



MICRO, SMALL & MEDIUM ENTERPRISES

GOVERNMENT OF INDIA

MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES

MSME – DEVELOPMENT INSTITUTE

(Formerly Small Industries Service Institute, Guwahati)

Bamunimaidam, Guwahati –781021

NOTICE INVITING TENDER

Sealed Tenders are invited by **Micro, Small & Medium Enterprises-Development Institute (MSME-DI), Govt. of India, Ministry of MSME, Bamunimaidan, Guwahati-21** from reputed **suppliers / firms / event management groups** for the **following works / goods / services** related to **2-days Energy Expo and National Level Vender Development Programme at Assam Administrative Staff College, Khanapara, Guwahati from 19 - 20 December, 2008:**

(1) Inaugural & Valedictory function (2) Stall Erection (3) Stationary / Printing (4) Publicity (5) Providing Transport & (6) Misc.

Last date of submission of Tender is 11/12/08 at 11.00 AM

Details of works / goods / services & other Terms & Conditions related to **"Energy Expo and National Level Vendor Development Programme"** as under:

Details of works / goods / services related to **"Energy Expo and National Level Vendor Development Programme"** at Assam Administrative Staff College, Khanapara, Guwahati from 19 - 20 December, 2008

SL.NO	DESCRIPTION	RATE (RS.)	TOTAL SQ. FT /QTY.	TOTAL (IN RS.)
1.	Inaugural and Valedictory function ➤ Refreshment, Tea & snacks, water and working lunch (for 175 persons) for 2 days			
2.	Stall Charges / Conference Hall / Audio, Visual equipments ➤ Hiring of Hall for 2 days ➤ Erection of 50 Exhibition Stalls (size 3mtr x 3mtr each) including furniture, lighting. ➤ Decoration of Hall ➤ One LCD Projector with screen, PA System for 2 days			

3.	Stationery / Printing Charges <ul style="list-style-type: none"> ➤ Pens, Pad & Folders -150 sets ➤ Xerox paper -10 reams ➤ Ink Cartridge (black no.18) - 3 nos. ➤ Toner Cartridge (black no.12 A) - 2 nos. ➤ Printing of Proceeding of the programme-100 sets (average 4 pages a set) 			
4.	Publicity Charges <ul style="list-style-type: none"> ➤ Digital Photography (for 100) snaps for 2 days ➤ Front Welcome gate -1 no. ➤ Banners (flex) 6' x 3' - 30 nos. ➤ Badges (Ribbon)-100 nos. and Visitor Pass- 100 nos. 			
5.	TA & DA / POL / Transport <ul style="list-style-type: none"> ➤ Hiring of Indica Vehicle (2 nos.) including fuel (for 2 days) ➤ Hiring of Bolero Vehicle (2 nos.) including fuel (for 2 days) 			
6.	Misc. Expenditure <ul style="list-style-type: none"> ➤ House Keeping / Cleaning Charges – 3 nos. (for 2 days) ➤ Decoration of dais (including backdrop framing) ➤ Hiring of Generator Set including fuel (for 2 days) 			
Grand Total (1 + 2 + 3 + 4 + 5 + 6)				

Terms & condition:

- a) The Tender should be addressed to the **Director, MSME-DI, Bamunimaidan, Guwahati – 21** in sealed cover envelop and the top of the envelop is to be superscribed as **"Quotation for the Event of NVDP"**
- b) The Tender must be submitted along with **PAN, IT clearance, CST/AGST/VAT registration, Certificate issued by Municipal Corporation, Certificate issued by Labour Commissioner, Professional Tax paid certificate, Service Tax paid, if any.**
- c) The Tender received after stipulated date and time will not be acceptable.
- d) The Director, MSME-DI, Guwahati reserves the right to select or reject any quotation without stating any reason whatsoever.
- e) 50% payment will be made during execution of the event and rest will be paid after completion of the event.
- f) The quoted rates should be inclusive of all taxes.