

**REQUEST FOR TENDER  
(LIMITED TENDER ENQUIRY)**

**FOR HIRING OF AUDIO-VISUAL AND PRESENTATION EQUIPMENT  
DURING THE BERNE UNION ANNUAL GENERAL MEETING  
FROM 20-24 OCTOBER 2019 IN HYDERABAD, TELENGANA**

**Reference Number: ECGC/CUD/329/2019/02**

**Dated: 28-08-2019**

**ECGC LIMITED**

**Nirmal Building, 5<sup>th</sup> Floor, Nariman Point Mumbai-400021**

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## Section - 1

### 1. Introduction

#### 1.1. Invitation to Bidders

ECGC Ltd is a member of the International Union of Credit and Investment Insurers, also known as the Berne Union (BU). The BU, with its headquarters in London and 85+ members / guest members from 70+ countries, represents the global export credit and investment insurance industry.

ECGC Ltd will be hosting the BU Annual General Meeting (AGM) from 20<sup>th</sup> to 24<sup>th</sup> October, 2019 at Cyberabad Convention Centre Private Limited (CCCPL), Hyderabad, Telengana. The meeting is expected to see an attendance of 300 delegates from member ECAs and invited multi-lateral agencies. For organizing and assisting ECGC Ltd to conduct the BU AGM 2019 successfully, Thomas Cook (India) Limited (TCIL) has been appointed as a Professional Conference Organiser. In this connection, ECGC Ltd invites price quotation from suppliers for **“Hiring of Audio-Visual and Presentation equipment for the Berne Union Annual General Meeting (BU AGM) 2019”** as per the scope of work given in this RFT.

#### 1.2. Schedule of events

1	Last date for submission of Quotations	06 <sup>th</sup> September 2019 (Friday) till 17:30 Hours
2	Date of opening of Quotations	09 <sup>th</sup> September 2019 (Monday) at 14:00 Hours
3	Validity period of Commercial Bid	Seventy-five days (75 days) after the last date for submission of bidding documents.

Address for Communication, submission and opening of bid	General Manager (Country Underwriting and International Relations Department)  ECGC Limited, 5 <sup>th</sup> Floor, Nirmal Building, 241/242, Backbay Reclamation, Nariman Point, Mumbai 400 021
E-mail	<a href="mailto:cud@ecgc.in">cud@ecgc.in</a>

**Note: Time lines are subject to change at the sole discretion of ECGC Ltd.**

## Section - 2

### 2. Disclaimer

The information contained in this Document or information that may be provided subsequently to bidder(s) through mail or in documentary form by ECGC Ltd, is provided on the terms and conditions set out in this document.

This document is neither an agreement nor an offer but only an invitation by ECGC Ltd to the interested bidders to participate in the bid process. The purpose of this document is to provide the bidder(s) with information to assist the formulation of their proposals and may not contain all the information that may be required by them.

ECGC Ltd shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document. ECGC Ltd may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this document.

ECGC Ltd reserves the right to reject any or all the bids / proposals received in response to this document at any stage without assigning any reason whatsoever. The decision of ECGC Ltd in this regard shall be final, conclusive and binding on all the parties. The information provided by the Bidder in response to this document will become the property of ECGC Ltd and will not be returned. No contractual obligation whatsoever shall arise from the process until a formal contract is signed and executed by duly authorized signatories of ECGC Ltd with the selected bidder.

## Section - 3

### 3. Instructions for Bidder(s)

#### 3.1 General Instructions

1. Before bidding, the Bidder(s) are requested to visit the ECGC website <https://www.ecgc.in> and also carefully examine the Tender Document and the General Terms and Conditions of the Contract (TCC) contained therein, and if there appears to be any ambiguity or discrepancy between any terms of the tender document and the contract, they should immediately refer the matter to ECGC for clarifications.
2. The Bidder, for the purpose of making the Bid, shall complete in all respects, the form(s) annexed to the tender document, quote the prices and furnish the information/ documents, called for therein, and shall sign and date on each of the forms/documents in the space provided therein for the purpose. The Bidder shall affix its initial on each page of the bidding documents.
3. The Bid shall be signed by a person or persons duly authorized by the Bidder with signature duly attested. In the case of a body corporate, the Bid shall be signed by the officers duly authorized by the body corporate with its common seal duly affixed. In case of a consortium, the Bid shall be signed by the officer (s) so authorized by each consortium member and the Bid shall be affixed with the common seals of each member of the consortium.
4. The Bid shall contain the address, Tel. No., Fax No. and e-mail id, if any of the Bidder, for the purposes of serving notices required to be given to the Bidder in connection with the Bid.
5. The Bid form and the documents attached to it shall not be detached from one another and no alteration or mutilation (other than filling in all the blank spaces) shall be made in any of the forms or documents attached thereto. Any alterations or changes to the entries in the attached documents shall only be made by a separate covering letter otherwise it shall not be entertained for the Bidding process.
6. The Bidder, irrespective of its participation in the bidding process, shall treat the details of the documents as privileged, secret and confidential.

