



RFP Name						
	RFP Owner	Kotak Education Foundation	RFP ID	001	Designed by	Kotak Education Foundation
	Function	Administration	Version No	1	Reviewed by	Kotak Education Foundation
	Sub-function	Procurements	Effective date	24 th October 2024	End date	15 days from the start date

DISCLAIMER

The information contained in this Request for Proposal document (the “RFP”) or subsequently provided to Vendor(s), whether verbally or in documentary or any other form by or on behalf of KEF or any of its employees or advisors, is provided to Vendor(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided. This RFP is not an agreement and is neither an offer nor invitation by KEF to the prospective Vendors or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in making their financial offers (Bids) pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by KEF in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Vendor may require.

This RFP may not be appropriate for all persons, and it is not possible for KEF, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this RFP. The assumptions, assessments, statements and information contained in the Bidding Documents, may not be complete, accurate, adequate or correct. Each Vendor should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP and obtain independent advice from appropriate sources. Information provided in this RFP to the Vendor(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. KEF accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein. KEF, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant or Vendor under any law, statute, rules or regulations or tort, principles of restitution for 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 RFP or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way for participation in this Bid Stage. KEF also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Vendor upon the statements contained in this RFP. KEF may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this RFP. The issue of this RFP does not imply that KEF is bound to select a Vendor or to appoint the Selected Vendor, as the case may be, for the Project and KEF reserves the right to reject all or any of the Vendors or Bids without assigning any reason whatsoever. The Vendor shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, providing samples, expenses associated with any demonstrations or presentations which may be required by KEF or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Vendor and the KEF shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Vendor in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding Process.

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Request for Proposal

RFP: Request for Proposal for Printing Requirement of KEF	Proposal Due by: 15 days from the date of newspaper advertisement	Kotak Education Foundation
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Definitions

Kotak Education Foundation also referred to as KEF or 'The organisation' is the entity floating the RFP (request for Proposal)

Vendor / Supplier / bidder is the entity responding to the RFP.

Executive Summary:

Kotak Education Foundation(KEF) is planning to have a credible and trusted entity which can support our goal for cost effective printing & stationery requirements for the next 2 to 3 years.

This Request for Proposal (RFP) is to invite prospective vendors to submit the proposal to provide printing services and supply of stationary items to Kotak Education Foundation. The RFP provides vendors with the relevant operational, performance, application and architectural requirements that they must fulfill. This document is a KEF's confidential document. Vendors requested for proposal are engaged to respect the confidentiality of information contained in this document.


Organization Overview:

Kotak Education Foundation's (KEF) mission is to support children and youth from underprivileged families through different education based interventions to rise above the poverty line and lead a life of dignity through sustainable processes. KEF works with some of India's most economically underprivileged communities, attempting to alleviate poverty through education and livelihood programs.

Scope of Service:

Kotak Education Foundation (KEF) is seeking professional, high quality, high volume, printing and finishing services, and supply of stationery including:

- Black & White Print
- Color Print
- Spiral Binding
- Large format posters
- Lamination work
- Folding, stuffing, cutting, padding, stacking, etc.
- Specialty items include brochures, flyers, booklets, postcards, business cards, printing envelopes, etc.

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Refer Annexure A for the annual volume/type of printing and stationery orders.

Proposal Requirement


- The proposal should be for a period of 3 years, starting from “date of empanelment”.
- The proposal should include an itemized breakup of all cost of printing and finishing services.
- Proposal should also include the annual inflationary cost and transportation cost (if any).
- The proposal should include the clause which should define quality and standardization of paper quality which would be used for our different printing requirements and the same should be maintained throughout the contract period.
- The proposal should define the single point of contact for all the KEF intervention SPOC/Admin team for all the KEF printing requirements in the mentioned contract period.
- The vendor will be responsible for furnishing all materials, labor, facilities, equipment, software and supplies necessary to complete the required KEF printing work.
- The proposal must have the Turnaround Time (TAT) for all the printing and related work given by KEF to the vendor and the same needs to be followed at all times in the mentioned contract period.
- The proposal must include at least 3 references of clients with similar workflow processes in place. The references must have the concerned person name, contact number and email id.

