

By Speed Post

D.13012/2/2010- Gen.
Government of India
Ministry of Rural Development
Department of Drinking Water Supply

6th floor, Block No. 11
CGO Complex, Lodhi Road
New Delhi 11003
Dated: 22nd April, 2010

To

Subject: Limited Quotation for organize event management for two conference of all State Secretaries in-charge of Rural Water Supply and Sanitation to be held on 5th & 6th May, 2010 at Hall No. 4 Vigyan Bhawan, New Delhi.

Sir,

I am directed to invite limited tenders for event management for organizing two days conference of all State Secretaries in-charge of Rural Water Supply and Sanitation to be held on 5th & 6th May, 2010 at Hall No. 4 Vigyan Bhawan, New Delhi. The following arrangements are to be made for above said conference:

Sl. No.	Particulars	Quantity	Rate	Total Amount
1.	LCD with screen for projection	2		
2.	Plazma TV 42"	1		
3.	Audio equipment	2		
4.	Backdrop 28'x12'	1		
5.	Podium Logo4'x2'	1		
6.	Welcome Backdrop16'x8'	3		
7.	Direction Panel 12'x6'	2		
8.	Direction Panel 10'x 5'	2		
9.	Video Shooting(full day) + DVD	1		
10.	Still Photography (full day 100 photo with Album+ CD	1		
11.	Name plates	50		
12.	Pen (Cello)	110		
13.	Slip Pad(Printed)	110		
14.	Printed Badges	110		
15.	Conference bag/folder	110		
16.	Ushers	5		
17.	Flower/ bouquet for VIP and dais	7		
18.	Hiring of vehicle 2 Nos. for 2 days	2		

The limited tender should be submitted by 28th April, 2010 by 3.00 pm to the undersigned. The tender will be opened at 4.00 pm on the same day in the presence of tenders who may wish to participate.

Yours faithfully


(J.S. Dandia)

Under Secretary (Gen.)

Copy to:

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