

NOTICE INVITING QUOTATION

Indian Council for Cultural Relations invites e-tender from eligible bidders for technical requirements(light, sound, hoardings, web streaming, video recording/photographs , tenting, lighting , LED, flower decoration, backdrop/flex banner) for launch of Gyan Setu App to be held on 6 February, 2023 at Azad Bhavan, IP Estate, New Delhi from 3 pm onwards. Details of requirement are attached.

(i)	Tender No.	Scholarship/Launch of Gyan Setu App/2023
(ii)	Date	02/02/2022
(iii)	Name of the Work	Launch of Gyan Setu App to be held on 6/02/2023
(iv)	Date and time of Quotation publication and download	02/02/2023 at 1400 hours
(v)	Last date and time of Submission of Quotation	03/02/2023 at 1400 hours
(vi)	Date and time of Quotation of Financial bid	03/02/2023 at 1500 hours
(vii)	Cost of bid document	Zero
(viii)	Quotation fee	As applicable

2. Kindly quote the details with regard to the following:-

- (i) **No advance** would be admissible. The bills will be settled as per Govt. norms.
- (ii) All costs (inclusive of all taxes) with break-up as per item wise as per the Scope of Work must be mentioned in the quotation. In the absence of same, quotation will be rejected.
- (iii) Adequate operation/technicians/manpower for set-up & coordination of the event should be made available as per requirements. In case of any additional requirement, it has to be provided on demand.
- (iv) EMA is advised to carefully read the scope of work and also to see the site.
- (v) Only the vendors empanelled with ICCR to apply.

3. ICCR reserves the right to reject any or all the quotations without assigning any reason and the decision of the ICCR shall be final and binding.



Sr. Programme Director(Scholarship)

INDIAN COUNCIL FOR CULTURAL RELATIONS
Azad Bhavan, IP Estate, New Delhi

SCOPE OF WORK

Technical requirement for launch of Gyan Setu App at ICCR, Azad Bhavan, IP Estate on 6 February, 2023 from 3 pm onwards

1. Lighting List

(i)	PAR 64 cp 61	14 Nos.
(ii)	LED PAR RG13W	12 Nos.
(ii)	Pointy 3 In 1	7 Nos.
(iii)	Haze Machine	02 Nos
(iv)	T-Truss	02 Nos.
(v)	MA3 Lighting Board	01 Nos.

2. Sound System

(i)	Full Sound with Stage Monitor	
(ii)	Shure Sm 58/57 Mike	18 Nos.
(iii)	Cordless Mike Shore	04 Nos.
(iv)	Lepal Mike Shure (with Headset)	04 Nos.
(v)	C.D. Player	02 Nos.
(vi)	Podium Mike	02 Nos.
(vii)	Keyboard	01 No.
(viii)	4 jack to canon	01 No.
(ix)	Mixer	01 No.
(x)	Drum	02 Nos.

3. LED Screen

- (i) 3x10 Feet - Two screens inside the Auditorium
- (ii) Switcher + Digital Cable
- (iii) Sound Technician one each for Light and Sound) -02

4. Tenting (Open Tent) with Round Table with Covers, Chair with Cover(100), Carpet, Kanat to cover periphery and Top Canopy decor for Buffet Tables

5. Decoration of Auditorium/other requirement:-

- (i) 1 no. Lamp with raw material(for lighting the lamp)
- (ii) Flower decoration with flower Bouquet decor
- (iii) Rangoli outside Auditorium
- (iv) 30 nos. flower bouquet for group leaders and VVIPs

6. Banner

- (i) Branding printed flex with 8x4 frame 02 Nos.
