



NOTICE INVITING QUOTATION

To

M/s _____

Due Date and Time: 27.10.2026, 3:00 PM

Subject: Notice Inviting Quotations for Printing Work for upcoming Youth Festival

Sealed quotations under registered post/by hand are invited from various firms/agencies for various printing work for the upcoming Inter-Zonal Youth Festival. Quotations will be open on 27.10.2026 at 03:30 PM in the DSW office. The tentative requirements are as follows:

Sr. No.	Requirement	Qty (Tentative)	Rate (I/c GST)
1.	High quality PVC flex printing 200 GSM	3000 Sqft	
2.	High quality PVC flex printing 200 GSM with Heavy Iron Frame 3 kg in Length	5000 Sqft	
3.	Certificate single side HD Colour printing 300 GSM matt paper (A4 Size)	500 Pcs	
4.	ID card single side printing 230 GSM matt paper with Good Quality Heavy Pouch and Printed Strip (Size: 84 × 130 mm (approx. 3.3 × 5.1 inches)	500 Pcs	
5.	Invitation card with multi color printing envelope 300 GSM matt (Size: 5 × 8 inches or A5)	50 Pcs	
6.	Rulebook: 35-45 pages, 300 GSM matt cover inside pages 70 GSM mattglossy High quality color printing with center pin binding (designing include) (Size: A4)	150 Pcs	
7.	Printed Food Coupons with number and printed dates 75 GSM single side coloured printing with separate cutting edges (3X6 inch)	2500 Pcs	
8.	Rent for Outdoor Hoarding 20x10 (feet) Big Pole Site nearby City for Wider Publicity (Minimum 7 Days)	3 Sites	

Terms and Conditions

1. *The quotation shall be submitted in favour of the Registrar, Indira Gandhi University, Meerpur, Rewari.*
2. *The committee can increase or decrease the quantity of work as per requirements.*
3. *Rates shall be inclusive of all applicable taxes/GST, transportation, labour, installation, and other incidental expenses.*
4. *The firm must possess a valid GST Registration Number.*
5. *Flex banners shall be installed at designated sites as directed by the Committee, following all necessary safety measures. Relocation, replacement, or reinstallation shall be carried out without extra charges.*
6. *All banners must be installed at least one day before the event or as directed by the committee.*
7. *The vendor's representative shall remain available throughout all three days of the Youth Festival, along with a ladder, rope, binding wire, and necessary installation tools.*
8. *The designer must be available until 12:00 midnight for designing and corrections, as required by the Committee.*
9. *The firm must have relevant experience in printing work for Youth Festivals etc organised by Government/Government-aided universities or institutions, supported by documentary evidence.*
10. *The lowest quotation shall not automatically qualify for acceptance. The Committee may reject a quotation if the firm's experience, work quality, or execution capability is unsatisfactory.*
11. *Defective or incorrectly printed materials shall be replaced or rectified at no additional cost.*
12. *Payment shall be made after satisfactory completion of work and certification by the Committee, as per University rules.*
13. *No advance payment shall be made.*



Director, Youth Welfare

Cc:

1. Director, UCC, I.G. University, Meerpur, with request to upload the same on the university website
2. F.O., IGU Meerpur
3. DR (P&S), IGU Meerpur
4. All committee members