

PREJHA Foundation Reference: 1474

-PREJHA08/26/314

REQUEST FOR QUOTATION

FOR

Partner Empanelment & Supply of Printing Services

Dated: 17th August 2026

PanIIT Alumni Reach For Jharkhand Foundation

**A Non-profit Special Purpose Joint Enterprise between agencies of Department of
Welfare, Government of Jharkhand and
PanIIT Alumni Reach For India
Foundation, Kalyan Complex, Balihar
Road, Morabadi,
Ranchi – 834008, Jharkhand**

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DISCLAIMER

The information contained in this Request for Quotation ("RFQ") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of PanIIT Alumni Reach For Jharkhand Foundation (hereinafter "PREJHA") is provided to interested parties on the terms and conditions set out in this RFQ and such other terms and conditions subject to which such information is provided.

This RFQ is not an agreement and is neither an offer nor an invitation by PREJHA to interested parties who submit their quote (henceforth "Bidders") in response to this RFQ. The purpose of this RFQ is to provide Bidders with information that may be useful to them in preparing and submitting their proposals ("Proposal") for selection as supply agency with PREJHA Foundation as per notified norms.

PREJHA Foundation makes no representation or warranty and shall have no liability to any person or Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFQ or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFQ and any assessment, assumption, statement or information contained herein or deemed to form part of this RFQ or arising in any way from this process.

A Bidder must warrant that all the information provided by it to PREJHA Foundation at the time of application & subsequently, is true to the best of its knowledge and belief, and specially warrants that it has duly complied with the provisions of laws applicable to it. Bidder indemnifies PREJHA Foundation from any liabilities arising out of error or default or negligence or contravention in regard to any of the applicable laws, including, but not limited to, submission of statutory forms & other such documents.

The issue of this RFQ does not imply that PREJHA Foundation is bound to select any Bidder(s) or select any Bidder(s) for any project. PREJHA Foundation may accept or reject any proposal in its discretion and may ask for any additional information or vary its requirements, add to or amend the terms, procedure and protocol set out in RFQ for bona fide reasons, which will be notified to all the Bidders invited to tender. Further PREJHA Foundation hereby reserves its right to annul the process at any time prior to issuance of Purchase Order without incurring any liability towards the Tenderers.

The Bidder shall bear all costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by PREJHA Foundation or any other costs incurred regarding or relating to its Bid. All such costs and expenses will remain with the Bidder and PREJHA Foundation shall not be liable in any manner for the same or for any other costs or expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of this RFQ and related processes.

SECTION 1: LETTER OF INVITATION

PanIIT Alumni Reach for Jharkhand (PREJHA) Foundation invites proposals from reputed bidders for supply of Printing Services for PREJHA Foundation's Kaushal Colleges and Kalyan Gurukul in Jharkhand.

A bidder will be selected based on Lowest Cost Method (L1 basis) from suitable agencies qualifying the criteria as per described in this RFQ.

The content of this RFQ enlists the requirements of PREJHA Foundation. It includes the **Bidding Terms & selection** procedure which details out all that may be needed by the potential bidders to understand the financial terms and bidding process and explains the contractual terms that PREJHA Foundation wishes to specify at this stage.

The RFQ includes the following sections:

Section 1 - Letter of Invitation

Section 2 - Instructions to Bidders (including pre-qualification criteria)

Section 3 - Standard Forms

The information may be submitted online only at the following website.

<https://eprocurement.mjunction.in/EPSV2Web/org/PREJHA/home.action>

The information may be viewed online at the following website.

<https://www.jharkhand.gov.in/paniit>

Yours faithfully,

Authorized signatory

**PanIIT Alumni Reach For Jharkhand Foundation,
Kalyan Complex, Balihar Road, Morabadi, Ranchi –
834008, Jharkhand**

PREFACE

About PREJHA Foundation

Agencies of Department of Welfare, Government of Jharkhand and PanIIT Alumni Reach for India Foundation have partnered to form PanIIT Alumni Reach for Jharkhand (PREJHA) Foundation, a not-for-profit joint enterprise to implement and scale sustainable welfare initiatives. The initiative will replicate the PanIIT Skill Gurukul model of learning for skill development across all the districts of Jharkhand state and thus provide a network of ITI and sub-ITI institutions accessible to school dropouts, underprivileged and those who are from the lower strata of socio-economic background.

PREJHA Foundation sets up Rural Skill Gurukuls and Kaushal colleges to impart vocational Education to deserving candidates.

Purpose of RFQ

The objective of this assignment is to procure Printing Services required for PREJHA Foundation's Gurukuls & Kaushal Colleges. The supplying agency should adopt a process that is not only transparent, competitive but should also be quick and timely.

Section 2: Instructions to Bidders

The evaluation criteria for the bidders is based on Lowest Cost Method (L1 basis) price bid subject to the bidders submitting and satisfying the basic qualification mentioned. **Each Bidder must submit a single proposal only.**

PREJHA foundation shall endeavor to adhere to the following schedule but reserves the right to alter the same:

Time schedule of Tender:

Sl.No.	Particulars	Date
1.	Tender e-Publication date	17-08-2026
2.	Start date for seeking Clarification	17-08-2026
3.	Last date for seeking clarification on line from service provider (mjunction Services Limited)	20-08-2026 (08:00PM)
4.	Bid submission start date (only on-line bid accepted)	17-08-2026
5.	Bid submission end date	31-08-2026 (08:00PM)
6.	Schedule date for Technical bid opening	31-08-2026
7	Comparative statement preparation by the system	31-08-2026

General terms & Conditions:

