



Ref. No: KU/R/CCDC/713/23

Date :- 04/07/2023

Notice Inviting Quotation

In the light of decision taken into the sales & purchase committee of Kolhan University, With regard to the upcoming 6th Convocation ceremony. The Convocation ceremony is to be scheduled on 18 July' 2023. To commemorate this special occasion, we are inviting quotation for various decoration works for the conduct of 6th convocation, the details of which are as follows: -

1. Main Gate - 1 pc
2. Drop Gate + Entry + Barricading
3. Barricading with Cloth
4. Barricading (For Student side)
5. Red Carpet (Outside)
6. Special Chair with Towel
7. Towel – 16 pc
8. Stage + Room AC (Town) – 4 pc
9. Coller (Industrial) - 4 pc (2 pc for Passage + 2 pc for Corridor)
10. Green Room for Governor -
 - a) Hanger
 - b) Dressing Table
 - c) Sofa VIP – 2
 - d) Tea Table
 - e) Towel + Hand Towel – 2+2
11. Refreshment Room -
 - a) 2 pc Table + Cover
 - b) 2 pc Tea Table
 - c) 2 pc VIP Sofa
12. Stand for Indication regarding seating arrangement.
13. Red Carpet for Hall & Passage – 35 sqft (approx.)
14. Radium Taptey on stairs
15. Stage Decoration
16. Transportation & Labor charge
17. Sound System
18. DG 125 kva
19. Diesel @ 15 lt/hr
20. Water 20 lt. Jar – 40 pcs
21. Water Glass & Dustbin – 2 pc
22. Flower Decoration
 - a) VIP Bouquet - 4 pc
 - b) Bouquet - 6 pc
 - c) Table Bouquet - 6 pc
 - d) Background Gardening
 - e) Wings Décor
 - f) Stage Front Garden
 - g) Table Décor
 - h) Hall Gate Décor Both Side- 5 Gate
 - i) Entry Gate (for Governor)
 - j) Entry Gate (for Student)
 - k) Portico Decoration
23. Podium with Flower - 2 pc
24. Water proof pandal

We request you to kindly provide us with a detailed quotation that includes the above information. Please address the quotation to the undersigned and send it to the address mentioned above (no letter then 07-07-2023 time 03:00 PM).

Note: The items as well as quantity may vary as per requirement of the University.

J. K. 4/7/23
(Prof. Jayant Shekhar)

Registrar

Kolhan University, Chaibasa



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Date :- 04/07/2023

Notice inviting quotation for printing of Souvenir & Invitation Card

In the light of decision taken into the sales & purchase committee of Kolhan University, With regard to the upcoming 6th Convocation ceremony. The Convocation ceremony is to be scheduled on 18 July' 2023. To commemorate this special occasion, we are interested in printing a high-quality souvenir & Invitation Card that will serve as a cherished memento for our graduating students, esteemed faculty, distinguished guests, and other attendees.

We are reaching out to reputable organizations such as yours that specialize in printing services to request a comprehensive quotation for the printing of the Convocation souvenir & Invitation Card. The specifications for the souvenir & Invitation Card are as follows:

1. Type of Souvenir: Booklet/Magazine format (Please specify if any other format is available)
2. Size: A4
3. Pages: Approximately 80 (including covers)
4. Printing: Full-color printing (CMYK) on both sides of the pages
5. Paper Quality: Preferably high-quality 120 GSM art paper & 250 GSM art board with UV coated cover
6. Cover Design: The cover design will be provided by us, but we require your expertise for layout and printing
7. Binding: Perfect binding or any other recommended professional binding technique
8. Quantity: Approximately 500 copies

For Invitation Card :

1. Type of Invitation Card: Booklet with envelop
2. Size: A4
3. Pages: Approximately 4 (including covers)
4. Printing: Full-color printing (CMYK) on both sides of the pages of Card & Envelop
5. Paper Quality: Preferably high-quality 300 GSM glossy paper with UV coated
6. Quantity: Approximately 500 copies

We kindly request you to provide us with a detailed quotation that includes the following information:

1. Breakdown of costs (e.g., printing, paper, binding, design/layout, and any other relevant charges)
2. Estimated time of delivery from the date of finalizing the design
3. Any discounts or special offers available for educational institutions

Additionally, if you have any sample work or portfolio showcasing your previous experience in printing souvenirs or similar projects, please include it with your quotation for our reference.

Please address the quotation to the undersigned and send it to the address mentioned above (no later than 07-07-2023 time 03:00 PM).

We appreciate your prompt attention to this matter, and we look forward to receiving your comprehensive quotation for the printing of the Convocation souvenir.

J.S. 4/17/23

(Prof. Jayant Shekhar)

Registrar

Kolhan University, Chaibasa