

Request for Quotation (RFQ)

Title of the service required	Selection of vendor for Printing and Supply of Project Booklets for the Integrated Water Management (IWM) Project
Brief explanation of the product/service required	Technology Informatics Design Endeavour (TIDE) invites quotations from eligible and experienced printing service providers for the printing, finishing, packing and delivery of project booklets required for the Integrated Water Management (IWM) Project. The booklet is currently expected to be approximately 120 printed pages, with the front and back sides counted together, for an estimated quantity of 250 copies. The final number of pages may increase or decrease depending on the final content and design. The selected vendor shall undertake the printing and finishing of the booklet based on the final artwork/design and specifications provided or approved by TIDE. Vendors are requested to quote per printed-page rates as well as the corresponding per-copy rate, so that the final cost can be calculated based on the actual number of pages in the final booklet.
Specification of the product/type of service	The vendor shall undertake the printing and supply of the project booklet based on the final artwork and content provided by TIDE. The following requirements are indicative: ✓ Finished size: A4 ✓ Number of printed pages: Approximately 120 printed pages, with the front and back sides counted together. The final page count may be increased or reduced. ✓ Quantity: Approximately 250 copies ✓ Printing: Digital or offset printing may be used, depending on the quantity, quality requirements and suitability of the printing process. The vendor shall indicate the proposed printing process in the quotation. ✓ Colour: Full-colour 4-colour CMYK printing, unless otherwise specified by TIDE. Cover Page: ✓ Size: A4 ✓ Paper thickness: Approximately 200–300 GSM ✓ Finish: Matte finish ✓ The vendor may recommend the most suitable GSM and finishing option within the above range based on durability, appearance and overall quality.

Body pages:

- Size: A4
- Paper thickness: Approximately 80–120 GSM
- Finish: Matte or Glossy
- The vendor may recommend the most suitable GSM, paper type and finish considering the intended use of the booklet, durability, readability and premium appearance.

The vendor shall clearly mention the GSM, paper type, finish and brand/mill, wherever applicable, proposed in the financial/technical quotation.

Paper and material:

- ✓ Vendors may propose suitable paper specifications within the indicated GSM ranges.
- ✓ Preference may be given to good-quality, durable and environmentally preferable paper, including recycled or FSC-certified paper, wherever feasible.
- ✓ Vendors may provide paper samples/GSM swatches along with the quotation or during the technical evaluation, if requested by TIDE.

Proofing:

- ✓ A soft proof/PDF proof shall be provided for review and approval before printing.
- ✓ A physical proof/sample copy shall be provided for approval before proceeding with the full quantity.
- ✓ Full-scale printing shall commence only after approval from TIDE.

Binding and finishing:

- ✓ The booklet shall be properly trimmed and bound with a neat and durable finish.
- ✓ The vendor shall recommend a suitable binding method based on the final page count and thickness of the booklet and mention the same in the quotation.

Quality:

The vendor shall ensure:

- ✓ Clear and sharp printing
- ✓ Proper colour reproduction
- ✓ Correct alignment and registration
- ✓ No smudging, banding, fading or visible printing defects
- ✓ Proper trimming and binding
- ✓ Good-quality cover and body paper
- ✓ Consistent quality across all copies

Any copies having significant printing or finishing defects shall be

Technology Informatics Design Endeavour (TIDE)



	replaced/reprinted by the vendor at no additional cost to TIDE.
Quantity	The initial estimated requirement is 250 copies of the project booklet. The booklet is currently expected to be approximately 120 printed pages, with the front and back sides counted together. The final page count may increase or decrease based on the final content and design.
Additional details if required (Drawings / Writeup etc)	The design, logo, artwork, photographs, text and other print-ready materials will be provided by TIDE. The vendor shall: • Print the material strictly as per the final approved artwork/files provided by TIDE. • Submit one physical sample/proof copy for approval before proceeding with bulk printing. • Ensure that the final printed material matches the approved sample in terms of size, colour, paper, finish, printing quality and binding. • Include printing and labour charges in the quoted rates unless specifically shown separately. • Provide paper samples/GSM swatches, if requested by TIDE.
Submission Requirements	For the purpose of quotation and evaluation, vendors are requested to provide: • Rate per printed page/side • Rate per copy/booklet, where applicable • Cover printing rate, if quoted separately • Binding/finishing charges, if quoted separately • Delivery/transportation charges separately • GST and applicable taxes separately • GST Registration Certificate. • PAN details. • Cancelled cheque/bank account details. • Quotation validity period. The final payment, if applicable, may be calculated based on the actual approved final page count and quantity printed, using the agreed per-page/per-copy rates.
Shipping/Service address	Technology Informatics Design Endeavour (TIDE) FF-1, Sapthagiri Apartments, No. 30, 10th Cross, 15th Main Road, Raj Mahal Vilas Extension, Sadashiva Nagar, Bengaluru, Karnataka – 560080.

	All completed booklets shall be delivered to the TIDE office.
Deadline for receiving the quotation (mail or hard copy as stated in terms below)	25.09.2026

Evaluation Criteria

All submitted quotations will be evaluated based on the following criteria

1. Technical Compliance (40%)

- Compliance with the required printing specifications.
- Quality of paper, printing, finishing and binding.
- Availability of proof/sample before bulk printing.

2. Financial Proposal (40%)

- Competitiveness of per-page and per-copy rates.
- Transparency of GST, delivery and other applicable charges.
- Overall cost-effectiveness.

3. Vendor experience and Timeline (20%)

- Relevant experience in printing booklets/reports and project materials.
- Printing capacity and ability to meet the required timeline.

Payment Terms

- Final Delivery of the item
 - 100% payment will be released after successful delivery and installation at the designated site.
 - Subject to verification of the condition and conformity with the specified requirements.

Required documents

- Tax invoice
- Delivery challan
- Installation & Commissioning pictures
- Warranty certificate

Payment Method

Payment will be made through bank transfer to the vendor's registered bank account.

Submission of quotes

All quotations must be submitted electronically to the designated email: iwm.accountant@tide-india.org and interntide1@tide-india.org with subject line "Selection of vendor for Printing and Supply of Project Booklets for the Integrated Water Management (IWM) Project"

Submission must include the technical proposal, financial proposal, and all required supporting documents. Late submissions will not be considered.

Deadline for submission

All quotation must be submitted on or before 25th September 2026

Queries and Clarifications

Vendors may submit any questions or clarification requests to: iwm.accountant@tide-india.org and interntide1@tide-india.org. All queries must be sent on or before 22nd September 2026.