

F.No. D-11011/64/2007/DWS-II
Government of India
Ministry of Rural Development
Department of Drinking Water Supply

8th Floor, Paryavaran Bhawan,
CGO Complex, Lodhi Road,
New Delhi

Dated : 23rd November, 2007

To
M/s _____

Subject : Two days' workshop on R&D to be held on 7th and 8th December, 2007.

Sir,

It has been decided to convene a workshop on R&D on 7th and 8th December, 2007 in Hotel Samrat (Kautilya Hall).

2. Following items for audio-visual, flower decoration, bouquet etc. are required for holding this conference :-

S.No.	Item	Quantity
1.	Back Drop (Thermocol) (size : 10'x8')	One
2.	Table Microphones	Six
3.	Mobile Microphones	Three
	Lapel Microphones	One
4.	Speaker Columns (Bose)	Two
5.	Audio Recording arrangements with Cassettes	One 10
6.	Projection Screen 6x4'	One
7.	P-IV Computer	One
8.	Laser Printer	One
9.	Photocopier Photocopy per page with paper	One
10.	Still Photography 5'x7'	
11.	Name plates in Acrylic	
12.	Bags	70 Nos (approx.)
13.	Flower Arrangement for dais	
14.	Bouquets	Three

3. Firms/parties are requested to submit their most competitive rates for the items mentioned above which are required by this Department in connection with the subject conference. Please also indicate your terms and conditions in detail so that there is no litigation later on.
4. Your quotation must reach the undersigned by 4:00 PM on 30-11-2007. The quotations will be opened on the same day by 5:00 PM in the presence of the representatives of the tenderers who may wish to participate.
5. Kindly mention your PAN/TIN No. and other works if carried out with the Government Departments for the last three years.

Yours faithfully,

Sd.

(S.K. Verma)

Under Secretary to Govt. of India
Telefax : 24364780

✓ Copy to : Technical Director (NIC) - for hoisting on the Department's website and a copy thereof may be invariably sent in all such cases.

Sd.

(S.K. Verma)

Under Secretary to Govt. of India