



5thNational Conference of Corporate CS
19th& 20th July 2024 at Kolkata
Venue: Hotel the LaLiT, Dalhousie Area
TENDER FOR EVENT MANAGEMENT

Part-I

1. Name of the Party:
2. Contact Person:
3. Address: _____
4. Phone No:
5. Mobile no.
6. Email ID:
7. Past credential please be attached (Minimum 3):
8. Any work of the ICSI done in past, please attach proof:
9. PAN no of the firm:
10. GST registration no. if any:
11. EMD Details (Rs.-----): DD No. Bank:

Sr. No.	Particular	W	H	Qty	Days	Rate	Amount
A	Octonorm and Computer Related						
	OctonormStall Panels, Vertical, Spotlight, and a fascia name board in various sizes.(Panels, Vertical, Spotlight, and a fascia name board in various sizes2 chairs, 1 table, carpet,1 dustbin,1 PowerPoint) 6'6'			3	2		
	Laptop (Registration Counter) with internet connectivity			2	2		
	Laser Printer (Registration Counter)			1	2		
	Laptop (Back stage) with internet connectivity			2	2		
	Laser Printer (Back stage)			1	2		
	Badges & Lanyards			300			
B	Conference Area						
	Stage with Masking and Carpeting and Stairs – Height 2 ft.	32'	20'	1	2		

	Stage skirting with flex printing front side	32'	2'		2		
	LED Riser (Skirting & Masking)	32'	3.6'	1	2		
	Media Riser	8	2	1	2		
	2-Seater Sofa			10	2		
	Glass Top Coffee Table			20	2		
C	Audio/Visual						
	Visual						
	LED Screen - 3.9 MM	32'	10'	1	2		
	LED Screen - 2.9 MM	32'	10'	1	2		
	Watch out Server with Operator			1	2		
	Laptop			4	2		
	LED presenter			2	2		
	Timer with TFT screen			2	2		
	Plasma on taper stand			4	2		
	Internet Leased Line 50 MBPS				2		
	Separate Link of Seamless Video Output to be shared with the Institute for live streaming of Inaugural Session on social media platform and live streaming of entire event on dedicated portal for paid delegates				2		
	Website for user or login platform and server and management						
D	Audio						
	Podium Mike			4	2		
	Collar Mike			2	2		
	Hand Cordless Mike - Session			4	2		
	Hand Cordless Mike - Q & A			2	2		
	Sound System (Flying/ Stag JBL/Bose and similar) - For 300 Pax			1	2		
	Tech Rider for Artist - As per Artist			1	1		
	PA System with two speakers for food area			1	2		
	Monitor			2	2		
E	Stage Intelligent Lights / Truss						
	LED Lights			20	2		

	Profile Lights			10	2		
	Par 64			6	2		
	Scanner			10	1		
	Box Truss	34'	18'	2	1		
	T Truss (if Box truss will not accept by the ICSI)			2			
	Blinder – Audience face light			8			
	Genset						
	125 Kva for LED Wall and other lights and sounds with 12 Hrs. Fuel			1	2		
	62 Kva for LED Wall and other lights and sounds with fuel 12 hrs			1	2		
F	Videographer/ Photographer						
	Still Photographer			2	2		
	HD Videographer (entire video recording of 2 days in HD quality with proper editing is to be given in a Hard Disk)			2	2		
G	Flower						
	Floral Décor (Stage)				2		
H	Artist / Manpower						
	Female Ushers (in same colour ethnic attire / saree) :			2	2		
I	Misc.						
	Permission to be taken from						
	Traffic						
	Local Police Station						
	IPRS						
	PPL						
	Nuvex						
	Public Liability Insurance						
	Decorated stylist Selfie points to be created (design to be approved by ICSI)	8	8	1	1		
	DJ			1	1		
J	Branding						
	Welcome Gate at Main Entrance						
	Podium Board	2	4	2			
	Fabricated Black Masking Wall – Next to Stage(if required)						
	Console with masking	16	4	1	2		

