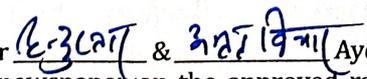
RFP Ref. No.	235 / 25 mrdi-2026
RFP Download Date	27/02/2026 by 10:00 AM
RFP last date of submission	09/03/2026 by 02:00 PM
RFP opening date	09/03/2026 by 03:00 PM
Tender Fee	₹ 1180/- to be submitted through NEFT /RTGS Account No.: 30412408838 IFSC Code: SBIN0002510
Earnest Money	₹ 50,000/- to be submitted through NEFT /RTGS Account No.: 30412408838 IFSC Code: SBIN0002510
Estimate Cost	The indicative value of project cost is 10 Lacs with GST
Bid Validity	90 days
JV or Consortium	Not Allowed
Venue	Director International Ramayana and Vedic Research Institute, Department of Culture, Uttar Pradesh, Tulsi Memorial Building, Ayodhya Uttar Pradesh 224123
Selection Criteria	LCS – Least Cost Selection (Contract is awarded to the bidder offering the least cost among the technically qualified bidders). The L-1, shall be declared as successful bidder.
Tender document may also be downloaded from the official website.	https://ayodhya.org.in/

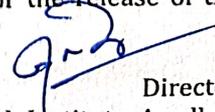
Any RFP submitted after the deadline or without EMD will be rejected.


Director
International Ramayana and Vedic Research Institute,
Department of Culture, Uttar Pradesh, Tulsi Memorial Building,
Ayodhya Uttar Pradesh 224123
Contact No.: _____

Email at: ayodhyaresearch1986@gmail.com

Copy to: Ref. No. & Date: As above

Chief Editor  Ayodhya request to please publish this advertisement in your upcoming newspaper on the approved rates and submit the bill (2copies) for the release of the payment to this Office.


Director
International Ramayana and Vedic Research Institute, Ayodhya

1. Scope of Work

The bidder shall be responsible for the **Printing and Supply of Table Panchang & Wall Calendar** as per the quantities specified in this RFP

- All printed materials shall be **brand new, unused, and of premium print quality**, free from defects in paper, ink, printing alignment, color variation, binding, cutting or finishing.
- The printing shall be executed using **high-quality printing process**, ensuring sharp text clarity, accurate color reproduction and proper finishing.
- The paper used shall strictly conform to the **specified GSM and quality standards** mentioned in the RFP.
- Binding (Viro binding) and hard bound cover shall be **strong, durable and properly finished**, suitable for long-term use.
- All materials shall be properly **packed in cartons** to prevent damage during transportation and handling.
- Each carton/package shall bear proper identification mentioning **item name, quantity, batch details and supplier name**.
- The supplier shall ensure **safe delivery of the printed materials** at the designated office/store/site as instructed by the concerned authority.
- Any material found **damaged, misprinted, poorly bound, or not conforming to specifications** during inspection shall be replaced by the supplier at no extra cost.
- The bidder shall submit **sample copies of each item (Table Panchang and Wall Calendar)** for inspection and approval before commencement of bulk printing.
- Only after **written approval of the sample**, the bidder shall proceed with bulk printing and supply.
- The entire supplied material shall strictly conform to the approved sample in respect of paper quality, GSM, color, binding, size and overall workmanship.
- The quantity mentioned in the RFP may **increase or decrease** as per the actual requirement, without any change in the quoted unit rate.
- The design, layout, artwork, photographs, logos, content arrangement and overall format of the Table Panchang and Wall Calendar shall be submitted by the bidder for approval prior to printing.
- The bidder shall prepare and submit a digital proof (PDF) and one physical sample copy of each item for review and approval by the concerned authority.



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- Printing work shall commence **only after written approval** of the final design/layout by the competent authority.
- Any corrections, modifications or changes suggested by the department shall be incorporated by the bidder without any additional cost.
- The final printed materials shall strictly conform to the approved design, layout, color scheme, text content and specifications, in written.
- In case of any deviation from the approved design, the entire lot shall be liable for rejection and replacement at the bidder's own cost.