1. Detailed BOQ

S. No.	Item Description	UOM
1	Paper Sticker Digital printing A3 Size.(As per Size Requirement) (1 to 100 pc)	No
2	Paper Sticker offset printing A3 Size.(As per Size Requirement) (101 to 500pc)	No
3	Paper Sticker offset printing A3 Size.(As per Size Requirement) (501 to 1000pc)	No
4	Paper poster Digital printing,130GSM, A3 Size.(1 to 100pc)	No
5	Paper poster Digital printing,130GSM, A3 Size.(101 to 500 pc)	No
6	Paper poster offset printing,130GSM, A3 Size. (As per Size Requirement) (501 to 1000pc)	No
7	Paper poster offset printing ,130GSM, A3 Size.(As per Size Requirement) (1001 to 2000pc)	No
8	Paper poster offset printing ,130GSM, A3 Size.(As per Size Requirement) (2001 to 5000pc)	No
9	Paper poster offset printing ,130GSM, A3 Size.(As per Size Requirement) (5001 to 10000pc)	No
10	Pamphlet - A4 size single colour., Maphlitho 75 GSM Both Side (1000 pc)	No
11	Pamphlet - A4 size single colour., Maphlitho 75 GSM Both Side (2000 pc)	No
12	Pamphlet - A4 size single colour., Maphlitho 75 GSM Both Side (5000 pc)	No
13	Pamphlet - A4 size single colour., Maphlitho 75 GSM Single Side (1000 pc)	No
14	Pamphlet - A4 size single colour. , Maphlitho 75 GSM Single Side (2000 pc)	No
15	Pamphlet - A4 size single colour. , Maphlitho 75 GSM Single	No

	Side (5000 pc)	
16	Pamphlet 1/8 Size Single Color. 70 GSM (1000pc)	No
17	Pamphlet 1/8 Size Single Color. 70 GSM (2000pc)	No
18	Pamphlet 1/8 Size Single Color. 70 GSM (3000pc)	No
19	Pamphlete Single Side Size A/5- Digital Print - 100 gsm Artpaper. (500pc)	No
20	Pamphlete both Side Size A/5 - Digital Print - 100 gsm Artpaper. (500pc)	No
21	Pamphlete Single Side Size A/5 - Multicolor - 100 gsm Artpaper. (1000pc)	No
22	Pamphlete both Side Size A/5 - Multicolor - 100 gsm Artpaper. (1000pc)	No
23	Pamphlete Single Side Size 1/8 - Multicolor - 100 gsm Artpaper. (2000pc)	No
24	Pamphlete both Side Size 1/8 - Multicolor - 100 gsm Artpaper. (2000pc)	No
25	Pamphlete Single Side Size 1/8 - Multicolor - 100 gsm Artpaper. (5000pc)	No
26	Pamphlete both Side Size 1/8 - Multicolor - 100 gsm Artpaper. (5000pc)	No
27	Pamphlete single side Size 1/8 - Multicolor - 100 gsm Artpaper. (10000pc)	No
28	Pamphlete Bothside Size 1/8 - Multicolor - 100 gsm Artpaper. (10000pc)	No
29	A3 Single colour - Maplitho paper- 70 gsm. (500 pc)	No
30	A3 Single colour - Maplitho paper- 70 gsm. (1000 pc)	No
31	A3 Single colour - Maplitho paper- 70 gsm. (2000 pc)	No
32	A3 Single colour - Maplitho paper- 70 gsm. (5000 pc)	No
33	Folder 3 fold 170 GSM A3 size Artboard Paper with Lamination and creasing: Digital Print, Bothside. (1 to 100 pc)	No
34	Folder 3 fold 170 GSM A3 size Artboard Paper with Lamination and creasing: Digital Print, Bothside. (101 to 500 pc)	No
35	Folder 3 fold 170 GSM A3 size Artboard Paper with Lamination and creasing: Digital Print, Bothside. (501 to 1000 pc)	No
36	Offset Print 3 fold 170 GSM A3 Artboard Paper with Lamination and creasing: Multicolor, Bothside. (5000 pc)	No
37	Folder A/3 size 1 fold 170 GSM A4 Artpaper with Lamination and center creasing, Digital printing, Bothside. (1 to 100 pc)	No
38	Folder A/3 size 1 fold 170 GSM A4 Artpaper with Lamination and center creasing, Digital printing, Bothside. (101 to 500 pc)	No
39	Folder A/3 size 1 fold 170 GSM A4 Artpaper with Lamination and center creasing, Digital printing, Bothside. (501 to 1000 pc)	No
40	Folder A/3 size 1 fold 170 GSM A4 Artpaper with Lamination and center creasing, offset printing, Bothside. (2000 pc)	No
41	Admission Register 100 Pages, A4 Size, inner page GSM 80 m/f paper, coverpage 9.8kg board perfect banding (1 to 100pc)	No
42	Admission Register 100 Pages, A4 Size, inner page GSM 80 m/f paper, coverpage 9.8kg board perfect banding (101 to 200pc)	No
43	Admission Register 200 Pages, A4 Size, inner page GSM 80 m/f paper, Hardbound Banding (1 to 100pc)	No
44	Admission Register 200 Pages, A4 Size, inner page GSM 80 m/f paper, Hardbound Banding (101 to 200pc)	No
45	Admission form 100 Pages, A4 Size, GSM 80 xerox paper,	No

