

Spices Board

***Govt. of India, NH-Bye Pass, Palarivattom P.O
Cochin-682 025, Kerala***

The Board invites Competitive Quotes from the Event Management service providers for the conduct of IPC meeting in November, 2015. The event will be for four days from 22-25th Nov, 2015 at Mysure. Those who are interested may submit their proposal in the prescribed format. The prescribed format and the terms and conditions are given below. The last date for submitting the quotation is 16.11.2015. The quotations will be opened on the same day at 5.00 PM.

Terms & Conditions

- ❖ The service shall be provided at Mysure, Karnataka
- ❖ The list of major events conducted by the service provided should be submitted along with the Quotation
- ❖ The selected agency has to make immediate arrangement for the successful conduct of the event.
- ❖ The rate should be quoted for units specified and the payment will be released based on actual requirement
- ❖ No advance will be given however part payment will be considered on prorated basis and the final settlement will be within 3 days after the event
- ❖ Proposal in the prescribed format should be submitted in a closed cover within the time to

S. Kannan
Director (MKtg)
Spices Board
NH -Bye Pass
Palarivattom P.O
Cochin, Kerala-682 025

Format for Submitting the Quotes for proving the EM Service

Sr. No	Elements	Sizes/ft/days	Qty	Rate (Rs)	Amount (Rs)
1	Entrance Arch - Flex		1 No.		
2	Stage Carpeted with 2 sets of steps	24ft x 20 x 3	1 No.		
3	Back Drop	24ft x 12 ft	1 No.		
4	Side Panels	10ft x 12 ft	2 Nos.		
5	Projection Screen mounted	12ft x 15 ft	2 Nos.		
6	Podium with Branding	2ft x 5 ft	1 No.		
7	Sponsors panel	10ft x 5ft	1 No.		
8	Welcome Board in the Porch	8 ft x 4 ft	1 No.		
9	Signage	4 ft x 3 ft	5 Nos.		
10	Inaugural Arrangements (Lamp, oil etc)		1 Set		
11	Flower Bouquet		10 No.		
12	Flower Bed on the Stage		3 days		
	Audio-Visual Arrangements				
13	LCD Projector	3 days	2 Nos.		
14	Digital Switcher	3 days	1 No.		
15	Sound system with mixer	3 days	1 No.		
16	Podium Mic	3 days	2 Nos.		
17	Stand Mic	3 days	4 Nos.		
18	Cordless Mic	3 days	2 Nos.		
19	Lapel Mic	3 days	1 No.		
20	Multimedia Laptop	3 days	1 No.		
21	Plasma TV on Stand	42 " - 3 days	1 No.		
22	Monitors	3 days	2 Nos.		
23	Parcans Light for Backdrop	3 days	6 Nos.		
24	Photographer	3 days	1 No.		

25	Videographer	3 days	1 No.		
26	Audio Recording	3 days			
27	Cabling & Networking Charge	As per requirement			
	Exhibition				
28	Oct stall	3x2.5 mts	10 Nos		
	Others				
29	Hostess	2 days	2 Nos.		
30	Back Drop for Board Room	6 ft x 6 ft			
	Setting up of Secretariat				
31	Photostat Machine (Paper Extra)	3 days	1 No.		
32	Laptop	3 days	4 No.		
	Arrangement required in Dinner Area				
33	Backdrop in the wall	12 ft x 8 ft			
34	Dinner at Lawn Venue Illumination	1 day			
35	Transportation& labour				
36	62 KVA Generator with Fuel	3 days			
37	Any other Charges				
38	Service Tax				
	Total				