7. ECGC does not bind itself to accept the lowest of any Bid and has the right to reject any Bid without assigning any reason whatsoever. ECGC also reserves the right to re-issue the tender document.
8. The Bidder should ensure that there are no cuttings, over-writings, and illegible or undecipherable figures to indicate their Bid. All such Bids may be disqualified on this ground alone. The decision of the Corporation shall be final and binding on the Bidder. The Bidder should ensure that ambiguous or unquantifiable costs / amounts are not included in the Bid, which would disqualify the Bid.
9. Each Bidder can submit only one Bid.
10. No queries or change in requirements specifications/line items will be entertained in terms of the Bid process, except if such changes are advised or are approved by the Corporation.
11. The Bidder should commit to provide the resources desired by the Corporation for the entire duration of the engagement, at the agreed cost and terms and conditions.
12. The Bidder shall bear all costs associated with the preparation and submission of its Bid, and the Corporation will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Bidding process.
13. The Bidder will not be allowed to alter or modify their bids after submission of proposal to ECGC Ltd. The bidder may withdraw its bid after submission, provided that written notice of the modification is received by ECGC Ltd. prior to the deadline prescribed for submission of bids. No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval may result in penal action including debarment or exclusion from future RFTs / contracts / business.
14. The bid is liable to be disqualified in case of following reasons:
  - i. Bid not submitted in accordance with this RFT
  - ii. Bid received in incomplete format
  - iii. Bid is not accompanied by all requisite documents
  - iv. Bid is received after the due date

- v. An unsolicited bid
15. The prices/rates quoted shall remain firm and fixed during the currency of the order / Contract unless agreed otherwise by ECGC Ltd.
  16. The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and ECGC Ltd. and supporting documents and printed literature shall be submitted in English.
  17. Partial bids will not be accepted. Bidder shall have to quote for the entire scope.
  18. All rates and total amount should be written both in figures and in words and if there is any discrepancy between the two, the lowest amount will only be accepted.
  19. No questions or items in the Annexures shall be left blank or unanswered. Where you have no details or answers to be provided a 'No' or 'NIL' or 'Not Applicable' statement shall be made as appropriate. Forms with blank columns or unsigned forms will be summarily rejected.
  20. ECGC reserves the right to place order for part/reduced quantity than what is specified in the tender and also reserve the right to split the order to more than one Audio Visual Supplier (henceforth referred to as 'Supplier').
  21. The items should be packed appropriately and any loss or damage in the transit will be borne by the Supplier.
  22. Bids must be received by ECGC Ltd. at the address specified, not later than the date & time specified in the "Schedule of Events" in invitation to Bidders.
  23. ECGC Ltd. may, at its discretion, extend the deadline for submission of bids by amending the bid documents, in which case, all rights and obligations of ECGC Ltd. and bidders previously subject to the deadline will thereafter be subject to the extended deadline, which would be advised to all the interested Bidders on ECGC Ltd.'s website. The Bidders should regularly visit the website till the last date for submission for RFT.
  24. ECGC Ltd is not responsible for non-receipt of bids within the specified date due to any reason including postal delays or holidays.
  25. Bids not conforming to the requirements of the RFT may not be considered by ECGC Ltd. However, ECGC Ltd reserves the right at any time to waive any of the requirements of the RFT.

26. ECGC shall be under no obligation to accept the lowest or any tender received and shall be entitled to reject any or all tenders without assigning any reason whatsoever.