	single colour print, cover century board 9.8kg top paid banding (1 to 50pc)	
46	Admission form 100 Pages, A4 Size, GSM 80 xerox paper, single colour print, cover century board 9.8kg top paid banding (51 to 100pc)	No
47	Conference Notepad 30 Pages, inner page single colour, cover page digital Print Cover, size A/5	No
48	Leather Folder with Customized Print (Leather Finish), 2 pocket inside (As per Sample) (per pc)	No
49	ID Card Digital printing with Pauch Holder & Ribbon, size- 55x88mm. (per pc)	No
50	ID Card Digital printing with Pauch Holder & Ribbon, size- 55x88mm. (100 pc)	No
51	ID Card PVC card both side print with Holder transparent slider & Ribbon Multicolor print 20mm, (per pc)	No
52	Visiting Card on Texture paper - back to back print. (100 pc)	No
53	Visiting Card on 300 gsm - back to back print. (100 pc)	No
54	Certificate Digital Printing - A4 size on 300 gsm Art board, (per pc)	No
55	Multicolor "Wall calendar" printing - single sheet one side print on 170 GSM Art paper with top and bottom tin mounting - size: 20x30 inch	No
56	Multicolor "Wall calendar" printing - single sheet one side print on 170 GSM Art paper with top and bottom tin mounting - size: 18x23 inch	No
57	Admission Booklet (Multi Color) as per sample, size- A4	No
58	Examination Question Paper A4 size, 70 gsm maplitho paper single colour printing & designing - 8 pages, centre sticking banding (500 pc)	No
59	Examination Question Paper A4 size, 70 gsm maplitho paper single colour printing & designing - 8 pages, centre sticking banding (1000 pc)	No
60	Examination Question Paper A4 size, 70 gsm maplitho paper single colour printing & designing - 12 pages, centre sticking banding (500 pc)	No
61	Examination Question Paper A4 size, 70 gsm maplitho paper single colour printing & designing - 12 pages, centre sticking banding (1000 pc)	No
62	Examination Question Paper A4 size, 70 gsm maplitho paper single colour printing & designing - 12 pages, centre sticking banding (2000 pc)	No
63	Examination Question Paper A4 size, 70 gsm maplitho paper single colour printing & designing - 12 pages, centre sticking banding (3000 pc)	No
64	OMR Sheet 100 gsm maplitho paper (perfect cutting equal size) (5,000 pc)	No
65	OMR Sheet 100 gsm maplitho paper (perfect cutting equal size) (10,000 pc)	No
66	Letter Head on 100GSM bond paper, A4 size digital printing	No
67	Digital printing on 300GSM art paper one side, size- A3 (1 to 100 per pc)	No
68	Digital printing on 300GSM art paper one side, size- A3 (101 to 500pc)	No
69	Digital printing on 300GSM art paper both side, size- A3 (1 to 100 per pc)	No
70	Digital printing on 300GSM art paper both side, size- A3 (101 to 500 pc)	No

71	300 GSM art board front back digital printing, 20 different design, Size: A5 (per pc)	No
72	300 GSM art board front back digital printing, 20 different design, Size: A5 (100 pc)	No
73	printing on steel and golden name plate (per pc)	No
74	printing on steel and golden name plate (100 pc)	No
75	printing on steel and golden name plate (500 pc)	No
76	Customized Table Calendar , No. of sheet-13, size-1/6	No
77	Customized Table Calendar , No. of sheet-7, size- 1/6	No
78	Wall Calendar multicolour, No. of sheet-6, size- 18x23inch	No
79	Customized Bottle printing (ingraving) logo and name	No
80	Customized Jute Bag screen printing logo and name	No
81	Customized Jute Bag with screen printing logo and name	No
82	Non woven Bag printing logo and name	No
83	Non woven Bag with multicolour printing logo and name	No
84	Non woven Bag with Single colour printing logo and name	No
85	Printing (ingraving) on steel bar, size- 150x75mm	No
86	Brochure digital printing book format with lamination and binding (glue/centre stich), size-A4, no. of page-16 (per Book)	No
87	Brochure digital printing book format with lamination and binding (glue/centre stich), size-A4, no. of page-16 (50 Books)	No
88	Brochure digital printing book format with lamination and binding (glue/centre stich), size-A4, no. of page-16 (100 Books)	No
89	Wiro dairy size- D/m A/5 size, contain page- 16, separator sheet-12, GSM-130 art paper, multicolour, rule page- 192	No
90	Printing of "Diary" of 160 pages on 120 GSM Special paper +4 pustani pages multicolour printed & 4 pustani pages blank +16 text pages multicolour printed on 160 GSM Special paper, cover hardbound on special linen with screen print of size 14.8 x 21 cm (A5)	No
91	Printing of "Diary" of 320 pages single colour printed on 70 GSM Maplitho paper +20 pages multicolour printed on 130 GSM Artpaper, End sheet 8 pages multi colour printed on 120 GSM Maplitho paper and cover multicolour printed with mattlamination, spot UV & Hardbound binding of size 18x24cm.	No
92	Black N white A4 printout single side (100 page)	No
93	Black N white A4 printout single side (500 page)	No
94	Black N white A4 printout single side (1000 page)	No
95	Black N white A4 printout both side (100 page)	No
96	Black N white A4 printout both side (500 page)	No
97	Black N white A4 printout both side (1000 page)	No
98	Digital Print Multicolour A4 size one side (1 to 100pc)	No
99	Digital Print Multicolour A4 size one side (101 to 500 pc)	No
100	Digital Print Multicolour A4 size both side (1 to 100pc)	No
101	Digital Print Multicolour A4 size both side (101 to 500)	No
102	Envelop - Size 12 cm x 27.5 cm - Single colour print.	No
103	Photo book and digital printing with lamination, size-9x9inch (inside & cover page 250GSM) center pin, total page- 12 (per book)	No
104	Photo book and digital printing with lamination, size-9x9inch (inside & cover page 250GSM) center pin, total page- 16 (per book)	No
105	Photo book and digital printing, size-9x9inch (inside & cover page 250GSM) center pin, total page- 36 (per book)	No

106	Photo book and digital printing, size-9x9inch (inside 250GSM & cover page -hard bound print), total page- 36 (per book)	No
107	Ready reckoner, digital printing , A4 size (inside page & cover page 250GSM) center pin, total page- 16 (per book)	No
108	Ready reckoner, digital printing , A4 size (inside page & cover page 250GSM) center pin, total page- 40 (per book)	No
109	A4 size offset printing Multicolour both side, 80 gsm maplitho paper (1 to 500pc)	No
110	A4 size offset printing Multicolour both side, 80 gsm maplitho paper (501 to 1000pc)	No
111	Photo book A/3 size 3 fold 250 GSM Digital Printing with Lamination and two center creasing (1 to 500pc)	No
112	Photo book A/3 size 3 fold 250 GSM Digital Printing with Lamination and two center creasing (501 to 1000pc)	No
113	Ready reckoner, digital printing , A4 size (inside page & cover page 250GSM) Spiral Binding, total page- 60 (per book)	No
114	Ready reckoner, digital printing , A4 size (inside page & cover page 250GSM) Spiral Binding, total page- 40 (per book)	No
115	A4 Envelope, plastic coated	No
116	A4 Envelope, plastic coated with printing	No
117	Digital printing Envelope Size-1/8 (1 to 100)	No
118	Digital printing offer letter folder Size-A4 with pocket (1 to 100)	No
119	Admission Register 200 Pages, A4 Size, inner page GSM 80 m/f paper, blue paper 170 gsm cover Centre pin (1 to 100pc)	No
120	Folder A/3 size 3 fold 250 GSM with Lamination and two center creasing, Digital printing, Bothside. (1 to 500 pc)	No
121	invitation card size-A5 250 GSM Digital printing, Single side. (1 to 500 pc)	No
122	invitation card size-A5 250 GSM Digital printing, Bothside. (1 to 500 pc)	No
123	Printing of "Desk Calendar" of 13 Leaf both side multicolour printed on 210 GSM Art board with drip-off on all leaf+ 300 Leaf for Stand one side single colour blue printed on 60 GSM Maplitho paper with special blue paper for Stand with wiwo binding of size 114 x 105 mm (1 to 500)	No
124	Printing of "Desk Calendar" of 13 Leaf both side multicolour printed on 210 GSM Art board with drip-off on all leaf+ 300 Leaf for Stand one side single colour blue printed on 60 GSM Maplitho paper with special blue paper for Stand with wiwo binding of size 114 x 105 mm (501 to 1000)	No
125	UV A3 Sticker	No
126	Printing of Premium Diary 120 pages on 160 GSM Executive Bond Paper + 4 pustani pages multicolour Printing + 4 pustani pages Blank + 12 text pages multicolor printed on 160 GSM executive bond paper with glow binding. Cover hardbound pasting of Jute Fabric Material Size 14.8 x 21 cm (A5) with Metal name plate and back Multicolour Mateal logo (1 to 500)	No
127	Printing of Premium Diary 120 pages on 160 GSM Executive Bond Paper + 4 pustani pages multicolour Printing + 4 pustani pages Blank + 12 text pages multicolor printed on 160 GSM executive bond paper with glow binding. Cover hardbound pasting of Jute Fabric Material Size 14.8 x 21 cm (A5) with Metal name plate and back Multicolour Mateal logo (501 to 1000)	No

2. Definitions

- **"Buyer"** means PREJHA Foundation
- **"Bidder"** means suppliers or contractors who have participated in tender
- **"The Vendor"** means the supplier or contractor or service provider to whom the Order is addressed.
- **"The Purchase Order"** means terms and conditions signed between Buyer and the Vendor governing the subjectmatter of this Order
- **The Goods / Services** means the goods or services to be supplied under the Order.

3. Amendment of RFQ

At any time before the submission of Proposals, PREJHA Foundation may amend the RFQ by issuing an addendum in writing or by standard electronic means. The addendum shall be uploaded on the <https://eprocurement.mjunction.in/EPSV2Web/org/PREJHA/home.action> and will be binding on them. To give Bidders reasonable time in which to take an amendment into account in their Proposals, PREJHA Foundation may, if the amendment is substantial, extend the deadline for the submission of Proposals.

4. Bidding **(to be solely done through portal)**

<https://eprocurement.mjunction.in/EPKV2Web/org/PREJHA/home.action>

- a) Offer to be submitted only on e-procurement portal. Hard copy of offer is **not required** to be submitted to PREJHA Foundation. Any offer received in Hard copy shall **not be accepted** and will stand disqualified
- b) Mode of Submission of offer: Being e-tender, offer will be solely submitted online through e-tender portal: <https://eprocurement.mjunction.in/EPKV2Web/org/PREJHA/home.action> through following Application Service Providers (ASPs) appointed by PREJHA:

M/s Mjunction Services Limited, 6thFloor, Tata Centre.43 J N Road,
Kolkata – 700 071,

Contact Person: Helpdesk Officer Sumant Kumar Choudhary
9163348104, sumant.choudary@mjunction.in

- c) They may obtain further information regarding this tender from the office of PREJHA, Kalyan Gurukul, Kumarbagh Road, Arsande, Kanke, Ranchi – 834006 from 10:00 hours to 17:00 hours on all working days till the date of bidding is open.

Contact Person: Shekhar Kumar, Procurement, PREJHA
Contact No.: 9835932882
Email-ID: shekhar.k@parfi.org

- d) Bidders are expected to adequately apprise themselves regarding the procedure and provisions available on the e-procurement portal **operated/ maintained** by M/S. Mjunction services limited. Buyer shall not be responsible for any issues related to timely or proper uploading/submission of the bid.

5. Validity of Proposal

Bidders' proposals must remain **valid for a period of min 180** days after the submission of proposal. Should the need arise, PREJHA Foundation may request Bidders to extend the validity period of their proposals. If a bidder is selected as vendor, his proposal will remain same for whole of the delivery schedule.

6. Submission of proposal

The Proposal as well as all related correspondence exchanged by the bidders and PREJHA Foundation, shall be only through the portal of mjunction and electronic means.

The offer shall be submitted as per the instructions of tender document and as detailed in this RFQ. Price shall be furnished in the relevant price schedule only. In case of any clarification, bidder may contact the concerned contact persons at m junction Services or PREJHA as listed above

7. Latest updates

Latest updates on the critical dates, Amendments, Correspondences, Corrigenda, Clarifications, Changes, Errata, Modifications, Revisions, etc. to Tender Specifications will be hosted on PREJHA- mjunction webpage. Bidders to keep themselves updated with all such information. Bidders may please visit <https://eprocurement.mjunction.in/EPKV2Web/org/PREJHA/home.action> for document submission.

8. Technical Bid (incl. Pre-Qualification Criteria)

Sl. No	PQR Condition	Bidder Remarks
1	Have previously supplied similar materials to any institutional buyers preferably private or public sector companies or training enterprises within past 2 years. Previous PO copies will be required	

Bidder should submit the prequalification documents at the portal.

9. Financial Proposal

Financial Proposal must be submitted in the format shared in this RFQ. Financial proposal must be shared in the same format as provided else it shall be declared non-responsive.

