

# Request for Quotation (RFQ)

**Himalayan Distillery Limited (HDL)** hereby invites sealed quotations from qualified and experienced firms/agencies for the provision of services related to the layout design, photography, and printing of the Company's Annual Report. The selected firm will work closely with HDL management to develop a professional and high-quality annual report that reflects the Company's performance, achievements, and brand identity.

S.N.	Description of Service	Submission Deadline
1.	<b>Annual Report: Designing and Printing</b> <b>Specification:</b> <b>Size:</b> 8.5" X 11" <b>No. of Pages:</b> 224 + Cover (Tentative) <b>Color:</b> 4c/ 4c <b>Cover Paper:</b> 300gsm Art Board <b>Inside Paper:</b> 130gsm Art Paper <b>Lamination:</b> Matt on Cover <b>Binding:</b> Perfect <b>Quantity:</b> 150 pcs <b>Finishing:</b> Metallic Foil on Cover	10th June, 2026

*Photography services shall be carried out at the Company's Head Office, Solukhumbu Warehouse, Birgunj Factory premises, and any outdoor locations deemed necessary to effectively capture content for the Annual Report.*

**1. Scope of Work:** The selected service provider shall be responsible for:

- Creative design and layout of the Annual Report.
- Professional photography of facilities, products, management, and other required subjects.
- Image retouching and graphic design.
- Content formatting, infographics, and data visualization.
- Pre-press preparation and proofing.
- Printing and delivery of the final Annual Report.
- Supply of editable source files and print-ready files upon project completion.

## **2. Eligibility Criteria**

Interested firms must:

- Be legally registered and authorized to operate in Nepal.
- Have a minimum of three (3) years of relevant experience in annual report design, corporate publications, or similar assignments.
- Demonstrate experience in professional photography and printing services.

## **3. Submission Requirements:**

- Company Registration Certificate
- PAN/ VAT Registration Certificate
- Tax Clearance Certificate (Latest)
- Company Profile
- Sample works/ publication copies

## **Submission of Quotations**

Complete RFQ submissions must be delivered in a sealed envelope or emailed to [info@himalayandistillery.com](mailto:info@himalayandistillery.com) no later than **5:00 PM on 10th June 2026**.

Interested bidders may obtain a digital copy of the previous year's Annual Report through the link below and review a physical copy at the Company's Head Office during office hours.

<https://himalayandistillery.com/wp-content/uploads/2025/11/Annual-Report-FY-2081-82.pdf>

**Please submit separate quotations for designing, printing, editorial services, and photography services.**



Finance Department

**Himalayan Distillery Ltd.**

113/25, Uttar Bagaincha Marg, Manbawan, Shri Tole

Contact No: 01 5427465

Note: The Company reserves the right to accept or reject any or all quotations, fully or partially, without assigning any reason whatsoever and without incurring any obligation.