27. ECGC Ltd shall have the right to cancel the RFT process at any time prior to award of contract, without thereby incurring any liabilities towards the affected Bidder(s). Reasons for cancellation, as determined by ECGC Ltd, in its sole discretion, may include but are not limited to, the following :

- Services contemplated are no longer required;
- Scope of work were not adequately or clearly defined due to unforeseen factors and/or new developments ;
- Proposed rate is unacceptable for the assignment/project;
- Any other reason/s.

28. ECGC Ltd reserves the right to verify the validity of bid information and reject any bid, where the contents are found incorrect whether partially or fully, at any time during the process of RFT or even after award of contract.

### **3.2 Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of its Bid, and ECGC Ltd. will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Bidding process.

### **3.3 Validity period**

Bids shall have the validity period of 75 (seventy-five) days from the closing date of the RFT. Bidders are requested to offer 75 (seventy-five) days validity as per Bid Terms. The prices quoted shall remain firm and fixed during the currency of the Contract unless agreed otherwise by ECGC Ltd.

### **3.4 Scope of Work**

ECGC Ltd intends to engage the services of a Supplier to supply equipment (for hire) and technicians for BU AGM – 2019 at Hyderabad International Convention Centre during 19-24 October 2019. **Annexure A** provides detailed list of equipment and technicians to be provided by the Supplier.

**The scope of work will broadly cover the following:**

- a) The Supplier will provide the requisite number of equipment as per specifications listed in **Annexure A** for the conduct of the event.
- b) The Supplier will ensure that the responsibility of uninterrupted functioning of the equipment is entrusted to qualified English speaking technicians during the event.
- c) The Supplier will ensure on-site session management, including but not limited to proper functioning of AV facility, delivering glare-free, high definition quality displays, professional sound system and presence of qualified technicians.
- d) The Supplier must ensure the audio recording of the meetings in MP3 format (on the days as given in **Annexure A**) and share the same with ECGC / TCIL on a daily basis.
- e) The Supplier will be responsible for the setup and control of the equipment and technicians throughout the meeting, to ensure smooth functioning of the event.
- f) The Supplier must ensure still photography of sessions, events, special events, etc.
- g) The Supplier will provide for a videographer, with fixed camera, and a studio set-up for interviews with industry representatives as mentioned in **Annexure A** and will ensure post production work.
- h) The equipment requirement is need-based and hence, may vary moderately (increase/decrease), closer to the meeting date. Additional orders placed, if any, shall be provided at the same unit rate as mentioned in the commercial bid.
- i) The Supplier has to ensure excellent customer service and quality delivery and work in co-ordination with ECGC / TCIL.

**3.4.1 Deliverables:**

1. The Supplier shall ensure supply of Audio-visual facilities and other technical equipment of high standards as per room requirements in all

technical session rooms, meeting rooms and Special events as mentioned in **Annexure A**.

2. The Supplier shall ensure successful functioning of all the equipments supplied on hire for the meeting within the Scope of work.

### **3.4.2 Timeline:**

The Supplier is required to complete the task in all aspects in a time bound manner to the entire satisfaction of ECGC Ltd.

### **3.5 Clarification of Queries**

A bidder requiring any clarification of this RFT may notify ECGC Ltd in writing by e-mail at [cud@ecgc.in](mailto:cud@ecgc.in) as per the time line given in this RFT document.

### **3.6 Due Diligence**

Bids shall be deemed to have been submitted after careful study and examination of the contents of this RFT. The bids should be precise, complete in all respects and in the prescribed format as per the requirement of this RFT only. Failure to furnish all information required by this RFT or submission of a bid not responsive to this RFT in every respect will be at the applicant's risk and may result in rejection of the bid for which ECGC Ltd shall not be held liable under any circumstances.

### **3.7 Amendment of RFT**

At any time before the deadline for submission of bids, ECGC Ltd may, for any reason, whether at its own initiative or in response to a clarification requested by prospective bidders, modify this RFT Document. Any clarification issued by ECGC Ltd will be in the form of an addendum/ corrigendum and will be available on website of ECGC Ltd <http://www.ecgc.in>. Such amendments shall be binding on them and shall form an integral part of this RFT.

### **3.8 Bidding Process**

#### **3.8.1 Commercial Bid Proposal Process**

The Request for Tender Document can be downloaded from the website of the ECGC Ltd [www.ecgc.in](http://www.ecgc.in). Interested Bidders (suppliers) should submit their

proposal in a sealed NON-WINDOW envelope superscribed with “**Quotation for Hiring of Audio-Visual and Presentation equipment for the Berne Union Annual General Meeting (BU AGM) 2019**”.

