

REQUEST FOR PROPOSAL (RFP)**Printing of 1,500 A5 Diaries for the KFON Project****Issued by:**

Kerala Fibre Optic Network (KFON)

Email: am.it@kfon.in

RFP Submission Deadline:

December 4, 2024

1. Introduction

Kerala Fibre Optic Network (KFON) is inviting proposals for the printing of 1,500 A5-sized diaries for the KFON Project. This RFP outlines the submission requirements and the terms under which proposals will be evaluated.

2. Project Overview

KFON requires the printing of high-quality A5 diaries for distribution to its stakeholders branding and promotional purposes. The diaries must meet the following specifications and quality standards.

3. Scope of Work

The chosen vendor will be responsible for printing 1,500 A5-sized diaries, with the following specifications:

Diary Specifications:

- **Size:** A5 (148 mm x 210 mm)
- **Cover:** Hardbound matte finish with a professional design having multi color or single (Pastel colour preferred)
- **Pages:** Minimum of 200 sheets, printed on high-quality paper (100 GSM or better)
- **Printing:** Full-color printing for cover and pages with designs, black and white for blank sheets
- **Design:** Design provided by KFON, including logos, project details, and cover artwork
- **Binding:** Perfect binding or similar sturdy binding method

Inclusions:

- Personal information section
- Measurement & Weight sheet
- "Days to Remember" (calendar sheet without the year)
- KFON branding in cover page.
- Inserts: Introduction, Board of Directors, Details of Ministers in Kerala, Messages (from the CM, Chairman & MD), KFON Timeline, Achievements, Infrastructure (PoP), NOC, How to apply, Advertisements, Tariff, KFON Services, and space for notes.
- Inserts to be printed on high-quality glossy sheets, with 2-3 additional (KFON Inauguration Pic) insert sheets in the middle of the diary.
- The Tariff & KFON Services Page should be the last sheet in the Diary.
- **Delivery:** Diaries should be delivered in bulk to the KFON office.

Additional Requirements:

- Provision for additional diaries as needed (maximum 7 days' notice)
- High-quality printing with vibrant colours.

4. Proposal Requirements

Proposals must include the following information:

- **Company Profile:** A brief background of your company, including experience in printing similar products.
- **Proposed Solution:** A detailed description of how your company will meet the specifications for diary printing.
- **Cost Breakdown:** A detailed pricing breakdown, including unit costs, setup fees (if applicable), and delivery charges.
- **Timeline:** Estimated project timeline, including time for proofs and final delivery.
- **Samples:** Samples of previous similar work (if available).
- **Demo Submission:** A sample of the proposed diary design should be submitted for review before proceeding with the final printing.

5. Evaluation Criteria

Proposals will be evaluated based on the following factors:

- **Cost-effectiveness:** Competitiveness of the pricing and value offered.
- **Quality:** Adherence to quality standards, including materials used and printing precision.
- **Timeline:** Ability to meet deadlines for submission and delivery.

6. Submission Instructions

Please submit your proposal via email to am.it@kfon.in with the subject line "Proposal for Diary Printing - KFON Project" by December 4, 2024.

7. Terms & Conditions

- KFON reserves the right to reject any proposal that does not meet the specifications or submission guidelines.
- The selected vendor will be notified by email and should acknowledge the notification.
- Any changes to the proposal must be communicated to KFON before final approval.
- KFON reserves the right to negotiate the final terms and pricing of the selected proposal.
- 100% Payment against verification & actual Invoice.

For further questions or clarifications, please contact us at am.it@kfon.in or call Ph: 0471-6630830.

We look forward to receiving your proposal.

Sincerely,

Dr. Santhosh Babu IAS

Managing Director
Kerala Fibre Optic Network (KFON)

