

Revised section II and section IV of BID DOCUMENT NO. DGH/MM/EMS/DSF/ROAD SHOW/047/2016-17/ENQ-038 after visit to Hotel Ashoka in Delhi during on 9.5.2016 incorporating creative and innovative input from the identified bidders for conducting the event in professional manner and promoting the brand image. Please note the event name is "Launch of Discovered Small Field Bidding round" in lieu of Road Shows.

SECTION – II

Revised Scope of work "Launch of Discovered Small Field Bidding round"

DGH/MoPNG is planning to organize "Launch of Discovered Small Field Bidding round" at the Hotel Ashoka Delhi on 25th May 2016 and this event is expected to be a one day event. For the purpose an event Management service Provider is required to carry out the following works but not limited to:

- Stage already exists in present selected venue) The stage size is: 42 X 26 X 6 Ft. (L X B X H) (approx.). Stage should be neat & clean and carpeted. Two nos. of side steps is to be provided to access the stage. Event manager has to arrange for head table along with seating arrangements of seven persons.
- 01 No. of LED Back drop (crystal clear resolution, visible from close distance i.e., stage without a single black dot, superior contrast ratio, wider viewing angle, without glare from reflected object from the viewing area – if the parameters are not met DGH can request for change of LED) along with frame with watch out 40x12 ft with 1.5ft riser option of live telecast and computer presentation.
- To arrange and installation of professional sound system along with mics (03 Table + 04 Cordless + 01 podium + 01 collar), speakers and amplifiers.
- To arrange and installation of 07 Nos. of LEDs with stands.
- Two professional photographers with required necessary equipment are to be provided for capturing the photographs and to shoot the live events. Equipment which are to be used by photographers should be as follows:
 - i) DSLR camera.
 - ii) Video camera with HD recording feature.
 - iii) And other necessary accessories.
- One latest laptop with DVD writer for presentation purpose and a heavy duty laser printer is to be provided.
- Flower decoration at the venue hall.
- The following items/arrangements are also to be provided:
 - i) Podium banners (2 x 4 ft)– 02 nos.
 - ii) Seven nos. of Directional panel with stand /frame for guiding the guests to the hall.
 - iii) Lobby welcome panel - 04 no.
 - iv) Big Branding hoardings 4 in no. (to be located Outside the hotel gate & at hall entrance)
 - v) Inaugural lamp (04 ft height) with required accessories- 01 no.
 - vi) Display stands with theme of launch (designing & printing)- 02 Nos.
 - vii) Badges 50 Nos. Lanyards- 500 Nos. (refer details in price format)
 - viii) Standees for pre function area(refer details in price format)
- To make provision for 500 nos. of event kit to distribute among guests during events
 - One jute bag (15 inches (width)x 14 inches height x 5 inch –depth) with approved logo printed content on it.
 - Basic stationary – Notepad and Pen with approved logo printed

content on it.

- Proper lighting on the stage and audience area will be the responsibility of the contractor. Therefore any lights required for illuminating the stage and hall has to be provided and will be in the scope of contractor.
- Contractor has to arrange power back up facility for the event.

Elements for Press Meet

- Fabrication, installation and erection of the stage of size: 24 X 12 X 1.5 Ft. (L X B X H) (approx.) at the venue.
- Stage Backdrop (Flex / Canvas) 24ft x 10ft
- To arrange and installation of professional sound system along with mics (03 Table + 04 Cordless + 01 podium + 01 collar), speakers and amplifiers
- Proper lighting on the stage will be the responsibility of the contractor. Therefore any lights required for illuminating the stage and hall has to be provided and will be in the scope of contractor.
- Contractor has to arrange power back up facility for the event.
- Podium with Branding

Elements of Registration Counter

- This includes handling records of participants and managing the registration counter, providing, printing of participant details and distribution of lanyards and kits etc.

Note: In the event of mismatch the unit/AU of requirement given in REVISED SCHEDULE OF RATES will override above mentioned units/AUs.

SECTION - III

SPECIAL CONDITIONS OF CONTRACT

1. The Launch of Discovered Small Field Bidding round is likely to be held at Delhi during last week of May 2016. (Planned most likely date of the event is 25th of May 2016).
2. DGH Representative shall be associated with the contractor at all stages during the entire event management.
3. All items mentioned in the scope of work will be the property of the contractor. Hence, contractor has to take care of all their belongings before, during and after the events.
4. Contractor will be solely responsible for smooth functioning of the events and all the equipment/man powers installed/deputed by them in the events.
5. **Duration of the Contract:** 06 months from the placement of LOA.
6. **Commencement of Contract:** as per instruction given by DGH.
7. **Payment terms:** 100 % payment will be made on successful completion of the work / services.

