

# Rajasthan Grameen Aajeevika Vikas Parishad

(Third Floor, RFC Block, Udyog Bhawan, Tilak Marg, Jaipur, Rajasthan)

Phone No. 2227011, 4259914, Fax-2227723)

No.F.9( )RD/RGAVP/M&E/IEC/2016 | 1560-1565

Jaipur, Dated : 18.05.2017

## NOTICE

### **Sub:- Invitation for Quotation/Proposal for the work of content writing for the Annual Report (both English and Hindi version) of RGAVP.**

You are invited to submit your most competitive Quotation/Proposal for the work of content writing for the Annual Report of Rajasthan Grameen Aajeevika Vikas Parishad for the year 2016-17 (both English and Hindi version) . The detailed specifications of the Annual Reports are given below:-

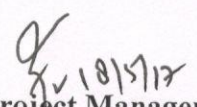
Two reports (one each in English and Hindi) of about 35-40 pages, including the following:

1. The report shall be on A4 size paper with about 250 words per page.
2. Designing and structuring the Annual Report with collation, gathering of additional information, and commissioning of basic write-ups from RGAVP staff if required.
3. Minimum 40 hi resolution pictures, relevant to the content (can use existing photographs but some may need to be captured from field where interventions are going on).
4. Proof reading.
5. Second draft additions as per RGAVP inclusions, if any
6. Proof reading of second draft
7. All relevant material, including any textual information, maps etc. will be provided by RGAVP.
8. The work will have to be completed within 30 days of issuance of work order.

The Content writer must possess following qualifications:

1. Must have written the content for at least three reputed organizations of the same nature.
2. Must have written at least three Annual Reports of organizations of the same nature.

Writer & Editors are requested to provide their proposal in a sealed envelope clearly superscripted as **“Proposal of Content Writing for the Annual Report 2016-17 of RGAVP”** at office address mentioned above during office hours latest by MAY 29<sup>th</sup> , 2017, 5.00 pm.

  
State Project Manager  
(Admin), RGAVP



**Copy to:-**

1. PA to SMD, RGAVP
2. COM, RGAVP
3. FA, RGAVP
4. PD(ME &L), RGAVP
5. SPM(Finance/Procurement/ME &L)
6. Guard file

*[Handwritten Signature]*  
**State Project Manager  
(Admin), RGAVP**

Sub: Invitation for Consultant/Proposer for the work of content writing for the Annual Report of Rajasthan Gramin Sahas Parishad for the year 2016-17 (both English and Hindi version). The detailed specifications of the Annual Reports are given below.

The Annual Reports (in English and Hindi) of about 12-15 pages, including the following:

1. The report shall be on A4 size paper with about 25% width per page.
2. Designing and structuring the Annual Report with collation gathering of additional information and para-writing of last 2-3 pages for RGAVP as per required.
3. Shortlist of 03 for consultation purpose, relevant to the content (content writing) proposals for some time to be selected and the work shall be going on.
4. Salary shall be Rs. 10000/- per month including PF.
5. The work shall be completed in 15 days of receipt of work order.

The Consultant/Proposer must possess following qualifications:

1. Must have written the content for at least three reported organizations of the same nature.
2. Must have written at least three Annual Reports of organizations of the same nature.

Interested parties are requested to provide their proposal in a sealed envelope duly addressed to "Proposer of Content Writing for the Annual Report 2016-17 of RGAVP" at office address mentioned above during office hours upto 31.05.2017, 5.00 pm.

**State Project Manager  
(Admin), RGAVP**