Bidding Process

- Proposal must be submitted via email with the subject “Response to RFP ID 001, a proposal for Printing Services” to rfq.admin@kotakeducationfoundation.org
- All the proposals and attached documents must be duly stamped / signed (by an authorized signatory) and submitted as attachments via email.
- The procurement committee will consider the following criteria in selecting a proposal Adherence to the requirements of the proposal.
 - a) Experience with providing offset print and finishing services.
 - b) Cost Effective quotations
 - c) Vendor’s printing services, reputation, reliability and quality of work
 - d) Satisfactory reference checks of the current clients having the same workflow process
 - e) All shortlisted vendors will be invited for reverse bidding process

Tentative Time Schedule

- Announcement of RFP
- Submitting queries and questions - 3 working days from the date of advt release date
Response to Question - 3 working days from the receipt date of queries
- Proposal Due - 3 working days from closing the responses to queries
- Review and Evaluation of proposals - 5 working days from the receipt date of proposal

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- Reverse bidding process - 1 working day from the review date
- Selection of recommended vendor - 2 working days from the reverse bidding process
- Confirmation to selected vendor - 5 working days from the vendor selection

KEF is not responsible for any cost associated with the preparation and submission of the RFP. A proposal once submitted in the formal custody of KEF, cannot be withdrawn. Any changes after the submission would not be considered and the vendor stands rejected if done so.

KEF reserves all rights to ask additional information or interview the vendors as a part of the evaluation process. KEF reserves all right to enter negotiations/modifications with one or all the vendors for evaluation and finalization of the process.

Eligibility criteria -:

- Authentic PAN and GST-distinguished registration numbers
- Annual Turnover of Rs.10 Cr for the last three years
- Minimum 3 Years' experience in the field of supply of Printing and Stationery Works
- The vendor should not have been blacklisted by any organization in the past or services terminated due to poor performance.
- If advance is taken as part of the order process, a bank guarantee (BG) should be provided against the advance amount.

Documents Required -:

- PAN & GST
- Latest CA's Certificate indicating quantum of turnover of the last 3 financial years – along with Audited Balance Sheets and Profit & Loss Statements of last three years.
- Registration, Certificate of Incorporation, etc.

Scope of work -:

The selected vendor should supply stationary and printing material as per specification mentioned in annexure A


Selection of qualified vendors -:

Qualified vendors will be invited for presentation at our head office Kotak Education Foundation At - Ground floor, North Side, Ujagar Compound opp. Deonar bus depot off Sion - Trombay Road, Deonar, Mumbai- 400088

Rate-:

The rates quoted by the vendor/printer shall be inclusive of freight charges and shall be submitted in the following format:

Item Particulars	Required	Base Rate	GST	Total Cost
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	quantity			including GST

Delay in delivery :-

In case the stationery is supplied after expiry of the stipulated time, KEF will have right/discretion either to accept the stationery or to reject the same.

Quality of Paper :-

The quality of the paper shall be as per the specifications given by KEF and the sample approved by KEF before supply. Any deviation in the quality of the paper will not be accepted.

If there is any deficiency or change in paper the Organization reserves the right to deduct 10-15% of the amount from the final payment.

Further the name of the vendor will be kept in black list and the printer will not be allowed to participate in future works of the Organization.

Supply of stationery in excess quantities:-

Supply of stationery in excess quantities over and above the order placed, shall not be paid.

Failure to supply :-


If a selected vendor fails to supply the stationery item(s) for any reason, the name of such vendor shall be kept in **black list** and shall not be allowed to participate in future requirements of the Organization. Subsequently the order will be allotted to the one who agrees to supply the item(s) at the rate quoted by the vendor.

All payments, irrespective of the amount of the bill, will be paid through RTGS/NEFT on presentation of bills along with specimens enclosed. The Bank Name, Firm Name, IFSC Code, Account No., Name of the Branch shall be furnished in the bill copy.

No advance amount will be paid to the Printers.

Any dispute arising out of or relating to this transaction shall be deemed to have arisen at Mumbai and be subject to the jurisdiction of competent court at Mumbai only.

The Vendor should supply the stationery at his own risk and as per rules in force under various acts in Maharashtra If,

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for any reason the stock is detained by any authority, the Organization is not responsible whatsoever may be.

