

By Speed Post

D.16012/13/2009 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: 9th October, 2009

M/s. _____

Subject: Limited Quotation for organize event management for seminar to Rural Drinking Water & Sanitation to be held on 21st October, 2009.

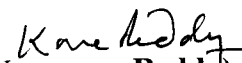
Sir,

I am directed to say that limited tenders are invited for event management for organizing one day Seminar on Rural Drinking Water and Sanitation to be held on 21st October, 2009 at SCOPE. The following arrangements are to be made for above said seminar:

Sl.No.	Particulars	Required no.	Rate
1	Banners, Signage, Backdrop, Floral arrangements, Name plates, Registration Facilitation	As per requirement	
2	Folder with slip pad and pen	100	
3	Laptops for projection	3	
4	LCD with screen for projection	3	
5	Photocopier hiring	1	
6	Audio equipment for plenary	1	
7	Ushers	6	
8	Duplication of background papers, Notes prior to seminar	1	

The limited tender should be submitted by 14th October, 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

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