	LED Wall Masking	32	3.5	1	2		
	Program Schedule – Day wise	10	5	1	2		
	Direction Signages						
	Washroom	3	6	2	2		
	Food Area	3	6	2	2		
	Standee	3	6	16	2		
	Registration Desk	3	6	2	2		
	Thank You Sponsor Banner	6	12	2	2		
	PlaCard	1	1	10			
	Design of Backdrop/ Banner and others (per Pcs of original design)						
	Transportation						

Signature of the Authorized Signatory

Part -II

Terms & Conditions

- 1) The Items given are indicative.
- 2) EMD: Demand draft in favour of "The Institute of Company Secretaries of India" amounting Rs. 10,000/- .
- 3) All the assigned work should be finished and delivered as per time frame to be given by the Institute.
- 4) The agency which had experience in organizing events at Venue shall be given preference.
- 5) There may be change in requirement (Size, Quantity, Matter etc) depending upon the place, time and circumstances. Some new work related to the programme may be entrusted to the party on requirement.
- 6) The matter with design will be given by the institute, (design if any will be made by the party and the same must be approved by the concerned officer of the Institute and in coordination with the other party).
- 7) The requirements are depended upon the venue and the items provided by the facility available at the venue. (The requirements may be forecast by the party and the same must be approved by the concerned officer of the Institute and in coordination with other party)
- 8) The payment will be made to the party within three weeks on submission of bill subject to tally of the bill and the consumption. The payment will be made on actual.
- 9) The items must be available on demand. All permission/license for the function will be obtained by Party on behalf of ICSI and all the payment to concerned authority will be made Directly by ICSI.
- 10) All works must be verified by the concerned officer.
- 11) The quotation will be opened at Kolkata.
- 12) Liquidity damage at the rate of minimum 5% or as decided by the institute will be levied upon the party in case of any deviation in the work.
- 13) The party must visit the site before filling the Tender.
- 14) The committee shall review the capacity of the party, Presentation and other credentials in formalising the award of the contract and The L1 party may get the contract but this is not the only criteria. Another vendor ready to work in L1 or the final rate may also be empanelled.
- 15) The tender may be cancelled by the authority without describing any reason.
- 16) The installation of the equipment's , panels and erections of any things is all in the charge of the vendor and the vendor will be responsible for the security and its maintenance. Any loss to the property of venue shall be made good by the vendor.
- 17) The vendor shall abide by the rules of the Venue and Local Municipal Corporation. The vendor shall liaise with the Local Municipal Corporation to put the standees/banner in the city.
- 18) The tender committee may reject the quotation of any party in case of unsuitability or any other reason;
- 19) The vendor will be giving the list of items and the persons engaged for the work before entering to the venue for security check up the officials of the venue.
- 20) Diesel consumption is separate then the DG set rate. The diesel cost will be as per actual consumption. The diesel use cost shall be part of the billing.
- 21) The tender committee may reject the quotation of any party in case of unsuitability or any other reason;
- 22) In case of dispute, it will be resolved amicably, failing which through arbitration and it would

be at New Delhi.

- 23) The staff of the contractor shall be available at all times and behave properly with all the officials and guest.
- 24) The EMD of successful bidder will be retain and the of the unsuccessful bidder it will be return as it is.

Please fill up part -1 and part-II of the tender document. And the same in a sealed envelope with the word inscribed on the top of the envelope **"QUOTATION FOR EVENT MANAGEMENT"** and send it to **EIRO of the ICSI, ICSI CCGRT KOLKATA, Action Area - II, New Town, Kolkata-700135**

The filled in Tender document with all required documents shall reach on or before 4.00 PM **25.06. 2024**.The Tender shall open on 25.06.2024 at 5.00PM.

Undertaking

I have read both part-I and part-II, clearly understand the tender document, items given in it and I hereby submit the quotation. I will abide by the terms and conditions of the tender.

Name of the Authorized Person:

Signature of the Authorized Signatory

Seal:

Date: