



DIRECTORATE GENERAL OF HYDROCARBONS

(Ministry of Petroleum & Natural Gas)
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Corrigendum/ Clarification/ Addendum No. 1 for Tender No. MM-12019/12/2017-DGH/ENQ-087 for “Hiring of event Management service Provider for HELP road show in Mumbai”.

- 1.0 In respect of Limited Tender No. MM-12019/12/2017-DGH/ENQ-087 for “Hiring of event Management service Provider for HELP road show in Mumbai”, bid closing /Opening date is hereby extended from 13th September 2017 to 20th September 2017. The revised bid closing/opening time & date for the above tender is as under:

Bid Closing Date & Time	:	20th September 2017 at 1400 Hrs (IST)
Bid Opening Date & Time	:	20th September 2017 at 1500 Hrs (IST)

- 2.0 The price format has been revised in consequent to addition/correction in the scope of work/BOM. Bidders are requested to discard the earlier price format/Annexure-V mentioned in the bid document, and are instructed to follow/use the revised price format/Annexure-V only, which is enclosed herewith. Bidders are also requested to read the revised price format carefully before quoting.

Ankit Gupta
EE (M)-MM
For DG, Directorate General of Hydrocarbons

Revised Price Format/Price Schedule

Sr. No	Description	UOM	Indicative/ Tentative/ Minimum Qty. Required	Unit Rate Exclus ive of Taxes	Taxes as applicable on unit rate	Net Amount
			M	U	T	$N=M*(U+T)$
1	Fabrication/erection of stage, size: 52' X 36' X 2.5' Ft. (L X W X H) (approx.). Stage should be neat & clean, grey carpeted and black skirting. 04 nos. of front and side steps is to be provided to access the stage.	AU	1			
2	Head tables along with seating arrangements (VIP chairs/sofa) of five to seven persons at Stage.	AU	1			
3	LED Back drop (P-3) with frame/structure and watch out, seamless switcher and splitter, with option of live telecast and computer presentation. Size: 52' x 10' ft with 1.5 to 2.5 ft riser (as per requirement of DGH)	No.	1			
4	Side Wings (Size: 3' W x 10' H ft) for LED wall with theme of launch (including designing, printing and erection)	No.	2			
5	Comfort plasma (Size: 52")	No.	1			
6	Riser for comfort plasma with branding	No.	1			
7	Preview LED for Dias, Size: (13' x 8' ft) with stand and masking	No.	2			
8	LED TV with stand (Sony, LG, Samsung, Hitachi or equivalent) LED Size: 52"	No.	3			
9	Podium (white paint finish) with sunboard branding	No.	2			
10	Box Entrance Arch (Size: 18' x 8') with branding	No.	1			
11	Professional Photographer (Still for 100 Nos of acceptable photographs) with required Equipment.	No.	1			
12	Printing of 50 nos. of photographs, 5x7 matt finish with album along with soft copy	Set	2			
13	Photo frame of Good quality	No.	20			

Sr. No	Description	UOM	Indicative/ Tentative/ Minimum Qty. Required	Unit Rate Exclus ive of Taxes	Taxes as applicable on unit rate	Net Amount
			M	U	T	$N=M*(U+T)$
14	Professional Videographer with operator with required Equipment.	No.	3			
15	Video mixer for online mixing and editing	AU	1			
16	Female/Male Ushers with proper dress code for Registration, Handing of mike during press conference, distribution of memento etc.	Nos.	8			
17	Master of the ceremony	No.	1			
18	Laptop with DVD writer/player	No.	4			
19	Laser Printers (heavy duty)	No.	1			
20	Label Printer for on the spot registration	No.	1			
21	Flower Decoration of stage and dias	AU	1			
22	Arrangement of bouquets	No.	4			
23	Lobby Welcome Panel (10' x 8' ft.) (Sunboard) with printing, designing and mounting/erection	No.	3			
24	Inaugural lamp arrangement with accessories (minimum 4ft.height)	No.	1			
25	Lanyard with PVC Badges in four colours double sided with printing and designing including writing names during registration.	No.	400			
26	Jute Bag (15 inch width 14 inch height and five inch depth of bright jute color with printing on both sides)with premium diary along with Screen print branding of DGH, PEN (Parker) with DGH/HELP branding	No.	400			
27	Power Backup facility, if required (125KVA)	AU	2			
28	Fixed and framed standees 3' x 6' ft. (Sunboard) with printed and designed material.	No	6			
29	Directional signage with stand	No.	6			
30	Standee 3' x 6' ft (Sunboard) with printing, designing and erection	No	2			