1.1. Technical Specifications

1. Printing of Table Panchang

S.No.	Item	Table Panchang
1	Inner Pages	52 pages
2	Paper	300 GSM Glossy
3	Printing	Four Color
4	Binding	Viro Binding
5	Cover	Hard bound case (Hard Bond)
6	Quality	Premium print quality with clear text and images
7	Quantity	1000

2. Printing of Wall Calendar

S.No.	Parameter	Specification
1	Item	Wall Calendar
2	Size	17 x 22 inches
3	Total Pages	30 pages
4	Paper	150 GSM Glossy
5	Printing	Four Color
6	Binding	Viro Binding
7	Quantity	1500

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2. Eligibility Criteria

1. The bidder must submit the scanned copies of RTGS/ NEFT receipt (EMD & Tender Fee). The bids without the EMD & Tender Fee shall be summarily rejected.
2. The bidder must submit PAN, GST, ITR must be submitted.
3. The bidder must submit an Affidavit on ₹100/- Non-Judicial Stamp Paper that, they have no criminal record and they have not been barred/ blacklisted/ debarred by the Central Government/ any State Government/ any Union Territory Administration or Government, or any other entity owned or controlled by the Government, and no such bar/ blacklisting/ debarment is subsisting as on date of issue of tender.
4. **The Bidder should have experience of Printing and supply of Calendar /Panchang/Envelops in the last three (3) years Or The Bidder must have successfully completed similar printing works of value not less than 80% of the estimated cost, or two similar works each of value not less than 50% of the estimated cost, or three similar works each of value not less than 30% of the estimated cost during the last three (03) years. and the documentary proof in support of the experience shall be submitted in the form of copies of Contracts / Work Orders / Work Completion Certificates issued by the competent authority.**
5. The bidder should have an average annual financial turnover of Rs. **30,00,000/- (Rupees Thirty Lakhs only) in the last three (3) consecutive financial years i.e. FY 2022-23, 2023-24, 2024-25. Copy of Audited Balance Sheet and Audit Profit and Loss Account Statement for the last three (3) consecutive financial years duly certified and audited by a Chartered Accountant with UDIN, must be submitted.**

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3. General Terms and Condition

1. Delivery of This Product Should Be Ensured Within 10 Days from The Date of the Work Order.
2. The selected firm/agency shall be solely responsible for the safety and security of all materials, papers, printed items and other inputs used during execution of the work.
3. The quantities mentioned in this RFP are indicative and may vary (increase or decrease) as per the actual requirement of the department. No claim shall be entertained on this account.
4. The rates quoted by the bidder shall be **inclusive of all applicable taxes, duties, levies, transportation, freight and any other incidental charges**, and no extra payment shall be made.
5. The payment of the Project depends on the adherence of Timelines by the bidder. It shall be released, as under:
 - **90% of the payment shall be released after successful printing, supply, and delivery of the Table Panchang & Wall Calendar at the designated store/location of the International Ramayana and Vedic Research Institute, Ayodhya, Department of Culture, Uttar Pradesh, Tulsi Memorial Building, Ayodhya, along with submission of all required documents and preliminary inspection by the Authorized Officer/Competent Authority nominated by the Institute.**
 - **The remaining 10% payment shall be released after final inspection and formal acceptance of the supplied material and clearance of all observations, if any, to the satisfaction of the Authorized Officer/Competent Authority nominated by the Institute for the International Ramayana and Vedic Research Institute, Ayodhya.**
6. Payment shall be made on the basis of **actual, satisfactory and duly verified work executed** and after successful delivery of materials as per specifications.
7. The firm/agency shall **not claim or demand any interest** on delayed payments under any circumstances.
8. **If the performance of the selected bidder is found unsatisfactory at any stage, the Performance Security shall be forfeited and the firm may be blacklisted as per rules.**
9. **The EMD of the successful bidder shall be converted into Performance Security.**
10. Only those bids shall be considered which are submitted for the entire scope of work. Partial bids shall not be accepted.
11. The bidder shall carry out all modifications/changes as may be required by the (Department / Authority) in the interest of work, quality and security.

