



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH

NICED
NATIONAL INSTITUTE OF
CHOLERA AND ENTERIC DISEASES

आई. सी. एम. आर. – राष्ट्रीय कॉलरा और आंत्र रोग संस्थान
ICMR - NATIONAL INSTITUTE OF CHOLERA AND ENTERIC DISEASES
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार
Department of Health Research, Ministry of Health and Family Welfare, Govt. of India

WHO COLLABORATING CENTRE FOR RESEARCH AND TRAINING ON DIARRHOEAL DISEASES

Ref. No.: NICED/Stores/Event Mgt.(PM)/ASCODD/2022-23

Date: 22/09/2022

QUOTATION ENQUIRY

Sealed quotations are invited on behalf of Director, ICMR-National Institute of Cholera & Enteric Diseases, P-33, C.I.T Road, Scheme – XM, Beliaghata, Kolkata – 700010 for providing event management facilities towards hoisting of an International Conference (ASCODD-2022) (in physical mode) scheduled to be conducted during 11th -13th November, 2022 at hotel Westin, Rajarhat, Kolkata. Interested firms who can provide the required facilities (hotel Westin, Rajarhat) may quote the lowest competitive rates in the given format with GST, other charges etc.in the company letter head so as to reach to this office latest by 7th October, 2022 till 5:00 p.m.

Scope of work for Event Management (Physical mode) for ASCODD, 2022						
Sl. No.	Elements	Size (Ft/m/inch)	Qty.	Days(11-13 th Nov, 2022)	Rate in INR	Total
A. Preconference Area						
1.	Lighted Box Gate (Size/with customized print/logos etc.)	800	1	3		
2.	Flex Banner display (Size/ Print/ with focus light)	96	2	3		
3.	Poster Board (Self Standing Size) (Size- 40"x 32"inch)	192	60	3		
4.	Stall (2 x 2 m)	160	4	3		
5.	Registration Desk with Masking(6 ftx 2 ft))	12	2	3		
6.	Back Drop (Registration Desk)	64	2	3		
7.	Lanyard & ID card with bar code	Standard	500	1		
8.	Pendrive (8 gb) (With ASCODD Logo Printed) matter / documents will be provided by the organizers for saving into the pendrive	NA	500	1		
9.	Barcoder and Scanner	NA	2	3		
10.	Printer - Colour / Black and white option (For ID card printing)	NA	2	3		
11.	Registration Kit (Bag with notepad, pen,Prog. Booklet,/ Pen Drive)	NA	500	1		
12.	Man Power		4	3		
B. Physical Conference						
Hall A						
1	(Ball Room)Customised Stage With Blue Carpet (44ft x 24ft x2 ft)	1056	1	3		
2	Stage Customised Skirting On Front 44ft x 2ft	88	1	3		
3	Customised LED Riser (44ft x 4x1 ft)	176	1	3		
4	Customised Flex Skirting (44ft)	44	1	3		
5	Branding bothside of Stage with wings	32	2	3		
6	Console On Black Masking	96	1	3		
7	Comfort plasma with Stand (For Chairperson)	60	1	3		
8	Podium with mic (Front Display)	NA	1	3		
9	Camera Raizer (6ft x 4 ft) for virtual conference	24	1	3		
10	Floral Decoration (Stage)	110	1	3		
11	Flower Bouquet under inauguration		20	1		
12	Led 2.9 Pixel (Size- 44 ft x 12 ft)	528	1	3		
13	Watchout server with technician	NA	1	3		

