



**THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA**
(Statutory body under an Act of Parliament)
12, SUDDER STREET, KOLKATA – 700 016

Telephones: +91-33-2252-1031/34/35
+91-33-2252-1602/1492/1619
Fax: +91-33-2252-1723/7993/1026
Website: www.icmai.in

Ref. No.: CONVO/20/EVENT/TENDER/01

DATE – 11/03/2020

TENDER NOTICE

Subject: Tender for branding, signage stage decoration and framing Sound & Light Equipment Setup at Science City (Main) Auditorium on 25th April 2020 for National Students Convocation.

Quotations are invited for above subject from reputed reliable Vendor / Event Management Company with experience of event management for National Students' Convocation from reputed University and or Institute.

Sealed quotation signed by the bidder in a sealed envelope, superscribed with "Light & Sound branding, signage setup at Science City (Main) Auditorium on 25th April 2020 for National Students Convocation" is to be submitted strictly as per the following format and positively on or before 4:00 p.m. of 20th March, 2020 to Ms. Moumita Das/Shri Bhavesh Kumar Sinha, CMA Bhawan at 12, Sudder Street, Kolkata – 700016.

Quotations are invited as per the following format:

Branding, signage stage decoration and framing:		
PARTICULARS (in foot)	Size (w x h) (w x d x h)	QUAN TITY
Backdrop design printing and framing:	24ft x 14ft	1
Backdrop Support: Platform with Iron Base	22ft x 4ft x 4ft	1
Side wings (AV/LED masking), blackback flex printing (top quality & glossy finish) & mounting/riser:	16ft x 12ft	2
Side wings (support): battam (high quality) structure, blackback flex printing (top quality & glossy finish) & mounting:	2ft x 14ft	4
LED Stage: Platform with Iron Base	14ft x 4ft x 2.5ft	2
Laying of Stage Carpet: Camel / Grey / Red	60ft x 36ft	1
Head Table with Frill & Cover	5ft x 1.5 ft x 2.5ft	5
Podium with branding	NA	2
High Back VIP Wooden Chair	NA	12
Banquet Chair	NA	20
3D Box I – Pillar (4 side): Iron Structure, Normal Flex Printing (High Quality Media) & Mounting	Top: 3ft x 1.5ft x 4side Body: 2ft x 6ft x 4side Base: 3ft x 1.5ft x 4side Top & Bottom Flex: 3ft x 3ft x 2nos	4
Big Welcome Banner: Battam (High Quality) Structure, Blackback Flex Printing (Top Quality & Glossy Finish) & Mounting.	12ft x 8ft	2



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Branding: Iron Structure, Normal Flex Printing (High Quality Media) & Mounting	4ft x 8ft	10
Branding: Battam Structure (High Quality), Normal Flex Printing (High Quality Media) & Mounting	6ft x 6ft	8
Selfie Zone Stage: Platform with Iron Base and Carpet	12ft x 6ft x 3inches	2
Selfie Zone Backdrop: Battam (High Quality) Structure, Blackback Flex Printing (Top Quality & Glossy Finish) & Mounting	12ft x 8ft	2
Selfie Zone 3D Cutout: 3D Cutout of Logo / Creative Made with 4mm Sunboard / MDF and Eco Solvent Vinyl	4ft x 4ft	2
Registration Signage: Battam Structure (High Quality), Normal Flex Printing (High Quality Media) & Mounting with Iron T Stand	4ft x 4ft	10
Directional Signage: Battam Structure (High Quality), Normal Flex Printing (High Quality Media) & Mounting Stand	Flex Size: 1.5ft x 1ft Stand Height: 2ft	40
	Total Rate:	
Sound & Light Equipment Setup		
PARTICULARS	Size (w x h) (w x d x h)	QUAN TITY
Light Equipments :-		
Heavy Duty Truss: T - Truss	Pillar Height: 12ft Beam Width: 6ft	4
LED Par	NA	32
Warm LED Par	NA	8
Par 64	NA	2
Power Pack, Controlling Unit, Power Cable, Misc. Cables & Manpower: As Required	NA	1
Sound Equipments:-		
JBL Double Top Speaker	NA	8
JBL Low Speaker	NA	4
Speaker with Stand	NA	4
Stage Monitor	NA	3
Plasma TV for Guest	42 inches	2
Podium Mic.	NA	4
Cordless Mic.	NA	6
Amplifier, Mixer, Controlling Unit, Power Cable, Misc. Cables & Manpower: As Required	NA	1
62 KVA Genset with Fuel (8 Hours): Jackson	NA	1
	Total Rate:	



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Note: Transportation / labour and any other item require should be borne by the party only. Printing of flex and banner to be ready by one day after finalization of design. Any other flex may need to be print on exigency. Coordination with other team / vendor must require for smooth execution of program.

Grand Total Rate excluding Tax / GST	Tax / GST %	Grand Total Rate including GST

Term & Condition:

- 100% payment after successful completion of program.
- The price quoted by the Tenderer should remain valid for a period of three months from the date of submission of tender.

For any further clarification/information please contact Mr. Kamallesh Pattanayak, Dy. Director (IT-Examination) / Dr. Pradipta Ganguly, Jt. Director (Examination) / Arunava Ganguly (Addl. Director- Examination) on Working Days (Mon-Friday) during Office Hours.

The Institute is not bound to accept the lowest offer and reserve the right to cancel any or all the Tenders without assigning any reason thereof.

Convener (LPC)