Criminal charges against violating Vendor(s) /Contractor(s) /Sub contractor(s)-:

If the Organization obtains knowledge of conduct of a Vendor, Contractor or Sub- contractor or of an employee or a representative or an associate of a Vendor, Contractor or Subcontractor which constitutes corruption, or if the Organization has substantive suspicion in this regard, the organization will inform the same to the CXO of the selected vendor.

Examination of Books of Accounts-:

In case of any allegation of, violation of any provisions of this RFP or payment of commission, the Organization or its agencies shall be entitled to examine the Books of Accounts of the Vendor and the Vendor shall provide necessary information of the relevant financial documents in English and shall extend all possible help for the purpose of such examination.


● **Other Provisions -:**

This RFP is subject to Indian law, with the place of performance and jurisdiction being the head office of KEF, i.e., Mumbai

- Any changes, supplements, or termination notices must be made in writing.
- If the vendor is a partnership or consortium, all partners or consortium members must sign this RFP. If the vendor is a company, the RFP must be signed by a representative duly authorized by board resolution.
- If any provision of this RFP is found to be invalid, the rest of the RFP will remain valid. In this case, the parties will strive to reach an agreement reflecting their original intentions.
- In the event of a contradiction between the RFP and its Annexure, the clause in the Integrity Pact will prevail.
- Any dispute or difference between the parties regarding the terms of this RFP, any action taken by the Organization, in accordance with this RFP, or its interpretation shall not be subject to arbitration.


Retention money clause -:

- Retention Amount: The Organization shall retain a sum equivalent to 2% of the total contract value from each progress payment due to the Vendor. This retained sum shall be referred to as the "Retention Money."
- Purpose of Retention: The Retention Money is intended to ensure the proper performance of the Vendor's obligations under this RFP and to secure the rectification of any defects or incomplete work identified during the Defects Liability Period.
- Defects Liability Period: The Defects Liability Period shall be 3 months from the date of completion, during which the Vendor shall rectify any defects or incomplete work at no additional cost to the Organization within 1 month.
- No Interest on Retention Money: The Retention Money held by the Organization shall not accrue any interest.
- Deductions from Retention Money: The Organization reserves the right to make deductions from the Retention Money to cover any costs incurred in rectifying defects or completing outstanding work if the Vendor fails to do so within the stipulated time frame.
- Non-Limitation of Organization's Rights: The retention and subsequent release of the Retention Money shall

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not limit the Organization's right to seek further damages or remedies as provided under this Document or applicable law for any breach by the Vendor.

- Final Acceptance: Final acceptance of the work shall occur only after the release of the final portion of the Retention Money, confirming that all contractual obligations have been met by the Vendor.
- Confidentiality - This Request for Proposal, including any other material and information provided by KEF contains KEF proprietary and confidential information that is provided to you for your exclusive use in evaluating and preparing your response. If at any time your organization decides not to respond to the RFP, please destroy any copies of the document and confirm your non-participation by email. This document should not be duplicated except as necessary to prepare your response. This document should not be disclosed or distributed to any third party. All copies of this document except one file copy should be destroyed following submission of your response. The file copy should be held confidential and not used for any purpose other than bid evaluation, response preparation, and subsequent discussions with KEF, if any result. You should safeguard the confidentiality of this document and any copies with the same degree of care with which you safeguard your own confidential information. Vendors may not use the name, logo, or trademarks of KEF in connection with any advertising or publicity materials or activities without the prior written consent of the KEF. The obligation not to disclose any confidential information shall not be affected by bankruptcy, receivership, assignment, attachment or seizure procedures, whether initiated by or against the vendor, nor by the rejection of any agreement between KEF and the vendor, by a trustee of the vendor in bankruptcy, or by the vendor as a debtor-in-possession or the equivalent of any of the foregoing under local law.
- Evaluation criteria - Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP. Proposals must address all the items identified in the Request. All proposals will be evaluated based on the following criteria:
 - Completeness of proposal
 - Experience and past performance with similar customers
 - Ability to meet requirements as specified in the Compliance Matrix
 - Initial cost, including goods and services, yearly maintenance fee, and any recurring costs
 - Financial stability of vendor company
 - Demonstrated quality of service and training
 - Flexibility of Vendor

