



भारतीय कृषि अनुसंधान परिषद
Indian Council of Agricultural Research
संपदा एवं अनुरक्षण अनुभाग / Estate & Maintenance Section
NASC Complex, New Delhi 110 012
Email : kumar.rajesh@icar.gov.in , Tel : 011-2584 8029

F.No. GAC-4/4/2019-E&M

Dated 23/05/2019

To

M/s. Venus conference & Exhibitions Pvt. Ltd.,
86, 2nd Floor, Old Rajinder Nagar Market,
Behind Kotak Mahindra Bank, New Delhi-60.

Sub:- Award of "Item rate contract for providing cut outs, banners, backdrops and sign-ages etc., and other event management related works/ services for carrying out all meetings/conferences at NASC Complex, New Delhi – 110 012" initially for one year w.e.f 01/06/2019 to 31/05/2020-reg.

Sir,

Please refer to your quotation for "Item rate contract for providing cut outs, banners, backdrops and sign-ages etc., and other event management related works/ services for carrying out all meetings/conferences at NASC Complex, New Delhi – 110 012".

2. Competent Authority, ICAR is pleased to award the contract for "Item rate contract for providing cut outs, banners, backdrops and sign-ages etc., and other event management related works/ services for carrying out all meetings/conferences at NASC Complex, New Delhi – 110 012" initially for a period of one year w.e.f 01/06/2019 to 31/05/2020 to your firm as per the rate list attached in Annexure-I and as per the terms & conditions mentioned in the tender document.

- (i) 20% rebate will be given to the ICAR on the work executed for the council as per the terms and conditions of the tender.
- (ii) Payment will be based on actual work done as per the requirement and satisfactory services. The income tax will be deducted from the bill as per rules.
- (iii) The Council does not guarantee payment on behalf of the users departments/organisations to which bills would be raised by the firm. No request will be entertained by the council in the matter.

3. You are requested to deposit an amount of **Rs. 1,00,000/- (Rupees One Lakh only)** in the form of Bank Guarantee in favour of "Secretary, ICAR" on account of Performance Security valid up to 31.08.2020. You are also requested to sign contract agreement as per Annexure-VIII of tender documents on non-judicial stamp paper of Rs.100/- and submit before 31/05/2019.

4. All the terms and conditions enumerated in the tender documents and agreement will be applicable during the contract period. The contract is extendable for further period of 02 years (total 03 years) on year to year basis on same rate, terms and conditions. An acceptance letter may be submitted to the undersigned immediately.

Yours faithfully,


(Kumar/Rajesh)

Under Secretary (E&M)

Copy to :-

- 1. DS, GAC, ICAR for kind information pl.
- 2. Caretaker, NASC Complex, Pusa, New Delhi

Rate List

Contract- "Item rate contract for providing cut outs, banners, backdrops and sign-ages etc., and other event management related works/ services for carrying out all meetings/conferences held at NASC Complex".

Name of the Firm- M/s. Venus conference & Exhibitions Pvt. Ltd., Old Rajinder Nagar, N.D.

Validity of contract- From 01/06/2019 to 31/05/2020.