The financial quote should be in Indian rupees and inclusive of all costs and applicable taxes. The format of the proposal is as per **Annexure A**.

## Section - 4

### 4.1. Terms and Conditions of Contract (TCC)

#### 4.1.1 Award of Contract

1. The Bidder that has quoted the lowest Bid will be awarded the contract.
2. ECGC Ltd. will notify the successful Bidder in writing, by letter or by e-mail, that its bid has been accepted.
3. The notification of award will constitute the formation of the offer to contract. The selected Bidder should convey acceptance of the award of contract by returning duly signed and stamped duplicate copy of the award letter within seven working days of receipt of the communication.
4. In case the selected bidder fails to accept the award then the bidder offering the next lowest quote (other than the bidder who has failed to accept the award) will be considered for the award and so on.

#### 4.1.2 Tenure of the Assignment

The supplies and maintenance by the Supplier for BU AGM will be required for the period October 19 – 24, 2019. The main meeting and ancillary work related to the main event requires the involvement of the Supplier on a turn-key basis for the entire period from the award of the Contract till all deliverables are completed but not beyond 24.10.2019.

#### 4.1.3 Payment Terms

1. Payment for all supplies of goods and services will be as per the agreement signed between ECGC Ltd and the Supplier who is awarded the contract.
2. Such payments for all supplies of goods and services will be directly made by ECGC Ltd to the Supplier.
3. All payments to Supplier shall be made against accepted invoices issued in the name of General Manager, ECGC Ltd., BU AGM 2019 Hyderabad. Invoices shall be paid directly within 30 working days from the receipt of invoice, subject to internal audit.
4. All payments shall be subject to Income Tax or Goods and Services Tax or any other taxes applicable on the date of raising the invoice.
5. It may be noted that ECGC Ltd will not pay any amount/expenses/charges/

fees /travelling expenses / boarding expenses / lodging expenses / conveyance expenses / out of pocket expenses other than the “Bid Value.”

#### **4.1.4 Service Delivery Location**

The scope of work as mentioned above will be required to be delivered at Hyderabad International Convection Centre, Hyderabad, Telengana.

#### **4.1.5 Termination of Contract**

The contract shall terminate for following reasons;

- i. Due to Force Majeure
- ii. Due to Non-performance of contract
  - a) In case of force majeure, the same shall be paid on actual basis on receiving the Invoice.
  - b) As time is the essence of the contract, in case delay of any activity of this event, ECGC Ltd. reserves the right to terminate the contract and claim damages for loss of reputation and good will etc. from the Supplier and in such case no payment shall be made to the Supplier.

#### **4.1.6 Indemnity**

The supplier shall indemnify, protect and save ECGC Ltd. against all claims, losses, costs, damages, expenses, action suits and other proceedings resulting from any infringements in respect of all hardware, software, and services being utilized by the team / resources, except for those explicitly provided by / authorized by ECGC Ltd. on its onsite location.

#### **4.1.7 Damages**

- a) If an item/arrangement is not executed to the satisfaction of Local Organizing Committee (LOC) of ECGC Ltd. (in terms of quality and workmanship) and the committee has no option but to accept it due to paucity of time, penalty of 50% may be imposed on such items as may be deemed appropriate by the committee, if defects are not rectified even after giving opportunity to the Supplier to rectify the defects.

The Supplier should give back the venue in same form and shape as given to it, failing which necessary charges to restore it back may be deducted from the Supplier.

#### **4.1.8 Arbitration**

In the event of a dispute or difference of any nature whatsoever between ECGC Ltd. and the Supplier during the course of assignment arising as a result of this RFT, the same shall be referred for arbitration to the sole arbitrator. The sole arbitrator shall be chosen mutually by both the parties. Arbitration shall be carried out in Mumbai and as per extant laws. The language of the Arbitration shall be English.

#### **4.1.9 Jurisdiction**

The jurisdiction for the purpose of settlement of any dispute of differences whatsoever in respect of or relating to or arising out of or in any way touching the works awarded or the terms and conditions thereof shall be that of the appropriate court in Mumbai.