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- Awarding of Contract** - KEF is not bound to accept the lowest proposal and is not obliged to give a reason for rejecting a proposal. Prospective vendors are advised that nothing in this documentation, or in any communication between KEF and any other party, shall be taken as constituting a contract, agreement or representation between KEF and/or any other party, except for a formal award of contract made in writing by KEF. Neither shall it, or they, be taken as constituting a contract, agreement or representation that a contract shall be offered. Please note that KEF reserves the right to vary the number of vendors invited to interviews and presentations, or dispense completely with this part of the process, at its sole discretion. KEF reserves the right at all points in the procurement process either not to select a vendor to go forward to the next stage, or following completion of the procurement process, not to make any award of contract. KEF has prepared this RFP in good faith. To the extent that KEF is permitted by law, KEF excludes any liability (whether in contract, negligence or otherwise) for any incorrect or misleading information contained in this RFP.
- Fraud and corrupt practices** - The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process and subsequent to the issue of the contract and during the subsistence of such contract. Notwithstanding anything to the contrary contained herein, or in the contract, KEF can reject a Bid, terminate the contract as the case may be, without being liable in any manner whatsoever to the Vendor, as the case may be, if it determines that the Vendor or bidder, as the case may be, has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process. In such an event, KEF shall be entitled to forfeit and appropriate Bid Security or Performance Security, as the case may be, as Damages, without prejudice to any other right or remedy that may be available to KEF. Without prejudice to the rights of KEF under above mentioned point or otherwise if a Vendor, as the case may be, is found by KEF to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, or after the issue of contract, such Vendor shall not be eligible to participate in any tender or RFP issued by the KEF during a period of 2 (two) years from the date such Vendor or bidder, as the case may be, is found by KEF to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practices, as the case may be. For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:

 - “corrupt practice” means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of KEF who is or has been associated in any manner, directly or indirectly, with the Bidding Process or the contract shall be deemed to constitute influencing the actions of a person connected with the Bidding Process);
 - “fraudulent practice” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process;
 - “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Bidding Process;
 - “undesirable practice” means (i) establishing contact with any person connected with or employed or

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- engaged by KEF with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- (e) “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Vendors with the objective of restricting or manipulating a full and fair competition in the Bidding Process.


Project Due By: **(Mention the date)**

Contact: **Procurement Committee** Email: rfq.admin@kotakeducationfoundation.org


ANEXURE A

- For all printing books requirements (reading & activity), quality to be as below:
Paper Thickness: Cover Page = 300 gsm, Inner Page = 90 gsm
Colour of Print: Cover Page = colour, Inner Page = colour
Binding & Perforation
Paper Type: Matt finish
- Items not covered in the below list and pertaining to general office supplies of printing & stationery, price list to be shared
- Delivery locations: Mumbai / Pune / Nasik / Rest of Maharashtra / Gujarat / Goa
- Detailed list of items to be quoted as below:


Sr. No	Name of the item	Printing / Stationery	Approx. quantity required
1	Reading Books for Students	Printing	1,00,000 - 1,50,000
2	Activity Books (FR 1 & 2)	Printing	1,00,000 - 1,50,000
3	Notepad	Stationery	50,000 - 1,00,000
4	Ball pens	Stationery	50,000 - 1,00,000
5	Employee TA (Printouts)	Printing	50,000 - 1,00,000
6	Sharpeners	Stationery	50,000 - 1,00,000
7	KEF Annual Reports (Hard Copies)	Printing	50,000 - 1,00,000
8	KEF HYRs (Hard Copies)	Printing	50,000 - 1,00,000
9	Plastic folder-transparent	Stationery	50,000 - 1,00,000
10	Fevicol big	Stationery	50,000 - 1,00,000
11	Chart paper white (roll)	Stationery	50,000 - 1,00,000
12	Appreciation Certificates (Laminated)	Printing	50,000 - 1,00,000
13	KEF Diaries	Printing	50,000 - 1,00,000
14	Annual Event Scripts	Printing	50,000 - 1,00,000
15	White board Marker sets	Stationery	50,000 - 1,00,000
16	Fevistick big	Stationery	50,000 - 1,00,000

