



**Event Management**

**for**

**International Conference**

**APM 2024**

**on**

**Sustainable & Innovative Materials and Design for  
Global Needs**

**14<sup>th</sup> -16<sup>th</sup> March, 2024**

**CIPET: Institute of Petrochemicals Technology, Ahmedabad**

**(Department of Chemicals & Petrochemicals,**

**Ministry of Chemicals & Fertilizer, Govt. of India)**

**Plot no.630, Phase IV, GIDC Vatva, Ahmedabad-382445, Gujarat**

**Web: [cipet.gov.in](http://cipet.gov.in), e-mail : [ahmedabad@cipet.gov.in](mailto:ahmedabad@cipet.gov.in)**

**Phone no : +91- 96631 85230 / 99545 42542 / 98246 03112**

## CIPET: IPT Ahmedabad

**Tender No: CIPET: IPT/ADMN/AHMD/APM/Event /01/23-24/ Dated: 25.01.2024**

### NOTICE INVITING TENDER FOR EVENT MANAGEMENT FOR APM 2024

CIPET: IPT Ahmedabad invites sealed Tenders from resourceful and reliable agencies, event management firm for providing services for International conference APM 2024 to be held at CIPET: IPT, Ahmedabad. The details are as under:

| Sl. No | Description  | Tender Fees in Rs. (Non- refundable)   |
|--------|--|--|
| 1      | Event Management for APM 2024<br><b>Brief Description:</b> Arrangement of Venue, Stage, Seminar Halls, Catering sites for participants, VIP Delegates, Cultural Programs | Tender Fee Rs. 1000/-<br>in favour of CIPET Ahmedabad<br>Bank Name Canara Bank<br>Account No: - 0282201001442<br>IFSC Code: -CNRB0000282 |

The sealed Tender should be of two parts viz. Technical Bid & Commercial Bid and sealed separately and send together in another cover super scribed as "**TENDER FOR EVENT MANAGEMENT SERVICES FOR APM 2024**". The Tender documents can be downloaded from [www.cipet.gov.in](http://www.cipet.gov.in).

Bid without Tender fee will not be accepted. The Last date for the submission of the Bid: 07.02.2024, 05.00 PM. Opening of Commercial bid after Evaluation of Technical Bid will be informed telephonically to the technically qualified bidders.

Bidders are advised to visit CIPET's Tender portal [www.cipet.gov.in](http://www.cipet.gov.in) regularly for any Addenda / Corrigenda (if any) with regard to the Tender, for which no separate paper advertisement will be published.

**Last Date of Submission: 08.02.2024 up to 05.00 PM.**

The undersigned reserves the right to accept/reject any or all Tenders without assigning any reason thereof. No claims whatsoever shall be entertained for the loss/damage suffered by the parties/bidders on account of such rejection

Joint Director & Head,  
CIPET: IPT Ahmedabad

**Important Information and Dates**

| <b>Sl. No</b> | <b>Description</b>                                       | <b>Details</b>  |
|---------------|--|---|
| 1             | Purchaser  | CIPET: IPT, AHMEDABAD   |
| 2             | Tender No  | <b>CIPET: IPT/ADMN/AHMD/APM/Event /01/23-24/ Dated: 25.01.2024</b>  |
| 3             | Tender submission of bid                                 | CIPET: IPT, AHMEDABAD   |
| 4             | Tender information available at                          | www.cipet.gov.in  |
| 5             | Tender Fees  | Rs. 1000/- (Rupees One Thousand only)   |
| 6             | Earnest Money Deposit EMD (in Rs.)                       | Rs. 100000/- (Rupees One Lakh Only)   |
| 7             | Security Deposit (in Rs.)                                | 10 % of tender value  |
| 8             | Service to be offered                                    | Catering Services as per Annexure- I and II   |
| 9             | Estimated Value of Tender                                | Rs.20,00,000/- (Rupees Twenty Lakhs Only)   |
| 11            | Date and Time of download Tender                         | 25.01.2024 from 11.00 am onwards  |
| 12            | Last Date and Time for Submission of Hard copy of Tender | 08.02.2024 & 5.00 PM  |
| 13            | Date, Time and place of opening of Technical bid         | Will be informed telephonically/email to all the bidders  |
| 14            | Date and Time of opening of Financial Bid                | Opening of financial bid date, time, and venue will be conveyed to the technically qualified tenderers by over phone or mail. |
| 15            | Bank Details of CIPET: IPT Ahmedabad                     | Bank Name: Canara Bank<br>Account No: - 0282201001442<br>IFSC Code: - CNRB0000282<br>Branch : Maninagar                       |