#### **4.1.10 Force Majeure**

Notwithstanding the provisions of Terms and Conditions of the Contract, the service provider shall not be liable for forfeiture of its damages, or termination for default, if and to the extent, that, the delay in performance, or other failure to perform its obligations under the Contract, is the result of an event of Force Majeure.

For purposes of this clause, "Force Majeure" means an event beyond the control of the service provider and not involving the service provider's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of ECGC Ltd. in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

If a Force Majeure situation arises, the service provider shall promptly notify ECGC Ltd. in writing of such condition and the cause thereof. Unless otherwise directed by ECGC Ltd. in writing, the service provider shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all

reasonable alternative means for performance not prevented by the Force Majeure event.

**4.1.11 Entire Agreement**

It is expressly agreed between the parties that the Contract, RFT Document, any addendum or corrigendum issued thereafter and the completed Annexures thereto constitutes the Entire Agreement between the Parties.

**4.1.12 Rights of ECGC Ltd.**

- (a) ECGC does not bind itself to accept the lowest quotation and reserves the right to reject any or all the quotations received, without assigning any reason thereof.
- (b) While processing the Bids, ECGC further reserves the right to delete or reduce any item or section contained the Tender Document or in the Scope of Work at Clause 4.1.2.3 without assigning any reason thereof.

**4.1.13 Intellectual Property Right (IPR)**

The Bidder shall provide the recordings as mentioned in the scope of work, Reports, Documents and all other relevant materials, artifacts etc. during the Assignments to ECGC Ltd. and ECGC Ltd. shall own all IPRs in such Recordings, Reports, Documents and all other relevant materials, artifacts etc. All documents related to such shall be treated as confidential information by the Bidder. The ownership of all IPR rights in any and all recordings, documents, artifacts, etc. (including all material) made during the Term for Assignment under this Agreement will lie with ECGC Ltd.

**4.1.19 Representation and Warranties**

Service provider shall also be required to comply with statutory and regulatory requirements as imposed by various statutes, labour laws, local body rules, state and central Government Body statutes, and any other regulatory requirements applicable on the service provider, and shall produce the same for records of ECGC Limited and / or its Auditors and / or its regulator.

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**(COVERING LETTER TO ECGC LTD ON THE SUPPLIER'S LETTERHEAD)**

Date: \_\_\_\_\_

The General Manager,  
Country Underwriting and International Relations,  
ECGC Ltd,  
5<sup>th</sup> Floor, Nirmal Building,  
Nariman Point,  
Mumbai – 400021

Dear Sir,

**Sub: Hiring of Audio-Visual and Presentation equipment for the Berne Union Annual General Meeting (BU AGM) 2019**

**RFT REFERENCE NO. ECGC/CUD/329/2019/02: Dated: \_\_\_\_\_**

We hereby enclose our quotation, in a sealed envelope, to provide our services as supplier for Audio-Visual and Presentation equipment for the BU AGM – 2019 in Hyderabad, Telengana, as detailed out in your subject RFT.

We agree to all the terms and conditions mentioned in the RFT. The offer shall be binding on us during the bid validity period i.e. up to 75 days from the last date for submission of the bid and subject to the modifications resulting from contract negotiations.

We submit our quotation for the proposed assignment as under:

Amount in Figures (Rs)	
Amount in words	

**Terms and Conditions**

- 1) The above quotation is inclusive of all costs and applicable taxes for activities mentioned in **Annexure A**.

- 2) We undertake to deliver all the deliverables as envisaged in the proposal/agreement and complete the assignment within the time frame stipulated in the RFT document.
- 3) ECGC Ltd will deduct tax (TDS) while releasing payment, if applicable as per the provisions of Income Tax Act.

Thanking you,

Yours faithfully,

(Name and Designation, seal of the firm)

