

By Speed Post

**No. D-11011/25/2007/ DWS-I**  
Government of India  
Ministry of Rural Development  
Department of Drinking Water Supply

**8<sup>th</sup> Floor, Paryavaran Bhavan  
CGO Complex, Lodi Road  
New Delhi - 110003**

**Dated 12<sup>th</sup> June, 2007**

To

M/s.....  
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**Subject :- Invitation of quotations for providing conference management services for the State Ministers' Conference scheduled for 3<sup>rd</sup> to 5<sup>th</sup> July, 2007 in Vigyan Bhawan.**

Sir,

The undersigned is directed to say that the Department of Drinking Water Supply is organizing the subject conference in Vigyan Bhawan between 3<sup>rd</sup> to 5<sup>th</sup> July, 2007. The conference will be held in the Plenary Hall of Vigyan Bhawan and will be inaugurated on 4<sup>th</sup> July, 2007 by Hon'ble Prime Minister of India. **An exhibition is also to be organised in the Exhibition Hall of the Vigyan Bhawan. This exhibition will be inaugurated on 3<sup>rd</sup> July, 2007 by Hon'ble Minister of Rural Development.**

The undersigned is accordingly directed to request you submit your most competent rates in respect of the items required for this conference and listed as per Annexure 'B' of these documents. Other terms and conditions as per requirements of the conference are listed at Annexure 'A'. Annexure 'A' and 'B' would form an integral part of the tender documents. **Last date of submission of your quotation is 20th June, 2007 by 1600 hrs. The quotations will be opened on the same day at the 1700 hrs in the presence of tenderers who may wish to participate.**

Thanking you,

Yours faithfully,

Encl : As stated

**(Y.K. Sood)**  
**Under Secretary to Govt. of India**  
**Telefax : 24364780**

**TERMS AND CONDITIONS, STIPULATIONS AND INFORMATION**  
**FOR**  
**CONFERENCE MANAGEMENT SERVICES**  
**FOR**  
**DEPARTMENT OF DRINKING WATER SUPPLY**  
**TO BE HELD AT**  
**PLENARY HALL, VIGYAN BHAVAN,**  
**NEW DELHI.**

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1. Quotations are invited on two bid system for providing the conference management services for the Department's forthcoming conference/exhibition to be held between 3<sup>rd</sup> to 5<sup>th</sup> July, 2007 in the Plenary Hall / Exhibition Hall (1<sup>st</sup> Floor) in Vigyan Bhawan, New Delhi
2. The bidder should be a well-established Professional Conference Organiser (PCO) and must have organised a minimum of three such conferences in which President / Vice-President / Prime Minister must have participated and held in the Plenary Hall, of Vigyan Bhawan during the past two years.
3. The bids are required to be submitted in two covers as under :-
  - A. **First cover** should contain the following :-
    - (i) Bid forms duly completed and signed but WITHOUT INDICATING THE RATES QUOTED.
    - (ii) Proof that bidder is a well established Professional Conference Organiser (PCO) and confirmation to the effect that they have organised a minimum of two VIP functions at Plenary Hall of Vigyan Bhawan in the past two years.
    - (iii) Bid security of Rs.50,000/- in the form of a A/c Payee Demand Draft/Banker's cheque drawn in favour of the SO (Cash), Ministry of Rural Development, New Delhi should accompany the quotation. It should remain valid for 60 days after the event.
    - (iv) Sample/quality of flex and its print resolution with regard to the signages, relevant signage photographs etc, including photographs of exhibition stalls, panels and other items should be enclosed.
    - (v) Performance statement for the last three years i.e. details of such conferences/exhibitions carried out in Vigyan Bhawan.
    - (vi) Documents in support of the bidder's credentials, past performance, financial background, company's registration, statutory tax registrations should be enclosed in the first cover.

Signatures of the Tenderer

Contd...2/-

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B. **Second cover** should contain the following :-

- (i) details of rates, taxes, duties, discounts quoted by the tenderers. These details should be submitted in words and figures.
- (ii) Confirmation to the effect that no transportation charges of any kind will be claimed.

**NOTE** Both the covers should be properly sealed and kept in a separate cover duly superscribed, "Quotation for Professional Conference Management Services"

The bids in the prescribed format, alongwith bid security and samples should be sealed and submitted in sealed covers, duly superscribed as "Bids for Conference Management Services" due on 20-06-07.

4. The bids should include details regarding time required for delivery of CDs / photographs, quality of paper to be used for printing of photographs, type of equipments to be used for photography, video shoot, etc. while submitting the bids.
5. The bids should include details regarding the quality of flex and print resolution of the signages.
6. Any bid that is received without the Bid Security would outrightly be rejected.
7. Bids received after the specified date and time for receipt of bids would not be entertained.
8. Bids incomplete in any form are liable to be rejected outrightly.
9. The bidder would not be allowed to negotiate after submission of bids.
10. Any enquiry after submission of the bids would not be entertained.
11. The details of taxes chargeable should be clearly indicated against each item.
12. The rates quoted by the successful bidder shall remain valid for a period of 60 days from the date of opening the bid, for the purpose of carrying out the work relating to the meeting for which the bids were invited.
13. No charges would be paid, if the meeting, for any reason, gets cancelled on or before 72 hours of the scheduled date and time of the meeting. The bidder should indicate the charges, if any, payable to him, if the meeting is cancelled within 72 hours of the scheduled date and time of the meeting. Payment in that case would be subject to verification.
14. No additional charges would be paid to the bidder, in case the dates of the meeting are rescheduled.
15. The successful bidder (PCO) would be required to visit offices of the Department of Drinking Water Supply and Vigyan Bhavan, as and when called for, in connection with making arrangements for the meeting.
16. The bidder would be responsible to obtain necessary permissions from NDMC and / or other authorities to put up signages on the roads, and at vantage points in the Vigyan Bhavan premises. In case letters in this regard are required from the Department of Drinking Water Supply, the bidder should inform and obtain the same from Department of Drinking Water Supply well on time.

Signatures of the Tenderers

Contd.....3/-

: 3:

17. The successful bidder, would be required to deposit a Performance Security amount of Rs.50,000/- (Rs. Fifty Thousand only) drawn in favour of "Pay & Accounts Officer, Department of Drinking Water Supply, New Delhi". The Performance Security should remain valid for a minimum period of sixty days beyond the date of completion of all contractual obligations on the part of the successful bidder
18. The release of the Performance Security would be subject to satisfactory completion of the work and contractual obligations.
19. The conference organizer shall be required to comply with all the instructions of the Vigyan Bhawan caretaker/CPWD (Civil and Electrical) and would restore the areas to its original form after the event. All security instructions connected with PM security would be observed by the professional conference organizer.
20. The bidder should submit a certificate on company letter head saying "I / we hereby state that, after having read all the terms and conditions stipulated by the Department of Drinking Water Supply, agree to abide by them".
21. The bids could either be sent by Registered Post / Courier to the address mentioned below, or dropped in the tender box kept in the Department's office at 8<sup>th</sup> Floor, B-1 Wing, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi. The closing time and date for submission of bids would be 16 hours of 20<sup>th</sup> June, 2007

Under Secretary (Admn.),  
Department of Drinking Water Supply  
Room No: 1, 8<sup>th</sup> Floor, B-1 Wing,  
Paryavaran Bhawan, CGO Complex,  
Lodhi Road, New Delhi - 110 003.

22. The bids would be opened the same day in Conference Room of the Department at 1700 hrs. in the presence of such bidders who may wish to be present at the time of bid opening.
23. The competent authority reserves the right to reject any /all bid(s) or a portion thereof without assigning any reason thereof.
24. Vague, incomplete or quotations by fax, telex, telegram would not be entertained and summarily rejected.
25. These tender papers can be downloaded from the website of the Department i.e. [www.ddws.nic.in](http://www.ddws.nic.in)

Signatures of the Tenderer                      (Y. K. Sood)  
Under Secretary to the Government of India  
Telefax : 24364780

Copy to :- The Technical Director (NIC) for web publicity.

(Y. K. Sood)  
Under Secretary to the Government of India

**ANNEXURE-B****MAIN BACKDROP & OTHER SUPPORTING SIGNAGE ITEMS  
DIGITAL FLEX : HI-RESOLUTION ON SELF SUPPORTING STANDS**

<b>S.No.</b>	<b>Items</b>	<b>Qty.</b>	<b>Rate (each)</b>
1.	<b>Main Backdrop Bilingual (size : 32' x 15')</b> for Plenary Hall behind the head table	01	
2.	<b>Podium Board (size : 4' x 2')</b> in front of the podium	02	
3.	<b>Backdrop Wings (size : 15' x 7')</b> both sides of the backdrop	02	
4.	<b>Theme Board (size : 2.5' x 10')</b> in front of Head Table	01	
5.	<b>Name Plates &amp; Seating Arrangement Boards</b>	100	
6.	<b>Welcome Hoarding (size : 16' x 8')</b> at east, west & plaza gate	06	
7.	<b>Welcome Panel (size : 8' x 4')</b> at all 3 Alighting Point	06	
8.	<b>Direction Panel (size : 6' x 2')</b> in path-way to Plenary Hall	06	
9.	<b>Parking Direction Panel (size : 6' x 5')</b> single sided	05	
10.	<b>Parking Direction Panel (size : 6' x 5')</b> double sided	03	
11.	<b>Alighting Panel (size : 6' x 5')</b> at all 3 main porches	03	
12.	<b>4 sided Welcome Tower (size : 12' x 4')</b> at Plaza Gate	01	
13.	<b>Vertical Scrolls (size : 7' x 5')</b> 2 double sided scrolls on each poll At VIP Pathway / west gate, east gate & plaza gate	18	
14.	<b>Baggage / Facilitation Counter</b> At east & west gate with complete accessories	02	
15.	<b>Welcome Hoarding (size : 15' x 7')</b> at roundabout and red light	08	
16.	<b>Dais name plates with acrylic holders</b>	15	

**EXHIBITION**

<b>S.No.</b>	<b>Items</b>	<b>Qty. (Approx)</b>	<b>Rate (each)</b>
17.	<b>Octonorm System Imported Exhibition Panels with spot light (size : 2.5 mtr. x1 mtr.)</b>	50	
18.	<b>Velvet Panels (6' x 4')</b>	25	
19.	<b>Octonorm System Imported Exhibition Stall with spot light, Electricity Socket, dustbin, table, two chairs &amp; Facia (size : 3 x 3 mtr.)</b>	15	

20.	<b>Exhibition Panels</b>	100	
21.	<b>Office Equipments ;</b> - Photocopier 60 CPM speed with trained staff - Computer PIV - Laser Printer	One each	

#### PRINTING JOB

S.No.	Items	Qty.	Rate (each)
22.	<b>Double Sided Invitation Card (Hi-Resolution offset Printed) (size : 5" x 7.5") on Imported Art Card with Screen printed envelope</b>	600	
23.	<b>Entry Badges with imported soft holder and nylon Strap with clip</b>	600	
24.	<b>Digital Printed Parking Labels of three Colors (Size : 3.5" x 5")</b>	600	
25.	<b>Screen Printed Parking Labels of three Colors (Size : 4" x 6")</b>	600	

#### PROFESSIONAL STAFF

S.No.	Items	Qty.(No.)	Rate * (each)
26.	<b>Female ushers/Hostesses in Uniform (shift : 8 hours)</b>	16	
27.	<b>Supervisor for ushers/Hostesses (shift : 8 hours)</b>	02	
28.	<b>Professional Announcer (for inauguration)</b>	01	
29.	<b>Male ushers in Uniform for Baggage Counter (shift: 8 hours)</b>	04	

\* Please quote per day/per person

#### PROFESSIONAL SOUND SYSTEM

S.No.	Items	Qty.	Rate * (each)
30.	<b>Professional Sound System for the Documentary Films</b>	---	

\* Please quote on per day basis

**AUDIO VISUAL LIVE PROJECTION AND NON STOP RECORDING**

<b>S.No.</b>	<b>Items</b>	<b>Qty.</b>	<b>Rate * (each)</b>
31.	<b>29 Projection System- package for film, power point presentations and live projections* *</b>	---	

\* Please quote on per day basis

\*\* Please note lights in the Plenary Hall cannot be switched off during Prime Minister's presence in the Hall as per the security instructions of DCP-PM Security

**POWER PRINT PRESENTATION**

<b>S.No.</b>	<b>Items</b>	<b>Qty.</b>	<b>Rate (each)</b>
32.	<b>Hi-Resolution DLP Projector (6,500 Lumens.)</b>	02	
33.	<b>Front Projection Hi Masking Screen (size: 8'x 10') Option-1</b>	02	
34.	<b>Front Projection Screen (size : 8' x 10') Option-2</b>	02	
35.	<b>Splitter for simultaneous Presentation on multiple screens</b>	01	
36.	<b>Hi Resolution Plasma / LCD Screen</b>	03	
37.	<b>Laptop Computer (Pentium – IV)</b>	01	
38.	<b>Hi Range Pointer</b>	01	

**DIGITAL PHOTOGRAPHY & VIDEO COVERAGE**

<b>S.No.</b>	<b>Items</b>	<b>Qty.</b>	<b>Rate (each)</b>
39.	<b>Professional Photographer (Assignment Charges)</b>	02	
40.	<b>Digital Color Photos (size : 5" x 7")</b>	200	
41.	<b>Photos album (Sealed) capacity – 200</b>	01	
42.	<b>Digital Hi Resolution CD of photos</b>	01	
43.	<b>Digital Video Coverage with full professional team</b>	01	
44.	<b>Digital Video Cassette (dur. : 60 min. each)</b>	----	
45.	<b>Digital Video Cassette to DVD</b>	----	

46.	<b>Audio Cassette High Quality</b>	100	
47.	<b>Video Cassette High Quality</b>	20	