	SELECTION OF EVENT MANAGEMENT AGENCY FOR THE PROPOSED SWAVA	LAMBAN MEL	A AT CHAN	DIGARH	- FINANCIAL O	FFER TO BE SUB	MITTED IN SEALED COVER
S.No.	Particulars	Size (Approx.)	Quantity	Unit	Rate (Rs. In figures)	Amount(Rs. In figures)	Remarks
1	FIXED COST						
Α	SIDBI Booth (30 ft x 10 ft - 1)						ms frame + black back flex
1	Wooden Platform with Pergo Flooring	20 x 10 ft	1				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				MANAGEMENT OF THE PARTY OF THE
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				
В	SIDBI Artistan Booth (8 ft x 8 ft - 55 Nos.)						
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)	1	2				
C	Other Branding Elements			One			
1	3D Gate-SIDBI Pavilion - Wooden Structure with Digital Flex Print	25 x 12 x 2 ft	1	Time			with Lit Light
2	Branding Panel - Digital Flex Print double Side with Wooden Frame	8 x 4 ft	5	s for entire			ms frame + black back flex
				event			ms frame + black back flex
3	Standee - Self Standing	6 x 3 ft	5	-			III3 Halle + Diack Dack Hex
4	Innovative Photo-op Booth/Selfie Point	12 x 10 ft	1	-			
D	Others			-			Tellar .
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						RO/CHD.

4	Power Consumption Charges/Generator	Actual cost may be reimb. if any			Quote your charges, receipt payment will be released at actuals separately.
5	Elevated Stage (18ft * 12ft*2ft) & Sitting Area with 50 chairs.		1		
6	2 Table and 4 Chairs on stage with 1 podium				
7	Backdrop to stage (18ft * 10ft)				
8	Liasoning - with all concerned authorities				Quote your charges, receipt payment will be released at actuals separately.
Х	TOTAL OF FIXED COST				
11	Variable Cost				
Α	SIDBI Booth				
1	LED Screen (8 ft x 6 ft)		1		
2	Smart LED TV with Touch Panel & Mini-CPU		2		
3	Glass Round Table		2		
4	Executive Chair		6		
5	. Sofa - 3 Seater+1 Seater+1 Seater (leather finished)		1for 6 days		
6	Coffee Table (for about 3 persons)		2 for 6 days		
7	Registration Table - Swavalamban Kendra (2 tables 4 x 2 ft)		2 for 6 days		
8	Booth Lighting - Spot Lights (20 lights)		20 for 6 days		Not Halogen
9	Flower Bouquets /Decoration /in side and outside the venue/podium		2 days		
10	Advertisement on one FM channell with prominent local presence		1	5 days	duration 20 Spots of 20 sec per day x 5 days
11	Advertisement on Social Media (face book, whatsapp, instgram etc)		1	5 days	All Media creatives will be given by SIDBI, specification will be provided by agency. Facebook/Instagram, YouTube, Tiktok take atleast 48 Hr working day time to go live after geting all approved creatives.
12	Light Entertainment - alternate days [2 hrs.]			2 days	
13	Medical Checkup - alternate day			3 days	- To be paid on actual basis
14	Security guards		1	6 days	To be paid on actual basis
15	Arrangement for drinking water for participants/visitors			6 days	***

16	Photograpy and video graphy of the complete event.			6 days					
17	Arrange for Snacks&Tea&Coffee 2 times+lunch+dinner for participants (Micro Er	ntrepreneurs/ai	110	6 days		normal food without sweet & farsan			
18	Permission from Local Authority (Police/Muncipal/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 (	10cm X 8cm	1	1 day					
	GRAND TOTAL (A)								
	GST (As applicable)								
	GRAND TOTAL (A) with GST								
	FINAL OFFER (X+Y+A) with GST								
			20.1	- ided based on the	market rates neg	otiation with the agency, and the rates quoted.			
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.  The tender is for complete execution of the event and the agency should understand the intent accordingly.								
Note:3	The tender is for complete execution of the event and the agency should interstand the mean description.  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 proceedure as per CPWD will be followed for evaluation of the offers received.								
Note:7	Standard proceedure as per CPWD will be followed for evaluation of the oversteed.  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

