

PRICE BID for managing the event of Foundation Day Function of Ministry of Earth Sciences on 27th July, 2019 at Plenary Hall, Vigyan Bhawan, New Delhi

S. No.	Item Description	Qty.	Unit	Unit Price (Rs.)	Total Price (Rs.)	GST (Rs.)	Total Cost (Rs.)
1	2	3	4	5	6 (3 X 5)	7	8 (6+7)
A	Manpower Requirement						
1	Ushers (10 Male & 10 Female)	20	Nos.				
2	Manpower for Help Desk/Reception along with the canopy and other related items	2	Nos.				
3	Well Qualified Compere along with the No objection letter and letter agreeing to the FD dates	1	No.				
4	Stage Supervisor	1	No.				
5	Well experienced Female Ushers for carrying the awards	6	No.				
6	Singers for Saraswati Vandana with musical instruments	10	No.				
7	Manpower for Help Desk at Vigyan Bhawan	2	No.				
B	AUDIO & VIDEO FACILITY						
1	LED Wall as per specification mentioned at Clause 2.1.2a Size 10ft(Width) X 08ft(Height) Pixels 2.8 or better quality for Plenary hall.	1	No.				

2	Required infrastructure for augmenting audio video system of plenary hall Vigyan Bhavan for better output	1	No.				
3	Required infrastructure for augmenting audio video system of hall no.6 Vigyan Bhavan for better output	1	No.				
4	Video Coverage for 27-07-2019 (5 copies in 5 external hard disks must be provided to the Ministry with proper mixing and editing in addition to source media) – For Both Sessions	1	Day				
5	Still photography coverage (02 numbers of albums of 200 selected photos in addition to all the photographs in digital format must be provided to the Ministry) – For Both Sessions	1	Day				
C Printing & Stationery							
1	Printing of Invitation Card, Outer Jacket & its envelop (as per sample approved) with embossed golden colour emblem (i) Envelope– 4 colour, 300 GSM with embossed golden colour emblem (ii) Outer Jacket with pouch to hold the cards - 4 colour, 300 GSM, bilingual (4 pages) with embossed golden colour emblem (iii) Invitation and programme in English and Hindi in Ivory cards-4 colour 300 GSM, bilingual with embossed golden colour emblem	2000 2000 4000	Nos. Nos.				
2	Printing of Dinner Card (as per sample approved) (i) 4 colour, Ivory cards atleast 300 GSM, bilingual	250	Nos.				
3	Printing of Car Parking Label (VIP-100 & Ordinary-1900) (as per sample approved)	2000	Nos				
4	Printing of Morning Schedule leaf from the invite - 4 colour, Ivory cards atleast 300 GSM, bilingual	500	Nos				
5	Number of Stickers And stickers for sticking the card (500 silver and 1500 golden)	2000 2000					
6	Printing of Name Plates for Dais, Sign Boards, Name Stickers for awardees/Organisation/VIPs/Press/etc. (as per sample approved) –bilingual	125	No.				
7	Printing & Framing of Citations of Life time Excellence, National Awardees and Woman Scientist (Size of the citation- A4 Size) (as per sample approved) embossed golden colour emblem	6	No				
8	Printing & Framing of Citations of Young Researchers/Scientists/Engineers Awardees (Size of the citation- A4 Size) (as per sample approved) embossed golden colour emblem	2	No				

9	Printing & Framing of Citations for Certificate of Merit and Hindi Maulik Pustak Lekhan (Size of the citation- A4 Size) (as per sample approved) embossed golden colour emblem	70	No.				
10	Printing of Award Booklet (500 nos.) (as per sample approved)						
10.1	Cover Page (as per sample approved) 4 colour, Glossy laminated atleast 350 GSM	4	pages				
10.2	Inside Pages (Approx. 80 pages) (as per sample approved) 4 colour, Glossy laminated atleast 220 GSM	80	pages				
11	Printing of key note address (number of pages.08) (as per sample approved) – 4 colour, atleast 300 GSM	1000	Nos.				
12	Printing of Ministry's Brochure (750 nos) in English and Hindi (as per sample approved)						
12.1	Docket (English) (as per sample approved) Matt laminated imported art card – 4 colour, atleast 350 GSM	750	Nos.				
12.2	45 Leaflets (back to back) (English) (as per sample approved) 4 colour, Gloss art paper atleast 130 GSM	750	Nos.				
12.3	Docket (Hindi) (as per sample approved) Matt laminated imported art card – 4 colour, atleast 300 GSM	750	Nos.				
12.4	45 Leaflets (back to back) (Hindi) (as per sample approved) Gloss art paper – 4 colour, atleast 130 GSM	750	Nos.				
D	Backdrop/Parking Stickers/Entry Badges/Hoardings/Digital Printed Lanyards for entry badges (Appendix 1) – Bilingual						
1	Backdrop Side Wing – Inside Hall–6 x 14 ft each	2	Nos.				
2	Main panel-outside Vigyan Bhawan 32 x 14 ft	1	No.				
3	Theme Panel – on Dais–8 x 2 1/2 ft	1	No.				
4	Welcome hoarding --16 x 7 ft – each	2	Nos.				
5	Podium panel–2 x 4 ft – each	2	Nos.				
6	Welcome panel–4 x 8 ft – each	6	Nos.				
7	Road hoarding–6 x 12 ft – each	8	Nos.				
8	Direction Panel–2 x 6 ft	6	Nos.				
9	Parking Direction Panel–5 x 6 ft – each	4	Nos.				
10	Alighting Panel–5 x 6 ft	2	Nos.				

