

**Indian Institute of Corporate Affairs**  
**2nd Floor, Paryavaran Bhavan,**  
**CGO Complex, New Delhi-110 003**  
**Dated: 3<sup>rd</sup> April, 2014**

**NOTICE INVITING TENDER**

Indian Institute of Corporate Affairs requires the following services and items for procurement for the **Global Summit on Corporate Social Responsibility (GSCSR 2015)** to be held on **15<sup>th</sup> and 16<sup>th</sup> May, 2015** at India International Centre, New Delhi. The interested event management company/firms may submit their lowest rate quotations by 3.30 P.M. on **5<sup>th</sup> May, 2015** to the undersigned at Indian Institute of Corporate Affairs, 2nd Floor Paryavaran Bhavan, CGO Complex, Lodhi Road, New Delhi-110 003

<b>SL N o.</b>	<b>Description</b>	<b>Quantity</b>	<b>Unit Price in INR</b>	<b>Total</b>
<b>1</b>	<b>Onsite Registration Equipment and Materials</b>			
	Badges with plastic pouch and normal lanyards	200		
	Badge Printer	1		
	Laptops	3		
	Credit card machines	1		
	Registration Counters (2m X 2m)	2		
	Internet	2		
<b>2</b>	<b>Audio Visual equipment</b>			
	<b>Plenary hall for 250 people</b>			
	Backdrop (24X12)	1		
	Side panels (3X12)	2		
	Black Mask AV screen ( 12X 10 )	2		
	<b>Sound</b>			

	JBI Sound System with 6 No Speaker Mixer and Amplifier	1		
	Lepal Mic	2		
	Gooseneck Mic	4		
	Podium Mic	4		
	Cordless Hand Mic	4		
	<b>Light</b>			
	LED Parcans for stage	4		
	Normal Parcans on T stand	10		
	clicker with pointer	1		
	<b>Video</b>			
	Projector 5000 Lumens	2		
	Krammer Switcher	1		
	Splitter	2		
	Laptop	2		
	Double Digital camera setup for Live & Recording	1		
	42 " Plasma ( 1 for head table)	1		
	Digital Photographer for Day Conference	1		
	DVD Rocorder	1		
	DV Cassetes (on actuals)	6		
	DVD	4		
	Photocopy of documents			
	<b>Secretariat</b>			
	Laser Printer (Heavy Duty)	1		
	Laptop	1		

	<b>Parallel Session 1 can be conducted in the main hall</b>			
	<b><u>Parallel Session 2 for 80 People</u></b>			
	Backdrop (12X8)	1		
	Side panels (2X8)	2		
	JBI Sound System with 4 No Speaker Mixer and Amplifier	1		
	6x4 Masked Screen	1		
	LCD projector normal	1		
	switcher	1		
	podium mike	2		
	laptop	2		
	cordless mike	2		
	UPS 3KVA	1		
	<b><u>Parallel Session 3 for 80 people</u></b>			
	Backdrop (12X8)	1		
	Side panels (2X8)	2		
	JBI Sound System with 4 No Speaker Mixer and Amplifier	1		
	6x4 Masked Screen	1		
	LCD projector normal	1		
	switcher	1		
	podium mike	2		
	laptop	2		
	cordless mike	2		
	UPS 3KVA	1		
	<b><u>Parallel Session 4 for 80 people</u></b>			
	Backdrop (12X8)	1		
	Side panels (2X8)	2		

	JBI Sound System with 4 No Speaker Mixer and Amplifier	1		
	6x4 Masked Screen	1		
	LCD projector normal	1		
	switcher	1		
	podium mike	2		
	laptop	2		
	cordless mike	2		
	UPS 3KVA	1		
<b>3</b>	<b>Signage</b>			
	Welcome Panel	1		
	Console Masking	1		
	Transportation	1		
<b>4</b>	<b>Conference Kits</b>			
	Conference Bags	200		
	Conference Pads	200		
	Conference Pens	200		
	Printing of Certificates	200		
	Printing of Program Brouchers	200		
	Printing of Speaker Profiles	200		
	Invitation cards with envelope	200		
	Thank you cards with envelope	200		
<b>5</b>	<b>Manpower</b>			
	Hall Assistants	3		
	Registration Hostess	4		
	Transport Coordinator	2		
<b>6</b>	<b>TRANSPORTATION</b>			

	INNOVA (Local : 8Hrs80Kms)	20		
<b>7</b>	<b>MISELLANEOUS REQUIREMENTS</b>			
	Flower Bouquet	250		
	Inaugral Lamp with accessories	1		
	Water Bottle	1500		
	Flower Decoration	1		
	Carpeting	1		
	<b>Sub Total</b>			
	<b>Total</b>			

Any other charges and service tax or other applicable taxes may be mentioned separately.

Only registered and bona fide firms having adequate experience of at least two years in the relevant field need to apply while submitting the tender, the bidder shall have to furnish to the IICA proof of experience, financial standing, turnover etc. a firm having any legal suit/Criminal case pending against its proprietor or any of its directors /in the case private ltd company or having been earlier convicted on grounds of moral turpitude or for violation of laws in force shall not be eligible.

No advance payment will be made for the above mentioned items of work. After the satisfactory completion of the event, the bill in triplicate may be sent to this office for arranging payment. The payment will be made after satisfactory completion the assigned jobs/supply of items.

Tenders received after stipulated date and time will not be accepted. Indian Institute of Corporate Affairs reserves the right to reject any or all quotations without assigning any reason for same.

Administrative Officer  
Indian Institute of Corporate Affairs  
2<sup>nd</sup> Floor, Paryavaran Bhavan  
CGO Complex, Lodihi Road, New Delhi