

TENDER FOR INTERNATIONAL YOUTH DAY ON 19TH AUGUST, 2015 AT GOA
(SHYAMA PRASAD MUKHERJEE INDOORSTADIUM)

National AIDS Control Organization, Ministry of Health and Family Welfare is organizing a national event at Shyama Prasad Mukherjee Indoor Stadium at Goa on the occasion of International Youth Day on 19th August, 2015. The event will be attended by dignitaries from Govt. of India and Govt. of Goa.

Programme Schedule: There are three activities planned for the day during the event.

- (i) The main event for two hours
- (ii) Two technical sessions each of 1 hr duration.

NACO intends to invite bids from the interested event management agencies with proven track record and having experience in organizing large scale events. The interested agencies are requested to submit technical and financial bids in separate envelopes. In the technical bid the agency has to submit the profile of the agency (such as along with experience and work done in the past). The technical bids will be opened on the same day and the shortlisting of agencies will be done on the basis of the criteria set by committee. The technical bid will be only for qualifying criteria.

Agencies need to submit the financial bids as per the items given below. The financial bids to be submitted in a separate envelope. The financial bids of only technically shortlisted agencies will be considered/ opened. The final selection of the agency will be done on the basis of lowest quotes as per financial quotes.

The technical and financial bids to be submitted in separate envelope and both to be submitted in big envelope mentioning **“TENDER FOR INTERNATIONAL YOUTH DAY”**

The total cost is to be given by agencies inclusive of all taxes. The tender with incomplete details/ confusing quotes will be straight way rejected without giving any reason.

Sr. No.	Name of Item with specification	Rates to be quoted
1.	Audio-Visual arrangements including Line array system for the capacity of 6000 persons in the stadium having sufficient numbers of Cordless (10) / stage (7) / foot mikes (10) with Podiums etc.	Complete job
2.	Preparation of stage (Height 4.5 ft', Size 28'X40' ft for Performance), arrangement of seating at main hall, carpeting inside hall and outside hall (total 9000 sqft), cloth masking wherever necessary. Performance stage : 12x16 ft at 4.5 ft height complete in all respect	Complete job
3.	10 VVIP Chairs + 20 No. 3 seaters VIP Sofa and 3000 chairs with white cloth. Carpeting : Red carpet for VVIPs and other carpet for general entrance	per job
4.	Floral decoration- Good quality in stadium, Stage, lobby, (10) Stalls, and glass beakers décor + 20 Bouquets	per job
5.	Lightning lamp-1 with wax/oil, candle, match stick	per job

6.	Name plate-15	per job
7.	Fixing and setting up of an exhibition space (20 Kiosks/stall, size 9ft x 9ft) i.e. 10 cabins (OctonumPanelswithout roof) with light arrangement, 2 tables and 2 chairs per cabin and material(double sided tape, pins, display board etc.) required for pasting/sticking of IEC material/poster etc. for exhibition to be manned by TI NGO)	per job
8.	Refreshment – Packets for 6000 persons (Samosa/patties, Wafers, pista barfi& Fruity and paneer pakora)	per job
9.	VVIP Lunch As per Protocol -200 Persons	Per plate
10.	10000 Nos. packed water glasses (250ml)	per job
11.	Still Photography & Videography with live coverage (with developed photograph (Size- 6”X8” and Video on CD/DVD)	per job
12.	LED wall 4mm, size-20’X20’	4 nos.
13.	Standeers- 20 Nos. (6x4 ft.)	per job
14.	Generator (62.5 KVA) for electric back-up 2 Nos.	per job
15.	25 panels (8x16 ft. Multi color printing) with installation	per job
16.	10 Nos. panels (Size- 4’X8’ Multi color printing) with installation	per job
17.	Small hoarding-6 (same content as backdrop with Direction mark) (4x6ft) with installation at prominent location of Delhi and around the venue.	per job
18.	10 Nos. Folding panels (Size- 6’x3’, foldable with stand, Multi color printing)	per job
19.	Backdrop (Size – 15 ft. x 30 ft. Flex with digital multi color printing & installed at venue)	per job
20.	Bunting-20- Bunting to decorate venue size- 8’x3’, 10’x3’, 4’x16’, 5’x20’ (as per size of hall selected) with installation.	per job
21.	Banners-300 (Flex banner Size-10’x3’ with message printing, multi color& installation at prominent locations in Delhi and around the venue.	per job
22.	Volunteer badges (150 GSM base)-100 Nos. (Spot Selection from samples)	per job
23.	Invitation card-500 Nos. - Size-9”x6”, multi color, ART paper glossy card 300 gsm with envelope single color screen printing,	per job
24.	Round Neck, Half Sleeves Cotton T-Shirts - 7000 Nos with multicolor message printing. -Spot Selection from samples Sample-3	per job
25.	Momento 50 Nos. made of Crystal with base printing - Spot Selection from samples	per job
26.	Comparer- 1 Female, English&Hindi	per job
27.	Cut Outs on Youth theme to be displayed at different locations around the venue and other prominent locations (10 locations – 4x2 sqft)	per job
28.	Printing of two types of pamphlets 5000 each (one page), Multi Color, Single side Printing A4 Size 70GSM Paper.	per job
29.	Display Boards (Green Base) with pins- 6 Nos. Size-4’X6’	per job

The bids to be submitted on the name of Under Secretary (Admin), 9th Floor Chandralok Building, 36 Janpath, New Delhi-110001, by 15:00 hrs by 7th August, 2015.
