भारतीय सूचना प्रौद्योगिकी संस्थान, नागपुर
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR
"An Institution of National Importance by an Act of Parliament"
Survey No.:140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahakari Soot Girni, Village: Waranga PO: Dongargaon (Butibori), District: Nagpur (Maharashtra)-441108
Website: www.iiitn.ac.in Email: director@iiitn.ac.in, registrar@iiitn.ac.in Phone: 9405215010

(Please quote "REF CODE NO" for reference in all documents)

QUOTATION ENQUIRY

SUBJECT: - QUOTATION FOR PRINTING, SUPPLY AND FIXING OF POSTERS AND BANNERS FOR THE ABHIVYAKTI 2026 EVENT AT IIIT NAGPUR.

<table>
<tr><td rowspan="3">Supplier Name: -

M/s

Ph No: -

Email id: -</td><td>Ref No.: IIITN/ADMIN/PRINT /QUOT/2025-26/23</td><td>Date of issue: - 23.02.2026</td></tr>
<tr><td colspan="2">Last Date of Submission: - 02/03/2026 up to 03.00 PM
At IIIT Nagpur Permanent Campus</td></tr>
<tr><td colspan="2">Opening Date of Quotation: - 02/03/2026 at 03.30 PM</td></tr>
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On behalf of Director, IIIT Nagpur, quotations are invited in sealed cover for **Printing, Supply and fixing of Posters and Banners for the Abhivyakti 2026 Event at IIIT Nagpur.**

The quotation should be valid for 90 days from the date of submission.

Quotation should reach the Registrar, **Indian Institute of Information Technology Nagpur, Survey No.: 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahakari Soot Girni, Village: Waranga PO: Dongargaon (Butibori), District: Nagpur (Maharashtra)- 441108 on or before 02/03/2026 up to 3:00 PM**.

It will be presumed that the rates quoted by the firm are inclusive of all taxes on **D.A.P. Indian Institute of Information Technology Nagpur, Survey No.: 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahakari Soot Girni, Village: Waranga PO: Dongargaon (Butibori), District: Nagpur (Maharashtra)-441108 basis.**

Information / Documents which are found to be false / incorrect / forged / fake, will lead to disqualification of the quotation. The Institute shall be free to take any action including blacklisting the firm / company.

Each and every document submitted with the quotation along with this quotation format should be duly signed & stamped failing which, submitted quotation may be treated as non-responsive. The decision of the Director, IIITN shall be final on the matter.

The Institute reserves the right to reject any or all quotation, wholly or partly or close the quotation at any stage prior to the award of contract without assigning any reason whatsoever.

INCOMPLETE OR CONDITIONAL QUOTATIONS MAY BE REJECTED.

SCOPE OF WORK FOR QUOTATION FOR PRINTING, SUPPLY AND FIXING OF POSTERS AND BANNERS FOR THE ABHIVYAKTI 2026 EVENT AT IIIT NAGPUR AS FOLLOWS:

Sr No	Items	Specification / Material	Standard Size / Dimension	Qty/Unit
1.	Posters (Large)	200gsm, Colored Single Side, Glossy	12" x 18"	600 units
2.	Posters (Standard)	200gsm, Colored Single Side	A4 Size	200 units
3.	Flex Printing without frame	Original Star Quality (Matte/Star Flex)	Per Sq. Ft. Customized sizes (3x6, 4x6, 6x8, 8x12, 15x8, etc.)	200 sq ft
4.	Box Gate	Flex on Iron Frame (3D Box Structure)	Custom (Nearly pillars of 3ft x 3ft and height 10-12ft)	2 units
5.	Roll-on Standees	Flex with Foldable Aluminum Stand	6ft x 3ft	14 units
6.	Normal Standees	Flex with Iron Frame and Proper stand	6ft x 3ft	25 units
7.	Normal Standees	Flex with Iron Frame and Proper stand	6ft x 4ft	10 units
8.	Flex Printing with Metal Frames	Iron frames for backdrops and flexes	Per Sq. Ft. / Running Ft. (According to flex printing)	600 sq ft
9.	Flags	Satin Fabric with custom colored print	3ft x 2ft	10 units
10.	Certificates	300gsm Sunshine/Art Card	A4 Size	1000 units
11.	A4 size Booklets	130gsm Inner Pages / 250gsm Cover (Wiro Binded)	A4 (multi-page), around 20 pages	10 units
12.	Small size Booklet	130gsm Glossy Paper (Stapled or binded)	A5 Size, around 20 pages	1000 units
13.	Trophy Stickers	Mirror Finish Gold/Silver Vinyl	Custom (based on trophy)	150 units
14.	Normal Stickers	Gumming Sheet (Die-cut) with flash cutting	Custom Shapes (max 3x3 inch)	500 units
15.	Transparent Stickers	Clear Vinyl with White Ink under-print (Flash cutting)	Custom Shapes (max 3x3 inch)	500 units
16.	Coupons	200 gsm paper, precision cut	2" x 5"	500 units
17.	B4 Size Cards	300gsm double side printing and cutted	B4 Size	1000 units
18.	Foam Attached Cutouts	3mm/5mm Sun board with Vinyl Pasting	Custom Character Shapes	400 Per Sq. Ft
19.	Normal Colored Print	100gsm Bond Paper	A4 Size	500 prints