## **CIPET: IPT Ahmedabad**

### **Contents of Bidding Documents**

List of Documents.

1. Tender fess transferred to **CIPET Ahmedabad, Current A/c. No. 0282201001442, IFSC: CNRB0000282, BANK-CANARA, Branch : Maninagar, Ahmedabad.**
2. Profile of the bidder on the letter head.
3. Name of the owners/partners/director of the firm/company /corporation and their addresses.
4. License copy of registration of the firm /company.
5. Copy of registration.
6. Copy of GST, PAN, PF and ESIC registration.
7. Work order for similar work in the last 3 years.
9. Name and addresses of bankers with whom the account is maintained.
10. Balance sheet with Income Tax Returns for the last 3 years (2020-21, 2021-22, 2022-23).
11. Number of disputes arises with clients, reasons of disputes and present status of disputes of detail. (on company letter head)
12. Scope of the work.

### **Financial Bid Details - As per Schedule**

Price bid of the tenderers, whose Tender cost and Technical bid found in order shall be opened. The financial bids of the tenderers, who have been found qualified by the tender conditions shall be opened. Joint Director & Head, CIPET: IPT Ahmedabad reserves all right regarding enhance or reduce the work and to cancel the entire tender or any tender without assigning any reason thereof. Conditional Tender will not be accepted.

**Note:** The Tenderers are requested to go through the instructions carefully and complete all formalities as required and submit along with bid.

Joint Director & Head,  
CIPET: IPT Ahmedabad

**INSTRUCTIONS TO BIDDERS**

**(A) Introduction**

Central Institute of Petrochemicals Engineering & Technology (CIPET) (formerly known as Central Institute of Plastics Engineering & Technology (CIPET)) was established in 1968 by Government of India with the assistance of United Nations Development Programme (UNDP) at Chennai. The main objective of setting up of this specialized institute was to develop manpower in different disciplines of Plastics Engineering & Technology as no similar institute was in existence in the country. International Labour Organization (ILO) served as the executing agency. During the initial project period between 1968 and 1973, the institute achieved the targets envisaged and was rated as one of the most successful UNDP projects implemented worldwide. Today CIPET is a premier Academic institution for higher & technical education under the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted in all the domains of plastics viz:- Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Production Engineering, Testing and Quality Assurance. CIPET operates from various locations spread across the country to cater the needs of the Polymer and allied industries.

With a view of catering the need of plastic industries belonging to the Western parts of the country, CIPET Centre was established at Ahmedabad in the year 1984.

Located at "Vatva GIDC Industrial Area", the campus is spread over 9 acres and is surrounded by serene environment helps in making suitable ambience for academics.

CIPET : IPT - Ahmedabad Centre is ISO 9001:2015 certified for Training and Technical Services. Our Plastics Testing Centre is accredited by NABL for ISO 17025:2005 QMS and recognized by Bureau of Indian Standards (BIS).

Further, Centre is accredited with ISO/IEC: 17020 (General Criteria for the operation of various types of bodies performing inspection) Type - A Inspection body in the field of plastics. Pre & Post delivery Inspection Services are offered to our elite customers.

