

PUNJAB SKILL DEVELOPMENT MISSION
SCO 149-152, 2nd floor, Sector 17-C, Chandigarh
(Tel.No. 0172-272015, 2720153)

NOTICE INVITING EXPRESSION OF INTEREST FROM DESIGNING AGENCIES/FIRMS

1. In order to create awareness and also to undertake publicity campaigns in electronic and print media for various skill development schemes such as DDU-GKY, NULM and BoCW etc. Punjab Skill Development Mission invites expression of interest from reputed creative and design agencies/firms for following:

- (i) Design of various branding elements.
- (ii) Design of corporate brochure, scheme brochures, posters for various central/ state skill development schemes.
- (iii) Design of signage for training centres.
- (iv) Design templates for other ICE material.

2. The agency/firms should be in designing business for last 5 years and should have average annual turnover of 50 lacs per annum in ;last three years.

3. Prescribed format for submission of expression of interest by the agency may be down loaded from the Punjab Government website: www.punjab.gov.in

4. Lump sum rate for one time designing of above stated jobs may be quoted and submitted in sealed cover along with form for expression of interest.

5. Financial bids of only shortlisted agencies/firms will be opened.

6. Expression of interest on the prescribed proforma must reach the office of Member Secretary, Punjab Skill Development Mission by 27.06.2016 up to 5.00 PM at the above mentioned address of the Mission.

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Member Secretary

Proforma for submission of expression of interest.

- 1 Name and address of the Agency/Firm -----

2. Name and contact No. of the authorized person of the agency/firm -----

3. Experience in Designing work (No. of years) -----
4. Turnover of the Agency/Firm for the last three years.(Attach documents as proof of Claim) -----
5. Details of 5 projects/Assignments of designing work successfully completed with cost of the work being more than one lac

S.N.	Department/Organization	Brief description of the project	Date of Award	Date of Completion	Cost

Please attach samples of work done

6. Details of creative/design & other Manpower available with the organization (Please attach CV's of Key Professionals)
7. Please attach financial bid as per Proforma attached (To be submitted in separate sealed cover)

Signature of the Authorized Representative of the Firm

Proforma for Financial Bid
(To be submitted in separate sealed cover)

- 1 Name and address of the Agency/Firm -----

2. Lump sum Rate for the entire Scope of work
Given in the E.O.I -----
(Rate to be quoted should be inclusive of all taxes/levies.) .

Please Note:- Rate will be valid for one year from the date of allotment of work

Signature of the Authorized Signatory
with Stamp/Seal