

## **Quotation Letter for Designers**

Quotation are invited by Indira Gandhi National Centre for the Arts, for the forthcoming Ramleela Exhibition and Conference, from reputed Designers for exhibition and print work designing. The concept note of the exhibition is attached with this document.

The Quotation are to be submitted in two separate envelopes, one containing technical bid and another containing the financial bid. The technical bid should contain a demand draft/bankers cheque of Rs. 10,000/- drawn in favour of IGNCA, New Delhi as EMD. The Quotation not containing EMD would be rejected outrightly.

The Quotation must reach the office of HOD(JS), IGNCA by 03.00 pm on 22-06-2015 .The Quotation should be submitted by hand and not by post or Fax/Email. Late quotations will be rejected. The technical quotation would be opened on 23-06-2015 at 11.30 am and the designers will have to give a short presentation before a Committee of IGNCA officials like how the concept of the exhibition will be executed and how the designing of print material like Invitation cards etc. to be done. The financial bid would be opened only for those who qualify in the technical bid. The date and time of opening financial bid would be intimated latter on.

IGNCA reserves the right to accept or reject any quotation without assigning any reason, on valid grounds.

The technical specification and financial specification are given respectively at Annexure 1 and Annexure 2

**Technical Specifications**

1. Name and Address of the Firm
2. Pan no., service tax no. (copy to be attached)
3. Copy of income tax return for last three financial years
4. Turnover of Rs. 30 lakhs in 2011-12, 2012-13, 2013-14
5. Documents showing working with atleast 3 different cultural institutions on similar projects
6. A 10 years experience in designing similar publications/festivals.
7. A short presentation on how the concept of the exhibition to be executed and designing for Logo, Invitation Cards, Programme Schedule, Poster, Brochure, publicity matter etc.

**Financial Details**

1. Rate for exhibition and Print work designing.

**The above rate must be quoted inclusive of all taxes**