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Scope of work for Event Management (Physical mode) for ASCODD, 2022						
Sl. No.	Elements	Size (Ft/m/inch)	Qty.	Days(11-13 th Nov, 2022)	Rate in INR	Total
14	Seamless switcher	NA	1	3		
15	Preview setup with LAN connection	NA	1	3		
16	Laptops	NA	2	3		
17	Cordless mic with stand	NA	2	3		
18	Cordless mic	NA	2	3		
19	Mic for session's chair	NA	2	3		
20	SS RCF stage monitors	NA	8	3		
21	LED Par	NA	60	3		
22	Warm Par	NA	18	3		
23	Profile Light	NA	4	3		
24	SS RCF Line array	NA	12	3		
25	Sharpy	NA	10	3		
26	Blinder	NA	4	3		
27	T Truss with black cloth masking	4000	1	3		
28	Vinyle Box with Auto Rotator	NA	2	3		
29	Avolight Board to control lights	NA	1	3		
30	SS RCF Base double sound system	NA	6	3		
31	Chairs	Standard	2	3		
32	Tables	Standard	1	3		
	Hall B					
1	Customised Stage With Blue Carpet (18ft x 12ft x 2 ft)	432	1	3		
2	Stage Customised Skirting On Front (18ft x 2ft)	36	1	3		
3	Customised LED Riser (18ft X 2 ft)	36	1	3		
4	Customised LED Skirting (12 ft)	12	1	3		
5	Console On Black Masking	32	1	3		
6	Comfort plasma with Stand (is this for chairperson)	60	1	3		
7	Podium with mic Front Display	NA	1	3		
8	SS RCF Line array	NA	6	3		
10	LED 2.9 Pixel (Size- 12 ft x 8 ft)	96	1	3		
11	Watchout server with technician	NA	1	3		
12	Seamless switcher	NA	1	3		
13	Vinyle Box	NA	1	3		
14	Laptops	NA	2	3		
15	Cordless mic with stand	NA	2	3		
16	Mic for session's chair	NA	2	3		
17	SS RCF stage monitors	NA	4	3		
18	Chairs	Standard	2	3		
19	Tables	Standard	1	3		
	Meet the experts chairs and tables from inauguration onwards					
	Hall C					
1	Customized stage design (18ft x 12 ft x 2 ft)	216	1	3		
2	Stage customized skirting on front (18 ft x 2 ft)	36	1	3		
3	Customized LED Riser (18 ft x 2 ft)	36	1	3		
4	Customized LED Skirting (12 ft)	12	1	3		
5	Console On Black Masking	32	1	3		
6	Comfort Plasma with stand (for chairperson)	60	1	3		
7	Podium with mic	NA	1	3		

Scope of work for Event Management (Physical mode) for ASCODD, 2022						
Sl. No.	Elements	Size (Ft/m/inch)	Qty.	Days(11-13 th Nov, 2022)	Rate in INR	Total
9	LED 2.9 Pixel (Size- 12 ft x 8 ft)	96	1	3		
10	Watchout server with technician	NA	1	3		
11	Seamless switcher	NA	1	3		
12	Vinyle Box	NA	1	3		
13	Laptops	NA	1	3		
14	Cordless mic with stand	NA	2	3		
15	Mic for session's chair	NA	2	3		
16	SS RCF stage monitors	NA	4	3		
17	Chairs	Standard	2	3		
18	Tables	Standard	1	3		
Gifts						
1	Cultural Gifts (@ Rs. 500/-)	NA	500	1		
Event Pickup and Drop						
1	Bus (14 seater)	NA	2	3		
2	Innova	NA	6	3		
Cultural Evening						
1	Cultural Setup	NA	1	3		
2	Green Room (Back Stage)	NA	1	3		
3	License	NA	1	1		
Other Requirements						
1	Genset (Power) 65 KW	NA	3	3		
2	Man Power	NA	10	3		
3	Digital Standee	NA	7	3		
4	Wooden Frame	200	1	3		
Inauguration Programme						
1	Chairs	NA	15	3		
2	Sofa	NA	6	3		
3	One Elaborate Chair	NA	1	1		
4	Glass Top Coffee Table	NA	7	1		
5	Flower Pot on each Table	NA	7	1		
6	Bouquet , Notepad with Pen	NA	20	1		
				GST & Other charges		
Total :						

Sealed quotations supercribed as “**Quotation for providing event management facilities (in physical mode) for ASCODD – 2022**” must be dropped in the tender box provided at NICED-I Building or can be sent through Speed Post / courier addressed to Director, ICMR-National Institute of Cholera & Enteric Diseases, P-33, C.I.T Road, Scheme – XM, Beliaghata, Kolkata – 700010 so as to reach **latest by 07/10/2022 till 5:00 p.m.** The last date may be extended subject to requirement. The quotation received will be opened on the same day.

Terms and conditions:

- 1) The Director, ICMR-NICED reserves the right to accept or reject the quotations without assigning any reasons thereof.
- 2) Any decision taken by the Director, ICMR-NICED at any point of time in connection with this process shall be final and conclusive and no claim or dispute from any query in this regard shall be entertained.
- 3) No advance payment will be made. The payment will be made on rendering the services availed and satisfactory report of the end user(s).
- 4) No extra payment on account of transportation, handling, loading, unloading, labour charges etc. will be made. However, GST as per rules will be permissible.
- 5) While submitting the quotations the rate against each work and net amount to be paid, GST etc. should be specified separately.
- 6) ICMR-NICED, Kolkata does not bind itself to accept the lowest quote & reserves the right to accept the same in part or full.
- 7) Please ensure that the supply is as per the specification



Store-in-Charge

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