

**Golden Jubilee Year National Convention of Company Secretaries (46th Edition)
August 30,31 and September 01, 2018 at Hotel Mayfair Convention, Bhubaneswar, Odisha**

TENDER FOR STAGE, BACKDROP AND BANNER ETC.

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:
8. PAN no of the firm:
9. GST registration no. if any:
10. EMD amount: Rs. 15000/-: DD No. _____ Bank: _____
(Demand Draft in favour of Institute of Company Secretaries of India, payable at New Delhi)

STAGE ITEM					
S.No.	Particulars/Items	Unit	Unit Price (in Rs.)	Rate (in Rs.)	Amount for 3 days event (in Rs.)
1.	Stage Fabrication Approx. Specification would be 40 Feet X 24 Feet x 1.6ft (LxBxH) Actual measurements shall be taken by the Party from the site/venue. The whole stage shall be symmetric.	Sq. Ft.			
2.	2 Side Masking of Stage will be done in the flex with iron rod mounting and the artwork provided by the Institute. 24'(W) x 11' (H) x 2 Actual measurements and it is required or not shall be taken by the Party from the site/venue.				
3.	Bottom Masking – approx. Size will be (40 Feet x 2 Feet) with Parachute Masking and various colours LED beneath the stage as Backlit.	Sq. Ft.			
4.	Stage Flooring with Printed Carpet	Sq. Ft.			
5.	Stage LED Backdrop Masking – Side masking – 4 Feet x 11 Feet x 2 side LED Riser Masking – 32 Feet x 2.6 feet Above LED masking – 32 Feet x 1 feet	Sq. Ft.			
6.	Wooden Stair: 2 Side, proper masking and erection.				
7.	DIAS Arrangement Open Forum Style Single Seat Couch/Sofa – approx. 10 pcs (White Color) With Tea Table – approx. 10 pcs (Glass Tables) (In case hotel will provide the sofas we will not hire but please	Pcs			

	quote the rate)				
8.	Name Plate Vinyl fit in the Sofa Side	Pcs			
9.	<p>Masking of Console will be done in the flex with iron rod mounting and the artwork provided by the Institute.</p> <p>Size of Front masking would be 16 Feet Width x 4 feet Height</p> <p>Size of Left masking would be 5 Feet width x 4 feet height</p> <p>Size of Right masking would be 3 feet width x 4 feet height, 2 feet left for gate</p> <p>Actual measurements shall be taken by the Party from the site/venue.</p>	Sq. Ft.			
10.	<p>Masking of 2 Nos. of LED Wall</p> <p>Size of Bottom masking would be 8 Feet Width x 4 feet Height</p> <p>Size of Left masking would be 1 Feet width x 6 feet height</p> <p>Size of Right masking would be 1 feet width x 6 feet height, 1 feet</p> <p>Size of Above masking would be 1 feet width x 8 feet height</p> <p>Actual measurements shall be taken by the Party from the site/venue.</p>	Sq. Ft.			
11.	<p>Riser for Videographers (4 feet width and 1 feet height) with black cloth masking and will established Behind the Hall</p> <p>Riser for Videographers (16 feet width and 1 feet height) with black cloth masking and will established Behind the Hall</p>	Sq. Ft.			
12.	Plain Carpeting in Exhibition Hall	Sq. Ft.			
13.	<p>Welcome Board– (4 Pcs)</p> <p>Flex Printing and fixed on self supporting iron stand. Approx. Size would be (12 Feet Wide x 10 Feet High) and the artwork provided by the Institute.</p> <ul style="list-style-type: none"> • Mayfair Campus • Mayfair Square • Master Canteen Square • Nearby Airport <p>Actual measurements shall be taken by the Party from the site/venue.</p>	Sq. Ft.			
14.	<p>Welcome cum Registration Board</p> <p>Flex printing and fixed on self supporting iron stand. Approx. Size would be 6 Feet width x 11 feet height and the artwork</p>	Sq. Ft.			

	<p>provided by the institute.</p> <p>Actual measurements shall be taken by the Party from the site/venue.</p>				
15.	Branding Board above Mayfair Convention Display. Size would be 6 feet wide x 4 feet height	Sq. Ft.			
16.	<p>Direction Panel or Signage</p> <p>Flex Printing and fixed on Self Supporting Iron stand of 5 Feet or as required. Approx. Size would be (2 Feet Wide x 1 Foot Height) and the artwork provided by the Institute.</p>	Sq. Ft.			
17.	<p>Standee</p> <p>Flex Printing and pasted on pre-fabricated panels, leading to various functions and activities. Approx. Size would be (3 Feet Wide x 6 Feet Height)</p>	Sq. Ft.			
18.	<p>Photo Exhibition Board/Soft Board at Lobby Area with self supporting iron stand of 5 feet or as required</p> <p>Size would be (4 feet Wide x 4 feet High) – Qty – 3 Nos.</p> <p>Actual measurements shall be taken by the Party from the site/venue.</p>	Sq. Ft.			
19.	<p>Selfie points</p> <p>a) Combination of Indian Flag, Golden Jubilee Flag and Institute's Flag</p> <p>b) Cutouts of Odisha Temples</p> <p>Actual measurements shall be taken by the Party from the site/venue.</p>	Sq. Ft.			
20.	<p>Registration Counters – 8 Pcs</p> <p>Various temple cutout of Orissa and name with Registration number counter start from e.g. 101 onwards for each</p> <p>Size would be (3 feet Wide x 6 feet High)</p> <p>Actual measurements shall be taken by the Party from the site/venue.</p>	Sq. Ft.			
21.	<p>Exhibition Stall</p> <p>Octonorm Stalls (6 Feet x 6 Feet) with Table, 2 Chair, Plug Point, Lights, Carpet, Facia in the front of the stall</p> <p>Number of stalls and Name of Facia will be provided in due course.</p>	Sq. Ft.			
22.	<p>Exhibition Stall</p> <p>Octonorm Stalls (6 Feet x 12 Feet) with Table, 2 Chair, Plug Point, Lights, Carpet, Facia in the front of the stall</p>	Sq. Ft.			