10.Empanelment followed by Letter of Award

1. The technical bid (incl. pre-qualification criteria) will be verified by PREJHA Foundation. The Procurement System will determine the lowest financial bid including on a possible line-item basis among the technically qualified bidders.
2. PREJHA Foundation shall award the Empanelment Contract possibly with SOR to successful bidders and then issue the purchase order that may be deemed as a Letter of Award (LOA) for the estimated order value along with terms & Conditions governing the Award and notify the same to the bidder through email. The selected bidder shall submit security deposit of 5% of the estimated order value in the form of either a bank guarantee from a scheduled bank or a PDC or a DD drawn on any scheduled bank in favor of "PanIIT Alumni Reach for Jharkhand Foundation" payable at par in Ranchi.
3. The selected bidder is expected to commence the assignment on the date and at the location specified in the LOA/ Contract.
4. If the selected bidder does not sign the Contract within the stipulated period, the LOA may be cancelled, and the next lowest bidder will be considered for award of Contract.
5. If at any stage in the bidding process including after bid opening or Issuance of Purchase orders pertaining to this RFQ, PREJHA believe that the Bidders do not meet the requisite Technical criteria set out in the Bid Document or delivery schedule or that the rate quoted exceeds its own estimates for the supply value, PREJHA reserves the right to cancel the tender or particular line item(s) without incurring any obligation or liability towards the tenderers.

6. PREJHA Foundation reserves the right to issue a part order of any 'line item' or sets of line items from BoQ in the bid to another empaneled vendor based on cost, time & quality considerations at its sole discretion. The transport cost in such cases will be on actual basis.
7. Purchase Orders & Delivery details Over the validity of this RFQ, purchase orders with specified quantity & delivery details would be issued as per requirements
8. Delivery time is the essence of this order and must be strictly adhered to. If the vendor fails to deliver the goods in time, the Buyer may, at its sole discretion:
 - Treat the order as cancelled at any time and recover any loss or damage from the vendor by invoking Security Deposit;

11. purchase the goods ordered or any part thereof from other sources on the vendor's account, in which case, the Vendor shall be liable to pay the Buyer not only the difference between the price at which such goods have been purchased and the price calculated at the rate set out in this order, but also any other loss or damage the Buyer may suffer.

12. Indicative Delivery Schedule

- Goods to be delivered at our Gurukul as per following as needed:

Sl. No	Delivery Location	Delivery Schedule
1	Nursing Kaushal College, Latehar	Within 07 days of issuance of PO
2	Nursing Kaushal College, Jamtara	
3	Nursing Kaushal College, Sahibganj	
4	Kaushal College, Ranchi	
5	Nursing Kaushal College, Chanhro	
6	Nursing Kaushal College, Itki	
7	Kalyan Gurukul, Bedo	
8	Kalyan Gurukul, Ramgarh	
9	Kalyan Gurukul, Giridih	
10	Kalyan Gurukul, Godda	
11	Kalyan Gurukul, Khunti	
12	Kalyan Gurukul, Kanke	
13	Kalyan Gurukul, Chatra	
14	Any other institutions run by Prejha foundation across Jharkhand	

13. Payment Terms

- a. 100% within 60 days of delivery on submission of invoice & delivery challan for each unit. If the vendor delivers goods within 7 days of order confirmation, 100% payment will be done within 45 days.
- b. If a vendor fails to deliver the goods as per the delivery schedule. PREJHA foundation is entitled to delay payment by 2 days for each day delay in delivery. If such delay extends beyond 7 days, it could lead to possible forfeiture of security deposit.

14. Unloading

- a. Unloading is in Vendor's scope, cost & arrangement will be borne by Vendor.
- b. The risk of all materials till receipt at location will be in vendor's scope.

15. Quality of goods and services.

The Vendor should warrant to PREJHA that:

- The Goods and Services would conform in all respects to the Order and to recognized Indian or equivalent standards and codes (where applicable) and be at the complete satisfaction of Buyer.
- The said good/services processed and delivered by the Vendor shall be made from good quality bought out components/materials, as acceptable to the Buyer and it should have standard/excellent workmanship and fit for their intended purpose.

16. Warranty/ Guarantee

- a) The said goods/services delivered by the Vendor should be identical to the sample/specification given by the Vendor.
- b) Where the said goods/services delivered by the Vendor to the Buyer is according to sample as well as certain specification/description, if any, the said goods/services processed and delivered, shall match not only with the said sample, but also with the said specification/description.
- c) If deficiency is identified before or during the transfer of risk or during the Guarantee/warranty Period, the Vendor must at its own expense and at the discretion of the Buyer either repair the deficiency or provide re-performance of the Services or replacement of delivery. This provision also applies to delivery subject to inspection by sample test. The discretion of the Buyer shall be final.

17. Inspection

- a) All materials supplied against the order should conform strictly to the specifications laid down by the Buyer, and should be new, merchantable quality, fit for their intended purpose and should be in line with "Quality Assurance Plan", if any, which must be approved in advance by the Buyer. All such materials will be subject to inspection and approval by the Buyer, either at the Vendor's premises and/or at the place of delivery indicated by the Buyer.
- b) The Buyer reserves the rights to inspect the material at any stage during manufacture or supply and reject the same if found defective or not in conformity with the specifications or not fit for their intended purpose without invalidating the remainder of the order, if so desired by the Buyer.
- c) All rejected material from the Buyer's site store shall be removed by the vendor at their own cost

positively within 15 days from the date of rejection note / intimation issued by the Buyer to them. In case of any failure to remove the same by the vendor within the stipulated period, the Buyer shall have all rights to remove the rejected materials/goods from their premises and discard it. Any cost on this account would be debited to vendor's account.

- d) The Buyer under no circumstances will be liable or held accountable for any damage, loss, deterioration of the rejected materials/goods for discarding the material/goods, or for any value for it.

18. Damage or loss intransit

- a) Subject to the terms of the Order, the Vendor undertakes at its own expense to replace goods lost or damaged in transit.
- b) The delivery will not be deemed to have taken place until replacement items are delivered to the satisfaction of the Buyer.

