



F. No. 63 - 01/2011 - Trg. (Ag)

National Institute of Social Defence
(An Autonomous Body of Ministry of Social Justice &
Empowerment, Govt. of India)
West Block-1, Wing-7, Ground Floor
R. K. Puram, New Delhi - 110066. Ph. 26106883

Date: September 20, 2011

To
As per list

Subject : Award Ceremony of “Vayoshreshtha Samman” on October 1, 2011 at Sri Sathya Sai International Centre, Opposite Sai Baba Mandir, Lodi Road, New Delhi.

This relates to inviting tender from interested Firms/ Companies/agencies for providing design & printing, supply of food packets, photography and video documentation, hiring of inventories, equipments, backdrop, hoarding, bunting, display banner, signages etc. during organization of Programme for conferring “Vayoshreshtha Samman” on eminent Senior Citizens on October 1st, 2011 at Sri Sathya Sai International Centre, Opposite Sai Baba Mandir, Lodi Road, New Delhi by the Hon'ble Minister of Social Justice and Empowerment.

In this regard, sealed quotation is invited from reputed and established agencies in the following areas:

1. Supply of Food Packets (800 in Nos) for distribution to the Senior citizens & guests. Food packet should contain following items:

Patty, Samosa, Veg cutlet (large size), Veg Sandwich (Large size), Fruity packet one , Sweets one , Seasonal fruit - one Apple, Sauce packet and napkin.

Rate for per food packets in Rs and Total amount in Rs

2. Photography, Videography & Documentaion (quotations for Video documentation, Plasma Screen, Still Photos for the event.

i) For Video documentations, a three camera set up would be required. The edited version including the facts and narrations thereof would be included in the production cost. The programme will be conducted around 3-4 hours. The documentary shall be furnished on DVD in duplicate.

Rate in Rs for video documentation

- ii) Plasma screen with complete set up

Rate for per plasma screen in Rs

- iii) Still Photographs size 4 x 6, 5 x7 and above

Rate in Rs for per photograph of different size with album

3. Design, Print & Supply of Backdrop, Signages, banner, hoarding etc

- a) Main Backdrop of the appropriate size in digital flex
cotton cloth
Acrylic
- b) Welcome Hoarding in appropriate size
- c) Hanging Banners of the size of 4' X 2' in 4 colours (No. 15)
- d) Arch Gate of the size of 24' X 3'
- e) Podium Logo 4' X 2' (No. 1)
- f) Inauguration Lamp
- g) Indicator Panels/signages 16' X 8' (No. 1), 8' X 4' (No. 1)
and 12' X 6' (Horizontal, No. 1)
- h) Silk badges
- i) Hoardings in digital flex with self stand 16' X 8'

The size may vary and therefore the selected agency should visit the Sai auditorium to ascertain the exact size of the items such as backdrop, welcome hoarding etc.

Rate for each items in per sq ft in Rs
& also in Rs for each complete unit

The rates includes fixing, removing and other charges etc.

4. Hiring of Transport (Buses) for the award ceremony

Hiring of 18 to 20 buses

Senior Citizens from different parts of Delhi and NCR regions will participate in the event. Bus services for picking and dropping these citizens from various parts of Delhi and NCR Region would be required.

Quotation for hiring of buses should indicates the rate per bus with hours in Rs .
The probable time is from 1.00 P.M. to 8.00 P.M., including pick and drop.

5. Flower arrangement

Floral arrangements including all flower arrangements and Bouquet 20 in Nos

Rate in Rs

6. Design & making of awardees trophies/citation of Brass (gold colour) encased in acrylic cover

Trophies/citation of the following specifications.

1. Large Size 11' X 14' of brass (gold plated) encased in an acrylic
2. Medium Size 10' X 7' of brass (gold plated) encased in an acrylic
3. Citations – matters written in English & Hindi Incased in velvet frame
4. Crafted silver like scroll in metal for keeping velvet printed citation in it.

Rate for each item in Rs

7. Sound and light equipment

Sound & Light effect for staging the artiste performance on stage

The detail break of equipment and hiring cost in Rs to be given for each item and also total amount in Rs

The firms/agencies willing to apply & undertake the work are requested to visit the office to ascertain the quality, sample, design, nature of work, and other aspects for each of the above items/activities. The agency shall be required to conceptualize, design, and complete the assigned work at site on time.

The firm having experienced of undertaking the above mentioned respective work should submit the sealed quotation not later than 27.9.2011 by 11 a.m addressing to the Dy Director (OA), 1st Floor, National Institute of Social Defence, West Block 1, Wing 7, R. K. Puram, New Delhi 110066. The Bids will be opened before the Finance Committee and agencies representative at 11.30 a.m. on 27.9.2011

The Director, NISD reserves the right to increase or decrease the quantity, to amend or cancel, postpone and in awarding the contract to any agencies.

**M Sunil Kumar
Dy Director (OA)**

To,

1. Notice Board of NISD,
- 2 Ministry of SJ&E, (Administration Section) Notice board.
3. NIC Cell, Min of SJ&E with a request to upload this tender on the Ministry website.