**(B) The Bidding Documents**

• **Content of Bidding Documents**

- (a) Instruction to Bidders;
- (b) Terms and Conditions of Contract;
- (c) Schedule of Requirements;
- (d) Scope of the work with details;
- (e) Technical Bid.
- (f) Commercial Bid
- (g) Price Schedules;
- (h) Contract Form;
- (i) Performance Security Form;
- (j) Deviation Statement;

## CIPET: IPT Ahmedabad

- The Bidder is expected to examine all instructions, forms, terms and the scope of the work in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
- **Amendment of Bidding Documents:**
- At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at their own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by amendment.
- In order to afford prospective Bidders reasonable time in which to take the amendment into account in preparing their bid, the Purchaser may, at their discretion, extend the deadline for the submission of bids

### (C) Eligible Criteria for Bidders:

- Audited Balance sheet for the last 3 years
- Up-to-date IT returns for the last 3 years, PAN Card, GST Registration Certificate.
- The Bidders must have satisfactorily provided the event management service at-least 02 nos. in any Govt. Organisations/PSU/Corporate Sectors during the last 5 years. The Certificate in support / credentials of that from the user must be attached. The Customer Feed Back Certificate must be enclosed.
- Self-declaration on **NO PENDING LITIGATION.**
- The bidder shall have local service and application office and infrastructure to attend visit whenever required.
- The bidder should furnish details of customers in India (copy to be enclosed).
- Bidders are not allowed to use single use plastics.
- Bidders should mention clearly mobile number & email id on main envelope

### (D) Terms & Conditions:

- **Taxes:** All taxes, duties, packing, forwarding & installation have been included in the quoted rate.
- Tender Fees Rs.1000/- ( to be paid online only- copy of proof of transaction to be enclosed)
- **EMD: Rs.1,00,000/-**
- **Performance Security:** 10% of the Purchase Order value shall be submitted by the party towards performance security within 07 days of receipt of Work Order in the form of Demand Draft/NEFT/RTGS/Bank Guarantee in favour of '**CIPET Ahmedabad**' payable at Ahmedabad. The Performance Security will be refunded after 30 days of completion of allotted assignments.

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- Return of Security deposits by the bidder shall be returned without any interest.
- **Payment:** 30% advance along with work order and remaining after successful completion of event as per the tender requirement.
- Place of the event: CIPET: IPT Ahmedabad, Plot no.630, Phase IV, GIDC Vatva, Ahmedabad-382445, Gujarat, India
- The Bidder shall provide the Bank accounts details along with Scanned copy of cancelled cheque for onward transaction.
- **Bid document:** The vendor should read the Tender documents carefully before quoting. It shall be deemed that the vendor has gone through the documents carefully and has understood its implication.
- **Technical bid:** The Technical Bid should accompany with full technical details of the event as requested in the bid.
- **Declaration:** The bidder should attach a self-declaration statement that he is not debarred/ blacklisted or banned from any Central Government / PSU / State Govt. / any Corporate Sector.
- The Tender, submitted by the Bidder who have already been declared as Black Listed or whose contract was terminated for dissatisfactory supply or who was unable to supply any Institute/Organization run by the State / Central Government / PSU / Corporate Sectors will not be considered even his being the lowest rate.
- The Bidder should provide relevant documents regarding the Partnership Firm/Public/Pvt. Ltd. Company/Cooperative society.
- **Disputes:** In the event of any dispute or disagreement arising between the Event Manager Firm and CIPET: IPT, Ahmedabad with regard to the interpretation of "Terms & Conditions" stipulated herein or in the contract done, the same shall be referred to the Convener – APM 2024, whose decision will be final and binding upon the Event Manager / Management Firm.

Bidders are advised to visit CIPET's Tender portal [www.cipet.gov.in](http://www.cipet.gov.in) regularly for any Addenda / Corrigenda (if any) with regard to the Tender, for which no separate paper advertisement will not be published.