END OF SECTION – III

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SECTION - IV
REVISED SCHEDULE OF RATES / PRICE FORMAT

| Sr. No | Description | UOM | Indicative/ Tentative/ Minimum Qty. Required | Unit Rate Exclusiv e of Taxes | Tax as applicable on unit rate | Net Amount |
|--------|---|------|--|---|---|--------------------------|
| | | | M | U | T | N=M * (U + T) |
| 1 | Stage already exists in present selected venue) The stage size is: 42 X 26 X 6 Ft. (L X B X H) (approx.). Stage should be neat & clean and carpeted. Two nos. of side steps is to be provided to access the stage. Event manager has to arrange for head table along with seating arrangements of seven persons. | AU | 1 | | | |
| 2 | 01 No. of LED Back drop (crystal clear resolution, visible from close distance i.e., stage without a single black dot, superior contrast ratio, wider viewing angle, without glare from reflected object from the viewing area – if the parameters are not met; DGH can request for change of LED) along with frame with watch out 40x12 ft with 1.5ft riser option of live telecast and computer presentation. | No. | 1 | | | |
| 3 | LED TV with stand. (Sony, LG, samsung Hitachi or equivalent) LED Size: 52" | Nos. | 6 | | | |
| 4 | Professional Photographer (Still for 100 Nos of acceptable photographs) with required Equipment. | No. | 2 | | | |
| 5 | Printing of photographs(along with printing per hundred sets 5x7 matt finish with album along with soft copy) | AU. | 1 | | | |
| 6 | Professional Videographer In HD. | No. | 1 | | | |
| 7 | Female Ushers for Registration, Handing of mike during press conference, distribution of memento etc. | Nos. | 8 | | | |
| 8 | Laptop with DVD writer | No. | 4 | | | |
| 9 | Laser Printers (heavy duty) | No. | 1 | | | |
| 10 | Flower Decoration of stage along with carpeting etc. | AU | 1 | | | |
| 11 | Podium Banner of size (2X4 Ft) with fixing in podium. | Nos. | 2 | | | |

| | | | | | | |
|----|--|------|-----|--|--|--|
| 12 | Lobby Welcome Panel (12 x 8 ft.) | NO. | 4 | | | |
| 13 | Inaugural lamp arrangement with accessories (minimum 4ft.) | No. | 1 | | | |
| 14 | Lanyard in four colours double sided with printing and designing including writing names during registration. | Nos. | 500 | | | |
| 15 | Jute Bag (15 inch width 14 inch height and five inch depth of bright jute color with printing on both sides)with Stationary (Spiral Pad of Bilt matrix 160 pages/21.6x14cm)premium note book along PEN Uniball eye micro blue) | Nos. | 500 | | | |
| 16 | Display stands with theme of launch (designing & printing) | Nos. | 2 | | | |
| 17 | Power Backup facility, (125KVA) | AU | 2 | | | |
| 18 | Standeess 3x6 with printed and designed material. | Nos | 10 | | | |
| 19 | Standeess 4x8 with printed and designed material. | Nos | 10 | | | |
| 20 | Hoarding (with frame support and stand) at approach area for Branding displays. With cost of printing designing and mounting(Size 8x10 feet)-2 Nos and Size 10x12 feet)-2 Nos+/- 2 feet) | Nos | 4 | | | |
| 21 | Directional Panels with stand /frame for guiding Guests | Nos. | 7 | | | |
| 22 | Elements of Registration Ten Counters, 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 | 1 | | | |
| 23 | Light arrangement for stage-LED Par | AU | 1 | | | |
| 24 | Light arrangement for Hall--LED Par | AU | 1 | | | |
| 25 | Professional sound system along with required nos. of Mics (500 Pax), along with | AU | 1 | | | |

| | | | | | | |
|---|---|------|----|--|--|--|
| | four cordless mike, one Podium mike, three Table mikes and one collar mike. | | | | | |
| 26 | Red welcome carpet from entry of convention hall - lobby to Samarat interconnecting Gate for VIP entry Gate including pre function area. | AU | 1 | | | |
| 27 | Queue Managers for barricading | No | 15 | | | |
| Elements for Press Conference (which were not in the tender) | | | | | | |
| 28 | Fabrication and erection of Stage 24 x 12 x 1.5 ft | AU | 1 | | | |
| 29 | Backdrop 24ft x 10ft (Canvas / Flex) | No | 1 | | | |
| 30 | Professional sound system along with required nos. of Mics (100 Pax) along with four cordless mike, one Podium mike, three Table mikes and one collar mike. | AU | 1 | | | |
| 31 | Podium with Branding | No. | 1 | | | |
| 33 | Power Back Up | Unit | 1 | | | |
| 34 | Flower Decoration of stage along with carpeting etc. | AU | 1 | | | |
| 35 | Light arrangement for stage-LED Par | AU | 1 | | | |
| 36 | Light arrangement for Hall--LED Par | AU | 1 | | | |
| 37 | LED TV with stand. (Sony, LG, samsung Hitachi or equivalent)Preferable LED Size: 52" | Nos. | 1 | | | |
| 38 | Badges for organizers | Nos. | 50 | | | |
| | Total Cost inclusive of all applicable taxes in INR | | | | | |

TOTAL (In words) _____

Note:

1. Bidder should strictly adhere to the Price Format as provided above. In case of deviation or not quoted the price as per price format, bid will be straightway rejected.
2. Price Format will cover the complete scope of work (Section-II) and special terms & conditions (Section-III).
3. Evaluation will be done based on **Quoted „Total cost“ inclusive all applicable taxes.**
4. Quantities mentioned in the price format are indicative and for evaluation purpose only. However, Payment will be made as per actual only.
5. All the rates must be quoted in figures as well as in words without any cutting or overwriting. In case any discrepancy in the rates quoted in figure and words, the rates quoted in words shall be considered as final and authentic.

6. Payment terms :

(a) No advance payment will be made.

(b) 100% payment will be made within 30 days from the date of receipt of clear and undisputed invoice/bill.

Authorised Person's Signature: _____

Name: _____

Designation: _____

Seal of the Bidder:

End of Section 4.