**Scope of Work**

To execute the event “Dissemination Conference on Health Sector Decentralisation” on 27th & 28th February 2023 at Hotel Ashok, New Delhi.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr No** | **Particulars** | **size** | **Qty** | **No of Days** | **Amount**  **(INR)** |
|  |  |  |  |  |  |
| **A** | **Fabrication** | | | | |
| 1 | Stage with carpet and Skirting | 20ft x 12ft x 1 ft | 1 | 2 |  |
| 2 | Registration desk Backdrop | 7ft x 7ft | 1 | 2 |  |
| 3 | Backdrop Frames | 6ft x 4ft | 1 | 2 |  |
| 4 | Venue Branding Standee | 6ft x 3ft | 4 | 2 |  |
| 5 | Console Masking | 20ft x 4ft , 6ft x 4ft | 1,2 | 2 |  |
| 6 | Plasma Screen stand for stage monitor |  | 1 | 2 |  |
| 7 | Podium |  | 1 | 2 |  |
|  | **Cost** |  |  |  | **93750** |
| **B** | **Printing** | | | | |
| 1 | Registration desk Backdrop | 8ft x 8ft | 1 | 2 |  |
| 2 | Backdrop Frames | 6ft x 4ft | 2 | 2 |  |
| 3 | Venue Branding Standee | 3ft x 6ft | 4 | 2 |  |
| 4 | Podium Branding | 4ft x 2ft | 1 | 2 |  |
|  | **Cost** |  |  |  | **10625** |
| **C** | **Sound** | | | | |
| 1 | Conference Set up Sound - JBL |  | 4 | 2 |  |
|  | 4 Tops |  |  |  |
|  | 2 Single Subs |  |  |  |
| 2 | Monotors on Stage |  | 2 | 2 |
| 3 | Coredless Hand Mic |  | 4 | 2 |
| 4 | Podium Mic |  | 2 | 2 |
| 5 | Headset Mic |  | 6 | 2 |
|  | **Cost** |  |  |  | **68750** |
| **D** | **Lights** | | | | |
| 1 | LED Par |  | 8 | 2 |  |
| 2 | Face Light |  | 4 | 2 |  |
| 3 | Controller Board |  | 1 | 2 |  |
|  | **Cost** |  |  |  | **26250** |
| **E** | **LED Wall** | | | | |
| 1 | LED wall main | 6ft x 10ft | 1 | 2 |  |
| 2 | Plasma Screen for stage monitor And Delay | 55 inch | 1 | 2 |  |
| 3 | Tvs for Delay | 55 inch | 2 | 2 |  |
| 4 | Switcher |  | 1 | 2 |  |
|  | **Cost** |  |  |  | **81250** |
| **F** | **Photo / Video** | | | | |
| 1 | Photographer |  | 1 | 2 |  |
| 2 | Videographer |  | 1 | 2 |  |
| 3 | Live Telecast - Including Internet Cost |  | 1 | 2 |  |
|  | **Cost** |  |  |  | **103125** |
| **G** | **Other Elements** | | | | |
| 1 | Hostess for Registration |  | 2 | 2 | 20000 |
| 2 | Runner Boys |  | 4 | 2 | 20000 |
| 3 | Generator | 32 KVA | 1 | 2 | 68750 |
| 4 | Licenses | PWD |  |  | 13750 |
| 5 | Transport for Equipment |  |  |  | 18750 |
| 6 | Designing |  |  |  | 12500 |
| 7 | Professional Emcee |  | 1 | 2 | 100000 |
|  | **Cost** |  |  |  | **253750** |
|  | **Printing / Give Aways** | | | | |
| 7 | RSVP |  |  |  |  |
|  | E Mailing invitations , Follow up , Finalisation  of list |  |  |  | 68750 |
|  | Updation of Participants List |  |
|  | Track Room Requirements |  |
|  |  |  |  |  | **68750** |
|  |  |  |  |  |  |
|  | Total |  |  |  | 706250 |
|  | Agency Charges @ 10%  Total before Tax |  |  |  | 70625  776875 |
|  | GST @ 18% |  |  |  | 139838 |
|  | Grand Total |  |  |  | **846088** |

**Service Fee**

A service fee of INR 8,46,088 + Travel & Others - Reimbursable Amount will be paid to the service provider.

**Payment Terms**

75% advance on signing of contract

25% post the event

**Term**

This engagement shall commence upon execution of this Agreement. The Agreement shall continue in full force and is effect from **February 14, 2023** to **March 02, 2023**.