

SELECTION OF EVENT MANAGEMENT AGENCY FOR THE PROPOSED SWAVALAMBAN MELA AT CHANDIGARH - FINANCIAL OFFER TO BE SUBMITTED IN SEALED COVER							Annexure	
S.No.	Particulars	Size (Approx.)	Quantity	Unit	Rate (Rs. In figures)	Amount(Rs. In figures)	Remarks	
I	<b>FIXED COST</b>							
A	<b>SIDBI Booth (30 ft x 10 ft - 1)</b>							
1	Wooden Platform with Pergo Flooring	20 x 10 ft	1	One Time Charges for entire event			ms frame + black back flex	
2	Center Backdrop - Digital Flex Print with Wooden Frame	20 x 8 ft	1				ms frame + black back flex	
3	Right Backdrop - Digital Flex Print with Wooden Frame	10 x 8 ft	1				ms frame + black back flex	
4	Left Backdrop - Digital Flex Print with Wooden Frame	10 x 8 ft	1				ms frame + black back flex	
5	Swavalamban wall at a suitable place in the event venue	12 x 10 ft	1				ms frame + black back flex	
6	Lit Branding Panel - Digital Vinyl Print on Acrylic with Wooden Box	4 x 2.5 ft	6				3mm acrylic + ms box	
7	Lit Fascia SIDBI Logo - Digital Vinyl Print on Acrylic with Wooden Box	8 x 1.5 ft	1				3mm acrylic + ms box	
8	Tables (4*3)		3					
9	Chair ( Steel Chairs with back rest)		6					
B	<b>SIDBI Artistan Booth (8 ft x 8 ft - 55 Nos.)</b>							
1	Backdrop - Digital Flex Print with Wooden Frame	8 x 8 ft	55					ms frame + black back flex
2	Fascia Logo Unit - SIDBI Logo / MSME Name - Wooden Frame with Digital Flex	8 x 1.5 ft	55					ms frame + black back flex
3	Tables (4*3)		1					
4	Chair ( Steel Chairs with back rest)		2					
C	<b>Other Branding Elements</b>							
1	3D Gate-SIDBI Pavilion - Wooden Structure with Digital Flex Print	25 x 12 x 2 ft	1				with Lit Light	
2	Branding Panel - Digital Flex Print double Side with Wooden Frame	8 x 4 ft	5				ms frame + black back flex	
3	Standee - Self Standing	6 x 3 ft	5				ms frame + black back flex	
4	Innovative Photo-op Booth/Selfie Point	12 x 10 ft	1					
D	<b>Others</b>							
1	Poster - 24" x 36" Size (for branding)	24" x 36"	25				black back flex	
2	Banner - Digital Flex Print with I-let	6 x 2.5 ft	25				black back flex	
3	Booth Lighting - Passage Area							







16	Photography and video graphy of the complete event.		6 days		
17	Arrange for Snacks&Tea&Coffee 2 times+lunch+dinner for participants (Micro Entrepreneurs/a	110	6 days		normal food without sweet & farsan
18	Permission from Local Authority (Police/Municipal/GST) Authority Confirmation Required				
Y	Total of Variable Cost				
Z	GRAND TOTAL (X+Y)				
	GST (As applicable)				
	GRAND TOTAL (X+Y) with GST				
A	GRAND TOTAL (X+Y) with GST				
19	Advt.in Tribune,1 English newspaper with prominent local circulation (10"X8")	10cm X 8cm	1	2 days	
20	Advt.in Amar Ujala,1 hindi newspaper with prominent local circulation (10"X8")	10cm X 8cm	1	2 days	
21	Advertisement in Tribune Punjabi newspaper with prominent local circulation (10"X8")	10cm X 8cm	1	1 day	
	GRAND TOTAL (A)				
	GST (As applicable)				
	GRAND TOTAL (A) with GST				
	FINAL OFFER (X+Y+A) with GST				
Note:1	SIDBI reserves the right to alter the items of execution based on the needs. The rates for which will be decided based on the market rates, negotiation with the agency, and the rates quoted.				
Note:2	The tender is for complete execution of the event and the agency should understand the intent accordingly.				
Note:3	The payment will be released only on satisfactory execution of work. Delays and malpractices, observed if any, will be viewed seriously, including disqualification of the agency.				
Note:4	In case, event duration is changed, proportionate payment will be released.				
Note:5	Conditional bids will be rejected.				
Note:6	Standard procedure as per CPWD will be followed for evaluation of the offers received.				
Note:7	Filled in offers (preferably typed) with complete tender document duly signed is to be deposited in the tender box kept for the purpose in the SIDBI Regional Office, Chandigarh.				
Note:8	Quantities and units mentioned above are indicative. However, the payments will be made as per actuals.				
Note:9	In case of any disputes, decision of General Manager, SIDBI, Regional office, Chandigarh will be final.				

SIGNATURE

DATE : 27/01/2020

STAMP OF THE AGENCY

