

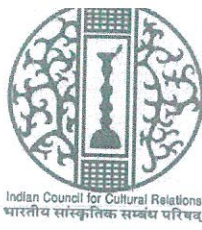
Indian Council for Cultural Relations
भारतीय सांस्कृतिक सम्बन्ध परिषद्
Azad Bhavan, I.P Estate, New Delhi

(REVISED)
14.11.2023

Scope of work for organizing "Knowledge India Visitors Programme" to be held at The Park Hotel, New Delhi on 4-6 December 2023.

SNo	Particular with dimension	Quantity	Amount
1	Welcome Banner outside the Venue (8/4)	2	
2	Standees – 3/6	10	
3	Main Backdrop and masking – 30/8	1	
4	Podium Banner with decoration - 2/4	2	
	Flower arrangements: Entry / Main stage/ Round table / Podium for 2 days	As per actual	
5	Bouquet	5 x 2days	
6	Lamp with decoration and Diva - Standard height	1	
7	Photography – 2 days	2 days	
8	Videography with Live streaming	2 days	
9	Sitting arrangement on stage Chair Coffee table	8 VIP's	
10	Conference Bags with Logo Printed	175	
11	Badges	200	
12	Partition for breakout sessions – for Cubical of height 8 ft.	04	





(REVISED)

Sub: Inviting quotations for 'Knowledge India Visitors Programme" to be held at The Park Hotel, New Delhi from 4-6 December 2023.

Dear Sir/ Madam,

The Indian Council for Cultural Relations (ICCR) is organizing "Knowledge India Visitors Programme" to be held at The Park Hotel, New Delhi on 4-6 December 2023.

All the empanelled event Manger of ICCR is requested to submit the quotations in a sealed envelope, in the prescribed format as per the "Scope of Work" attached.

The sealed envelope should be duly marked 'Quotation for Knowledge India Visitors Programme' addressed to Sh. Alok Verma, Under Secretary (C&S), Indian Council for Cultural Relations, Azad Bhawan I.P Estate, New Delhi and should reach the address by 1000 hrs on or before **November 20, 2023**. The quotations will be opened at 1600 hrs on the same day in the ICCR Conference Room in the presence of tender opening committee members and the bidders/ their representatives.

In case of any clarification, representative of Empanelled event management agency, ICCR may visit The Park Hotel (Mantra hall) CP, New Delhi on behalf of ICCR.

ICCR however, reserves its right to accept / reject the submitted bids without assigning any reasons.

(Alok Verma)
Under Secretary, C&S
14.11.2023

To
All Empanelled Event Management Agency, ICCR

Copy to :
DG
DDG (C&SP)
Director (Finance)