

**WEB NOTIFICATION INVITES QUOTATIONS
FOR PUBLICITY AND MEDIA OF
UNVEILING OF MAHARSHI KARVE STATUE AND
INNOVATION OF MAHAKUMBH**

Sealed quotation are invited for printing and publishing of Pamphlets, Flex, Banners, Holdings And Other Material For Necessary Publicity of Unveiling of Maharshi Karve Statue and Innovation of Mahakumbh At SNTD Women’s University, Pune Campus.

Interested vendors are requested to submit their quotation in the format given in Annexure ‘A’ on company’s letterhead . Quotation should be submitted to their **The Registrar, SNTD Women’s University, Pune Campus, Pune-411038** on or before **Dt . 20th June 2026 at 5:00 p.m.**

The Publicity and Media services shall include Press Conference, Reels, Paid Articles, Hoardings, Promotion on Radio, Theme song Audio-Visual, Standies, Digital board, Box gate, etc. promotional items for the two-day of unveiling of Maharshi Karve Statue and Innovation of Mahakumbh. Failure to furnish all the information required in the quotation may result in rejection of the quotation. The University reserves the right to reject any quotation, wholly or partly, without assigning any reason thereof.

Quotation Details :

Particulars	Details
Name of Item / Service	Publicity and Media Services for Unveiling of Maharshi Karve Statue and Innovation of Mahakumbh
Event Dates	5th and 6th July, 2026.
Services Required	Press Conference, Reels, Paid Articles, Hoardings, Promotion on Radio, Theme song Audio-Visual, Standies, Digital board, Box

	gate,
Venue of Submission	SNDT College of Home Science, SNDT Women's University, Pune Campus, Karve Road, Pune – 411038
To be Addressed to	The Registrar, SNDT Women's University, Pune Campus, Karve Road, Pune – 411038
Contact Telephone	9762141515
Deadline of Submission	23 June 2026 up to 5.00 PM

Instructions

1. Dates mentioned herein are the scheduled dates for the Unveiling of Maharshi Karve Statue and Innovation of Mahakumbh. Any changes in the dates of submission and processing shall be notified in the Quotations / Tenders section on the University website.
2. Quotations should clearly mention all the technical specifications, item / service details, rates, taxes, and terms & conditions mentioned in this document.
3. To view quotation notices, kindly visit the official website of SNDT Women's University, Mumbai: www.sndt.ac.in

The quotations are invited for the following services:

Unveiling of Maharshi Karve Statue and Innovation of Mahakumbh – Publicity and Media Services :

The quotations are invited in two parts under the Three Envelope System.

The Technical Bid shall be enclosed and sealed in Envelope No. 1.

The Financial Bid / Schedule of Rates shall be filled in and enclosed in Envelope No. 2.

Both the sealed envelopes shall be kept in Envelope No. 3, which shall be large enough to contain both envelopes.

On each envelope, the name and address of the bidder, along with the contact number, shall be clearly written. The name of the bidder / agency / event management firm should be mentioned on the top of the envelope. The quantity of items / services may vary at the time of placing the final work order.

Envelope No. 1: Technical Bid

The envelope must contain:

1. **Covering Letter** with details of the bidder / service provider, including:

- Name of Firm / Proprietor
- Full Address
- Contact Number / Mobile Number
- E-mail ID
- Signature and Seal

In case of a partnership firm, the name and address of partners along with a copy of the **Partnership Deed** should be enclosed.

2. **Type of Business Entity:**

Press Conference, Reels, Paid Articles, Hoardings, Promotion on Radio, Theme song
Audio-Visual, Standies, Digital board, Box gate, Service Provider / Printing media
Vendor / Any Other (to be specified)

3. **Certified Copy of GST Registration Certificate**

4. **PAN Card Copy**

5. **List of Major Clients / Institutions Served** (minimum 3)

6. **Work Experience Certificate / Work Orders / Completion Certificate** (at least from one client)

7. **Portfolio / Photographs / Sample Work**, if available, related to similar academic / institutional / conference events

8. The details about the **service specifications, quality standards, technical arrangements, manpower deployment, delivery schedule, and execution plan** should be submitted in the prescribed format on the **letterhead of the bidder** or with the **bidder's seal and signature** as follows:

Financial Bid Terms & Conditions

1. The rate quoted should be **inclusive of all charges**, including transportation, installation, dismantling, manpower, technical operation, cabling, accessories, consumables, backup arrangements, and any other incidental expenses.
2. **Taxes / GST**, if applicable, should be **clearly mentioned** in the quotation.

3. The bidder shall ensure **timely setup, uninterrupted service, and proper dismantling** of all event equipment and arrangements.
4. The service provider shall ensure that all equipment is in **good working condition** and supported by adequate **technical manpower** throughout the event.
5. The quoted rates shall remain **valid for 45 days** from the date of submission deadline.
6. The bidder shall provide **quality services, professional execution, and timely support** during the event.
7. The University reserves the right to accept or reject any quotation, wholly or partly, without assigning any reason; increase or decrease the scope of work; and finalize the order as per institutional requirements.

Envelope No. 2: Financial Bid

The envelope must contain : The **Financial Bid** shall be submitted in the prescribed format on the **letterhead of the bidder**.

Financial Bid Format

Sr. No	Particulars	Qty	Rate per Nos.	Total Amt.
1	Press Conference	2 nos.		
2	Reels	10 nos.		
3	Paid Articles	1 nos.		
4	Hoardings (6 x 6)	4 nos.		
5	Promotion on Radio	2 days		
6	Theme song Audio-Visual	1 nos.		
7	Standies	10 nos.		
8	Digital board	1 nos.		
9	Box gate	2 nos.		

G.S.T as per Applicable

All the terms and conditions given in notifications are studied thoroughly and accepted fully .

Financial Bid Terms & Conditions

1. The rate quoted should be inclusive of all charges, including material cost, printing charges, branding charges, setup and dismantling charges, transportation charges, manpower charges, technical support charges, photography / videography charges, editing charges, live streaming charges, and any other incidental expenses.
2. Taxes / GST, if applicable, should be clearly mentioned in the quotation.
3. The quantity of items / services may vary at the time of placing the final work order / purchase order.
4. The service provider shall ensure timely execution of all Venue Setup services at SNTD Women's University, Pune Campus before and during the conference dates.
5. The quoted rates shall remain valid for 45 days from the date of submission deadline.
6. The bidder shall provide good quality materials, proper technical arrangements, skilled manpower, and uninterrupted service support during the event.
7. In case of any equipment failure / defective material / service deficiency, the bidder shall provide immediate replacement / alternative arrangements without any extra cost.
8. The University reserves the right to accept or reject any quotation, wholly or partly, without assigning any reason; increase or decrease the quantity; and finalize the order as per institutional requirements.

Envelope No. 3

Envelope No. 3 shall contain:

- **Envelope No. 1 – Technical Bid**
- **Envelope No. 2 – Financial Bid**

The superscription on Envelope No. 3 should be:

“Quotation for Publicity and Media Services for Unveiling of Maharshi Karve Statue and Innovation of Mahakumbh (5th and 6th July, 2026)”

Prof. Vilas Nandwadekar
Registrar,
SNTD Women's University, Churchgate,
Mumbai -20.