Encl: Commercial bid ([Annexure](#) A) in sealed envelope

Annexure A (Page 1/15)				
Quotation for hiring of Technical Equipments for the BU AGM 2019				
S. No.	Venue	Date	Event	Charges
1	MRG 02	20th Oct	MC	0
2	MRG 03	20th Oct	RCG	0
3	Hall 3	21st Oct	MLT	0
4	Hall 1	21st Oct	PCCW	0
5	Pool Side Lawn	21st Oct	Welcome Reception (Poolside Lawns)	0
6	Hall 1	22nd Oct	PCCC	0
7	Hall 2	22nd Oct	ST	0
8	Hall 3	22nd Oct	INV	0
9	Hall 3	23rd Oct	Plenary	0
10	Ballroom	23rd Oct	Executive Lunch (Ballroom)	0
11	MRG 02 & 03	21-23rd Oct	2 Break Out Rooms	0
12	0.04/1.03/1.04	23rd Oct	3 Additional Break Out Rooms	0
13	MRG 02 & 03	24th Oct	DFI and Capacity sharing Marketplace	0
14	Org. Suite 2 & MRG.01	19th Oct - 24th Oct	BU Secretariat & ECGC Control room	0
<b>Sub Total 1</b>				<b>0</b>
GST @ 18%				0
<b>TOTAL</b>				<b>0</b>

Annexure A (Page 2/15)						
			VENUE :MRG 02			
			SESSION :MC Meeting			
Dry Run Timing : TBA			Start Date :20th Oct 2019			
Setup Handover Time : TBA			End Date :20th Oct 2019			
Show Begins At : 16.00 - 18.00			Show Days : 1			
S No	CATEGORY	SPECIFICATIONS	QUANTITY	NO. OF DAYS	UNIT RATE	TOTAL
<b>1</b>	<b>SOUND</b>					
	Wireless Lapel Microphone / Collar Mike		1	1		0
	Wireless Handheld Microphone		1	1		0
	Microphone Mixer		1	1		0
	Sound System (Indoor Roof Mounted Speakers) / Bose L1		1	1		0
	Gooseneck Microphones (3 for Head Table and 15 for delegate tables)		18	1		0
	Powerpacks		1	1		0
	English Speaking Technician		2	1		0
	Controller Unit		1	1		0
<b>2</b>	<b>VISION</b>					
	4000 Ansi Lumens Projector		1	1		0
	Processor and Switcher		1	1		0
	Slide Changer		1	1		0
	Laptop		1	1		0
<b>3</b>	<b>STYLING</b>					
	16 x 9 Flex Frame (Printing and Mounting)		144	1		0
	8 x 6 Projection Screen (9 X 9 masking)		48	1		0
<b>4</b>	<b>GENSET FOR HALL MRG 02 &amp; 03</b>					
	62.5 KVA Genset (8 Hours Shift with Diesel) - For Projection & Sound		1	1		0
<b>GROSS TOTAL</b>						<b>0</b>



S No	CATEGORY	SPECIFICATIONS	QUANTITY	NO. OF DAYS	UNIT RATE	TOTAL
<b>Annexure A (Page 4/15)</b> <b>VENUE :</b> Hall 3 <b>SESSION :</b> MLT Conference <b>Start Date :</b> 21st Oct 2019 <b>End Date :</b> 21st Oct 2019 <b>Show Days :</b> 1						
<b>Dry Run Timing :</b> TBA <b>Setup Handover Time :</b> TBA <b>Show Begins At :</b> 09:00-17:30						
<b>1</b>	<b>SOUND</b>					
	Wireless Lapel Microphone / Collar Mikes		1	1		0
	Lectern Microphone		1	1		0
	Handheld Microphone		1	1		0
	Gooseneck Microphones (6 For Head Table and 45 for delegate tables)	CCS 800 / DCN	51	1		0
	Controller Unit		1	1		0
	Microphone Mixer		1	1		0
	Sound System	JBL / Bose / EV	6	1		0
	Delay Speakers		2	1		0
	Audio Recording		1	1		0
	Powerpacks		3	1		0
	English Speaking Technician		2	1		0
<b>2</b>	<b>VISION</b>					
	6000 ANSI Lumens Projector		2	1		0
	Processor and Switcher		1	1		0
	Slide Changer		1	1		0
	42" Plasma Monitor		1	1		0
	Laptop		2	1		0
<b>5</b>	<b>STYLING</b>					
	24 X 16 Stage (2 Feet Height)		384	1		0
	24 X 12 Flex Frame Backdrop (Printing & Mounting)		288	1		0
	14 X 14 Masking Screen (12 X 9 Projection) - 2 Nos.		392	1		0
	Lectern		1	1		0
<b>6</b>	<b>LIGHT</b>					
	LED Parcans		6	1		0
	Profile Spot for Lectern		1	1		0
	Lighting Control Board		1	1		0
	Lighting Stands		1	1		0
<b>7</b>	<b>GENSET</b>					
	62.5 KVA Genset (8 Hours shift with diesel) - Sound		1	1		0
	125 KVA Genset (8 Hours shift with diesel) - Projectors		1	1		0
<b>GROSS TOTAL</b>						<b>0</b>