### (E) Preparation of Bids

1. The bidder should submit the Technical / Qualification Bid and Commercial Bid in SEPARATE sealed envelopes super scribing "Technical / Qualification Bid" and "Commercial Bid", respectively. These two envelopes should be then put in an envelope and sealed properly and super scribed "**TENDER FOR EVENT MANAGEMENT SERVICES FOR APM 2024**".

## 2. Documents establishing Bidder's Eligibility and Qualifications

- The Bidder shall furnish, as part of its bid, documents establishing the bidder's eligibility to bid and its qualifications to perform the Contract if its bid is accepted.
- The documentary evidence of the Bidder's qualifications to perform the Contract if its bid is accepted, shall establish to the Purchaser's satisfaction.

## 3. Period of Validity of Bids

- Bids shall remain **valid for 90 days** after the date of bid opening prescribed by the Purchaser. A bid valid for a shorter period may be rejected by the Purchaser as non-responsive.

## 4. Submission of Bids

The detailed technical specification of the requirement is enclosed in Bid document, Offer should be of two parts Viz., "**TECHNICAL BID**" and "**COMMERCIAL BID**" The content of the both bids should be asunder;

### (a) TECHNICAL BID should include the following:-

- ✓ Scope of supply
- ✓ Deviation Statement
- ✓ Proforma for Performance Statement
- ✓ Qualification Criteria

### (b) COMMERCIAL BID should include the following:-

- ✓ Statement showing the price of each items which is mentioned in the Technical Bid
- ✓ Conditional bids will not be accepted. The condition laid down by CIPET:IPT Ahmedabad is final and binding on all bidders.
- ✓ The quote should be in Indian Currency (INR).
- ✓ CIPET:IPT Ahmedabad reserves the right to accept or reject any or all tenders either in part or in full without assigning any reasons thereof.

The bids, which are not containing the statements, mentioned in 4 (a) & (b) are liable to be rejected.

- The proforma of Annexures in the Bidding document, wherever necessary, should be typed on the bidder's letter-head and upload the same.
- Price Schedule should be submitted in the prescribed format given under the price schedule of the Bidding Document.
- The Deviation Statement enclosed should be duly filled in and submitted along with Bidding Document. If the bidder is offering more than one options a separate deviation statement for each of such quotes should be submitted along with the offer.
- Quotes received without price schedule and deviation statement as per our



## **CIPET: IPT Ahmedabad**

prescribed format, will summarily be rejected.

- Further, bidders registered under Micro & Small Enterprise (MSEs) as defined in MSE procurement policy issued by department of MSME or register with central purchase organization will be considered for relaxation of EMD only

### **5. Deadline for Submission of Bids**

The Purchaser may, at its discretion, extend this deadline for submission of bids by amending the Bid Documents, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

### **6. Evaluation and Comparison of Bids**

- The Purchaser will evaluate and compare the bids previously determined to be substantially responsive.

## **(F) Award of Contract**

### **• Post Qualification**

- The Purchaser will determine to its satisfaction whether the Bidder selected as having submitted the lowest evaluated responsive bid is qualified to satisfactorily perform the Contract.
- The determination will take into account the Bidder's financial, technical and performance capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder as well as such other information as the Purchaser deems necessary and appropriate.
- An Affirmative determination will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's bid.

### **• Purchaser's right to vary Quantities at Time of Award**

- The Purchaser reserves the right at the time of award of Contract to increase or decrease of the quantity of goods and services specified in the Schedule of Requirements without any change in price or other terms and conditions.

### **• Purchaser's Right to accept any Bid and to reject Any or All Bids**

- The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidders or Bidders of the grounds for the Purchaser's action.

