

No.10(1)/2010-MSME-DI/Exhibition
22.10.2010
To

**Sub:-Request for Quotation to provide essential items in Hall No.3, Pragati
Maidan, IITF.**

Sir,

The office of DC(MSME) is participating in IITF-2010 in Hall No.3. The area of the hall is 666 sq.mtr.. The MSMEs from all over the country have been invited for putting up their stalls in this Hall. This Office needs the following material during 14th November to 27th November,2010 in Hall No.3,at Pragati Maidan, New Delhi to provide the essential facilities to the participating MSMEs.

1. Outside PVC Carpeting on rent
2. Chairs (revolving type with handle & cushion) on rent
3. Centre Table size (4' x 2') on rent
4. Display Rack (4'x6') adjustable racks with front glass on rent
5. Reception Counter with 2 tables (4'x2') and Chairs revolving type with handle & cushion on rent
6. MSME EXPO-2010 Hangings (1mtr.x2 mtrs.)in Flex Material (including Designing & Printing)
7. Hoarding of size (10' x4')- MSME EXPO-2010 organised by Development Commissioner (MSME) in Steel Frame
8. Ushers
9. Security (24 hrs from 13th to 27th Nov.2010)
10. Lights (Halogen Big),400 watts on rent
11. Lights (Halogen Small) 200 Watts inside the hall on rent
12. Sound System (suitable to Hall) on rent
13. LCD 42" with DVD Player on rent
14. (From Sl.No.10 to Sl.No.13- including installation & functioning till last day of exhibition)
15. Sofa (5 seater) (3+1+1) on rent
16. Flower Pots on rent
17. Contract Labour
18. Sweeper
19. Fire Extinguisher on rent
20. Electrician for day-to-day maintenance with Tool Kits

21. Flower Decoration on Main Gate (10' x 4')
- 2-
22. Pedestal Fan (24")
23. Small flower bouquet at Reception Counter
24. Bouquet for VIPs
25. Computer with Printer & Inter-net services
26. Walki-talki
27. High Tea for 60 persons
28. Direction Panel (4' x 2.5') MSME EXPO : 2010 with angle iron stand
29. Table (Octonorm)
30. Chairs (Folding)
31. Partition of 18 sq.m stalls in to 9 sq.m stalls -34 stalls of 18 sq.m.
32. Showcase glasses with stand (one meter/half meter)
33. Spot light
34. Buntings (one metre/half meter)
35. MSME- Thematic Pavilion (Area 36 square meter/36 square meter)

Quotations must be sent by Regd. AD Post/Speed Post.

Tender Documents must be placed in envelopes securely fastened/sealed and distinctly marked "Tender for Quotation of Essential Items"

Tender Enquiry Reference, due date and time of opening must be marked boldly on the envelopes.

The tender should be submitted in two bids,

(1) one envelope should be marked as Techno – Commercial Bid and quotation is invited

for all items including functioning /maintenance of the items (Sl.No.10-13) which require installation and

(2) the other envelope should be marked as Price Bid (Price may be quoted per unit/number) including service tax and terms and conditions, others if any, respectively with tender enquiry reference, due date and time.

Two envelopes should be put in one envelope and addressed to Shri S.K. Basu, Deputy Director, O/o DC(MSME), "A" -Wing, 7th Floor, Nirman Bhavan, New Delhi- 110108.

The closing date for submission of duly completed tenders shall be 28.10.2010 till 12 Noon and the bids will be opened on the same day at 2 PM in the presence of bidders . The details of the tender is also available on official website of DC(MSME) i.e. www.dcmsme.gov.in

Yours faithfully

(A.K. Malhotra)
Asstt. Director (MSME-DI)