

Request for Quotation (RFQ) RFQ_008_2026

Services Required	Printing of KiDS booklet for students and teachers
RFQ number	RFQ_008_2026
Type of Procurement	Material Procurement
Type of Contract	Purchase Order
Term of Contract	Short-term
Contract Funding	SANOFI
Submit Quotation to	rfp@yrgcare.org
Date of Issue of RFQ	10.07.2026
Deadline for submission of queries seeking clarifications	13.07.2026
Deadline for posting FAQ with clarifications	14.07.2026
Deadline for submission of offers	17.07.2026
Approximate Date Purchase Order/Contract Issued to Successful Bidder(s):	22.07.2026

Background on YRGMERF, Chennai, India

Y R Gaitonde Medical, Educational and Research Foundation ("YRGMERF") is a public charitable trust in Chennai. The Foundation honours the memory of Late Shri Yeshwant Raghunath Gaitonde. Founded in 1985, the Foundation pioneers public health initiatives through YRGMERF.

YRGMERF's expertise includes HIV clinical care for patients living with HIV, outreach prevention services, medical and counselling training, and clinical, laboratory and behavioural research. Its services include HIV treatment, care & support; sexuality and treatment education; anonymous testing for HIV/STI; matrimonial services; reproductive health and obstetric care; paediatric care and therapeutic recreation camps for children with HIV; and clinics for Men who have Sex with Men and People Who Inject Drugs.

1. Purpose of this RFQ, Scope of work and deliverables:

A. Overview

The purpose of this RFQ is to obtain competitive Quotations from qualified proposers to print KiDs project communication booklet for students and teachers.

B. Scope of work:

The agency will work closely with YRGMERF representative to deliver the print materials as per the print files provided, the agreed specifications, quantities to the delivery points as per the Purchase Order and its annexures.

The Booklets to be printed:

1. Children Info Pack
2. Comic Book

Language(s):

- Hindi

Shipping Cost: The printed materials need to be delivered to different locations of the project and in specified quantities (list attached at Annexure – 3) (quantity each of KIDS Infopack and Comic book)

C.

Bhopal-50000
Aligarh- 50000
Lucknow-50000
Kanpur- 50000

All the offices are in the city area only.

2. Detailed Specifications of materials including format for submission of details by the interested vendors.

Please attach two price sheets – one for 80 gsm and second for 90 gsm grade of papers

Sl #	Name of the material	Specifications	Qty	Rate per Copy (Separate line for different paper type)	Total Cost (Rate per copy x total copies)	GST in INR	Total Cost (Incl of GST)	Shipping & Delivery Cost (Details will be provided)
1	Children Info Pack	Paper size will be A4. Offset. Colour. The documents will be <u>saddle stitched</u> as in books. Printing will be such that the graphics / colour print will NOT render the text or graphics unreadable on the reverse pages. As such the right GSM to be used. The cover and inside pages shall be of same paper quality (gsm)	2,00,000	To be quoted by vendor for each material	To be quoted by vendor for each material	To be quoted by vendor for each material	To be quoted by vendor for each material	To be quoted by vendor for each destination based on above information and Annexure – 3
2	Comic Book	Same as position 1 above.	2,00,000	To be quoted by vendor for each material	To be quoted by vendor for each material	To be quoted by vendor for each material	To be quoted by vendor for each material	To be quoted by vendor for each material based on above information and Annexure – 3

3. Pricing

The respondent to this RFQ shall provide a costing sheet/ budget that covers key components in the above format only as per point 2 above and in the format given here on an Excel sheet. The sheet may be converted to pdf and submitted.

4. Key instructions to bidders

All quotes sent to SANOFI/YRGMERF (electronic version only) shall contain information as sought in this RFQ. It is the responsibility of the bidder to ensure all details as asked are submitted. There will be no communication or feedback on submitted quotes until the review is completed and a decision is communicated as per the timeline given above for this RFQ. (decision will be communicated only to those shortlisted/ finalized for the next step relating to contracting).

