



**CANE AND BAMBOO TECHNOLOGY CENTRE**  
**CANE AND BAMBOO TECHNOLOGY PARK**  
**NEAR: CENTRAL ACADEMY FOR STATE FOREST SERVICE**  
**G.S. ROAD, 13<sup>TH</sup> MILE, BURNIHAT (ASSAM)**  
**Email: [cbtcassam@gmail.com](mailto:cbtcassam@gmail.com)**

CBTC/NEC /EC/2015-16/

29<sup>th</sup> September, 2015

**TENDER NOTICE**

Quotations are invited from reputed Event Management Firms for providing the event management services( as per Annexure -1) in connection with the 1<sup>st</sup> Executive Meeting of North Eastern Council to be held on 6<sup>th</sup> October, 2015 at Hall No 3 & 5, Vigyan Bhawan, Maulana Azad Road, New Delhi .

The quotations superscribed “ Quotation For Event Management” should be addressed to the I/C Secretary, CBTC, Capm : NEC Guest House, Chanakyapuri, New Delhi. The quotations will be opened on 4<sup>th</sup> October, 2015 at 1530hrs.

The rates quoted should be clearly mentioned both in figures as well as in words and no alteration of rates will be entertained thereafter.

Once the work order is issued to the selected firm, the Event Management Works( Technical Part) should be completed in all respect on or before 5th October, 2015 (by 5.00 PM) positively .The selected firm would also be responsible for the security part of his employees and he should coordinate with the concerned security officers of Vigyan Bhawan, New Delhi. Under no circumstances, CBTC authority shall be made responsible in case of any lapse on his part.

The I/c Secretary. CBTC reserves the right to cancel any or all quotations or to accept the quotation in part whatsoever assigning any reason.



  
(Gautam Chintey)

I/c Secy, CBTC and Advisor (BIT)  
Nec



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**13<sup>th</sup> MILE, G.S.ROAD, BYRNIHAT (ASSAM)-793101**  
**Email: cbtcassam@gmail.com**

## ANNEXURE-1

Scope of Work for event management services for the 1<sup>st</sup> Executive Committee Meeting of the North Eastern Council to be held on 6<sup>th</sup> October, 2015 at Vigyan Bhawan, New Delhi

(Amount in Rs.)

Sl. No.	Items	Qty.	Rate	Days	Amount
1.	Main Backdrop (size: 12 x 6 ft.) behind the head table	1		1	
2.	Name Plates & Seating Arrangement Boards	30		1	
3.	Welcome Hoarding at East and West Gate(size: 16 x 7 ft.)	1		1	
4.	Parking direction Panel (size: 6x 5 ft.)	7		1	
5.	Direction Panel (size: 2 x 6 ft.)from East and West Gate in path-way Hall No.3&5	8		1	
6.	Digital Printed Entry Badges with soft pouch & Lanyard (Size: 3½ x 5 inch.)	100		1	
7.	Female ushers/Hostesses in uniform	2		1	
8.	DIGITAL MULTI CAMERA/LIVE PROJECTIONS& NON STOP RECORDING			1	
	Digital Video Camera Unit – PD 150 SONY	3			
	Multi Speed Hydraulic Tripods	3			
	Online Digital Video Recorder – PANASONIC	1			
	Digital Video Mixer-MX50 PANASONIC/MX PRO	1			
	12 Ch. Digital Audio Mixer	4			
	Digital Video Enhancer/Booster for Quality & Gain Control	3			
	CCU - Camera Control Unit	3			
	Waveform Monitor	3			
	Talk Back System - TR 100	1			
	6" Color Monitor	6			
	14" Color Monitor	1			
	Professional Cameramen & Attendants	2			
	Online Editor	5			
	Director and Assts.	2			
	Technicians and Installation Engineers	5			



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9	Hi Resolution DLP Projector(6,500 Lumens)	2		1	
10	Front Projections Hi Gain Screen(Size 6' x 8')	2		1	
11	Seamless Digital Scan Converter	1		1	
12	Splitter for simultaneous Presentation on multiple screens	1		1	
13	Hi Resolution Plasma / LED Screen (42" Diagonal)	1		1	
14	Laptop Computer (higher end i7)	2		1	
15	Hi Range Laser Pointer	1		1	
16	Cordless automatic Slide Changer	1		1	
17	Professional Audio recording on CD (complete set-up- controllers, laptop with software etc.)	1		1	
18	Digital Video Cassette to DVD	6			
19	Digital Video Cassette (dur.: 60 min. each)	24			
20	Professional Photographer (Assignment charges) for conference	1		1	
21	Digital Color Photos (size: 5" x 7") of Conference	200			
22	Photos album (Sealed) capacity - 200 for Conference	1			
23	Digital Hi Resolution CD of Photos of Conference	1			
24	Digital Video Coverage with full professional team for Press Meet & Cassette (dur.: 60 min. each)	1		1	
25	Professional Audio recording on CD for Press Conference	1		1	
26	Parking Stickers (Size:- 4"x 6")	100			



By Order

*[Handwritten Signature]*

I/c Secretary, CBTC and Adviser (BIT,NEC)