19. Ownership and risk

Subject to the terms of the delivery and without prejudice to PREJHA Foundation's other rights under the Conditions of the Order:

- a) Ownership in the Goods shall pass to PREJHA on delivery and acceptance.
- b) Risk in the Goods shall pass to PREJHA on delivery, save where the Order includes installation, in which case risk shall not pass to PREJHA until completion of the installation work.

20. Fraud/Corruption

PREJHA Foundation requires that the bidders participating in the selection process adhere to the highest ethical standards, both during the selection process and throughout the execution of the Contract.

PREJHA Foundation will terminate the Contract, if already awarded and will declare the bidder ineligible, either indefinitely or for a stipulated period, to be awarded a Contract, if at any time it determines that the bidder has in contravention to the undertaking given in the Bid document and/or contract, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract as enshrined in the undertaking in bidding document and contract

21. Conflicting relationships

Bidder has an obligation to disclose as part of the bid document any situation of actual or potential conflict that impacts their capacity to serve the best interest of PREJHA Foundation, or that may reasonably be perceived as having this effect. Failure to disclose the said situations may lead to the disqualification of the bidder or the termination of its Contract.

22. Jurisdiction.

The disputes if any between the parties shall be subject to the exclusive jurisdiction of the courts in Ranchi alone.

STANDARD FORMS

TECH FORMS	FORM NAME	Mention list of all supporting documents attached (if any)
TECH-1	Letter of proposal submission	Pls scan & attach
Pancard	Pan card	Pls scan & attach
GST Return	Latest GST Return document(GSTR-3B)	Pls scan & attach
PQ	Pre-Qualification Document	Pls scan & attach

Form Tech 1: Letter

(On Bidder's Letter-head)
Letter of Proposal Submission

To,
Executive Director

PanIIT Alumni Reach For Jharkhand Foundation
Kalyan Complex, Balihar Road, Morabadi, Ranchi –
834008, Jharkhand

We, the undersigned, offer to supply Printing Services for PREJHA Foundation, in accordance with your Request for Quotation dated 17-08-2026. We are hereby submitting our proposal, which includes this Technical Proposal, and the Financial Proposal as indicated

We undertake the total responsibility for supply of the goods, if awarded to us.

We hereby declare that all the information and statements made in this proposal are true and accept that any misrepresentation contained in it may lead to our disqualification.

We understand that **PREJHA Foundation** is not bound to accept any proposal it receives.

We further state that we understand that PREJHA Foundation will terminate the Contract, if already awarded and will declare the bidder ineligible, either indefinitely or for a stipulated period, to be awarded a Contract, if at any time it determines that the bidder has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing a Contract.

Yours faithfully,

*Authorized Signatory [*In full and*
Designation]: Name and Title of Signatory:
Name of
Bidder:
Address:

Form Fin1: Financial Bid Proforma

TENDER PROFORMA for Commercial		
PREJHA Reference No		
Name of Bidder		

SN	Item Description	Estima ted Qty	Unit Rate	Estimated Value	Tax %	Tax	Frei ght
1	Paper Sticker Digital printing A3 Size.(As per Size Requirement) (1 to 100 pc)	100					
2	Paper Sticker offset printing A3 Size.(As per Size Requirement) (101 to 500pc)	500					
3	Paper Sticker offset printing A3 Size.(As per Size Requirement) (501 to 1000pc)	1000					
4	Paper poster Digital printing,130GSM, A3 Size.(1 to 100pc)	100					
5	Paper poster Digital printing,130GSM, A3 Size.(101 to 500 pc)	500					
6	Paper poster offset printing,130GSM, A3 Size. (As per Size Requirement) (501 to 1000pc)	1000					
7	Paper poster offset printing ,130GSM, A3 Size.(As per Size Requirement) (1001 to 2000pc)	2000					
8	Paper poster offset printing ,130GSM, A3 Size.(As per Size Requirement) (2001 to 5000pc)	5000					
9	Paper poster offset printing ,130GSM, A3 Size.(As per Size Requirement) (5001 to 10000pc)	10000					
10	Pamphlet - A4 size single colour., Maphlitho 75 GSM Both Side (1000 pc)	1000					
11	Pamphlet - A4 size single colour., Maphlitho 75 GSM Both Side (2000 pc)	2000					
12	Pamphlet - A4 size single colour., Maphlitho 75 GSM Both Side (5000 pc)	5000					
13	Pamphlet - A4 size single colour., Maphlitho 75 GSM Single Side (1000 pc)	1000					
14	Pamphlet - A4 size single colour. , Maphlitho 75 GSM Single Side (2000 pc)	2000					
15	Pamphlet - A4 size single colour. , Maphlitho 75 GSM Single Side (5000 pc)	5000					
16	Pamphlet 1/8 Size Single Color. 70 GSM (1000pc)	1000					
17	Pamphlet 1/8 Size Single Color. 70 GSM (2000pc)	2000					
18	Pamphlet 1/8 Size Single Color. 70 GSM (3000pc)	3000					
19	Pamphlete Single Side Size A/5- Digital Print - 100 gsm Artpaper. (500pc)	500					
20	Pamphlete both Side Size A/5 - Digital Print - 100 gsm Artpaper. (500pc)	500					
21	Pamphlete Single Side Size A/5 - Multicolor - 100 gsm Artpaper. (1000pc)	1000					
22	Pamphlete both Side Size A/5 - Multicolor - 100 gsm Artpaper. (1000pc)	1000					
23	Pamphlete Single Side Size 1/8 - Multicolor - 100 gsm Artpaper. (2000pc)	2000					
24	Pamphlete both Side Size 1/8 - Multicolor - 100 gsm Artpaper. (2000pc)	2000					
25	Pamphlete Single Side Size 1/8 - Multicolor - 100 gsm Artpaper. (5000pc)	5000					
26	Pamphlete both Side Size 1/8 - Multicolor - 100 gsm Artpaper. (5000pc)	5000					
27	Pamphlete single side Size 1/8 - Multicolor - 100 gsm Artpaper. (10000pc)	10000					
28	Pamphlete Bothside Size 1/8 - Multicolor - 100 gsm Artpaper. (10000pc)	10000					
29	A3 Single colour - Maplitho paper- 70 gsm. (500 pc)	500					