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17	Sticky notes colorful	Stationery	50,000 - 1,00,000
18	Scissors small	Stationery	50,000 - 1,00,000
19	Satin ribbon – 0.5 inch	Stationery	50,000 - 1,00,000
20	Cotton roll	Stationery	50,000 - 1,00,000
21	Envelope small size	Stationery	50,000 - 1,00,000
22	KEF Standee	Printing	50,000 - 1,00,000
23	Stapler pins (big & small)	Stationery	50,000 - 1,00,000
24	Envelope big size	Stationery	50,000 - 1,00,000
25	Double side tape	Stationery	50,000 - 1,00,000
26	Consent Letters for students	Printing	25,000 - 50,000
27	Erasers	Stationery	25,000 - 50,000
28	Plastic folder-button colorful folder	Stationery	25,000 - 50,000
29	Scrap book	Stationery	25,000 - 50,000
30	Rubbers	Stationery	25,000 - 50,000
31	Crayons	Stationery	25,000 - 50,000
32	Rulers (steel)	Stationery	25,000 - 50,000
33	Gift papers	Stationery	25,000 - 50,000
34	Visiting Cards for Senior Dignitaries	Printing	25,000 - 50,000
35	Scotch tape (1 inch and 2 inch) (1each)	Stationery	25,000 - 50,000
36	Jumbo bag big	Stationery	25,000 - 50,000
37	Chart paper colorful (roll)	Stationery	25,000 - 50,000
38	Post Test Question Paper Sets	Printing	25,000 - 50,000
39	Ice cream Sticks (60 per batch)	Stationery	25,000 - 50,000
40	Jumbo bag Small	Stationery	25,000 - 50,000
41	Tintent paper	Stationery	25,000 - 50,000
42	Dura cell	Stationery	25,000 - 50,000
43	Fluorescent Papers 5 Colours – 2 each	Stationery	25,000 - 50,000
44	Scissors big	Stationery	25,000 - 50,000
45	Sun board printing	Stationery	25,000 - 50,000
46	Consent Letters for school teachers and authorities	Printing	25,000 - 50,000
47	Sutli Roll	Stationery	25,000 - 50,000
48	Glazed Papers (All Colours)	Stationery	25,000 - 50,000
49	Mount board	Stationery	25,000 - 50,000
50	Satin ribbon – 1 inch	Stationery	25,000 - 50,000
51	Golden sheet	Stationery	25,000 - 50,000
52	Silver sheet	Stationery	25,000 - 50,000
53	Crepe paper (Colorful)	Stationery	25,000 - 50,000
54	Glitter foam paper	Stationery	25,000 - 50,000
55	Sticky notes strips	Stationery	25,000 - 50,000
56	Sun board	Printing	25,000 - 50,000
57	Glitter bottles – golden	Stationery	25,000 - 50,000
58	Glitter bottles – Silver	Stationery	25,000 - 50,000
59	Glitter bottles – pink	Stationery	25,000 - 50,000
60	Glitter bottles –green	Stationery	25,000 - 50,000
61	Glitter bottles – blue	Stationery	25,000 - 50,000

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62	Glitter bottles – red	Stationery	25,000 - 50,000
63	Pik Pens for charts	Stationery	25,000 - 50,000
64	KEF Brochure	Printing	25,000 - 50,000
65	Intervention wise standee	Printing	25,000 - 50,000
66	Pushpins	Stationery	25,000 - 50,000
67	Consent Letters for parents	Printing	25,000 - 50,000
68	Teachers Companion	Printing	25,000 - 50,000
69	Students attendance register	Printing	25,000 - 50,000
70	Stapler small	Stationery	25,000 - 50,000
71	Exam Pad	Stationery	25,000 - 50,000
72	U pins	Stationery	25,000 - 50,000
73	Permanent Marker Thin (Black)	Stationery	25,000 - 50,000
74	Pre Test Questions Paper Sets	Printing	25,000 - 50,000
75	Fevistick small	Stationery	25,000 - 50,000
76	Fevicol small	Stationery	25,000 - 50,000
77	Stapler big	Stationery	25,000 - 50,000
78	Thread	Stationery	25,000 - 50,000
79	KEF Employee Manual	Printing	25,000 - 50,000
80	Box of Poster Colours	Stationery	25,000 - 50,000
81	Permanent Marker Thick (Black)	Stationery	25,000 - 50,000
82	Parent handbook 1st to 4th	Printing	Below 10,000
83	portfolio folder	Printing	Below 10,000
84	Literacy Workbooks grade 2	Printing	Below 10,000
85	Numeracy Workbooks grade 2	Printing	Below 10,000
86	Literacy Workbooks grade 2	Printing	Below 10,000
87	Numeracy Workbooks grade 2	Printing	Below 10,000
88	Parent handbook grade 2	Printing	Below 10,000
89	portfolio folder grade 2	Stationery	Below 10,000
90	Literacy Workbooks grade 3	Printing	Below 10,000
91	Numeracy Workbooks grade 3	Printing	Below 10,000
92	Literacy Workbooks grade 3	Printing	Below 10,000
93	Numeracy Workbooks grade 3	Printing	Below 10,000
94	Parent handbook grade 3	Printing	Below 10,000
95	portfolio folder grade 3	Stationery	Below 10,000
96	Literacy Workbooks grade 4	Printing	Below 10,000
97	Numeracy Workbooks grade 4	Printing	Below 10,000
98	Literacy Workbooks grade 4	Printing	Below 10,000
99	Numeracy Workbooks grade 4	Printing	Below 10,000
100	Parent handbook grade 4	Printing	Below 10,000
101	portfolio folder grade 4	Stationery	Below 10,000
102	Literacy Workbooks grade 1	Printing	Below 10,000
103	Numeracy Workbooks grade 1	Printing	Below 10,000
104	Literacy Workbooks grade 1	Printing	Below 10,000
105	Numeracy Workbooks grade 1	Printing	Below 10,000
106	Parent handbook grade 1	Printing	Below 10,000
107	portfolio folder grade 1	Stationery	Below 10,000

