



Reference Number: DOSA/Antaragni-2017/2

To Whomsoever It May Concern**Call for Tenders**Date: 24th August, 2017

This is to notify that tenders are invited for printing of following non-flex items for Antaragni'17, the annual cultural festival of IIT Kanpur.

1) Antaragni Posters**Type 1**

- Size: 20" x 30"
- Quantity: 400
- Number of designs: 1
- Other Specification: 170 GSM multicolour Art paper

Type 2

- Size: 18" X 23"
- Quantity: 150 (50+50+50)
- Number of designs: 3
- Other Specification: 170 GSM multicolour Art paper

Type 3

- Size: 13" X 19"
- Quantity: 50 (25 +25)
- Number of designs: 2
- Other Specification: Digital Printing

2) Team I-Cards**Type 1**

- Size: 3.5" X 2.2" / Standard Size
- Quantity: 1500
- Number of designs: 8(Little variations in the design)
- Other Specification: One Side multicolour printing, Cover and String

Type 2

- Size: 4.25" X 2.75"
- Quantity: 650
- Number of designs: 3
- Other Specification: One Side multicolour printing, Cover and String, custom name and photo

Type 3

- Size: 6" X 4"
- Quantity: 18
- Number of designs: 1
- Other Specification: Silver plated metal cards with custom name printed, metal string



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3) Certificates (Total Quantity: 5000)

- Size: 8.5" X 11"/Standard A4
- Quantity: 5000 (2500+1000+800+700)
- Number of designs: 6
- Other Specification: One side multicolour printing, 4000 with 170 GSM paper, 1000 with 250 GSM paper

4) Passes

- Size: 2.5" X 7.25"
- Quantity: 1800
- Number of designs: 6
- Other Specification: Front side multicolour printing, Back side single color printing, 130 GSM Art Paper

5) Handbooks (Hospitality Booklet)

- Size: 5.5" X 4.25"
- Quantity: 2000 (With Serial Number)
- Other Specification: 90 GSM multicolour art paper (Matte Finish)

6) Receipt Books

- Size: 5" X 7"
- Quantity: 30 Booklets with 100 receipts each
- Other Specification: One blank paper after every receipt, simple black colour printing

7) Invitation Cards and Envelops

Invitation Cards

- Size: 5" X 7"
- Quantity: 600
- Other Specification: One side multicolour printing with envelop and name slip

Envelops

- Size: 12" X 18"
- Quantity: 500
- Other Specification: Yellow colour envelops with one side single color printed

8) Stamps

- Quantity: 10
- Number of designs: 4
- Other Specification: Please mention the quality of stamp in tender



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9) Presentation Folder

- Quantity: 200
- Size: 9" X 12"
- Number of panels: 2
- Other Specification: Multicolour printed on outside, One pocket on right side (Inside)

Please mention the following details in quotation:

- 1) Per Piece Cost and Total Cost (Inclusive of Taxes) of the all the items mentioned above.
- 2) Time required to manufacture and deliver the item after giving the work order
- 3) Kindly include your profile and name of the events in which you have worked especially in IIT Kanpur.

Terms and Conditions:

- 1) All the designs will be provided to you in .psd and .jpeg format. No extra charge will be given for conversion of design format.
- 2) The quantities and sizes mentioned in the tender are approximate. Exact details will be mentioned in the work order.**
- 3) The quotations provided should be valid for a minimum period of 2 months.
- 4) All the taxes should be mention in the quotation.
- 5) All prices should include transportation, labour and any service charge. No extra payment will be done for the same.
- 6) No payment will be made for the item whose specifications will not match with those mentioned in final work order.**
- 7) There could be more printing items other than those mentioned above.
- 8) Please send a quotation/offer letter, if you agree to above terms and conditions, to the following address in a sealed envelope before **4:00 PM, 3rd October, 2017.**

Mr. N.C. Joshi
DOSA Office,
Faculty Building,
IIT Kanpur-208016



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Note:

- **Antaragni'17 is scheduled from 26th October to 29th October, 2017.**

In case of any query please contact the undersigned,

Suyash Karkare

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