

G.12023/5/2012-Gen
Government of India
Ministry of Drinking Water and Sanitation

8th Floor, Paryavaran Bhawan,
CGO Complex, Lodhi Road,
New Delhi-110003
Dated 31st August, 2012

To

Subject: Quotations for making arrangement for one day meeting with all District Coordinator of Nirmal Bharat Abhiyan (NBA) to be held on 18th September, 2012 at Plenary Hall in Vigyan Bhawan, New Delhi - Engagement of Event Manager for logistic arrangements.

Sir,

I am directed to invite the sealed tender for engagement of one event manager for the following arrangements for one day meeting with all District Coordinator of Nirmal Bharat Abhiyan (NBA) to be held on 18th September, 2012 at Vigyan Bhawan, New Delhi in which 700 participants are expected to take part. The event manager have to make the following arrangement on behalf of this Ministry.

Sl. No.	Particular	Qty.
1.	Backdrop Plenary Hall 32'x15'	1
2.	Welcome Hoarding at Gate 16'x8'	2
3.	Registration & Baggage Counters	5
4.	Alighting point Panels	3
5.	Welcome Tower at South Plaza Gate	1
6.	Direction Panels 6'x2'	5
7.	Podium Panels	2
8.	Car Parking Board (Double side)	2
9.	Name Plates	60
10.	Hostesses	6
11.	Staff for Registration Desk	10
12.	Video recording full day	1
13.	Photographs with CD	100
14.	Parking Stickers	40
15.	Computer with Monitor	1
16.	Laser Printer Black & White	1
17.	Photocopier (heavy duty) with paper	1
18.	Collator	1
19.	Switcher	1
20.	Splitter	1

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21.	Data Drive for internet Connection	1
22.	Plasma TV	3
23.	Audio Cassettes	5
24.	Delegates Badges	700
25.	folder	700
26.	Pen	700
27.	Spiral Pads	700

2. All the interested firms which have experience for making such arrangement for various conferences/meetings particularly held in Vigyan Bhawan, are requested to quote their rates for various items from 1 to 27-under column 4 and 5 in the enclosed Annexure on or before 6.9.2012 by 3.00 p.m. in the room of the Deputy Secretary(Admn.) at 8th floor, Paryavaran Bhawan, CGO Complex, New Delhi. The tender will be opened on the same day at 4.00 p.m. in the presence of tenderers or their representative who may wish to participate.

3. Ministry has right to increase or decrease any items according to the requirement.

4. The Earnest Money Deposit (EMD) of ₹ 10,000/- (Rupee ten thousand only) may be enclosed in the form of Demand Draft in favour of the P&AO, Ministry of Drinking Water and Sanitation, New Delhi. No tender will be accepted without EMD.

5. It is once again reiterated that only the firms which have experience in this field particularly in Vigyan Bhawan should quote their rates. The details of the past experience with proof of satisfactory completion of the work may invariably be enclosed with tender.

Yours faithfully


(K. Narayana Reddy)

Under Secretary to the Govt. of India
Tel: 24368612

Copy to Tech. Director (NIC) M/o DW&S for hosting on the website of the Ministry of Finance (e-procure.govt.in) and Ministry's website (ddws.gov.in)

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Meeting on 18th September, 2012 at Plenary Hall in Vigyan Bhawan, New Delhi

Sl.No. 1	Particular 2.	Qty. 3.	Rate 4.	Total ₹ 5
1.	Backdrop Plenary Hall 32'x15'	1		
2.	Welcome Hoarding at Gate 16'x8'	2		
3.	Registration & Baggage Counters	5		
4.	Alighting point Panels	3		
5.	Welcome Tower at South Plaza Gate	1		
6.	Direction Panels 6'x2'	5		
7.	Podium Panels	2		
8.	Car Parking Board (Double side)	2		
9.	Name Plates	60		
10.	Hostesses	6		
11.	Staff for Registration Desk	10		
12.	Video recording full day	1		
13.	Photographs with CD	100		
14.	Parking Stickers	200		
15.	Computer with Monitor	1		
16.	Laser Printer Black & White	1		
17.	Photocopier (heavy duty) with paper	1		
18.	Collator	1		
19.	Switcher	1		
20.	Splitter	1		
21.	Data Drive for internet Connection	1		
22.	Plasma TV	3		
23.	Audio Cassettes	5		
24.	Delegates Badges	700		
25.	folder	700		
26.	Pen	700		
27.	Spiral Pads	700		

Signature
Address of the firm
Telephone No.