**Technical Bid**

| <b>Sl. No.</b> | <b>Details</b>  | <b>Remarks</b> |
|----------------|---|----------------|
| 01.            | Name of the firm/ Society/ Company/ Proprietary Concern   |                |
| 02.            | Address of Registered Office  |                |
| 03.            | Address of the office   |                |
| 04.            | Telephone Nos./Fax/E-mail at Patna  |                |
| 05.            | Banker of Company/ Firm/agency with full Address and Telephone Number   |                |
| 06.            | PAN No.<br>(Attach attested copy)   |                |
| 07.            | GST Registration Number<br>(Attach attested copy)   |                |
| 08.            | Whether rates are quoted as per format mentioned in the Bidding Document or not.  |                |
| 09.            | Whether rates quoted are inclusive of all taxes or not.   |                |
| 10.            | Have you previously organized any such event for State/Central Government or PSUs or Corporate Sectors? If yes, attach relevant proof.                    |                |
| 11.            | Acceptance of terms & conditions attached. Please sign each page of terms and conditions as token of acceptance and submit as part of tender document     |                |
| 12.            | Proof of financial status in form of Audit Report, Balance Sheet, Profit & Loss A/c along with all the schedules etc. for the last three financial years. |                |
| 13.            | Copy of Acknowledgement for filing Income Tax Return for last three years.  |                |
| 14.            | Self-declaration on No-Pending Litigation   |                |

(Signature & Seal of the authorized signatory of Tendering Firm)

Date:

Name:

Place:

Address:

Mobile No:

**PERFORMANCE SECURITY FORM**

To:

CIPET:IPT, Ahmedabad  
Plot no.630, Phase IV, GIDC Vatva  
Ahmedabad-382445, Gujarat

**WHEREAS**.....(Name of Supplier)

Hereinafter called “the Supplier” has undertaken, in pursuance of  
Notification of Contract No..... dated, ..... 20..... to supply  
..... (Description of Goods and Services) hereinafter called “the Contract”.

**AND WHEREAS** it has stipulated by you with a Bank Guarantee by a recognized bank for the  
sum specified therein as security for compliance with the Supplier’s performance obligations  
in accordance with the Contract. **AND WHEREAS** we have agreed to give the Supplier a  
Guarantee:

**THEREFORE WE** hereby affirm that we are Guarantors and responsible to you, on behalf of  
the Supplier, up to a total of (Amount of the Guarantee in Words and Figures) and we  
undertake to pay you, upon your first written demand declaring the Supplier to be in default  
under the Contract and without cavil or argument, any sum or sums within the limit of  
(Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or  
reasons for your demand or the sum specified therein.

This guarantee is valid until the.....day of..... 20.....

Signature and Seal of Guarantors

.....  
.....

Date .....

Address:.....

**PROFORMA FOR PERFORMANCE STATEMENT**

**DETAILS OF PREVIOUS CONTRACTS**

| <b>Period of Contract<br/>From To</b> | <b>Name and Address<br/>of the<br/>Organization with<br/>reference letters</b> | <b>Name of the<br/>Contact person<br/>&amp; Phone No.</b> | <b>Value of<br/>Contract and<br/>other Details</b> | <b>Remarks</b> |
|---------------------------------------|--|---|--|----------------|
|                                       |  |   |  |                |
|                                       |  |   |  |                |
|                                       |  |   |  |                |
|                                       |  |   |  |                |

**Note : Enclose separate sheet if necessary**

**Place:**

**Date:**

**SIGNATURE OF THE TENDERER**

**PROFORMA FOR PERFORMANCE STATEMENT**

| <b>Period of Contract<br/>From To</b> | <b>Name and Address<br/>of the<br/>Organization with<br/>reference letters</b> | <b>Name of the<br/>Contact person<br/>&amp; Phone No.</b> | <b>Value of<br/>Contract and<br/>other Details</b> | <b>Remarks</b> |
|---------------------------------------|--|---|--|----------------|
|                                       |  |   |  |                |
|                                       |  |   |  |                |
|                                       |  |   |  |                |

Give details of current contracts, if any, of similar services being rendered by you and which will be available for inspection by our officials

**Note :** Enclose separate sheet if necessary

Place:

Date:

**SIGNATURE OF THE TENDERER**

**PROFORMA FOR DEVIATION STATEMENT**

Bid Ref No.