S No	CATEGORY	SPECIFICATIONS	QUANTITY	NO. OF DAYS	UNIT RATE	TOTAL
<b>Annexure A (Page 5/15)</b>						
			<b>VENUE :</b> Hall 1			
			<b>SESSION :</b> PCC Workshop			
<b>Dry Run Timing :</b> TBA			<b>Start Date :</b> 21st Oct 2019			
<b>Setup Handover Time :</b> TBA			<b>End Date :</b> 21st Oct 2019			
<b>Show Begins At :</b> 09.00 - 17.00			<b>Show Days :</b> 1			
<b>1</b>	<b>SOUND</b>					
	Wireless Lapel Microphone / Collar Mike		1	1		0
	Wireless Handheld Microphone		10	1		0
	Lectern Microphone		1	1		0
	Microphone Mixer		1	1		0
	Sound System	Bose L1 / JBL	4	1		0
	Powerpacks		3	1		0
	English Speaking Technician		2	1		0
<b>2</b>	<b>VISION</b>					
	6000 ANSI Lumes Projector		1	1		0
	Laptop		2	1		0
	Processor and Switcher		1	1		0
	Slide Changer		1	1		0
<b>3</b>	<b>STYLING</b>					
	Lectern		1	1		0
	14 X 14 Masking Screen (12 X 9 Projection)		196	1		0
	4 x 14 Flex Branding Side Panels - 2nos.		112	1		0
<b>4</b>	<b>LIGHT</b>					
	LED Parcans		6	1		0
	Profile Spot for Lectern		1	1		0
	Lighting Control Board		1	1		0
	Lighting Stands		1	1		0
<b>5</b>	<b>GENSET</b>					
	62.5 KVA Genset (8 Hours Shift with Diesel) - For LED & Sound		1	1		0
<b>GROSS TOTAL</b>						<b>0</b>

S No	CATEGORY	SPECIFICATIONS	QUANTITY	NO. OF DAYS	UNIT RATE	TOTAL
<b>Annexure A (Page 6/15)</b>						
<b>Pool Side Lawn Reception</b>			<b>VENUE :</b> Lawns			
			<b>SESSION :</b> Welcome Reception			
<b>Dry Run Timing :</b> TBA			<b>Start Date :</b> 21st Oct 2019			
<b>Setup Handover Time :</b> TBA			<b>End Date :</b> 21st Oct 2019			
<b>Show Begins At :</b> 18:30-21:00			<b>Show Days :</b> 1			
<b>1</b>	<b>SOUND</b>					
	Wireless Handheld Microphone		2	1		0
	Microphone Mixer		1	1		0
	Sound System	Bose L1 / JBL	8	1		0
<b>GROSS TOTAL</b>						<b>0</b>



Annexure A (Page 8/15)						
			<b>VENUE :</b>	Hall 2		
			<b>SESSION :</b>	ST Committee Meeting		
<b>Dry Run Timing :</b>	TBA		<b>Start Date :</b>	22nd Oct 2019		
<b>Setup Handover Time :</b>	TBA		<b>End Date :</b>	22nd Oct 2019		
<b>Show Begins At :</b>	09:00-17:30		<b>Show Days :</b>	1		
S No	CATEGORY	SPECIFICATIONS	QUANTITY	NO. OF DAYS	UNIT RATE	TOTAL
<b>1</b>	<b>SOUND</b>					
	Wireless Lapel Microphone / Collar Mike		1	1		0
	Lectern Microphone		1	1		0
	Handheld Microphone		1	1		0
	Gooseneck Microphones (6 For Head Table and 40 for delegate tables)	CCS 800 / DCN	46	1		0
	Controller Unit		1	1		0
	Microphone Mixer		1	1		0
	Sound System	Bose L1 / JBL	6	1		0
	Delay Speakers		2	1		0
	Audio Recording		1	1		0
	Powerpacks		1	1		0
	English Speaking Technician		2	1		0
						0
<b>2</b>	<b>VISION</b>					
	6000 ANSI Lumens Projector		2	1		0
	Processor and Switcher		1	1		0
	Slide Changer		1	1		0
	42" Plasma Monitor		1	1		0
	Laptop		2	1		0
						0
<b>3</b>	<b>LIGHTS</b>					
	LED Parcans		10	1		0
	Profile Spot		1	1		0
	Lighting Control Board		1	1		0
	Lighting Stands		2	1		0
						0
<b>4</b>	<b>STYLING</b>					
	20 x 16 Stage (2 Feet Height)		320	1		0
	20 X 12 Flex Backdrop (Printing and Mounting)		240	1		0
	14 X 14 Screen with 12 X 9 projection - 2 Nos.		392	1		0
	Lectern		1	1		0
						0
<b>5</b>	<b>GENSET</b>					
	125 KVA Genset (8 Hours Shift with Diesel) - For Projectors		1	1		0
	62.5 KVA Genset (8 Hours Shift with Diesel) - For Sound & Light		1	1		0
						0
<b>GROSS TOTAL</b>						<b>0</b>

