



TENDER DOCUMENT

EVENTS/CONFERENCES ORGANIZATION & ASSISTANCE SERVICES

The Associated Chambers of Commerce & Industry of India (ASSOCHAM), New Delhi is an apex trade association of India. ASSOCHAM is inviting sealed quotations for the various assistance services for organizing the Events, Training Programs, Workshops and Conferences from reputed service providers from Delhi/NCR. ASSOCHAM organizes at least 50 such programs every year in Delhi/NCR.

TERMS AND CONDITIONS

Service Provider must fulfill and accept following terms and conditions:

1. Atleast 5 years experience in organizing the events/conferences or providing assistance services. Service Providers with Pan India presence shall be preferred primarily in major State Capitals.
2. Have PAN, GST & other Tax registrations.
3. Have appropriate Government approvals/Registration/License/Authority/Infrastructure for executing such activities.
4. Execute the work as per the approved specifications by ASSOCHAM.
5. Deliver the services at the designated venue within Delhi/NCR or any other place/venue as specified by ASSOCHAM.
6. No advance payment will be made for any assignment. Payment will be made after 5 weeks of completion of the total work to the satisfaction of ASSOCHAM and receiving of all relevant Tax Invoices.
7. TDS and other taxes as applicable shall be deducted from each Invoice.
8. Invoice shall be raised in the name of ASSOCHAM.
9. ASSOCHAM reserves the right to accept or reject any or all the tenders/quotation(s) without assigning any reasons thereof.
10. Failure by the Tenderer in complying with any statutory requirements, terms and conditions of tender during the period of contract or any deviation from the contractual conditions shall result in termination of the contract and subsequent disqualification for participation in any further tender.
11. Service Provider can quote for any or all of the services mentioned in the Financial Bid Sheets.
12. Last date of submission of Bid is **15th November 2018 till 1700 Hrs.**
13. Bid to be submitted in Sealed Envelope marked **“TENDER DOCUMENTS – NOT TO BE OPENED to SG Secretariat, ASSOCHAM, 5 Sardar Patel Marg, Chanakyapuri, New Delhi – 110021.**

TECHNICAL BID

1.	Firm Details	
	a. Firm Name	
	b. Address	
	c. Contact Person	
	d. Telephone No. Mobile No. E-mail	
	e. Type of Firm	Proprietary/Private/Private Ltd.
	f. Name of Proprietor/Partners	
	g. Year of Establishment	
	h. PAN No. (attach copy)	
	I GST No. (attach copy)	
2	Annual Turnover of Last 3 Years (Rs. Cr.) (Please use separate sheet, if needed)	2015-16 2016-17 2017-18
3	Last 3 Events organized	1. 2. 3.
4	Give details of major clients to whom the services of similar kind have been provided by the bidder during the last 5 years. Also provide the reference letters from the clients for last 3 events organized. (Please use separate sheet, if needed)	Name & Address Event Organized Date Of the client
5	Any other information (please use separate sheet, if needed)	

FINANCIAL BID – A (Audio-Visual Services)

Sl. No.	Items	Quotation (INR)
1.	Sound System with Speakers	
2.	Podium Mike	
3.	Head Table Mikes, Cordless Mikes	
4.	LCD Projector	
5.	Splitter for Projection	
6.	Laptop	
7.	Digital Audio Recording	
10.	Separate Output for Media	
11.	LED Light with T-Stand	
12.	Plasma in front of Dias	
13.	Parcan Light with Dimmer	
14.	Video Coverage with Recording	
15.	HDC Conversion for DVD	
16.	Cordless Slide Changer	
17.	VGA Splitter	
18.	Kramer Switcher	
19.	Any other Equipment(s) (Pls. use separate sheet, if needed)	
20.	Digital/Electronic Conference Backdrop with Audio-Visual Services	

FINANCIAL BID – B (Conference Backdrop – Flex Print)

Sl. No.	Items	Quotation (INR)
1.	Conference Backdrop per sq. ft. (Flex Print)	
2.	Masking Screen per sq. ft. (Flex Print)	
3.	Podium per sq. ft. (Flex Print)	
4.	Console per sq. ft. (Flex Print)	
5.	Thank You Panel per sq. ft. (Flex Print)	
6.	Standard Size Standees per sq. feet (Flex Print)	
7.	Fully Built Exhibition Stall (3 x 2 mtr)	
8.	Fully Built Exhibition Stall (2 x 2 mtr)	

FINANCIAL BID – C (Still Photography)

Sl. No.	Items	Quotation (INR)
1.	Still Photographer for full day Event	

FINANCIAL BID – D (Conference Anchor)

Sl. No.	Items	Quotation (INR)
1.	Conference Anchor for Full day Event	