Date of Opening

Time

Name of the Firm

Name of the event:

Purchaser's Specification

Bidders Specification

Deviation, if any

Justification

Remarks

**Place:**

**Date:**

**SIGNATURE OF THE TENDERER**

Note : Separate Deviation statements should be submitted along with the bid for all models / alternative quotes.

**Commercial Bid  
(Price Schedule)**

| Sr.No. | Description  | Rates in figures | Rates in Words |
|--------|--|------------------|----------------|
| 1      | Venue Branding   |                  |                |
| 2      | Stall & Stands   |                  |                |
| 3      | Arrangement of Auditorium, Hall I, Hall II & Hall III                        |                  |                |
| 4      | Arrangement of Catering Sites  |                  |                |
| 5      | Photography & Videography with YouTube live streaming – with internet backup |                  |                |
| 6      | General -Manpower, House Keeping   |                  |                |
|        | TOTAL  |                  |                |
|        | GST...   |                  |                |
|        | ..   |                  |                |
|        | GRAND TOTAL...   |                  |                |
|        | ..   |                  |                |

- ❖ *Please Quote as per Annexure-I & II*
- ❖ *The price include all kind of materials & transportation cost & profit margin of the contractor*

**Note :- Further if any Tender queries please contact the following CIPET officials:**

| <b>Sl. No.</b> | <b>Name of the Official</b> | <b>Contact Number</b> | <b>E-mail ID</b>           |
|----------------|-----------------------------|-----------------------|----------------------------|
| 01.            | Mr. Bappan Chandra Deb      | 9954542542            | ahmedabad.gem@cipet.gov.in |
| 02.            | Mr. Amit G Shah             | 9824603112            |                            |
| 03.            | Mr. Rohit Singh Baghel      | 7504006303            |                            |

**CIPET: IPT Ahmedabad reserves the right to accept or reject any or all tenders either in part or in full without assigning any reasons thereof.**



**SCOPE OF WORK**

**Annexure I**

**CONFERENCE REQUIREMENTS**

**1. Venue Branding**

- Entrance gate at the Venue Main Entry (Box / Flat Gate)
- 8 ft x 4 ft banner at jashoda nagar cross road
- Pathway Carpeting (Red) from Entry gate to venue – Admin building & HLC Building
- Standees along the pathway
- Color Flags on the way
- Permanent Color metal frame standee with LED Lighting naming Diploma & Degree branches
- Long Flexi Banner road side facing of HLC Building- as per requirement
- HLC Building decorative Lighting
- Tent & seating arrangement for VIP in open area for 20 capacity with tea poy and sofas
- APM Event Badges for VIP & Staff
- Gujarati Traditional Group for welcoming Guests on Day 1

**Conference Hall (Auditorium)**

- Stage with RED Carpet on Dias & Path Way Floral Carpet in hall
- Stage & Auditorium decoration with flowers and lights
- VIP Seating Sofas on stage
- proper demarcation – VIPs, Press, Delegates
- Big size LED Wall backdrop screen – 01 nos. with wireless mic & slide presenter
- Preview Monitor-1 nos. for guests on the dias
- Female Emcee and hostess (as required) first and last day
- Press folders (Pen, Notepad etc.)
- Podium Banner & Decoration

**Seminar Halls (for 3 Halls, each of 50 capacity)**

- Podium Banner (2 x 5 or suitable to existing podium) with flower decoration
- 1 Standees at the entrance of the seminar hall
- Audio-visual arrangements for Slide Presentation during Technical Sessions
- High resolution projector with screen – for technical sessions  
(2 at auditorium & 3 in the class room)

