Govt. of India
Capacity Building Commission

RFE for Event Management Agencies

RFE No. 17-14/2023 - CBC

Date: 28th December, 2023

Corrigendum 1 –Commercial Bid Format Proposal
(to be submitted on company's letterhead)

Name of the work: **Event Management**

The Per Unit Rate (INR) column should be filled by the Agency as per the Proforma attached, else the Financial Proposal shall be rejected. If any of the rows is left vacant, the financial proposal shall be rejected. Quotes submitted towards providing complete solutions to Capacity Building Commission should be in accordance with the scope of work and terms & conditions mentioned under Scope of Services.

(In Indian Rupees only)

Media	Remarks (unit)	Per Unit Rate (excl GST)	GST %	Per Unit Rate (incl GST)
i. Hoardings	Per square foot of area			
ii. Parking boards	Per square foot of area			
iii. Registration Counter with branding	Per counter			
Branding Panel	Per square foot of area			
iv. Branding of Podium/ Auditorium	Per square foot of area			
v. Console Masking	Per unit			
vi. Flex Wall	Per square foot of area			
vii. Console for teleprompter	Per unit			
viii. Digital Vinyl Color Strips	Per square foot of area			
ix. Branding Wall	Per square foot of area			
x. Backdrops	Per square foot of area			

xi.	Name Plates (Metal)	Per unit			
xii.	Name Plates (Wooden)	Per unit			
xiii.	Name Plates (Plastic)	Per unit			
xiv.	Pigeon Box				
xv.	Wooden Paneling	Per square foot of area			
xvi.	Program Panels	Per square foot of area			
xvii.	LED Walls (P2)	Per square foot of area			
xviii.	Switcher	Per unit			
xix.	Splitter	Per unit			
xx.	Plasma (Type 1)	Per unit			
xxi.	Plasma (Type 2)	Per unit			
xxii.	Plasma (Type 3)	Per unit			
xxiii.	Laptop	Per unit			
xxiv.	Sound System	Per unit			
xxv.	Cordless Mike	Per unit			
xxvi.	Corded Mike	Per unit			
xxvii.	Follow Spot Light	Per unit			
xxviii.	LED Parcon Light	Per unit			
xxix.	Blender/ profile Lights	Per unit			
xxx.	Controller for LED	Complete Medium sized set up			
xxxi.	UPS	Per unit			
xxxii.	Plasma Television (36 inch)	Per unit			
xxxiii.	Plasma Television (52 inch)	Per unit			
xxxiv.	Plasma Television (65 inch)	Per unit			
xxxv.	CCTV	Per unit			
xxxvi.	Fire Extinguisher	Per unit			
xxxvii.	Pagodas with platform	Cost			
xxxviii.	Compere	Per person per hour			
xxxix.	Assistant	Per person per hour			
xl.	Usher	Per person per hour			

xli.	Collator	Per person per hour			
xlii.	Computer Operator	Per person per hour			
xliii.	Colored Printer	Per unit			
xliv.	B/ W Printer	Per unit			
xlv.	Photocopier	Per unit			
xlvi.	Parking Labels	Per 50 stickers			
xlvii.	Photography	Per person per day			
xlviii.	Videography	Per person per day			
xlix.	Live streaming of content on SMP(s).	Per hour			
l.	Live update of event on SMP(s).	Per 100 updates			
li.	Podium	Per unit			
lii.	Centre Table	Per unit			
liii.	Chair with cover	Per unit			
liv.	VIP chair	Per unit			
lv.	Round Table with Cover	Per unit			

Note:

1. In case there is a requirement of any other item/ resource or specialized skill set not mentioned in the table above, the same may be determined by inviting quotes or BoC rates, whichever would be less.

2. The prices stated in the Contract shall be deemed to include all amounts payable for the use of patents, copyrights, registered charges, trademarks and payments for any other intellectual property rights.

3. Prices quoted by the Bidder shall remain firm during the entire empanelment period and shall not be subject to variation on any account except change in applicable tax rates. A Bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

4. Expenses, if any, incurred by the vendor on transportation of goods out of NCR Delhi may be reimbursed at actuals, only on prior approval from CBC.

5. **Bidder must not submit their financial bid along with their technical proposal, or it will be liable to be rejected.** The financial bid is required to be submitted only at its designated place.

Name:

Designation:

Stamp:

Address:

Date: