

D.16012/14/2009- AGV
Government of India
Ministry of Rural Development
Department of Drinking Water Supply

8th floor, Paryavaran Bhawan
CGO Complex, Lodhi Road
New Delhi 11003
Dated: 11th December, 2009

To

Subject: Limited Quotation for organize event management for two days review meeting with all State Secretaries in-charge of Rural Drinking Water & Sanitation to be held on 17th & 18th December, 2009.

Sir,

I am directed to say that limited tenders are invited for event management for organizing two days review meeting with all State Secretaries in-charge of Rural Drinking Water & Sanitation to be held on 17th & 18th December, 2009 at Tagore Hall in SCOPE Complex, Lodhi Road, New Delhi. The following arrangements are to be made for above said seminar:

Sl. No.	Particulars	size	Quantity	Estimated cost
2.	Lap for projection	2 days	2	
3.	LCD with screen for projection	2 days	2	
4.	Audio equipment	2 days	2	
5.	Backdrop	28'x12'	1	
6.	Podium Logo	4'x 2'	1	
7.	Welcome Backdrop	16'x 8'	2	
8.	Direction Panel	8'x 4'	2	
9.	Director Panel	10'x 5'	2	
10.	Video Shooting(full day) + DVD	2 day	1	
11.	Still Photography (full day 100 photo with Album+ CD	2 day	1	
12.	Name Plate	State & Dias	50	
13.	Pen (Cello)	100	100	
14.	Slip Pad	100	100	
15.	Conference bag		100	
16.	Photo copier	2 days	1	
17.	Ushers	2days	6	

The limited tender should be submitted by 14th December, 2009 by 4.00 pm to the undersigned. The tender will be opened at 5.00 pm on the same day in the presence of tenders who may wish to participate.

Yours faithfully


(K. Narayana Reddy)

Under Secretary to the Govt. of India

Copy to:

The Technical Director (NIC) for hosting on the Department's web site.