	Number of stalls and Name of Facia will be provided in due course.				
23.	Stickers for Transportation For Buses (*50 Nos.) – Buses Sticker's should have name of their respective hotels or route as decided by Institute. For Cars (*50 Nos.) – Car Sticker's should have convention name. Size would be 1 Feet x 1 Feet *Tentatively Number of Sticker	Pcs			
24.	Banners Flex printing with eyelid for tying 6 feet wide x 3 feet high	Sq. Ft.			
25.	2 Green Rooms adjacent to Stage including mirror, & all other requirements Power points, Tables, Chair, Laptop, Printer	Pcs			
26.	Ghoda Naha for welcome only for Day-1 (4 hours)	Pcs			
27.	Sankhua Group for welcome only for Day-1 (4 hours)	Pcs			
28.	Odisha Theme Decoration at Front Gate with ICSI Matter Size may be access from the venue.	Sq. Ft.			
29.	Manpower (Housekeeping Staff) for 12 Hours Logistics arrangement	Pcs			
30.	Ushers (Male/Female) for 12 hours	Pcs			
31.	Transportation Charges				
32.	Tax, if any				

(The party has to fill up the part one of the document in blue / black pen or computerized printing)

Signature of the Authorized Signatory

Part -II

Terms & Conditions

- 1) The Items given are indicative.
- 2) All the assigned work should be finished and delivered as per time frame to be given by the Institute.
- 3) The agency which had experience in organizing events at Hotel Mayfair and Convention Centre Bhubaneswar may be given preference.
- 4) There may be change in requirement (Size, Quantity, Matter etc) depending upon the place, time and circumstances. Some new work related to the convention may be entrusted to the party on requirement.
- 5) **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).**
- 6) **The payment will be made to the party within three weeks on submission of bill subject to tally of the bill and the requirement. The payment will be made on actual.**
- 7) The items must be erected at desired place in **programme venue** and other places in the city as informed by the Institute's authority.
- 8) All works must be verified by the concerned officer.
- 9) The quotation will be opened at Delhi/Bhubaneswar.
- 10) 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.

- 11) The party must visit the site before filling the Tender. The party will assist in getting the permission from local authority to put the Hoardings on the Road on behalf of the Institute.
- 12) **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. Other vendor ready to work in L1 or the final rate may also be empanelled.**
- 13) The tender may be cancelled by the authority without describing any reason.
- 14) The party shall give the EMD of Rs. 15000/- as per the details given above
- 15) The flex and the digital printing must be of the best of the quality in the industry.
- 16) The mounting and the stand shall be erected firmly and there should not be any mishap due to the erection.
- 17) The vendor shall abide by the rules of the Hotel Mayfair and Bhubaneswar Municipal Corporation. The vendor shall liaise with the BMC to put the standees in the city.
- 18) All permission for the function will be obtained by Party on behalf of ICSI and all the payment to concerned authority will be made by Directly by ICSI
- 19) The vendor will be give the list of items and the persons engaged for the work before entering to the hotel for security check up.
- 20) The tender committee may reject the quotation of any party in case of unsuitability or any other reason;
- 21) In case of dispute, it will be resolved amicably, failing which through arbitration and it would be at New Delhi. Secretary of the ICSI will be sole arbitrator.
- 22) All the items are indicative in nature. Any items may be dropped, reduced or increased as per the requirement.
- 23) **Please fill up part -I and comply with part -II of the tender document. And the same in a sealed envelope with the word inscribed on the top of the envelope "TENDER FOR STAGE, BACKDROP AND BANNER ETC" and send it to and send it to Shri U C Mishra, Incharge, Bhubaneswar Chapter, Plot No. 70, VIP Colony, IRC Village, Bhubaneswar-751015.**
- 24) The Vendor shall obtain the PPL, IPRS license for cultural program on 30th and 31st August, 2018.
- 25) The duly completed Tenders must reach the address mentioned above on or before **9th August, 2018 by 2:00 PM**

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: