

X-19017/05/2019-NACO (IEC)
Government of India
Ministry of Health and Family Welfare
National AIDS Control Organisation


9th Floor, Chanderlok Building
36, Janpath, New Delhi, 110001
Dated : 13th November, 2019

Corrigendum

Subject: Hiring of event management agency for managing World AIDS Day function

The bid document for hiring of agency for managing World AIDS Day function at Kedarnath Sahni Auditorium, Municipal Corporation of Delhi Civic Center, New Delhi on 1st December, 2019 was uploaded on NACO's website on 7th November, 2019. In this regard, the pre-bid meeting was conducted on 11th November, 2019 in NACO. During the pre-bid meeting, following amendments were made which are as follows:-

S.no.	Particular	Remarks
Para 4 : Scope of Work for the logistic arrangement at Kedarnath Sahni Auditorium, Municipal Corporation of Delhi Civic Center, New Delhi on 1st December, 2019.		
	Details of Activities/items	
1.	10 VVIP chairs to be placed on Dais (with clothing/proper accessories). With sufficient number of tables to make a dais.	No change in this
2.	Super quality floral decorations on dais and outside the auditorium in the hall.	Super quality floral decorations of height 1.5 ft and length 60 ft using gladiola, carnation and roses on dais and outside the auditorium in the hall.
3.	Lighting Lamp – 1 (with necessities like wick, oil, camphor and matchbox/big candle).	No change in this
4.	Name Plate – 10 (could be increased in number, depending upon the guest list). A complete set of 10 more has to be kept ready for standby.	No change in this
5.	Backdrop designing with overall necessities. LED screen 30ft X 20ft	No change in this




6.	Podium with branding. One laptop	Laptop is required with printer. Mike is required along with podium
7.	25 high quality folders (Handloom/Jute). The folder will have, writing pads with branding, min-to-min programme, pen with branding.	No change in this
8.	Green welcome – 20 (Bonsai in pot/plates) (2 samples to be submitted with proposal)	No change in this
9.	10 welcome bouquets	10 welcome bouquets of orchids / lilly's with carnation.
10.	Mementos with shawl- 20 (maximum 3 samples to be submitted with proposal)	No change in this.
Exhibition		
11.	Stalls – 15 Fixing and setting up of an exhibition space (15 kiosks/stall, size 10' X 12') i.e. 15 cabins. (Octonum panel with roof) with light arrangements , one table and 2 chairs per cabin and material (double sided tape etc.) required for pasting /sticking of IEC material/ poster etc	In addition, one LCD screen size of 48 inches in each stall
12.	Arrangements for Ribbon cutting ceremony (plate, ribbon, scissor).	No change in this
13.	30 Standees with 6ft X 3ft, foldable.(will be retained by NACO)	No change in this
Publicity about the event		
14.	200 Hoardings of flex (same content as back drop with Direction mark) (8ft X 3ft feet) with installation at prominent locations of Delhi and the Venue.	No change in this .
15.	Iron mounted flex panels – 30 (to be placed inside the hall)	Size of each panel would be 10 feet X 8 feet
16.	50 cloth buntings with installations	50 cloth buntings with installations of 12feetX 3feet.
17.	Red Ribbon Shape Size – 8ft X 6ft of sun board - 100 in number with installation at prominent locations of Delhi	No change in this
18.	Invitation Cards – 500 No. as per design, multi color, on glossy specialty paper 250 GSM with envelope on glossy 160 GSM	No change in this

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19.	Red Ribbon – 2000, Plastic/fibre 15 mm cloth strip size	Red Ribbon – 2000 in Plastic
20.	400 certificates & mementoes for Red Ribbon Clubs	Agency need to submit 2 sample for mementoes.
Refreshment		
21.	VVIP High tea as per protocol - 300 person	Two main course items, three snacks items, juice, tea and coffee
22.	1000 Refreshment (Samosa/patties, dry cake, wafers & Mango/orange/mixed-fruit juice)	No change in this
23.	3000 packed water bottles (1/2 ltr) branded.	No change in this
Documentation		
24.	Still Photography & Videography with live coverage (with developed photographs 6"X8" and Video on CD/DVD). Along with 6 albums with minimum 20 pages. Karizma style album. The bytes of the dignitaries needs to be edited immediately after the event and to be handed over to NACO in DVD.	No change in this
Activities		
25.	Comparer – 1 - Female/Male, English/Hindi	No change in this
26.	20 ushers (15 males & 5 females).	No change in this
27.	Designing, printing and individual packaging of NACO's annual Calendar. (Quantity: 2000). The calendar is to be launched during the event.	Designing, printing and individual packaging of NACO's annual Calendar. (Quantity: 2000). The calendar is to be launched during the event. Specification Size 44" X 69" No. Of pages -6 Falps of 3 months each Color: 4 color single side Material-170 GSM art paper Binding" Wiro binding with Hanging wire And Scroll box.
28.	Conceptualization and production of short film for NACO	No change in this

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Miscellaneous		
29.	Cleaning, sanitation and hygiene of entire event premises has to be maintained by the Event management agency	No change in this
30.	Security Guards (20 in number) from reputed registered security agency	No change in this
31.	Requirement for musical band and Sand art	<ul style="list-style-type: none"> • Column/Speakers - 8 • Base boxes/Woofer (big) - 4 • Vocal mikes cordless - 4(Sehnizer/Shure) - Lead for Sensor of cordless mikes should be minimum 10 meter length (Same as lead of any other instrument) • Cord Mikes - 3 • Stage Monitor - 7 (5+2in ear monitor) • Mike stand - 4 • Drum kit sound (8/7 mike set - Sehnizer/samson/Shure) • Snake/Sub snakes/Stage boxes • Di Boxes • Mixer • Processor • Amplifier • Chords/ leads • Extension boards • Drum kit (imported) • Lyrics/laptop stand for singers-1 • 6 feet X 3 Feet glass table • 5 LED Palco lights • Video Camera with stand


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