30	A3 Single colour - Maplitho paper- 70 gsm. (1000 pc)	1000					
31	A3 Single colour - Maplitho paper- 70 gsm. (2000 pc)	2000					
32	A3 Single colour - Maplitho paper- 70 gsm. (5000 pc)	5000					
33	Folder 3 fold 170 GSM A3 size Artboard Paper with Lamination and creasing: Digital Print, Bothside. (1 to 100 pc)	100					
34	Folder 3 fold 170 GSM A3 size Artboard Paper with Lamination and creasing: Digital Print, Bothside. (101 to 500 pc)	500					
35	Folder 3 fold 170 GSM A3 size Artboard Paper with Lamination and creasing: Digital Print, Bothside. (501 to 1000 pc)	1000					
36	Offset Print 3 fold 170 GSM A3 Artboard Paper with Lamination and creasing: Multicolor, Bothside. (5000 pc)	5000					
37	Folder A/3 size 1 fold 170 GSM A4 Artpaper with Lamination and center creasing, Digital printing, Bothside. (1 to 100 pc)	100					
38	Folder A/3 size 1 fold 170 GSM A4 Artpaper with Lamination and center creasing, Digital printing, Bothside. (101 to 500 pc)	500					
39	Folder A/3 size 1 fold 170 GSM A4 Artpaper with Lamination and center creasing, Digital printing, Bothside. (501 to 1000 pc)	1000					
40	Folder A/3 size 1 fold 170 GSM A4 Artpaper with Lamination and center creasing, offset printing, Bothside. (2000 pc)	2000					
41	Admission Register 100 Pages, A4 Size, inner page GSM 80 m/f paper, coverpage 9.8kg board perfect banding (1 to 100pc)	100					
42	Admission Register 100 Pages, A4 Size, inner page GSM 80 m/f paper, coverpage 9.8kg board perfect banding (101 to 200pc)	200					
43	Admission Register 200 Pages, A4 Size, inner page GSM 80 m/f paper, Hardbound Banding (1 to 100pc)	100					
44	Admission Register 200 Pages, A4 Size, inner page GSM 80 m/f paper, Hardbound Banding (101 to 200pc)	200					
45	Admission form 100 Pages, A4 Size, GSM 80 xerox paper, single colour print, cover century board 9.8kg top paid banding (1 to 50pc)	50					
46	Admission form 100 Pages, A4 Size, GSM 80 xerox paper, single colour print, cover century board 9.8kg top paid banding (51 to 100pc)	100					
47	Conference Notepad 30 Pages, inner page single colour, cover page digital Print Cover, size A/5	50					
48	Leather Folder with Customized Print (Leather Finish), 2 pocket inside (As per Sample) (per pc)	100					
49	ID Card Digital printing with Pauch Holder & Ribbon, size- 55x88mm. (per pc)	50					
50	ID Card Digital printing with Pauch Holder & Ribbon, size- 55x88mm. (100 pc)	100					
51	ID Card PVC card both side print with Holder transparent slider & Ribbon Multicolor print 20mm, (per pc)	50					
52	Visiting Card on Texture paper - back to back print. (100 pc)	100					
53	Visiting Card on 300 gsm - back to back print. (100 pc)	100					
54	Certificate Digital Printing - A4 size on 300 gsm Art board, (per pc)	100					
55	Multicolor "Wall calendar" printing - single sheet one side print on 170 GSM Art paper with top and bottom tin mounting - size: 20x30 inch	10000					
56	Multicolor "Wall calendar" printing - single sheet one side print on 170 GSM Art paper with top and bottom tin mounting - size: 18x23 inch	10000					
57	Admission Booklet (Multi Color) as per sample, size- A4	100					
58	Examination Question Paper A4 size, 70 gsm maplitho paper single colour printing & designing - 8 pages, centre sticking banding (500 pc)	500					

59	Examination Question Paper A4 size, 70 gsm maplitho paper single colour printing & designing - 8 pages, centre sticking banding (1000 pc)	1000				
60	Examination Question Paper A4 size, 70 gsm maplitho paper single colour printing & designing - 12 pages, centre sticking banding (500 pc)	500				
61	Examination Question Paper A4 size, 70 gsm maplitho paper single colour printing & designing - 12 pages, centre sticking banding (1000 pc)	1000				
62	Examination Question Paper A4 size, 70 gsm maplitho paper single colour printing & designing - 12 pages, centre sticking banding (2000 pc)	2000				
63	Examination Question Paper A4 size, 70 gsm maplitho paper single colour printing & designing - 12 pages, centre sticking banding (3000 pc)	3000				
64	OMR Sheet 100 gsm maplitho paper (perfect cutting equal size) (5,000 pc)	5000				
65	OMR Sheet 100 gsm maplitho paper (perfect cutting equal size) (10,000 pc)	10000				
66	Letter Head on 100GSM bond paper, A4 size digital printing	1000				
67	Digital printing on 300GSM art paper one side, size- A3 (1 to 100 per pc)	100				
68	Digital printing on 300GSM art paper one side, size- A3 (101 to 500pc)	500				
69	Digital printing on 300GSM art paper both side, size- A3 (1 to 100 per pc)	100				
70	Digital printing on 300GSM art paper both side, size- A3 (101 to 500 pc)	500				
71	300 GSM art board front back digital printing, 20 different design, Size: A5 (per pc)	20				
72	300 GSM art board front back digital printing, 20 different design, Size: A5 (100 pc)	100				
73	printing on steel and golden name plate (per pc)	20				
74	printing on steel and golden name plate (100 pc)	100				
75	printing on steel and golden name plate (500 pc)	500				
76	Customized Table Calendar , No. of sheet-13, size-1/6	500				
77	Customized Table Calendar , No. of sheet-7, size- 1/6	500				
78	Wall Calendar multicolour, No. of sheet-6, size- 18x23inch	5000				
79	Customized Bottle printing (ingraving) logo and name	100				
80	Customized Jute Bag screen printing logo and name	100				
81	Customized Jute Bag with screen printing logo and name	100				
82	Non woven Bag printing logo and name	100				
83	Non woven Bag with multicolour printing logo and name	100				
84	Non woven Bag with Single colour printing logo and name	100				
85	Printing (ingraving) on steel bar, size- 150x75mm	100				
86	Brochure digital printing book format with lamination and binding (glue/centre stich), size-A4, no. of page-16 (per Book)	10				
87	Brochure digital printing book format with lamination and binding (glue/centre stich), size-A4, no. of page-16 (50 Books)	50				
88	Brochure digital printing book format with lamination and binding (glue/centre stich), size-A4, no. of page-16 (100 Books)	100				
89	Wiro dairy size- D/m A/5 size, contain page- 16, separator sheet-12, GSM-130 art paper, multicolour, rule page- 192	1000				
90	Printing of "Diary"of 160 pages on 120 GSM Special paper +4 pustani pages multicolour printed & 4 pustani pages blank +16 text pages multicolour printed on 160 GSM Special paper, cover hardbound on special linen with screen print of size 14.8 x 21 cm (A5)	1000				
91	Printing of "Diary"of 320 pages single colour printed on 70 GSM Maplitho paper +20 pages multicolour printed on 130 GSM Artpaper, End sheet 8 pages multi colour printed on 120 GSM Maplitho paper and cover multicolour printed with matllamination, spot UV & Hardbound binding of size 18x24cm.	1000				
92	Black N white A4 printout single side (100 page)	100				
93	Black N white A4 printout single side (500 page)	500				
94	Black N white A4 printout single side (1000 page)	1000				

