

Dated: September 5th, 2013

Reference no. DOSA/Udghosh/2013/4

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'13, which is to be scheduled for September 26th-29th, 2013.

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
50 (18" * 23") * 1 design, Art Paper 170 GSM, Multicolor
2. Stamps:
Qty. 10
Please mention quality of stamp you will be providing
3. Messing coupon:
For all 4 days during festival
2500 sets consisting of Breakfast, Lunch, Dinner
4. Receipt book (Participants):
Size 5"x7" with 100 receipts each (Standard Bill Book Size)
Qty. 2
One printed (Single Color) and one blank paper.
5. Receipt book (Pizza Hut)
Qty. 4
Carbon Copy Included
One printed (Single Color) and one blank paper.

6. Newsletter:

Qty.: 7000

No. of pages: 4

Paper 100 GSM Glossy Paper

Both Side Multi Colour Printing

Delivery required within 12 hrs. After assigning order

7. Certificates

	Participant	Merit	Certificate of Appreciation
Qty.	2000	800	350
Paper Quality	170 GSM	270 GSM	170 GSM
Remarks	One Side Multi Colour Printing	One Side Multi Colour Printing	One Side Multi Colour Printing

8. ID- Cards:

	Participant I Card	ID quest	Secretary and Volunteers	Executives and Coordinators	Visitor Passes	
Qty.	2000	2000	400	200	500	
Size	3.5"x2.2"	3.5"x2.2"	3.5"x2.2"	4.25"x2.75"	4.25"x2.75"	
Remarks	One Side Multi Colour Printing			One Side Multi Colour Printing, Custom Name and Photo		

9. Invitation Card With Envelope:

Qty. 500

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. after 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 5 pm 10 September, 2013.

FB#272

Mr. B.P Pant,

Superintendent DOSA Office,

IIT Kanpur

Regards,

Manav Kumar

Head Finance

Udghosh' 13

Ph.: +91-8960106453

Email: manav@udghosh.org