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12. The (Department / Authority) shall not be responsible for any loss, damage or insurance coverage of materials at any stage.
13. The Authorized Signatory must keep all original documents ready at the time of bid opening / verification.
14. The (Authority) reserves the absolute right to accept or reject any or all e-tenders without assigning any reason.
15. All disputes shall be subject to Ayodhya jurisdiction only.
16. Bidders having any criminal record shall not be eligible to participate in the bidding process.
17. Incomplete Technical Bids shall be summarily rejected.
18. The Selection Criteria will be Least Cost Selection (LCS) method. The Contract will be awarded to the bidder offering the least cost (L1) among the technically qualified bidders. The L1 bidder, shall be declared as successful bidder. In case of a tie, the bidder with higher average annual turnover in the last three (3) consecutive financial years i.e. FY 2022-23, 2023-24, 2024-25 will be declared qualified.
19. The successful bidder shall execute the work at the lowest per-unit rates inclusive of all taxes, as discovered during bidding.
20. If the L1 bidder fails to complete the work within stipulated time, the work may be allotted to L2 bidder at the risk and cost of L1.
21. Any kind of error or correction in Financial Bid shall not be accepted.
22. Bidders having any criminal record shall not be eligible to participate in the bidding process.
- 23. Joint Venture/ Consortium is not allowed in this RFP.**
24. Taxes, levies or any Cess shall be deducted at source from the contractor's bill as per applicable rules.
25. The successful L1 bidder shall deliver all printed materials at the designated location International Ramayana and Vedic Research Institute, Department of Culture, Uttar Pradesh, Tulsi Memorial Building, Ayodhya - 224123 (Uttar Pradesh-India) on or before **10 days from the date of issue of Work Order.** Dispatch details shall be duly intimated to the concerned authority.
26. The successful bidder shall ensure proper packing of printed materials (Table Panchang and Wall Calendar) in cartons in such a manner that no damage occurs during transportation and handling.



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27. Technical Proposal Submission: The Technical Qualification documents shall be submitted in mode:

(i) in hard copy as prescribed in this tender document.

a) Each Bidder shall submit One (1) set of hard copy of the Technical Qualification Documents with addressed to:

Director

International Ramayana and Vedic Research Institute,

Department of Culture, Uttar Pradesh, Tulsi Memorial Building,

Ayodhya - 224123 (Uttar Pradesh-India)".

b) The Bidder shall ensure that all the required documents in hard copy are properly indexed, and must be duly signed and stamped on each page by the authorized representative of the bidder or digitally signed using the bidder's valid Digital Signature Certificate (DSC), and submitted in a sealed envelope clearly superscribed as: "Technical Qualification Documents - [Name of Tender & Tender Reference No.] & Financial Proposal in Two Separate Envelope"

c) Under no circumstances shall the Financial Proposal be submitted along with or enclosed within the Technical Proposal. Any deviation from this requirement shall render the bid liable for rejection.

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UNDERTAKING

I / We have read and understood the above conditions and agree to abide by them.

Date :

Authorised Signature & Seal of the Tenderer

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ANNEXURES

ANNEXURE-1: LETTER COMPRISING THE RFP

(To be submitted on respective company's letter head)

Dated: dd-mm- yyyy

To,

_____, 224123
Email at: ayodhyaresearch1986@gmail.com

SUBJECT: Printing and Supply of Table Panchang & Wall Calendar for International Ramayana and Vedic Research Institute, Ayodhya, Department of Culture, Uttar Pradesh, Tulsi Memorial Building, Ayodhya

Dear Sir,

With reference to your RFP document **dated dd-mm-yyyy**, I/ we, having examined the RFP Document and understood their contents, hereby submit my/ our interest for the aforesaid Project.

The submitted interest is unconditional and unqualified.

- 1) I/ We acknowledge that the Authority will be relying on the information provided in the RFP and the documents accompanying the RFP for selection of the Agency for the aforesaid Project, and we certify that all information provided therein is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying the RFP are true copies of their respective originals.
- 2) This statement is made for the express purpose of our selection as Agency for the **Printing and Supply of Table Panchang & Wall Calendar for International Ramayana and Vedic Research Institute, Ayodhya, Department of Culture, Uttar Pradesh, Tulsi Memorial Building, Ayodhya** of the aforesaid Project.
- 3) I/ We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the RFP.
- 4) I/ We acknowledge the right of the institute to reject our RFP without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
- 5) I/ We certify that in the last three years, we or our Associates have neither failed to



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perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

We declare that:

- 1) I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the institute; and
- 2) I/ We do not have any conflict of interest in accordance with provisions in the RFP document; and
- 3) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any RFP or request for proposal issued by or any agreement entered into with the institute or any other public sector enterprise or any government, Central or State; and
- 4) I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice; and
the undertakings given by us along with the Application in response to the RFP for the Project were true and correct as on the date of making the Application and are also true and correct as on the RFP Due Date and I/we shall continue to abide by them.
- 5) I/ We understand that you may cancel the Bidding Process at any time and that you are neither bound to accept any RFP that you may receive nor to invite the Bidders to RFP for the Project, without incurring any liability to the Bidders, in accordance with the RFP document.
- 6) I/ We declare that we are not a member of any other Bidder submitting a RFP for the Project.
- 7) I/ We certify that we/ any Member of Bidder and our/ their Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
- 8) I/ We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our Director/ Partner/ Managers/ Employees.