All agencies should submit both Technical and Financial Quotations as two separate documents

The bidder's Quotation shall contain:

- A. The reference number of this RFQ i.e. RFQ_008_2026
- B. Name, address, details of the chief functionary and two contact phone numbers and E-Mail address.
- C. Validity period of the offer in DDMMYYYY format.
- D. Detailed description of services offered, relevant to this RFQ, to evaluate compliance with this solicitation.
- E. Lead time required to initiate the services from the date of signing of contract. The delivery time for the printed material shall begin upon receipt of approved, print-ready document – post all (re)design work.
- F. Bank details in full with account number, account type, IFSC Code, name of the bank and address of the branch.
- G. The company registration certificate, GST number and Pan card.
- H. Two references with complete contact details for printing works executed for a comparable budget, naming the type of work carried out for each client in the past three years.
- I. Audited balance sheets including P& L statements for the last three financial years.
- J. IT return for the last three financial years.

This RFQ in no way obligates YRGMERF to issue a contract and / or reimburse costs related to preparing / submitting a bid. YRGMERF reserves the right to reject any offer without assigning any reason.

5. Evaluation and award process

YRGMERF will review each bid and will decide on a suitable bidder who conforms to the RFQ needs apart from being price advantageous to the YRGMERF project. The contract will be awarded to the bidder representing the best value to YRGMERF, subject to a due diligence process. For purposes of clarity, it is to be understood that "best value" is determined by price, technical abilities, past performance.

6. Award notice

A written notice of award or acceptance of a bid will be sent to the successful bidder and shall be ratified in the form of a written Purchase Order to be issued by YRGMERF. The Purchase Order shall be signed and become a binding contract only when accepted by the chosen vendor and countersigned with the company seal.

7. Validity of the offer

All submitted Quotations will automatically be assumed to be valid until the 31st July 2026 or the issue and acceptance of a written Purchase Order, whichever is earlier. By submitting an offer, the bidders automatically agree to the above validity period.

8. Declaration of compliance

Every bidder shall in the document submitted for review, have the following as the submission closure statement:

"We agree, as evidenced by the signature below, that the Quotation submitted has in its entirety considered all terms and instructions provided in the RFQ."

Signature.....
Designation.....
Date.....

9. Key Deadlines

It shall be the responsibility of the bidder to ensure that the quotation reaches within the timelines provided at the start of this RFQ document. **Quotations date & time stamped after the submission deadline for whatsoever reason, shall not be considered for evaluation.**

10. Delivery Terms and Schedule:

The bidder shall provide the shortest possible delivery time for delivering each of the materials to the locations indicated. No compromise will be done with regards to the quality of printing or printed materials or their shipment process.

11. Criteria for Selection determined by YRGMERF:

- A. Price of product (80%)
- B. Delivery time, Payment Terms (10%)
- C. Two References of contracts executed, with contact details, along with details of the order values and type of information product for printing services provided (10%)

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12. Bidder Information Form

ANNEXURE: 1

[The vendor shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

RFQ No.: 008_2026

1. Vendors Name <i>[insert Vendors legal name]</i>
2. Vendors Address : <i>[insert address]</i>
4. Vendors year of registration: <i>[insert Vendors year of registration]</i>
5. Vendors Address in country of registration: <i>[insert Vendors legal address in country of registration]</i>
6. Vendors Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> ☐ Memorandum/Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above. ☐ Average annual turnover for past 3 years. ☐ Copy of audited financial statements for years 2021, 2022 & 2023 ☐ Previous experience in similar supplies to Govt./ International NGO's (Copy of contract/ PO) ☐ GSTIN

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ANNEXURE 2

General Terms & Conditions to The Purchase Order

1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier by signing and returning a copy of it and by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall constitute a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind YRGMERF unless agreed to in writing by a duly authorized official of YRGMERF.

