

						Annexure
SELECTION OF EVENT MANAGEMENT AGENCY FOR THE PROPOSED SWAVALAMBAN BAZAAR AT PUNE - FINANCIAL OFFER TO BE SUBMITTED IN SEALED COVER						
Sr.no.	Particulars	Size(Approx.)	Quantity		Unit	Remarks
I	BRANDING					
1	Entrance Arch Box Type - Flex and Frame - 3 X 15 ft ; 4 sides		2			
2	Entrance Welcome Board near Entrance and sides-- 10 x 15		1			
3	Welcome Standee 3 x 6		4			
4	Poster for the wall of the Mall on the front side facing the road (18 x 8)					
5	Pole banner (3ft x 2 ft)		50			
6	Banner (8 x 4)		10			
II	FIXED COST					
A	SIDBI Booth (20 ft x 10 ft - 1)					
1	3D Gate-SIDBI Pavilion - Wooden Structure with Digital Flex Print	10x12x2 ft	1			with lit light
2	Wooden Platform with Pergo Flooring	20X10 ft	1			
3	Centre Backdrop - Digital Flex Print with Wooden Frame	20x8 ft	1			
4	Right Backdrop - Digital Flex print with Wooden Frame	10x8 ft	1			
5	Left Backdrop - Digital Flex print with Wooden Frame	10x8 ft	1			
6	Swavalamban wall at a suitable place in the event venue	12x10 ft	1			
7	Lit Branding Panel - Digital Vinyl Print on Acrylic with Wooden Box	4x2.5 ft	6			
8	Standee - Self standing	6x3 ft	15			
9	Innovative Photo-op Booth	12x10 ft				selfie booth
10	Lit Fascia SIDBI Logo - Digital Vinyl Print on Acrylic with Wooden Box	8x1.5 ft	1			
B	SIDBI Artisan Booth (8ft x 8ft - 52 Nos)					
1	Octanom Stall - 2 Table / 2 chairs / 1 electrical point (3M X 2 M)		50			
2	Red Carpet in the event area - 225 X 160 ft					
3	Vinyl Print with matt lamination / backdrop for all stall ---- X ---- ft					
4	Backdrop - Digital Flex Print with Octanom Frame	8x8 ft	50			
5	Fascia Logo Unit - SIDBI Logo/MSME Name - Wooden Frame with Digital Flex	8x1.5 ft	50			
C	Others					
1	Poster - 4.2 x 2.5 size		50			
2	CCTV cameras (10) + Recorder (1) + Monitor (1)					
3	Creative Development charges					
4	Booth lighting - Passage Area			5 days		Sufficient lighting for entire event area
5	Power consumption charges					Quote your charges, receipt payment will be released at actuals separately
6	Liasoning - with all concerned authorities and obtention of all approvals wrt to police, fire, health etc. as applicable.					Quote your charges, receipt payment will be released at actuals separately
7	Tent covering the entire event area with lighting, fans and coolers					
X	TOTAL OF FIXED COST					
II	Variable Cost					
A	SIDBI Booth					
1	LED Screen (8 ft x 6 ft)		1		5 days	
2	Smart LED TV with Touch Panel & Mini-CPU		2		5 days	

One Time Charges for entire event

3	Glass Round Table		2	5 days	
4	Executive Chair		6	5 days	
5	Sofa - 3 seater+2 seater + 2 seater (leather finished)		5	5 days	
6	Coffee table (for about 3 persons)		2	5 days	
7	Registration Table - Swavalamban kendra (2 tables 4x2 ft)		2	5 days	
8	Booth lighting - Spot lights (20 lights)		1	5 days	
9	Supervisor		2	5 days	For about 10 hours duty on the location
10	Advertisement in Times of India (10"x8")		1	2 days	
11	Advertisement in Aaj ka Anand newspaper with prominent local circulation (10"x8")		1	2 days	
12	Advertisement in SAKAL (Marathi) newspaper with prominent local circulation in Pune (10"x8")		1	2 days	
13	Advertisement with content (to be approved by SIDBI) in one FM channel with prominent local presence		1	5 days	
14	Advertisement on Social Media (Facebook, Whatsapp, Instagram etc.) - Content to be approved by SIDBI		1	5 days	
15	Security guards		2	5 days	will be released at actuals separately.
16	Arrangement for drinking water for participants/visitors			5 days	
17	Arrange for refreshment + lunch + dinner for participants (Micro Entrepreneurs/artisans)		100	5 days	
Y	Total of variable cost				
	Miscellaneous				
1	Photographer and Basic Videographer - one session - 4 hours			5 days	
2	Cleaning staff for stall		4	5 days	
3	Certificate - A4 size		1	75	
4	ID card for participants			125	
5	ID card for co ordinators			25	
6	Food coupon - 5 days - 5 00 no				
7	Volunteers		4	5 days	
Z	GRAND TOTAL (X + Y)				
	GST (As applicable)				
	FINAL OFFER				
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, Pune.				
Note:8	Quatities and units mentioned above are indicative. However, the payments will be made as per actuals.				
Note:9	All materials costs to include labour, transportation and other charges.				
Note:10	In case of any disputes, decision of General Manager, SIDBI, Regional Office, Pune will be final.				

SIGNATURE :

DATE:

LOCATION :

STAMP OF THE AGENCY :