Reference Number:DOSA/Techkriti-2023/4   Date: 2/03/2023

Closing Date: 16/03/2023   **Bid/ quotation Opening Date** : 13/03/2023

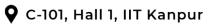**Bid/ quotation Opening Date extended** : 17/03/2023

Bid Document

This is to notify that tenders are invited for **Flex-printing works** for Techkriti'23, the Technical and Entrepreneurial Festival of IIT Kanpur. The event is scheduled from 23rd to 26th march, 2023.

The specifications of the work:

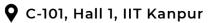| Sr. No	Items	Sizes	Probable Quantity
1.	Flex printing for banners	10*3 sq.ft	650
2.	Flex Printing for Hoardings	10*10 Sq.ft	80
3.	Flex Printing for Mega/ MonsterBanners	Area 8000 Sq.ft	-
4.	Flex Printing for Main Audi Backdrop	15*30 Sq.ft	2
5.	Flex Printing for Mega world stage Backdrop	16*24 Sq.ft	2
6.	Flex Printing for Mega world vertical Banner	7*3 Sq.ft	4
7.	Flex Printing for Mega world stall banner	15* 3 Sq.ft/ 20*35 Sq.ft	3
8.	Pole Flags	–	30
9.	Flex Printing for Big Hoarding	30* 10 Sq.ft	5
10.	Flex Printing for Big Gate Banner	-	2
11.	Flex Printing for Small GateBanner	-	5
12.	Flex Printing for Drop down Banners	5*15 Sq.ft	20
13.	Flex Printing for Standees	3*6 Sq.ft	80
14.	Glow Signs		120

Mention the following things in quotation:

1. Per square feet rate for Hoarding and Backdrops with Iron Frame including installation and removal after festival.
2. Quotation should be per unit basis.
3. Good Quality material will be preferred.
4. The quantity required may vary . The actual quantity will be mentioned in the Purchase Order.
5. Per square feet rate for Banners including installation and removal after the festival.
6. Vendor/ Service provider should have the past experiences of Tenting during events of IITs/ NITs.
7. Local vendor/ service provider will be given preference.
8. Time which you will need for manufacturing and delivery.
9. The quotations provided should be valid for a minimum period of 2 months.
10. All the designs will be given to you in .psd format and no extra charges will be paid for any conversion of format of design.

Terms and Conditions:
1. Quantity and quality of the mentioned material are tentative and subject to change. The exact details will be mentioned in the Purchase order.
2. All the taxes should be mentioned in the quotation clearly and separately.
3. All prices should include transportation, labor, service charge and other charges. No extra payment will be done for the same.
4. We will only be paying for 4 days (23rd till 26th march 2023) of the festival when we are using it, however we will not pay for extra days when the material is delivered to IIT Kanpur and when it is taken back.
5. The quotation will be sent in a seal envelope superscribed with the reference number, item required, firm name and address with contact details. The quotation should reach us latest by 16th march 2023.
6. Tender will be opened on 17th march 2023.
7. Every bid should be accompanied by an Earnest Money Deposit(EMD) of Rs. 10,000 INR submitted in the form of Demand draft or Bank Guarantee from a personalized bank, drawn in favour of "Techkriti IIT Kanpur" payable at IIT Kanpur. The quotations which are not accompanied by the requisite deposit shall be rightly rejected. MSME registered firm/ company will exempted by the EMD.
8. The security deposit/EMD deposit of successful bidder will be liable to be forfeited as liquidated damages in the event of refusal or delay in providing

services and the security deposit/EMD deposit of unsuccessful bidder will be returned back within 15 days from the date of quotation opening.

9. The Bidder must provide his GST Number.
10. Payments will be made through NEFT/RTGS.
11. Please send a quotation subject to the agreement of the above terms and conditions.

Please send the quotation in sealed envelope at the following address:

Assistant Registrar,
DOSA Office,
272, Faculty Building,
IIT Kanpur‑208016

In case of any query please contact the undersigned,

Narendra.J.Prajapat
Head Finance, Techkriti'23,
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