



**INDIAN COUNCIL FOR CULTURAL RELATIONS**  
**AZAD BHAVAN, I.P. ESTATE, NEW DELHI-110002**

**Notice Inviting Quotation**

Indian council for Cultural Relations invites sealed quotation from eligible bidders (empanelled with ICCR) for supply of various technical requirements (light, sound, stage LED Screen, stage set up & other requirements) on **turn-key basis** for ICCR's '**Annapurna Awards**' to recognize restaurants abroad who have made outstanding contribution to the promotion of Indian cuisine & culinary abroad. In this context, ICCR organizing a special ceremony to present a trophy with crafted certificate to owners(s) and Chef(s) of the 6 selected restaurants from USA, Sri Lanka, Costa Rica, Oman, Sweden and Mongolia. This special ceremony will be held at Kamal Mahal, ITC Maurya, New Delhi on 12th December 2023 at 6:30 pm followed by Dinner.

Please provide item-wise quote

(i) as per scope of work attached from page number 3-4.

1.	Tender No.	C&S/Annapurana/05/23-24
2.	Date	01/12/2023
3.	Name of the work	Annapurana Awards
4.	Last date and time of submission of tender	05/12/2023 at 1100 hours
5.	Date and time of opening of Financial Bid	05/12/2023 at 1400 hours

ICCR reserves the right to reject any or all the quotations without assigning any reason and the decision of the ICCR shall be final and binding.

**(Sunil Kumar Singh)**

Sr. Programme Director (C&S and Awards)

30/11/2023

011-23379309



### TERMS & CONDITION

- (i) The Agency must have in-house stock of technical equipments and professional personnels for immediate execution of any last minute requirements.
- (ii) Adequate qualified operation/technicians/manpower for set-up & coordination of the shows should be made available as per requirements. In case of any additional requirements, it has to be provided on demand.
- (iii) No advance would be admissible. The bills will be settled as per Govt. norms.
- (iv) All costs (inclusive of all taxes) with break-up as per item wise as per the Scope of work must be mentioned in the quotation. In the absence of same, quotation will be rejected.
- (v) EMA is advised to carefully read the scope of work and also to see the site of the event. The agency must check and include in their bid all necessary / actual charges payable for various services to be hired from the venue authorities.
- (vi) Quantity mentioned in the Scope of Work can be increased or decreased on site as per actual requirement and shall need to be supplied.
- (vii) If the EMA fails to complete the allotted work in stipulated time, ICCR shall have the right to get the incomplete work through any other agency and the cost accruing so shall be recovered from the EMA.
- (viii) Taxes will be deducted from bill as per the prevailing rules and act.
- (ix) Quotation should be unconditional. In case of any condition, the bid shall be treated as disqualified.
- (x) The right to select or reject any or all the Quotation without assigning any reason there of rests with the ICCR.
- (xi) If any accident / loss occurs due to any unforeseen reason, ICCR will not be responsible for any liability or compensation to EMA.

## SCOPE OF WORK

### Stage

1. Construction of wooden stage 48x30 with black masking with 2 sides steps as per the picture attached with height 3 ft.
2. Good quality black Linoleum on stage 48x30 of 6mm paste on stage.
3. Prepare Four green rooms with ceiling 10x10x10 feet with woden frame, black masking insolated with mirrors, 4 table with masking proper lighting in the green rooms
4. Light & sound consol with black masking

### SOUND

Full sound system with adequate P.A. speakers, stage monitors / foldbacks, amplifiers, graphics, equalizer etc.

- **Sound engineer (professional)**
- Complete PA System for 200 pax with
- 03 pair line array speaker – D&B/RCF/JBL
- 1 Pairs Base Speaker – D&B/RCF/JBL
- 06 nos. Stage Monitor - D&B/RCF/JBL
- 2 nos. Podium Microphone – AKG/Shure
- 4 nos. Cordless Microphone-Shure-Senheisher
- 3 nos. foot microphone – Crown / Shure
- 2 nos. professional CD Player – Sony /Panasonic/ Denon & Double MP3 C.D. Player, Laptop, USB, Pen drive
- 2 nos. EP to XLR Audio Cable
- 1 no. digital audio mixer – Soundcrat/Yamaha
- 1 no. Graphic Equaliser – BSS
- 2 no. Laptop
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### LIGHT

- **Light engineer (professional)**
- 24 nos. Par 64 CP 61
- 32 nos. LED Par rgbw
- 16 nos. Pointy moving head 20r
- 12 nos. LED Was bee eye k10
- 06 nos. Profile spot 36 degree
- 02 nos. Haze machine
- 01 nos. Ma 3 lighting board
- 01 Box truss with size 50x40
- Dimmer rack



**TRUSSING**

- 04 nos. Aluminum T Truss – Size 10 Feet Height with black masking

**POWER BACK-UP**

- UPS – According to Power of Load

**LED SCREEN**

- **Professional Programmer**
- LED Screen with raiser & black masking – (One and Half Feet Raiser)
- LED Screen Width – 24 feet and Height - 08 feet
- P2.8mm Indoor LED
- Switcher
- Processor
- Splitter
- Power Board
- Main Switch
- Watchout
- Laptop

**Badges**

- Badges with printing front back
- Lanyard with Pouch

**License**

- PPL, IPRS, Novex, if required

**Branding**

- Standees 6x4 = 12 nos
- MM Sun board with printing = 2 nos
- Backlit board (Glow sign board 2"x2" back Panel = 8 nos
- Canvas printing With Premium quality 4x4 = 6 nos
- Cutout on sun board iron frame 6x2 = 8 nos
- Box gate at entrance
- Riser for Led wall flex on wooden framing with black masking 12x10 ft
- Podium branding flex on wooden framing with black masking 28
- Registration backdrop flex on wooden frame with black masking
- Standees flex on wooden framing with black masking
- Console branding flex on wooden frame
- Selfie corner

**Other Misc**

1. Floral décor front of stage
2. Lamp lighting with samayee, floral, thali
3. Bouquets (number 15)
4. Usher 6 nos
5. Clothes hanger big 4 Nos
6. Iron with Steamer 3 Nos

7. Garment Steamer 2 Nos

**NB: Please provide the LED Screen with all cables and connector and specially designated operator who can assist the Light and sound engineer.**

Please note that sufficient number of qualified technicians and staff needs to be deputed to properly fix and run these equipments at Park Hotel. **Please ensure that staff is in proper uniform and wearing shoes and caps.**

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A handwritten signature in black ink, appearing to be a stylized name, located at the bottom right of the page.