



To Whomsoever It May Concern Call for Tenders

Date: 27th September, 2016

This is to notify that tenders are invited for printing various flex items for Antaragni'16, the annual cultural festival of IIT Kanpur. The event is scheduled from 20th October to 23rd October, 2016.

Please provide the following:

1. Per square feet rate for Hoarding with iron frame including installation and removal after festival
2. Per square feet rate for Backdrop with iron frame including installation and removal after festival
3. Per square feet rate for Mega Banners including installation and removal after festival
4. Per square feet rate for Banners including installation and removal after festival

A rough estimate of printing requirements is as follows:

1. Hoardings

Venue/Details	Size	Quantity
Road Side(Schedule)	30'x20'	1
Outside LHC Gate	20'x10'	2
Sponsors and Welcome Hoarding	10'x8'	7

2. Back Drop

Venue	Quantity
Pro-Nights Ground	4
OAT	6
Swimming Pool Parking Lot	3
Auditorium	4
Informal Stage	1

3. Mega Banners

- Wall Hanging Banners covering Auditorium and SAC Walls
- Approximate Sizes: 10' X 30', 15' X 25', 15' X 5', 10' X 6'

4. Banners Size:

- 10' X 3' or 8'X3' (Including Inlets)
- Approximate Quantity: 550

Please mention the following details in quotation:

1. Rate of individual requirements with proper details (mention installation and labour charges).
2. Time required in manufacturing and delivering 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.
4. Contracts, if any, taken up or planned to be taken up during and around Antaragni'16(20th Oct -23rd Oct) dates.





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 after our Marketing Scheme gets finalized.
3. The quotations provided should be valid for a minimum period of 4 months.
4. All the taxes should be mention in the quotation.
5. All prices should include transportation, labour & 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 work order.
7. There could be more printing items other than those mentioned above.
8. All payments will be done post festival.
9. We require your office to be open during night as well, as there can be some urgent requirement two days before the festival, and also during the four days of the festival.
10. Minimum experience of 3 events (like Antaragni and Techkriti) in IIT Kanpur and 5 events (with similar scale) in Kanpur City is must.
11. Please send a quotation/offer letter, if you agree to above terms and conditions, to the following address in a sealed envelope before **3:00 PM, 4th October, 2016**.

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

You are seriously advised to get in contact with the undersigned, so as to understand the shifting of venues from past Antaragni's this year. Any query or complain regarding the venue will not be entertained at a later stage.

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