

On the letter head of bidder

**Dated:** \_\_/\_\_/2023

**To,**  
**The Managing Director,**  
**M/s Craftvision Handicraft Producer Co. Ltd.**

**Sub:**Submission of quotation Proposal for Engagement of Agency for “**Publicity & Brand Promotion**” of handicraft products and for the company through WEB PORTAL & Digital Media Management” against tender no.....  
dated.....

Sir/Madam,  
With reference to tender no.....dated.....  
for, we are submitting our commercial bid details and company details as in prescribed format.

**Encl :- As above in Annexure -01**

**Yours Faithfully**



**Annexure-01**

(To be submitted on letterhead of the Bidder)

<b>ORGANISATION DETAILS/EXPERIENCES AND FINANCIAL QUOTATION SUBMISSION</b>		
<b>Section1: Organizational Details/Personal details</b>		
1.1 Name of the Firm/Organization/Individual		
1.2 Address of the Head Office:		
1.3 Address of the Project Offices:		
1.4 Telephone, Fax and Email details		
1.5 Name and Designation of the Authorized Representative of the tenderer to whom all the references shall be made:		
1.6 Address, phone, fax and email of the Authorized Representative		
<b>Section2: Subject Area</b>		<b>Reference page</b>
2.1 Area of Expertise:		
<b>Section3: Registration Details</b>		<b>Reference page</b>
3.1 Registration No. and Date:		
3.2 PAN/TAN card number details		
3.3 GST Number		

3.4 Any other registration		
<b>Section 4: Experience &amp; Profile</b>		
4.1 Summary of similar projects executed successfully in the past years; focusing on brief descriptions of assignments and experience in similar conditions.		
(i) Project title		
(ii) Source of funding		
(ii) Implementing partners (if any)		
(iii) Project brief		
4.2 Experience in Social Media Management		
<b>Section 5: FINANCIAL QUOTATION SUBMISSION FOR THIS PROJECT</b>		
5.1 PROJECT WORK DESCRIPTION	OVER ALL FINANCIAL QUOTATION FOR ENTIRE WORKS ( In Lakh)	Grand Total
<p><b>Publicity &amp; Brand Promotion of handicraft products for the producer company through &amp; followed by making Web Portal, Website, E-Brochures, Brand Building &amp; Promotion, Logo Development, Tagging, Bar Coding, Packaging, Catalogue &amp; Social Media Management Etc. of handicrafts products of the stated specified crafts.</b></p> <p><b>The Agency will be liable to accept all works relating to sanction order for the purpose for which it is &amp; no extra charges will be charged / asked later on.</b></p>		

- All the terms & conditions are accepted as laid down in S.O. and GFR.
- All the rights are reserved with the company to accept or reject any or all of the bids.

Signature of the Bidder  
With stamp and date