

विकास आयुक्त का कार्यालय
(सूक्ष्म, लघु और मध्यम उद्यम)
सूक्ष्म लघु और मध्यम उद्यम मंत्रालय
(भारत सरकार)
निर्माण भवन, सातवीं मंजिल, मौलाना आजाद रोड,
नई दिल्ली-110 108



OFFICE OF THE DEVELOPMENT COMMISSIONER
(MICRO, SMALL & MEDIUM ENTERPRISES)
MINISTRY OF MICRO, SMALL & MEDIUM ENTERPRISES
GOVERNMENT OF INDIA
Nirman Bhawan, 7th Floor, Maulana Azad Road,
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10(1)/2009-NMCP-Expo.

Dated :4.11.2009

To

.....
(As per list attached)

Subject : Request for Quotation regarding the participation in IITF-2009.

Sir,

The Office of DC(MSME) is participating in IITF-2009 in Hall No. 7 (A) (B) (C). The area of the stall is 898.5 sq. mtr. The MSMEs from all over the country have been invited for putting up their stalls in this Hall. To provide the essential facilities to the participating MSMEs, this office needs the following material from 14th November to 27th November, 2009 in Hall No. 7 (A) (B) (C) at Pragati Maidan, New Delhi.

- | | | |
|-----|---|-----------------------|
| 1. | Out side Carpeting (PVC on rent) | - 200 sqr. mtr |
| 2. | Chairs (revolving type with handle & cushion) (on rent) | - 18 Nos. |
| 3. | Centre Table (size 4' x 2') (on rent) | - 4 Nos. |
| 4. | Display Rack (on rent) (4'x6' with adjustable racks – front glass) | - 4 Nos. |
| 5. | Reception Counter with 2 tables (4'x2') and Chairs (revolving type with handle & cushion) (on rent) | - 1 No. |
| 6. | MSME Expo-2009 Hangings in Flex Material Designing & Printing including (1x2 mtr) | - 40 Nos. |
| 7. | Hoarding of size 10'x4' MSME Expo-2009 organised by Development Commissioner (MSME) (Steel frame) | - 1 No. |
| 8. | Ushers | - 6 Nos. for 14 days |
| 9. | Security (24 hrs. from 13 th to 27 th Nov.2009) | - 6 Nos. for 14 days |
| 10. | Lights (Halogen Big) (on rent), 400 Watt | - 16 Nos. |
| 11. | Lights (Halogen Small) (on rent), 200 Watt inside the hall | - 10 Nos. |
| 12. | Sound System (suitable to Hall) (on rent) | - 1 Set |
| 13. | LCD 42" with DVD Player (on rent)
(From Sl. No.9 to Sl.No.13 – including installation & functioning till last day of exhibition) | - 1 set |
| 14. | Sofa (5 seater) (3+1+1) (on rent) | - 5 sets |
| 15. | Flower Pots (on rent) | - 100 Nos. |
| 16. | Labour
days | - 4 Nos. for 15 days |
| 17. | Sweeper | - 4 Nos. for 15 days |
| 18. | Fire Extinguisher (on rent) | - 30 Nos. for 15 days |
| 19. | Electrician for day-to-day maintenance with Tool Kit | - 1 No. for 15 days |

Contd.....2/-.

You are requested to submit your proposal in terms of cost estimate immediately. Please note that the items which require installation etc., their installation cost including maintenance/functioning will also be included in the estimate. The service tax as applicable will be paid extra. The bid may be submitted to undersigned on or before 6.11.2009 at 12.00 noon and bid will be opened on the same day at 2.00 P.M. The participating bidders may attend the bid opening. The details of the bid is also available on official website of DC(MSME) i.e. www.dcmsme.gov.in.

Yours faithfully,


(Ashok Malhotra)

Asstt. Director

Room No.736-B, O/o DC(MSME)
Nirman Bhavan, New Delhi.