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- 9) I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
- 10) I/ We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect of the above-mentioned Project and the terms and implementation thereof.
- 11) In the event of my/ our being declared as the Selected Bidder, I/ we agree to enter into an Agreement in accordance with the draft that has been provided to me/ us prior to the RFP Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
- 12) I/ We have studied all the Bidding Documents carefully and also surveyed the project area. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or relating to the Bidding Process including the award of Concession.
- 13) I/ We agree and understand that the RFP is subject to the provisions of the RFP Documents. In no case, I/ we shall have any claim or right of whatsoever nature if the Project/ Concession is not awarded to me/ us or our RFP is not opened or rejected.
- 14) I/ We agree and undertake to abide by all the terms and conditions of the RFP document. We agree and undertake to be jointly and severally liable for all the obligations of the Agency under the Agreement till occurrence of Financial Close in accordance with the Agreement.
- 15) I/ We shall keep this offer valid for 180 days from the RFP Due Date specified in the RFP. I/ We hereby submit our RFP for undertaking the aforesaid Project in accordance with the RFP Documents and the Agreement. In witness thereof, I/ we submit this RFP under and in accordance with the terms of the RFP document.

Yours faithfully,

Date:

Place:

(Signature, name and designation of the Authorized signatory) Name and seal of Bidder

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ANNEXURE-2: BASIC INFORMATION ABOUT BIDDER

(To be submitted on respective company's letter head)

Particular	Details
Name and address of the Bidder	
Whether individual/partnership firm/ private or public ltd. Company	
Date of Registration / Incorporation of Firm/Company	
Name of the authorized person signing the RFP and his / her designation	
Contact Details: Telephone Number: Fax Number: Mobile Number: E-mail ID:	
Company's Permanent Account Number (PAN) & GST No.	
Company's Revenue for the last 3 years (Year wise)	

Please submit the relevant proofs for all the details mentioned above along with your RFP response

**Authorized
Signature of the Bidder**

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ANNEXURE-3: Format for Declaration by the Bidder for not being Blacklisted/ Debarred

(To be submitted on ₹100/- non-judicial stamp paper duly attested by Public Notary)

Date: dd/mm/yy

To,

_____, Ayodhya Uttar Pradesh 224123

Email at: ayodhyaresearch1986@gmail.com

Subject: Printing and Supply of Table Panchang & Wall Calendar for International Ramayana and Vedic Research Institute, Ayodhya, Department of Culture, Uttar Pradesh, Tulsi Memorial Building, Ayodhya

RFP Reference No:

Dear Sir,

I, authorized representative of....., hereby solemnly confirm that the Company.....is not debarred/ blacklisted by any Government or PSU for any reason as on last date of submission of the RFP. In the event of any deviation from the factual information/ declaration, submitted by us, institute shall reserve the right to reject the RFP or terminate the Contract without any compensation to the Company and forfeit Earnest Money Deposit and/or Security Deposit with the institute.

Thanking you,

Yours faithfully,

Signature of Authorized Signatory (with official seal)

Date:

Name:

Designation:

Address:

Telephone & Fax:

E-mail address:

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Annexure -4 FINANCIAL PROPOSAL

(To be submitted online only, this is just for understanding)

Date: dd/ mm/ yyyy

Uttar Pradesh 224001

Email at: _____

Subject: Financial Bid

Supply of Printing of Table Panchang & Wall Calendar.

RFP Reference No:

Dear Sir:

We, the undersigned, offer to provide our Financial Proposal, as under:

Sr. No.	Item	Unit	Min. Quantity	Unit Rate inclusive all taxes & duties (₹)	Total Amount Including All Taxes & Duties (₹)
A	Printing of Table Panchang – 52 pages inner pages, 300 GSM, Four Color glossy with Viro binding, Cover Hard bond case	Nos.	1000		
B	Printing of Wall Calendar – Size 17 x 22 inches, 30 pages, 150 GSM glossy paper, Four Color with Viro binding	Nos.	1500		
	TOTAL in Figures				
	TOTAL in words				

Pls Note:

- The L1 bidder, shall be declared as successful bidder
- The quantity in the RFP may increase or decrease as per the actual requirement of **Printing and Supply of Table Panchang & Wall Calendar**, without any change in the quoted rate, and the payment will be made on actual quantity delivered.

Yours sincerely, Authorize Signature (with Seal)