General Terms and Conditions: -

1. Printing Technique & Quality

- All materials shall be printed using high-quality digital printing (Eco-solvent / Solvent / UV) to ensure sharp clarity and accurate Color reproduction.
- Star Quality Flex (Minimum 280–340 GSM) must be used for all banners and backdrops to ensure weather resistance and durability.
- Posters must be 200 GSM Art Paper for A3 size and above.
- The prices must include professional machine flash cutting wherever applicable.

2. Coordination & Real-Time Workflow

- **Stegen Delivery**: Requirements will be shared incrementally rather than in a single lot. The vendor must be prepared to process and print designs on a rolling basis as they are finalized, up until the final days of the fest.
- Proofing: Bulk production for any item shall commence only after digital or physical approval of the artwork and size.

3. Flexibility in Quantity & Billing

- Volume Adjustment: The vendor must remain flexible regarding the final quantity of individual items. Adjustments (e.g., increasing poster counts while slightly decreasing standee counts) are permitted as long as the overall contract value remains consistent.
- Zero-Cost Reprints: Any item with spelling mistakes, incorrect placement, or Color mismatch compared to the provided design will be reprinted at the vendor's cost and will not be added to the final bill.

4. Standee & Frame Specifications

- Metal Frame Standees: Must feature a strong, stable metal structure with high-quality vinyl/PP prints mounted firmly.
- Roll-On Standees: Must include an aluminium retractable mechanism with a stable base and a mandatory protective carry case.
- Installation: The vendor is responsible for the full assembly and secure mounting of all standees and backdrops at designated campus locations.

5. Delivery & Deadlines

- Rolling Deadlines: While the final deadline is fixed, the vendor must meet the specific sub-deadlines provided by the committee for individual batches of work.
- Packaging: All items must be delivered in protective packaging (flat for posters, rolled for flex) to prevent transit damage.
- Responsibility: The vendor bears full responsibility for loss or damage until the materials are officially acknowledged by the Institute.

6. Installation & Labor

- Full Responsibility: The vendor is solely responsible for the complete installation of all branding materials at designated sites within the IIIT Nagpur campus.
- Mounting: This includes professional sticking of all flexes onto frames and structural outing of 3D Box Gates.
- Labor & Tools: All labour assembly, and mounting must be provided by the vendor. The Institute/Student Committee will provide no manual labour or tools.

7. Emergency Reprint Clause

- Turnaround Time: During the event days, the vendor must provide an emergency reprint facility with a maximum turnaround time of 4 to 6 hours for urgent requirements (e.g., damaged backdrops, missing sponsor logos, or last-minute guest certificates).
- On-Call Availability: The vendor must remain available via WhatsApp/Phone for emergency requests from 8:00 AM to 10:00 PM during the fest dates.

8. Design, Logo, Names and Sizes will be providing by Institute.

9. Quantity of items / size of items may be increased and/or decreased as per actual requirement.

10. Any defective or substandard products must be replaced at no additional cost.

11. TERMS OF PAYMENT: The Payment shall be released only after successful completion of the work within 15 days of submission of the Invoice after deducting statutory dues like GST as applicable subject to submission of proper invoice.