S. No.	Item of work	Rate/Units (in Rs.)
1.	2.	3.
1.	Providing /supplying and fixing welcome hoarding at various locations / entrance gate. The hoarding fixed with suitable stand and is made of Star Flex with printing as per the direction of host institution etc. complete in all respect (nominal size 12'x6' or 20'x10')	17/Sq. feet
2.	Providing /supplying and fixing of direction hoarding inside the campus to indicate/ showing the directions. The hoardings fixed with suitable stand and is made of cloth with thermocol letters or Star Flex with printing as per the direction of host institution etc. complete in all respect. (nominal size 6'x4' or 6' x 3')	20/Sq. feet
3.	Providing/supplying and fixing Backdrop in AP Shinde Hall /Auditorium/ Meeting halls and other locations as per need, along with necessary stand. The backdrop is made of Star Flex with printing as per the direction of host institution etc. complete in all respect (nominal size 20'x10' and 16'x8')	17/Sq. feet
4.	Providing /supplying and fixing of podium logo/ stand in AP Shinde Hall /Auditorium/ Meeting halls and other locations as per need. The hoardings fixed with suitable stand and is made of Star Flex with printing as per the direction of host institution etc. complete in all respect. (nominal size 4'x2' or as per the size of Podium stand)	50/Sq. feet
5.	Providing /supplying and fixing Portable/ removable Name Plate stand along with name printed on those as per the direction of host institution etc. complete in all respect. (Standard size 12 inch x 5 inch)	30/Each
6.	Providing /supplying and fixing Panels at alighting point made of suitable material with suitable stand Star Flex with printing as per the direction of host institution etc. complete (nominal size 8'x4')	20/Sq. feet
7.	Providing /supplying and fixing of poster panel with velvet and suitable stand as per requirement of host institution etc. complete. (nominal size 8'x3' or 6'x4')	20/Sq. feet
8.	Providing /supplying and fixing of laminated panel with light and suitable stand as per the direction of host institution etc. complete (nominal size 8'x3' or 6'x4')	20/Sq. feet
9.	Providing /supplying and fixing of laminated panel without light with suitable stand as per requirement of the host institution etc. complete (nominal size 8'x3' or 6'x4')	20/Sq. feet
10.	Providing /supplying and fixing of exhibition stall with suitable octonorm stand with 3 side panels, one table, 2 chairs, 3 lights, one extension board with power plug, front facing and one basket. Standard size or measurement as per the direction of host institution etc. complete in all respect.	35/Sq. feet

11.	Providing /supplying and fixing of flooring carpet (red carpet) with necessary fixing as per the direction of host institution etc. for VIP movements.	80/Sq.mtr.
12.	Providing /supplying and fixing in position of laminated panel (without light) with suitable octonorm stand with 3 sides of 4 sides with printing matters or as per direction of host Institution etc. complete in all respect.	20/Sq. feet
13.	Providing /supplying and fixing in position of cloth view cutter for VIP movement as per of host Institution etc. (Standard width & size)	65/Sq.mtr.
14.	Providing /supplying and fixing with suitable stand conference program schedule boards covering full view of the conference program printed on Star Flex material, as per direction of host Institution etc. complete in all respect.	17/Sq. feet
15.	Providing /supplying badges along with neck belt as per requirement of host Institution including printing etc. complete in all respect.	20/Each
16.	Providing/ supplying / placing of Pole with Flags of suitable material of parachute type with printing (1m X 2m) etc., as per the requirement of host institutions. Complete in all respect.	575/Each
17.	Providing/Supplying and installation of Air Conditioners in Exhibition stalls as per requirement of host institution etc.	8000/Each
18.	Providing/Supplying and running of Plasma/ LCD/ LED Screen (63" or more) as per requirement of host institution etc.	4200/Each/day
19.	Providing wi-fi enability with all necessary fixtures as per requirement of host institution etc.	3250/Lump sum
20.	Providing/Supplying Laptop as per requirement of host institution etc.	1200/Each/day
21.	Providing/Supplying Projector with all fixtures necessary for its function, as per requirement of host Institution etc.	6000/Each/day
22.	Manpower for Help Desk/Reception/Welcoming to Guest (Female/male)	1800/Each/day
23.	Well experienced Female ushers for carrying the awards/citations etc.	1800/Each/day
24.	LED Wall (pixels 2.8 or better quality) (10 ftx08ft or as required)	35000/Each/ per day
25.	Video Coverage with all necessary fittings and accessories	12000/Each event
26.	Still Photography coverage	6000/Each event
27.	Printing of invitation card & its envelope (colour and template to be decided by the organizers)	35/per 1000Nos.
28.	Printing of citations of awardees/scientist/researchers/winners etc.	250/Each
29.	Printing of Award Booklet	3/Each page

Note- Items which are not covered in the rate list will be arranged/provided by the agency with mutual consent of host institution/organizers as per agreed rates, quality & quantity.