2. PAYMENT

- A. YRGMERF shall, on fulfilment of the Delivery Terms, unless otherwise provided in the Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- B. Unless instructed by YRGMERF, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- C. The prices shown in the Purchase Order may not be increased.

3. FITNESS OF GOODS/PACKAGING

The Supplier warrants that the materials, including packaging, conform to the specifications specified hereunder and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

4. INSPECTION

- A. YRGMERF shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
- B. Inspection prior to shipment does not relieve the Supplier from any of their contractual obligations.
- C. YRGMERF has the right to deduct payments against any supplies under this contract if it is found at any stage that the supplies involve defective and / or short-delivered products. Should the withholding of payment not feasible post settlement of the final invoice, the Supplier is obligated to reimburse the costs for rejected products. In all cases, the reverse logistics for all rejected products is the responsibility of the Supplier.

5. INTELLECTUAL PROPERTY INFRINGEMENT

The Supplier warrants that the use or supply of the goods under this Purchase Order does not infringe any patent, design, trade-name, or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, and defend YRGMERF harmless from any actions or claims brought pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

6. RIGHTS OF YRGMERF

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, and to make delivery of all or part of the goods by the agreed delivery date or dates, YRGMERF may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- A. Procure all or part of the goods from other sources, in which event YRGMERF may hold the Supplier responsible for any excess cost occasioned thereby.
- B. Refuse to accept delivery of all or part of the goods.
- C. Cancel this Purchase Order without any liability for termination charges or any other liability of any kind on the part of YRGMERF.

7. LATE DELIVERY

Without limiting any other rights or obligations of the parties hereunder, if the Supplier is unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with YRGMERF to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by YRGMERF.

8. ASSIGNMENT AND INSOLVENCY

- A. The Supplier shall not, except after obtaining the written consent of YRGMERF, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- B. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, YRGMERF may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

9. USE OF YRGMERF NAME OR EMBLEM

The Supplier shall not use the name, emblem, or official seal of YRGMERF without specific express permission from the authorised official of YRGMERF.

10. PROHIBITION ON ADVERTISING

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to YRGMERF without obtaining specific permission from YRGMERF in each instance.

11. SETTLEMENT OF DISPUTES

- A. **Amicable Settlement.** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in mutually acceptable terms and conditions.
- B. **Arbitration.** Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be

referred by either Party to arbitration in accordance with the Jurisdictional Arbitration Rules then obtaining, including its provisions on applicable law. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

12.OFFICIALS NOT TO BENEFIT:

The Supplier warrants that no official of YRGMERF has received or will be offered by the Supplier any direct or indirect benefit arising from this Contract or the award thereof. The Supplier agrees that breach of this provision is a breach of an essential term of this Contract.

13.Governing Law and Jurisdiction. This RFQ shall be governed by the laws of India and shall be subject to the jurisdiction of Courts in Chennai.

14.Transfer and Sub-contracting. The Bidder / the Supplier has no right to give, bargain, sell, assign or sublet or otherwise dispose of the Purchase Order or any part thereof, as well as to give or to let a third party take benefit or advantage of the RFQ / Purchase Order or any part thereof.

Bidders are required to ensure that their offers reach YRGMERF electronically, only to the E-Mail address given above, within the deadline mentioned. All queries for clarifications shall also be addressed within the deadline for the same, to the same E-Mail box. Should there be queries from the bidders and corresponding clarifications from YRGMERF, an FAQ document will be posted in the website under the same Procurement Notice, latest by end of day on 14th July 2026. Bidders are advised to watch that space.

The date and time stamp on the E-Mail as per the YRGMERF system will alone be considered.

Please note that, if the attachment to the E-Mail exceeds the prescribed limit, the bidders can submit multiple E-Mails, provided the E-Mails are marked with the subject line “RFP_008_2026 <E-Mail 1 of X> <E-Mail 2 of X> etc. Please ensure that the offers along with all the mandatory attachments are sent to YRGMERF within the deadline prescribed and only to the Mail box mentioned in the timeline for this RFP