



Indian Institute of Technology Kanpur
Physical Education Section

Enquiry No: Non-Flex Items/IITK/ PES/IISM/ 117
Date: 03rd November 2016

Request submission of quotation for Flex items: -

Sealed quotations are invited from registered firms for **Printing Various Non-Flex items** for 51st Inter IIT Sports Meet 2016 in single bid format (Price bid). The event is scheduled to be held during 12th to 19th December 2016.

Enquiry No : Non-Flex Items/IITK/ PES/IISM/ 117

Opening Date : 03. 11. 2016

Closing Date : 11. 11. 2016, 15:00hrs (Closing date has been extended till 15th November 2016)

Please provide the Rates for following:

Sl. No.	Item	Specification	Quantity (tentative)	Offered Rates in INR
1	Brochure	GSM – 135(Silk/Gloss Finish) Size- A4 Coloured Pages- 28/32	3000	
2	Schedule Booklet with Cover Page	Pages- 17 GSM - 110 Size- A4, Black and White	3000	
3	News Letter-1	GSM -85 Size- A3, Coloured Pages- 4	6000	
4	News Letter- 2	GSM - 70 Size-A4, Black and White Pages-4	2700*7 days= 18,900	
5	Hospitality Booklet	GSM- 110 A6, Coloured Pages – 20/24	3000	
6	Certificate-1(Merit)	GSM - 350	1000	
7	Certificate-1(Participation)	GSM - 300	2400	
8	ID Cards	Size - (9.6*13.3 cm) Laminated along with one sided printed strap	3200	
9	Passes	GSM - 270	500	
10	Posters	A3, Coloured & 130 GSM Outdoor Paper	1000	
11	Stickers	Size- 21*7.5 cm	2000	
12	Carry Bags	Plastic Coated (Exact design and Dimensions are attached)	3000	
13	Event Scoresheet	A4 paper, 80 GSM	300	
14	Invitation Card	250 GSM , A4 ,with white cover	3500	

Item No. 11: Carry Bag Design & Dimension



DESIGN

PRODUCT

Terms and Conditions:

- 1 Enquiry will be sent by courier / registered post / speed post/ Hand and IIT Kanpur will not be liable for any kind of irregularity/ delay.
- 2 The quotation in a properly sealed envelope addressed to the Prof. N R Patra, Chairman, SPEC invariably giving on the envelope reference of enquiry.
- 3 The quantity mentioned in enquiry is and shall be deemed to be only approximate and will not in any manner be binding on the Institute.
- 4 Firms will quote separately for each item per day.
- 5 The Rate offered should be free delivery to IIT Kanpur or Ex-go down in case of firms situated outside Kanpur.
- 6 If items are imported, then the firms should quote the price on F.O.B. basis.
- 7 In case of Ex-go down terms the amount of packaging, forwarding freight etc. should clearly be mentioned by percentage or lump sum amount. Current rate of tax as and other statutory levies must be mentioned.
- 8 The rates offered/ applicable should clearly be specified **including Transportation Charges, Service Tax and other taxes applicable** (if any).
- 9 All the designs will be provided to you in psd and .jpeg format. No extra charge will be given for conversion of design format.
- 10 The quantities and sizes mentioned in the tender are approximate. Exact details will be mentioned in the work order.
- 11 No payment will be made for the item whose specifications will not match with those mentioned in work order.
- 12 Quotation should have validity of at least till January 31, 2017 days from the date of opening.
- 13 The rates quoted should be in metric units; otherwise your quotation is liable to be ignored.

- 14 The right to reject all or any of the quotations and to split up the requirements or relax any or all of the above conditions without assigning any reason is reserved.
- 15 All the consignments must be securely packed and booked duly insured addressed to the Dy. Registrar (S&P).
- 16 Institute is exempted for payment of Excise Duty under notification No. 10/97 & partially @ 5.15% Custom Duty exemption certificate under notification 51/96 and road permit will be provided if applicable.
- 17 The Penalty @ 1% per week or part thereof subject to a maximum of 10% of the delivery price will be deducted from the balance payment if supply is not completed within stipulated period.
- 18 The Concessional Form 'C/D' have been abolished w.e.f. 01.04.2007.
- 19 Our standard payment terms & condition shall be made only after completion of work and satisfactory report from the user and actual bill verified by the intender failure to do so will result in appropriate levies.
- 20 Applicant is required to submit his/her name, postal address, current telephone/Mobile No, email address.
- 21 There could be more printing items other than those mentioned above.
- 22 We require your office to be open during night as well, as there can be some urgent requirement two days before the festival, and during the event.**
- 23 Minimum experience of 3 events (like Antaragni and Techkriti) in IIT Kanpur and 5 events (with similar scale) in Kanpur City is must.

Send your quotation/offer in a sealed envelope vide **Enquiry No: Non-Flex Items Main Meet/IITK/117/PES/IISM/ 117** at the following address before **11th November 2016, 15:00hrs.**

Prof. N R Patra
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