12. The time allowed for the work shall be strictly followed otherwise the Bidder shall be liable to pay compensation at the rate of 0.5% of the quoted Price of the work per week of delay on the part of the Selected Bidder subject to a maximum of 10% of the total Contract Value.

Any amendment or corrigendum regarding this Quotation will be issued on Institute website www.iiitn.ac.in only.

I/c Registrar

Annexure-A

DETAILS OF THE BIDDER

The following details are to be filled by the Bidder and also to be attached the necessary certificates, along with Firm's Registration Certificate without which the quotation may not be entertained.

1	Name & Address of the Agency / Firm / Company	
2	Year of Establishment:	
3	Registered Office Address	
4	Nature of the firm (Proprietorship / Partnership / Private Limited or Cooperative body etc)	
5	Registration No of Firm (Enclose Copy of the Registration)	
6	GST Registration No. (Enclose Copy of the GST Certificate) ***If GST is not applicable enclose CA Certificate***	
7	PAN No. (Enclose Copy of PAN Card)	
8	Name & Address of the Authorized Person	
9	Phone No.	
10	Email-ID	

“FORMAT OF QUOTATION ENQUIRY”

SUBJECT: - QUOTATION FOR PRINTING, SUPPLY AND FIXING OF POSTERS AND BANNERS FOR THE ABHIVYAKTI 2026 EVENT AT IIIT NAGPUR.

Ref No.: IIITN/ADMIN/PRINT /QUOT/2025-26/23 **Date: - 23.02.2026**

Sr. No	Particular	Size	Qty	Per Unit Amount in Rupees.	Total Amount in Rupees.
1.	Posters (Large)	12" x 18"	600 units		
2.	Posters (Standard)	A4 Size	200 units		
3.	Flex Printing without frame	Per Sq. Ft. Customized sizes (3x6, 4x6, 6x8, 8x12, 15x8, etc.)	200 sq ft		
4.	Box Gate	Custom (Nearly pillars of 3ft x 3ft and height 10-12ft)	2 units		
5.	Roll-on Standees	6ft x 3ft	14 units		
6.	Normal Standees	6ft x 3ft	25 units		
7.	Normal Standees	6ft x 4ft	10 units		
8.	Flex Printing with Metal Frames	(Per Sq. Ft. Customized sizes (3x6, 4x6, 6x8, 8x12, 15x8, etc.)	600 sq ft		
9.	Flags	3ft x 2ft	10 units		
10.	Certificates	A4 Size	1000 units		
11.	A4 size Booklets	A4 (multi-page), around 20 pages	10 units		
12.	Small size Booklet	A5 Size, around 20 pages	1000 units		
13.	Trophy Stickers	Custom (based on trophy)	150 units		
14.	Normal Stickers	Custom Shapes (max 3x3 inch)	500 units		
15.	Transparent Stickers	Custom Shapes (max 3x3 inch)	500 units		
16.	Coupons	2" x 5"	500 units		
17.	Cards	B4 Size	1000 units		
18.	Foam Attached Cutouts	Custom Character Shapes	400 Per Sq. Ft.		
19.	Normal Colored Print	A4 Size	500 prints		
A	Price for all the above listed items considering indicated quantities (Rs.) =				
B	Less, Education Institutional Discount on A=				

C	Quoted Amount after discount (A-B) =	
D	Add, Good & Service Tax @ Applicable Rates (On C) =	
	Total Quoted Price (C+D)	
	Total Quoted price in Words Rs.	

1. The Price Quoted by the Bidder shall be item wise price for the listed items. However, the Financial / Price Bid shall be evaluated on the basis of the lump sum total price in accordance with the Price Bid Format provided in the Quotation Document.

2. The payment shall be released on the basis of unit rate quoted for each item and actual use of the item during Event.

3. The prices must include professional machine flash cutting wherever applicable.

Note: - Price / Commercial bid & other details should be furnished as per Institute prescribed format failing which the price / commercial Bid shall be treated as unresponsive and disqualified.

Finally, we agree to supply the above items for Total (Rs_____) Amount in figures) (Rs_____ Amount in words) included all above within the period specified in the Invitation for Quotations.

Signature of Bidder
(Authorized Signatory)