



**Invitation for expression of interest for production of coffee table book for  
National Handicapped Finance and Development Corporation**

National Handicapped Finance and Development Corporation (NHFDC), functioning under administrative control of Department of Disability Affairs, Ministry of Social Justice & Empowerment, Government of India intends to bring out a Coffee Table Book. The expression of interest is invited for empanelment of consultant/firm for production of coffee table book for NHFDC. The consultant/firm must have carried out the assignment as either author, photo-editor and designer or text/ photo editor of at least one Coffee Table Book.

The scope of work & terms of reference is mentioned below.

Interested persons/firms may send their details to NHFDC at the following address on or before 30-8-2013 for empanelment as consultant :-

Chief Manager (P&A)  
National Handicapped Finance and Development Corporation  
Red Cross Bhawan, Sector-12, Faridabad-121 007 (Haryana)

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## **Scope of Work of Coffee-Table Book:**

The proposed coffee-table book shall mandatorily carry information on (but not limited to) the following topics with rich collection of photographs:-

1. Extensive research through all available information as an input to the genesis of this corporation involving searching for information in the files of the administrative Ministry and other concerned Ministries relating to incorporation of the corporation in 1997. The research may extend extracting information relating to expert committee, Parliament Committee, suggestions from Planning commission and International practices etc., if any. In addition, interactions would be essential with the State Governments on their policies and programmes on Persons with Disabilities (PWDs) at relevant point of time. It will also reflect on the situation that lead the Government to think of an exclusive special scheme/programme targeted towards economic development of PWDs.
2. Rich collection of Photographs, data, news items and other related information on PWDs. The coverage should be representative having all India character. It should clearly bring out the changing environment of rehabilitation of PwDs since 1997.
3. Depicting journey of the Corporation since 1997 showcasing eminent personalities contributing/guiding the Corporation from time to time. It would also showcase the changing pattern of the Corporation in light of constraints, faced from time to time. The new/unforeseen development in the area of collaboration with Public Sector Banks/Regional Rural Banks for extending collateral free loan to PwDs under Credit Guarantee Scheme of Government of India and arrangements with big Nationalised Banks having country-wide base giving rise to expectations of quantum jump in release of loans.
4. All the material, i.e. research inputs, photographs, exhibits etc., storyline with beautiful copy would be presented as a visual treat in the form of coffee table book.

## **Terms of Reference :**

The scope of work is on the basis of turnkey project and deliverables will include:-

1. Conceptualization, Designing, Lay-out, Photo-development, Text content development, Illustrations, Editing and Printing, All pages of Coffee Table Book as per the details in the Tender documents.
2. Photo research, photo-sourcing, photo-selection, photo-correction and if need be, buying photos for the project on its own, if better sources available.

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3. Text-content development and its editing & copy writing for the project.
4. Delivery of 100 hard copies of coffee table books in hard bound in 100 pages each on rendezvous paper of 130 gsm in 11" X 11" size in six months time.
5. Delivery of hard copies and soft copies (Three) in COREL DRAW or IN-DESIGN in six months.
6. Sample of the coffee table book may be seen in the office of NHFDC.
7. The applicant will have to make a presentation before NHFDC with brief concept & roadmap to complete the task.

Interested consultant/firm may send their details in prescribed proforma to NHFDC at the following address on or before 30-8-2013 in the prescribed format enclosed:-

Chief Manager (P&A)  
National Handicapped Finance and Development Corporation  
Red Cross Bhawan, Sector-12, Faridabad-121007

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## **PROFORMA OF APPLICATION**

**To be submitted by a consultant/agency for expression of interest for production of a Coffee Table Book on NHFDC**

1. Name of consultant/firm
2. Full address of consultant/firm  
Telephone No.  
Fax No.  
Email Address
3. PAN/TAN No. (attach copy)
4. Date of Registration and Registration No. (in case of firms only)
5. Details of experience (*Separate sheet may be attached*)  
  
No. of years in business  
Annual turnover for last 03 years  
Attested copy of Income Tax Return for last 03 years  
Experience related to scope of work to be assigned
6. Major contracts executed in last 03 years
7. Infrastructure details
8. Work Plan Detail to be submitted on a separate sheet stating how the goal of producing desired coffee table book will be achieved.

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