



**RAVENSHAW UNIVERSITY
CUTTACK**

NOTICE

No 436 Date 30/01/2025

Quotations are invited from intending firms with good track record for printing of Flex Banners on time and with quality, as details given below size each for the forthcoming Convocation to be held on 14th February, 2025 at Ravenshaw University. Kindly quote your rate as per below mentioned specification:

Sl. No.	Description	Quantity	Size	Rate per unit
1	LED for Stage (01) & wings (06)	01+06	40X12ft & 12X06ft	
2	Box Gate	02	22X12ft	
3	Welcome Banner for CHANCELLOR, Chief Guest & Guest of Honour at main Entrance	01	15X10ft	
4	Grace Room Banner for Annex-I	01	16X6ft	
5	Vinyl Paste for Podium(4X2)	02	4X2ft	
6	Welcome Banner in front of Seven Pillar	01	15X8ft	
7	Standy for Chancellor, Chief Guest, Guest of Honour and Direction	14	6X3ft	
8	Welcome banner for opposite site of Guard of Honour	1	12X10ft	
9	Honouris Causa Flex	01	15X8ft	

The quotations are invited by courier/ speed post/ by hand with complete details terms and conditions etc upto 07.02.2025 at 03:00 P.M. and the same will be opened in the same day at 4:00 P.M. Quotations may be dropped in the Office of the Stock , Store and Purchase Section. Basic rate, taxes and freight charges etc. must be quoted separately F.O.R destination at Ravenshaw University, Cuttack.

Terms and Conditions:

1. The work order to be accomplished at the Convention Centre (Seven Pillars of Wisdom) and University premises of Ravenshaw University, Cuttack. The vendors are requested for site visit before submitting their quotations.
2. The flex printing should be properly readable and should be of high quality.
3. Quote rate should be valid at least for 60 days.
4. May feel free to contact in the Office of the Stock, Store and Purchase Officer.
5. Enquiry must be quoted in prescribed format as above.
6. Quality, if not found up to mark, the supply will not be accepted.
7. Payment will be made only after receipt of complete supply to the satisfaction of this Ravenshaw University and no advance payment will be made in any case.
8. While sending quotation, the word "QUOTATION FOR PRINTING OF FLEX BANNERS" may be inscribed on the sealed envelope.
9. The quotations received after due date will not be considered.
10. University Authority reserves its right to accept or reject any or all proposals without assigning any reason
11. In case any query/ clarification, you may contact to the undersigned between 10:00 A.M. to 5:30 P.M.

S.M. 30/01/2025
Associate Professor in charge of
Stock & Store and Purchase Officer

Memo 437 Date 30/01/2025

Copy to Registrar's Office/ CPGC / CoF/ Associate Professor in charge of Stock & Store and Purchase Officer/ PA to Hon'ble Vice Chancellor for information.

S.M. 30/01/2025
Associate Professor in charge of
Stock & Store and Purchase Officer