95	Black N white A4 printout both side (100 page)	100				
96	Black N white A4 printout both side (500 page)	500				
97	Black N white A4 printout both side (1000 page)	1000				
98	Digital Print Multicolour A4 size one side (1 to 100pc)	100				
99	Digital Print Multicolour A4 size one side (101 to 500 pc)	500				
100	Digital Print Multicolour A4 size both side (1 to 100pc)	100				
101	Digital Print Multicolour A4 size both side (101 to 500)	500				
102	Envelop - Size 12 cm x 27.5 cm - Single colour print.	100				
103	Photo book and digital printing with lamination, size-9x9inch (inside & cover page 250GSM) center pin, total page- 12 (per book)	50				
104	Photo book and digital printing with lamination, size-9x9inch (inside & cover page 250GSM) center pin, total page- 16 (per book)	50				
105	Photo book and digital printing, size-9x9inch (inside & cover page 250GSM) center pin, total page- 36 (per book)	50				
106	Photo book and digital printing, size-9x9inch (inside 250GSM & cover page -hard bound print), total page- 36 (per book)	50				
107	Ready reckoner, digital printing , A4 size (inside page & cover page 250GSM) center pin, total page- 16 (per book)	100				
108	Ready reckoner, digital printing , A4 size (inside page & cover page 250GSM) center pin, total page- 40 (per book)	100				
109	A4 size offset printing Multicolour both side, 80 gsm maplitho paper (1 to 500pc)	500				
110	A4 size offset printing Multicolour both side, 80 gsm maplitho paper (501 to 1000pc)	1000				
111	Photo book A/3 size 3 fold 250 GSM Digital Printing with Lamination and two center creasing (1 to 500pc)	100				
112	Photo book A/3 size 3 fold 250 GSM Digital Printing with Lamination and two center creasing (501 to 1000pc)	600				
113	Ready reckoner, digital printing , A4 size (inside page & cover page 250GSM) Spiral Binding, total page- 60 (per book)	10				
114	Ready reckoner, digital printing , A4 size (inside page & cover page 250GSM) Spiral Binding, total page- 40 (per book)	10				
115	A4 Envelope, plastic coated	50				
116	A4 Envelope, plastic coated with printing	50				
117	Digital printing Envelope Size-1/8 (1 to 100)	50				
118	Digital printing offer letter folder Size-A4 with pocket (1 to 100)	200				
119	Admission Register 200 Pages, A4 Size, inner page GSM 80 m/f paper, blue paper 170 gsm cover Centre pin (1 to 100pc)	100				
120	Folder A/3 size 3 fold 250 GSM with Lamination and two center creasing, Digital printing, Bothside. (1 to 500 pc)	300				
121	invitation card size-A5 250 GSM Digital printing, Single side. (1 to 500 pc)	200				
122	invitation card size-A5 250 GSM Digital printing, Bothside. (1 to 500 pc)	200				
123	Printing of "Desk Calendar" of 13 Leaf both side multicolour printed on 210 GSM Art board with drip-off on all leaf+ 300 Leaf for Stand one side single colour blue printed on 60 GSM Maplitho paper with special blue paper for Stand with wirot binding of size 114 x 105 mm (1 to 500)	500				
124	Printing of "Desk Calendar" of 13 Leaf both side multicolour printed on 210 GSM Art board with drip-off on all leaf+ 300 Leaf for Stand one side single colour blue printed on 60 GSM Maplitho paper with special blue paper for Stand with wirot binding of size 114 x 105 mm (501 to 1000)	700				
125	UV A3 Sticker	100				
126	Printing of Premium Diary 120 pages on 160 GSM Executive Bond Paper + 4 pustani pages multicolour Printing + 4 pustani pages Blank + 12 text pages multicolor printed on 160 GSM executive bond paper with glow binding. Cover hardbound pasting of Jute Fabric Material Size 14.8 x 21 cm (A5) with Metal name plate and back Multicolour Mateal logo (1 to 500)	500				
127	Printing of Premium Diary 120 pages on 160 GSM	800				

	Executive Bond Paper + 4 pustani pages multicolour Printing + 4 pustani pages Blank + 12 text pages multicolor printed on 160 GSM executive bond paper with glow binding. Cover hardbound pasting of Jute Fabric Material Size 14.8 × 21 cm (A5) with Metal name plate and back Multicolour Mateal logo (501 to 1000)						
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(* - Freight – Ex Ranchi)