

## **Tender Document**

NACO invites rates from the agencies for the event on World AIDS Day (1<sup>st</sup> Dec,14). The event is being organised at Talkatora stadium from 11 am to 12.30 pm. The rates may be sent to DDG (IEC), 9<sup>th</sup> Floor Chandralok Building by 1 pm on 27<sup>th</sup> Nov,2014. The bids will be opened at 2.00 pm on 27<sup>th</sup> Nov,14. The bids needs to be submitted in sealed envelope.

### **Scope of Work for the Logistic arrangement at event venue at Convention Centre, Talkatora Stadium, delhi on World AIDS Day on 01.12.2014**

<b>S. no.</b>	<b>Details of activities/items</b>
1.	Audio-Visual Aids (Cordless Mike-4 Nos., stage mike-2 Nos. with SRX System, DVD player.
2.	Preparation of stage(Height 2.5', Size 28'X40', Scap Holding for Performance), arrangement of seating at main hall, carpeting inside hall and outside hall, cloth masking wherever necessary. Podium with mike for comparer
3.	10 VVIP Chairs + 5 No. 3 seaters VIP Sofa and 100 chairs with clothing.
4.	Floral decoration- Stage, lobby, Stalls, 10-12 Bouquets
5.	Lightning lamp-1
6.	Name plate-10
7.	8 Table with table cloths for Podium
8.	Fixing and setting up of an exhibition space (10 Kiosks/stall, size 10'x12') i.e. 10 cabins (Octonum Panels with roof) with light arrangement, one table and 2 chairs per cabin and material(double sided tape etc.) required for pasting/sticking of IEC material/poster etc. for exhibition to be manned by TI NGO)
9.	Refreshment – for 3000 persons (Samosa/patties, Wafers, Gulab Jamun & Fruity)
10.	VVIP Lunch As per Protocol -100 Persons
11.	4000 Nos. packed water glasses (250ml)
12.	1 person for one day for security
13.	Still Photography & Videography with live coverage (with developed photograph (Size- 6"X8" and Video on CD/DVD)
14.	LED wall 4mm, size-10'X20'
15.	Flag (Satan Cloth, stander size)-5 Nos. with stick for flagging off of the vans
16.	Fabrication of IEC Vans(Model Eicher) -3 (Stickering -Design to be prepared by the bidder with the concurrence of DSACS, carpeting in side, Floral decoration and minor repairs of inside furniture. of each Van.)
17.	Standeers- 10 Nos. (6x4 ft.)
18.	Generator (65.5 KVA) for electric back-up 2 Nos.
19.	18 panels (8x16 ft. Multi color printing) with installation

20.	10 Nos. panels (Size- 4'X8' Multi color printing) with installation
21.	Small hoarding-6 (same content as backdrop with Direction mark) (4x6ft) with installation at prominent location of Delhi and around the venue.
22.	10 Nos. Folding panels (Size- 6'x3', foldable with stand, Multi color printing)
23.	Backdrop (Size – 15 ft. x 30 ft. Flex with digital multi color printing & installed at venue)
24.	Bunting-20- Bunting to decorate venue size- 8'x3', 10'x3', 4'x16', 5'x20' (as per size of hall selected) with installation.
25.	Banners-300 (Flex banner Size-10'x3' with message printing, multi color & installation at prominent locations in Delhi and around the venue.
26.	Red Ribbon -2000 Nos.(1000 Nos. Plastic/fiber Make as per sample displayed/provided & 1000 Nos. Cloths make, 15mm cloth strip size) (Spot selection from samples)
27.	Volunteer badge (150 GSM base)-100 Nos. (Spot Selection from samples)
28.	Invitation card-300 Nos. - Size-9"x6", multi color, ART paper glossy card 300 gsm with envelope single color screen printing,
29.	Printing of certificate for youth- 3000 Nos. A-4 Size, multi color printing ART paper Glossy card 300 GSM
30.	Caps – 3000 Nos. with multicolor printing - Spot Selection from samples
31.	Round Neck, Half Sleeves Cotton T-Shirts - 3000 Nos with multicolor message printing. -Spot Selection from samples
32.	Memento 50 Nos. made of Crystal with base printing - Spot Selection from samples
33.	Comparer- 1 Female, English
34.	Red Ribbon Shape Size- 6'X 6' of Sun Board- 50 No, with installation at prominent location of Delhi
35.	Printing of two types of pamphlets 5000 each (one page), Multi Color, Single side Printing A4 Size 70GSM Paper.
36.	Display Boards (Green Base) with pins- 6 Nos. Size-4'X6'