**Exhibition Stalls**

- Platform & Branding
- Partition walls equipped for anchoring posters
- Chairs inside the stall (04 per stall)
- Table (02 per stall)
- Plug points & Lights inside the stall
- Pedestal Fan (01 per stall)

**Poster Presentation**

- Poster Boards: 10 nos. to fit poster banners of size 3 X 4 feet
- Pins / Double-sided tape for anchoring Posters

Carpet from auditorium to Poster presentation hall

**Catering Site**

- Table, Masking, Carpeting for Hi-Tea Area ( on third floor HLC building)
- Table, Masking, Carpeting & Limited Seating for Lunch / Dinner Area

Round Dining Tables with cushion chairs

**Cultural Programme**

Stage arrangement in the amphi theatre (Truss goal post, sound system, carpet)

Banners of the event

VIP Sofas ( 3 + 2 ) – 4 Nos

Plastic Chairs with cover

**Additional Arrangements**

- Selfie Point of APM 2024

| SI No                         | Particulars  | Sizes                               | Days | Qty |
|-------------------------------|--|-------------------------------------|------|-----|
| <b>1 Venue Branding</b>       |  |                                     |      |     |
| 1                             | Entry gate (Box type) with branding  | As per site requirement             | 3    | 1   |
| 2                             | Entry gate (Flat type) with branding   | As per site requirement             | 3    | 1   |
| 3                             | Banner at Jashodanagar Cross road (8 x4) with frame                                      | 8' x4'                              | 3    | 1   |
| 4                             | Banner in Main Gate Entrance   | 12' x 5'                            | 3    | 1   |
| 5                             | Standees   | 6' x 3'                             | 3    | 10  |
| 6                             | Banner for program schedule (flex fixed banner)  | 6' x 6'                             | -    | 2   |
| 7                             | Permanent Color metal frame standee naming branches names                                | -                                   | -    | 8   |
| 8                             | Long Flexi Banner road side facing of HLC Building                                       | -                                   | -    | 2   |
| 9                             | HLC Building decorative Lighting (Led strings) – 3 sides                                 | -                                   | 2    | -   |
| 10                            | HLC Building highlighting by Facade lighting   |                                     | 1    | 1   |
| 11                            | Tent for VIP seating in open area  |                                     | 1    | 1   |
| 12                            | Sofas with tea poy for VIP seating in open area  |                                     | 1    | 1   |
| 13                            | Portable Heavy duty coolers  |                                     | 1    | 2   |
| 14                            | APM Event Badges for VIP & Staff   |                                     | -    | 50  |
| 15                            | Gujarati Traditional Group for welcoming Guests on Day 1 for 3 hours                     |                                     | 1    | -   |
| <b>2 Stalls &amp; Strands</b> |  |                                     |      |     |
| 1                             | Registration Stall with Table, Cloths and frills   |                                     | 1    | 2   |
| 2                             | Octonorm Stall with Octonorm Table,Cloth and Frills, 2 Chairs, 3 Light, 1 Plug Point     | 3 x 2 & 3 x 3                       | 2    | 10  |
| 3                             | Poster Stands (Pin up Strands)   | Suitable for 3 x 4 Size Poster      | 2    | 10  |
| <b>3 Auditorium</b>           |  |                                     |      |     |
| 1                             | Stage Carpeting on existing stage at auditorium  | As per site requirement             | 3    | 1   |
| 2                             | LED backdrop (Middle) on stage at auditorium   | As per site requirement             | 3    | 1   |
| 3                             | Projectors LCD-4200Lmns (Both sides)   |                                     | 3    | 2   |
| 4                             | Laptop   |                                     | 3    | 1   |
| 5                             | Switcher   |                                     | 3    | 1   |
| 6                             | TV for viewing for the guest on dias   |                                     | 3    | 1   |
| 7                             | Podium Branding  | Size(approx.. 4' x 3')/ as per site | 3    | 2   |
| 8                             | Splitter   |                                     | 3    | 1   |
| 9                             | Session Timer on Stage   |                                     | 3    | 1   |
| 10                            | Podium mike  |                                     | 3    | 2   |
| 11                            | LED Parcans for Backdrop   |                                     | 3    | 6   |
| 12                            | Speakers with Amplifiers, Mixer (Audio System)   |                                     | 3    | 2   |
| 13                            | Flower Decoration for lamp   |                                     | 3    | 1   |
| 14                            | Dias Decoration  |                                     | 1    | 1   |
| 15                            | Floral Bouques   |                                     | 1    | 10  |
| 16                            | Dias VIP chair with tea-poy, flower vase   |                                     | 2    | 7   |
| 17                            | Youtube live Streaming with professional Photography & videography ( first and last day) |                                     | 2    | 1   |

