

F.No. 12-19/2012-S&S
Government of India
Ministry of Human Resource Development
Department of Higher Education
(S&S Section)

Shastri Bhawan, New Delhi
Dated the 8th June, 2012

Subject: Hiring of services of firms/agencies engaged in the work related with 'Event Management' for logistical support during "Meeting of National Monitoring Committee for Education of SCs, STs and Persons with Disabilities" scheduled on 27.06.2012 in Hall No. 3, Vigyan Bhawan -reg.

| | |
|-------|---------------------------|
| Date | 27.06.2012 |
| Venue | Hall No. 3, Vigyan Bhawan |

Sealed quotations are invited from the reputed firms having wide experience in providing Signage / Backdrop items (Digital Flex - Hi Resolution), Audio-Visual Equipments and other Event Management Services . The firm should have experience of organizing minimum 100 events with Central Govt. offices/PSUs during last 3 years at venues such as Vigyan Bhawan, Parliament House Annexe, Hotel Ashoka, India Habitat Centre, Constitution Club of India etc. Proof of having provided such items / services for at least three major conferences / exhibitions in the current year should be submitted along with the quotation. The quotations addressed to the undersigned may be deposited in the tender Box at Information and Facilitation Centre, Ministry of Human Resource Development, Gate No.-6, Shastri Bhawan, New Delhi-110001 **by 12:30 PM on or before 12.06.2012**. The envelop should be prominently superscribed as "QUOTATIONS FOR EVENT MANAGEMENT SERVICES IN THE MINISTRY OF HUMAN RESOURCE DEVELOPMENT".

Details and requirements of the above said meeting are as below:-

| MAIN BACKDROP & OTHER SUPPORTING SIGNAGE ITEMS | | | | |
|---|---|------|----------------------|--------------|
| S No. | Items | Qty. | Rate each item (Rs.) | Amount (Rs.) |
| 1 | Main Backdrop (size: 12' x 6') For Hall No. 3 behind the head table | 1 | | |
| 2 | Name Plates & Seating Arrangement Boards | 10 | | |
| 3 | Welcome Hoarding (size: 16' x 7') At east, west & plaza gate | 2 | | |
| 4 | Welcome Panel (size: 8' x 4') At two Alighting Point | 2 | | |
| 5 | Direction Panel (size: 6' x 2') in path-way to Hall No. 3 | 8 | | |

| 6 | Parking Direction Panel (size: 6' x 5') single sided | 3 | | |
|--|--|------|----------------------|--------------|
| 7 | Parking Direction Panel (size: 6' x 5') double sided | 2 | | |
| 8 | Baggage/Registration Counter with complete accessories | 1 | | |
| PARKING STICKERS & ENTRY BADGES | | | | |
| S No. | Items | Qty. | Rate each item (Rs.) | Amount (Rs.) |
| 9 | Entry Badges with Soft holder & Strap with clip | 100 | | |
| 10 | Digital Printed Parking Labels of 2 colors (Size: 4" x 6") | 100 | | |

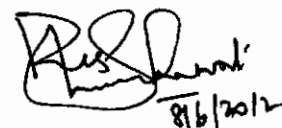
| AUDIO - VISUAL PRESENTATION & LIVE PROJECTION | | | | |
|--|---|------|--------------------------------|------------------------|
| S No. | Items | Qty. | Rate each item (per day) (Rs.) | Amount (per day) (Rs.) |
| 11 | Complete Digital Video Single Camera Unit with full professional team of Cameramen & Assistant for Non Stop Recording & Live Projection | 1 | | |
| 12 | Hi-Resolution DLP Projectors - 6000 Lumns. Position: both sides of the Main backdrop | 2 | | |
| 13 | Front Projection Hi-Gain screen (6 x 8 ft.) Position: both sides of the Main backdrop | 2 | | |
| 14 | Hi-Resolution LCD Screen (in front of dais) | 1 | | |
| 15 | Laptop Computer (Hi End - Pentium IV) | 2 | | |
| 16 | Complete set of Digital Seamless VGA/XGA Scanner/Splitter for simultaneous Live Projection on multiple screens | 1 | | |
| 17 | Digital Video Tape (Dur.: 60 min. each) | 10 | | |
| 18 | Transfer from DV Tape to DVD (Dur.: 2 hours each) | 5 | | |
| 19 | Operators & Technicians | 5 | | |

| DOCUMENTATION EQUIPMENT | | | | |
|--------------------------------|--|------|--------------------------------|------------------------|
| S No. | Items | Qty. | Rate each item (per day) (Rs.) | Amount (per day) (Rs.) |
| 20 | Computer (Core 2 Duo or i3) without operator | 1 | | |

| 21 | Laser Printer | 1 | | |
|---------------------------|--|------|--------------------------------|------------------------|
| 22 | Black & white Photocopier Machine with operator | 1 | | |
| 23 | Photo copy per page | ---- | | |
| PROFESSIONAL STAFF | | | | |
| S No. | Items | Qty. | Rate each item (per day) (Rs.) | Amount (per day) (Rs.) |
| 24 | Professional Male ushers in Uniform for Baggage/Registration Counter | 1 | | |

| DIGITAL STILL PHOTOGRAPHY | | |
|----------------------------------|--|-----------------------|
| S No. | Items | Amount (per day) (Rs) |
| 25 | 100 Digital Color Photos (size: 5" x 7") with Sealed Album & CD Including Assignment charges of one professional Photographers | |
| 26 | Rate for per Additional copy | |
| Total | | |

Fully payment will be made only after satisfactory completion of the event.


8/6/2012

(Rajesh Kumar Singh)
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