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108	Numeracy Workbooks 4th Std (1st term)	Printing	Below 10,000
109	Literacy Workbooks 4th Std (1st term)	Printing	Below 10,000
110	Numeracy Workbooks 4th STD (2nd term)	Printing	Below 10,000
111	Literacy Workbooks 4th STD (2nd term)	Printing	Below 10,000
112	Numeracy Workbooks 3rd Std (1st term)	Printing	Below 10,000
113	Literacy Workbooks 3rd Std (1st term)	Printing	Below 10,000
114	Numeracy Workbooks 3rd STD (2nd term)	Printing	Below 10,000
115	Literacy Workbooks 3rd STD (2nd term)	Printing	Below 10,000
116	Pencils (Normal)	Stationery	Below 10,000
117	Numeracy Workbooks 1st (1st term)	Printing	Below 10,000
118	Numeracy Workbooks 2nd Std (1st term) (1st term)	Printing	Below 10,000
119	Literacy Workbooks 1st std (1st term)	Printing	Below 10,000
120	Literacy Workbooks 2nd Std (1st term)	Printing	Below 10,000
121	Numeracy Workbooks 1st Std (2nd term)	Printing	Below 10,000
122	Numeracy Workbooks 2nd STD (2nd term)	Printing	Below 10,000
123	Literacy Workbooks 1st STD (2nd term)	Printing	Below 10,000
124	Literacy Workbooks 2nd STD (2nd term)	Printing	Below 10,000
125	story books grade 2	Printing	Below 1,000
126	story books grade 3	Printing	Below 1,000
127	story books grade 4	Printing	Below 1,000
128	story books grade 1	Printing	Below 1,000
129	Journals	Printing	Below 1,000
130	Safety pins	Stationery	Below 1,000
131	story books 4th STD	Printing	Below 1,000
132	story books 3rd STD	Printing	Below 1,000
133	story books 1st STD	Printing	Below 1,000
134	story books 2nd Std	Printing	Below 1,000
135	Literacy Daily Planner (2nd term)	Printing	Below 1,000
136	Literacy print rich	Printing	Below 1,000
137	Teacher handbook	Printing	Below 1,000
138	Numeracy print rich	Printing	Below 1,000
139	KEF & Kotak karma logo sticker	Printing	Below 1,000
140	FLN station poster (it's a part of print rich)	Printing	Below 1,000
141	literacy storage box	Stationery	Below 1,000
142	math kit cloth bag	Stationery	Below 1,000
143	literacy kit manipulative	Stationery	Below 1,000
144	Puppet	Stationery	Below 1,000
145	Math kit	Stationery	Below 1,000
146	Literacy Daily Planner grade 1	Printing	Below 1,000
147	Literacy Daily Planner grade 2	Printing	Below 1,000
148	Literacy Daily Planner grade 3	Printing	Below 1,000
149	Literacy Daily Planner grade 4	Printing	Below 1,000
150	Numeracy Daily Planner grade 1	Printing	Below 1,000
151	Numeracy Daily Planner grade 2	Printing	Below 1,000
152	Numeracy Daily Planner grade 3	Printing	Below 1,000

