

## NOTICE INVITING QUOTATIONS (NIQ)

State Council of Educational Research and Training, Haryana, Gurugram

Opposite Panchayat Bhawan, Sohna Road, Gurugram, Haryana - 122001

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Memo No: SCERT/C&P/2022/

Date: 25.08.2022

**Subject: Inviting quotations for layout, designing and illustrations of the Teaching Learning Materials (TLMs) under Project Udaan (Phase 2)**

State Council of Educational Research and Training, Gurugram invites sealed quotations from eligible bidders for layout, designing and illustrations of the Teaching Learning Materials (TLMs) under Project Udaan (Phase 2) using *INDESIGN Software* as per details, terms and conditions are given below:

1. **Student Workbook:** One student workbook per class will be developed. Each workbook for the respective class will include the content for subjects: Eng, Hindi, Maths, Science, and Social Science.
2. **Teacher Manual:** One teacher manual per subject will be developed for classes 6<sup>th</sup> to 8<sup>th</sup>.
3. The booklets need to be designed as per the set format and design by SCERT. For reference, please refer to the previously designed booklets at - Udaan Phase 1.
4. Minimum of three proof readings per booklet will be done to ensure that the content is free from errors.
5. Final designed copies to be submitted by no later than in 15 days post work orders issued to the finalized vendor.
6. Total of two dummy copies of the booklets should be submitted via mail, CD, Pendrive, etc.

STUDENT WORKBOOK		
Class	Subject	Total no. of pages
6	Hindi, English, Maths, Science and Social Science	1 booklet, 110 pages
7	Hindi, English, Maths, Science and Social	1 booklet, 110 pages

8	Science	1 booklet, 110 pages
	Hindi, English, Maths, Science and Social Science	
Total		330 pages

TEACHER MANUAL (6 <sup>TH</sup> TO 8 <sup>TH</sup> )		
Subject	Class	Total no. of pages
Hindi	6,7,8	1 booklet, 75 pages
English	6,7,8	1 booklet, 75 pages
Maths	6,7,8	1 booklet, 75 pages
Science	6,7,8	1 booklet, 75 pages
Social Science	6,7,8	1 booklet, 75 pages
Total		375 pages

- Total no. of booklets to be developed = 08
- Total no. of pages: 330 + 375 = 705 pages
- Total no. of cover pages = 08

#### General Terms and Conditions:

Interested agencies are requested to submit their quotations in a sealed cover duly superscribed "Quotation for layout, designing and illustrations of the Teaching Learning Materials (TLMs) under Project Udaan (Phase 2)".

- a. The quotation in a sealed cover should be sent to this office, addressed to the Director SCERT Haryana, Gurugram of Opp- Panchyat Bhawan, Sohna Road, Gurugram Haryana - 122001.
- b. The quotation may be sent by post or delivered at the above office address and receiving be duly taken for record.
- c. The quotations in the sealed envelope must reach this office latest by 05-09-2022 on or before 4.00 pm.

- d. Quotations received after the due date, quotations not contained in a sealed envelope, incomplete quotations or received later than the stipulated time shall be rejected and not entertained without assigning any reason and without any communication
- e. The received quotations shall be opened in this office on **07-09-2022** at **12:00 P.M** in the presence of the authorized representatives of the applicants. The applicant will have to be present in person or through an authorized representative on the time and date in this office. However, this office also reserves the right to reject any quotation without assigning any reason thereof.
- f. If the quotations opening date happens to be a holiday, the quotations shall be opened on the next working day of the same time at O/c SCERT Haryana, Opposite Panchayat Bhawan, Sohna Road, Gurugram, Haryana
- g. The validity of the quotation shall be for 90 days from the date of its receipt for SCERT Haryana, Gurugram of Opp Panchayat Bhawan, Sohna Road, Gurugram Haryana-122001.
- h. Applicant cannot withdraw their offer once it has been submitted
- i. The quotation should be legibly written and free from cutting & overwriting etc.
- j. GST to be paid extra, as applicable i.e. 12%
- k. The applicant should deliver the designed content within 15 days from the date of work orders issued.
- l. The applicant is required to indicate their PAN in their offer. Self attested copy of the PAN Card is to be submitted.

  
Director SCERT,  
Haryana

**Application for layout, designing, and illustrations of the Teaching Learning Materials (TLMs)  
under Project Udaan (Phase 2) at O/o SCERT Haryana, Gurugram**

1. Name and Address of the firm	
2. Contact No.	
3. Email ID	
4. Sale Tax Registration/ CST/GST No./ Sale Tax No., if any	
5. PAN/TAN	
6. Maximum cost ( <i>per page</i> ) for: - Layout and Designing - Illustrations - Cover Pages	
7. GST (applicable) - 12%	
8. Total Cost	

*\*Please note, the booklets need to be designed as per the set format and design by SCERT. For reference, please refer to the previously designed booklets at - Udaan Phase 1*

**I, the undersigned fully agree with the terms and conditions for the auction of condemned articles/items/material of SCERT Haryana within the allotted time frame.**

**Date:**

**Signature of Applicant with Seal**