| <b>Hall I</b>             |   |              |   |     |
|---------------------------|---|--------------|---|-----|
| 1                         | Banner Panel Designing, Printing & Mounting   | 8 x 6        | 3 | 1   |
| 2                         | Projector   |              | 3 | 1   |
| 3                         | Laptop  |              | 3 | 1   |
| 4                         | Podium Branding   |              | 3 | 1   |
| 5                         | Speakers with Amplifiers, Mixer (Audio System)  |              | 3 | 1   |
| 6                         | One 2 Sofa chair with tea poy for VIP guest   |              | 3 | 1   |
| 7                         | Tower AC 3 ton  |              | 3 | 1   |
| <b>Hall II</b>            |   |              |   |     |
| 1                         | Banner Panel Designing, Printing & Mounting   | 8 x 6        | 3 | 1   |
| 2                         | Projector   |              | 3 | 1   |
| 3                         | Laptop  |              | 3 | 1   |
| 4                         | Podium Branding   |              | 3 | 1   |
| 5                         | Speakers with Amplifiers, Mixer (Audio System)  |              | 3 | 1   |
| 6                         | One 2 Sofa chair with tea poy for VIP guest   |              | 3 | 1   |
| 7                         | Tower AC 3 ton  |              | 3 | 1   |
| <b>Hall III</b>           |   |              |   |     |
| 1                         | Banner Panel Designing, Printing & Mounting   | 8 x 6        | 3 | 1   |
| 2                         | Projector   |              | 3 | 1   |
| 3                         | Laptop  |              | 3 | 1   |
| 4                         | Podium Branding   |              | 3 | 1   |
| 5                         | Speakers with Amplifiers, Mixer (Audio System)  |              | 3 | 1   |
| 6                         | One 2 Sofa chair with tea poy for VIP guest   |              | 3 | 1   |
| 7                         | Tower AC 3 ton  |              | 3 | 1   |
| <b>3 Catering Site</b>    |   |              |   |     |
| 1                         | Table, Masking, Carpeting for Hi-Tea & Lunch / Dinner Area for Students                                   | 200 capacity | 2 | 1   |
| 2                         | Table, Masking, Carpeting for Hi-Tea & Lunch / Dinner Area with Limited Seating arrangement for Delegates | 100 capacity | 2 | 1   |
| 3                         | Table, Masking, Carpeting for Hi-Tea / Dining with seating arrangement for VIPs                           | 20 capacity  | 2 | 1   |
| <b>4. Photo and Video</b> |   |              |   |     |
| 1                         | Photography ( Photos 200 nos 5 x7 with Album( Regular Standard) & copy in a pendrive                      |              | 2 | 1   |
| 2                         | Videography ( With edited videography in a pendrive)  |              | 2 | 1   |
| <b>5. General</b>         |   |              |   |     |
| 1                         | Manpower - House Keeping  |              | 2 | 5   |
| 2                         | Emcee (Female)  |              | 1 | 1   |
| 3                         | Badges & Lanyards   |              | 1 | 300 |