11	LED wall frame – 12ft x 12ft – plenary hall (rear side of the hall) (Deleted)	1 (Deleted)	Nos. (Deleted)	--	--	--	--
12	Entry Badges (ecofriendly paper bilingual)–3 1/2 x 5 inches – 8 categories along with digital printed lanyards bilingual (2000 Entry Badges and 2000 lanyards) (Appendix I)	4000	Nos.				
13	Main Backdrop – Inside Hall no.6 –20 x 12 ft	1	No.				
14	Podium panel– Inside hall no.-6-2 x 4 ft – each	2	Nos.				

E	Preparation & Supply of Shields/Shawls/Mementos/Bags.						
1	Hallmark Silver Plaque for Life time excellence awardee/Chief Guests/Guest of Honours/etc. (Size Approx 8 inch (Oval)) (weight 100 gms. Within cost not exceeding Rs.15000/- and sample as approved by the committee)	3	No				
2	Hallmark Silver Plaque for National Awardees etc. (Size Approx 6 inch (Oval)) (weight 75 gms. Within cost not exceeding Rs 10000/- and sample as approved by the committee)	4	Nos.				
3	Hallmark Silver Plaque for Woman Scientist (Size Approx 6 inch (Oval)) (weight 75 gms. Within cost not exceeding Rs.10000/- and sample as approved by the committee)	1	No.				
4	Hallmark Silver Plaque for Young Researcher (Size Approx 6 inch (Oval)) (weight 60 gms. Within cost not exceeding Rs.6500/- and sample as approved by the committee)	2	Nos.				
5	Shields/mementoes for Best Employee Awardees/Certificate of merit/Winner of Drawing Competition (Children)/Earth Science Olympiad medal winners/Hindi Maulik Pustak Lekhan. (within cost not exceeding Rs.4000/- and sample as approved by the committee)	70	Nos.				
6	Shawls (within cost not exceeding Rs.3000/- and sample as approved by the committee)	10	Nos.				
7	Office Bags (sample as approved by the committee)	100	Nos.				
F	Supply of Refreshments for School Children @ Rs.100/- per person	1000	Nos.				
G	Web casting of the entire event from Vigyan Bhawan, on 27 th July 2019 for both the session (entire day) (Plenary hall and hall no. 6) (Expense of the Broadband line connection Vigyan Bhawan to be borne by the Bidder) 5 copies of the videos has to be submitted in 5 external hard disk.	1	day				
I	Help Desk in kiosk along with canopy has to setup with 2 persons at entrance of Vigyan Bhawan.	one	kiosk				
J	Manpower- Graphic Designer for designing and typing fliers, award booklet, keynote address along with computer system and suitable software (Regularly at MoES HQ)	2	two				
			month				

Grand Total				
-------------	--	--	--	--

Grand Total in Words : Rupees _____

Note:

- 1 The quoted prices/rates are valid for 60 days from the due date of opening of the tender.
- 2 No cutting or over-writing will be allowed. Any financial bid with over-writing or cutting will be disqualified.
- 3 The number of items to be procured/got printed/to be made may increase or decrease and in that case pro-rata payment will be made based on the unit cost quoted by the firm in the price Bid.

Seal and Signature of Tenderer
(Name and Designation of the authorized signatory)

Hiring of Event Management Agency for the Foundation Day Function of Ministry of Earth Sciences on 27th July, 2018 at Vigyan Bhawan, New Delhi

Tender specifications for the compliance for financial bid

Grand total: Rs. ----- (Rs. in figures)
: Rs. ----- (Rs. in words)

Date:

Place:

Signature of authorized person

Name:

(Company seal)