

**Dated:** 4<sup>th</sup> September, 2015

**Reference no.** DOSA/Udghosh/2015/2

**To Whomsoever It May Concern**

**Call for tenders**

This is to notify that tenders are called for printing of different non flex materials for Udghosh'15, which is to be scheduled for October 1<sup>st</sup>- 4<sup>th</sup>, 2015.

The details and specifications of the Non Flex Printing are mentioned below:

1. Posters A3

Multi- Colored Printing

50, (18" \* 23") \* 1 design, Art Paper 170 GSM, Multicolor

50, (18" \* 23") \* 1 design, Art Paper 170 GSM, Multicolor

50, (18" \* 23") \*1 design, Art Paper 170 GSM, Multicolor

100, (20" \* 30")\*1 design Art Paper 170 GSM, Multicolor

2. Stamps:

Qty.: 10

Please mention quality of stamp you will be providing

3. Hospitality booklet:

1600 sets consisting of entry coupons, messing coupons and security coupons.

Design will be provided by us

4. Receipt book (Participants):

Size 5"x7" with 100 receipts each (Standard Bill Book Size)

Qty.: 5 (3 Hospitality + 2 Different)

One printed (Single Color) and one blank paper.

5. Newsletters

Quantity-5000, No. of pages-2

Paper 100 GSM Glossy Paper

Multi-Color Printing

Delivery required within 12 hrs after assigning order

#### 6. Certificates

	Participant	Merit	Certificate of Appreciation
Qty.	2200	800	500
Paper Quality	170 GSM	270 GSM	170 GSM
Remarks	One Side Multi Colour Printing	One Side Multi Colour Printing	One Side Multi Colour Printing

#### 7. ID- Cards:

	Participant I Card in booklet	ID quest	Secretary and Volunteers	Executives and Coordinators	Visitor Passes	Faculty I Card
Qty.	1600	1000	400	200	500	100
Size	3.5"x2.2"	3.5"x2.2"	3.5"x2.2"	4.25"x2.75"	4.25"x2.75"	4.25"x2.75"
Remarks	One Side Multi Color Printing			One Side Multi Color Printing, Custom Name and Photo		One Side Multi Color Printing

#### 8. Invitation Card With Envelope:

Qty. 500

#### 9. Pyramid Pop-up (Publicity)

200, 170GSM, Multicolor Printing (1 Design)

**Note:**

- Apart from these a few other publicity material might also be asked to print, rates for which will be decided by mutual understanding..
- The quantity and quality of the material mentioned above are approximate and may change depending on the requirements of the festival and are subject to change. The exact details will be mentioned in the order letter.
- Delivery required within 12 hrs. of assigning the order.

**Please mention in detail the following:**

- Per piece cost and the total cost of all the material must be mentioned with proper details inclusive of all the charges: taxes, delivery and or any other additional costs you would be charging.
- Time which you will need for printing and delivery for each and every material mentioned above.
- Your profile. This should include the places you have worked in past, especially in IIT Kanpur campus.
- The quotations provided should be valid for a minimum period of 3 months.

Please send a quotation/offer letter if you agree to above terms and requirements to the following address in a sealed envelope before 5pm, 13th September, 2015.

**Udghosh'15 will be held from 1st to 4th October 2015.**

FB#272

Mr. N.C. Joshi,  
Superintendent DOSA Office,  
IIT Kanpur

Regards,

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