Sr. No	Description	UOM	Indicative/ Tentative/ Minimum Qty. Required	Unit Rate Exclus ive of Taxes	Taxes as applicable on unit rate	Net Amount
			M	U	T	N=M *(U + T)
31	Registration Counters (two for pre-registered, two for onsite registration and 01 for media): this includes handling records of participants and managing the registration counter, providing, printing of participant details in lanyards and distribution of same along with the kit bag etc.	AU	5			
32	Registration Table Sunboard Tent Card	No	5			
33	Light arrangement for stage and Hall- LED Parcans, Profile lights, Par cans, back drop uplighter, Moving head/Sharpies. Proper illumination and lighting at Stage and hall shall be responsibility of the event manager.	Lumpsum	1			
34	Professional sound system (JBL/RCF) for 400 pax with audio mixer and required nos. of Mics: four cordless mic, two Podium mics, five to Seven Table mics and one collar mic. Sound system includes Base, Tops, Front Fills, Delay. Proper sound at Stage and hall shall be responsibility of the event manager.	Lumpsum	1			
35	Audio monitor for stage	No.	2			
36	Red welcome carpet from entrance of main gate to convention hall	AU	1			
37	Bollards with red velvet for barricading	No	10			
38	Registration backdrop (Sunboard) (pre/spot registration) printing, designing and mounting (16' x 8' FT)	No.	2			
39	Registration backdrop (Sunboard) (media registration) printing, designing, mounting (8' x 8' FT)	No.	1			
40	Fabrication of camera riser, Size: 6' x 4' x 2' FT with dark grey carpet and black skirting	No.	3			

Sr. No	Description	UOM	Indicative/ Tentative/ Minimum Qty. Required	Unit Rate Exclus ive of Taxes	Taxes as applicable on unit rate	Net Amount
			M	U	T	$N=M*(U+T)$
41	Fabrication of media riser, Size: 18' x 6' x 2' FT with dark grey carpet and black skirting	No.	1			
42	Tent card for Name tags for Round Table	No.	70			
43	Table Numbering (Sun board) for round table with stand	No.	8			
44	Acrylic Tent Cards for Head Table	No.	14			
45	1 Tb Hard disk for HD Video Copy	No.	1			
46	VIP Sofa Seating for 50 Pax in combination of Single and double seater sofas. Centre tables are to be provided in front row of VIP sofa arrangement.	AU	1			
47	VIP chairs	No.	50			
Elements for Press Conference Room						
48	Fabrication and erection of Stage 20 x 10 x 1.5 ft with dark grey carpet and black skirting	AU	1			
49	Head tables along with seating arrangements (VIP chairs) of seven persons at Stage.	AU	1			
50	Backdrop 20ft x 10ft (Sunboard), with printing, designing and erection/mounting.	No	1			
51	Professional sound system (JBL/RCF) along with required nos. of Mics (70 Pax) along with four cordless mike, one Podium mike, Seven Table mikes and console masking. Proper sound at Stage and conference room shall be responsibility of the event manager.	AU	1			
52	Podium with sunboard Branding	No.	1			
53	Power Back Up, if required	Unit	1			
54	Light arrangement for stage and Hall- LED Parcans, Profile lights, back drop uplighters. Proper illumination and lighting at Stage and conference room shall be responsibility of the event manager.	Lumpsum	1			

Sr. No	Description	UOM	Indicative/ Tentative/ Minimum Qty. Required	Unit Rate Exclus ive of Taxes	Taxes as applicable on unit rate	Net Amount
			M	U	T	N=M *(U + T)
55	LED TV with stand. (Sony, LG, Samsung, Hitachi or equivalent)Preferable LED Size: 52” with Live view of main event	No.	2			
56	Fabrication of media riser, Size: 12' x 6' x 1' with dark grey carpet and black skirting	AU	1			
Total Cost inclusive of all applicable taxes in INR						

Notes:

- (i) Bidder has to quote the price of all the line items of the price format.
- (ii) Bidder has to quote the prices in the above mentioned format only.
- (iii) Total cost should be inclusive of applicable taxes, loading & unloading, assembling and dismantling, and transportation charges.
- (iv) Quantities mentioned in the price schedule/price format above are indicative/tentative and for evaluation purpose only. Payment will be made as per actual only.
- (v) Bidder has to submit the photographs of the sofas/chairs/tables along with their offer.**
- (vi) In case of increase/decrease in size/numbers of standees, payment will be as per actual and on the basis of per sq ft. back calculated from the respective quoted rates in the price format.
- (vii) In case any change in size of stage/camera riser/media riser/LED back drop, payment of increased qty. will be made as per actual and on the basis of per sq. ft. back calculated from the respective quoted rates in the price format.

Signature of Bidder