RFP Name						
	RFP Owner	Kotak Education Foundation	RFP ID	001	Designed by	Kotak Education Foundation
	Function	Administration	Version No	1	Reviewed by	Kotak Education Foundation
	Sub-function	Procurements	Effective date	24 th October 2024	End date	15 days from the start date

153	Numeracy Daily Planner grade 4	Printing	Below 1,000
154	Literacy Daily Planner grade 1	Printing	Below 1,000
155	Literacy Daily Planner grade 2	Printing	Below 1,000
156	Literacy Daily Planner grade 3	Printing	Below 1,000
157	Literacy Daily Planner grade 4	Printing	Below 1,000
158	Numeracy Daily Planner grade 1	Printing	Below 1,000
159	Numeracy Daily Planner grade 2	Printing	Below 1,000
160	Numeracy Daily Planner grade 3	Printing	Below 1,000
161	Numeracy Daily Planner grade 4	Printing	Below 1,000
162	Badge printing	Stationery	Below 1,000
163	Zip lock packets	Stationery	Below 1,000
164	Sketch pens F.C.	Stationery	Below 1,000
165	KEF & Kotak karma logo sticker	Printing	Below 1,000
166	Numeracy Daily Planner 2nd STD (1st term)	Printing	Below 1,000
167	Literacy Daily Planner 2nd STD (1st term)	Printing	Below 1,000
168	Numeracy Daily Planner 2nd STD (2nd term)	Printing	Below 1,000
169	Literacy Daily Planner (2nd term)	Printing	Below 1,000
170	Numeracy Daily Planner 3rd STD (1st term)	Printing	Below 1,000
171	Literacy Daily Planner 3rd STD (1st term)	Printing	Below 1,000
172	Numeracy Daily Planner 3rd STD (2nd term)	Printing	Below 1,000
173	Literacy Daily Planner (2nd term)	Printing	Below 1,000
174	Numeracy Daily Planner 1st STD (1st term)	Printing	Below 1,000
175	Literacy Daily Planner 1st STD (1st term)	Printing	Below 1,000
176	Numeracy Daily Planner 1st STD (2nd term)	Printing	Below 1,000
177	Literacy Daily Planner (2nd term)	Printing	Below 1,000
178	Scotch tape - SAYA, CLARO or CRYSTAL easy tear	Stationery	Below 1,000
179	Numeracy Daily Planner 4th STD (1st term)	Printing	Below 1,000
180	Literacy Daily Planner 4th STD (1st term)	Printing	Below 1,000
181	Numeracy Daily Planner 4th STD (2nd term)	Printing	Below 1,000
182	Puppet	Stationery	Below 1,000
183	Sketch Pen Pack	Stationery	Below 1,000
184	Numeracy print rich	Printing	Below 1,000
185	Literacy kit qty	Printing	Below 1,000
186	storage box	Printing	Below 1,000
187	Literacy print rich	Printing	Below 1,000
188	literacy kit manipulative	Printing	Below 1,000
189	Teacher handbook	Printing	Below 1,000
190	Pencils (Colours Pencils)	Stationery	Below 1,000
191	A-4 sheets	Stationery	Below 1,000
192	Duster (white Board)	Stationery	Below 1,000
193	Pencil Pouch	Stationery	Below 1,000
194	Wire O Bound 5 subject notebook (300Pages)	Stationery	Below 1,000
195	Jute Homework Folder (A-4 sheet size)	Stationery	Below 1,000
196	Stamp pad	Stationery	Below 1,000
197	Sticky notes plain	Stationery	Below 1,000

RFP Name						
	RFP Owner	Kotak Education Foundation	RFP ID	001	Designed by	Kotak Education Foundation
	Function	Administration	Version No	1	Reviewed by	Kotak Education Foundation
	Sub-function	Procurements	Effective date	24 th October 2024	End date	15 days from the start date

198	Drawing Brush	Stationery	Below 1,000
199	Origami Paper	Stationery	Below 1,000
200	Chalk	Stationery	Below 1,000
201	Glitter Pens	Stationery	Below 1,000
202	Roller blackboard big	Stationery	Below 1,000
203	Map – India Political	Stationery	Below 1,000