S No	CATEGORY	SPECIFICATIONS	QUANTITY	NO. OF DAYS	UNIT RATE	TOTAL
Annexure A (Page 9/15)						
VENUE : Hall 3						
SESSION : INV Committee Meeting						
Start Date : 22nd Oct 2019						
End Date : 22nd Oct 2019						
Show Days : 1						
Dry Run Timing : TBA						
Setup Handover Time : TBA						
Show Begins At : 09:00-17:30						
1	<b>SOUND</b>					
	Wireless Lapel Microphone / Collar Mikes		1	1		0
	Lectern Microphone		1	1		0
	Handheld Microphone		1	1		0
	Gooseneck Microphones (6 For Head Table and 60 for delegate tables)	CCS 800 / DCN	66	1		0
	Controller Unit		1	1		0
	Microphone Mixer		1	1		0
	Sound System	JBL / Bose / EV	6	1		0
	Delay Speakers		2	1		0
	Audio Recording		1	1		0
	Powerpacks		3	1		0
	English Speaking Technician		2	1		0
2	<b>VISION</b>					
	6000 ANSI Lumens Projector		2	1		0
	Processor and Switcher		1	1		0
	Slide Changer		1	1		0
	42" Plasma Monitor		1	1		0
	Laptop		2	1		0
3	<b>STYLING *</b>					
	24 X 16 Stage (2 Feet Height)		384	1		0
	24 X 12 Flex Frame Backdrop (Printing & Mounting)		288	1		0
	14 X 14 Masking Screen (12 X 9 Projection) - 2 Nos.		392	1		0
	Lectern		1	1		0
4	<b>LIGHT</b>					
	LED Parcans		6	1		0
	Profile Spot for Lectern		1	1		0
	Lighting Control Board		1	1		0
	Lighting Stands		1	1		0
5	<b>GENSET</b>					
	62.5 KVA Genset (8 Hours shift with diesel) - Sound		1	1		0
	125 KVA Genset (8 Hours shift with diesel) - Projectors		1	1		0
<b>GROSS TOTAL</b>						<b>0</b>

\* set-up of day 1 (MLT) will be used

S No	CATEGORY	SPECIFICATIONS	QUANTITY	NO. OF DAYS	UNIT RATE	TOTAL
<b>Annexure A (Page 10/15)</b> <b>VENUE :</b> Hall 3 <b>SESSION :</b> Plenary Meeting <b>Start Date :</b> 23rd Oct 2019 <b>End Date :</b> 23rd Oct 2019 <b>Show Days :</b> 1						
<b>Dry Run Timing :</b> TBA <b>Setup Handover Time :</b> TBA <b>Show Begins At :</b> 09:00-17:30						
<b>1</b>	<b>SOUND</b>					
	Wireless Lapel Microphone / Collar Mikes		1	1		0
	Lectern Microphone		1	1		0
	Handheld Microphone		2	1		0
	Gooseneck Microphones (6 For Head Table and 80 for delegate tables)	CCS 800 / DCN	86	1		0
	Controller Unit		2	1		0
	Microphone Mixer		1	1		0
	Sound System	JBL / Bose / EV	6	1		0
	Delay Speakers		2	1		0
	Audio Recording		1	1		0
	Powerpacks		3	1		0
	English Speaking Technician		2	1		0
<b>2</b>	<b>STYLING</b>					
	40 X 20 Stage (3 Feet Height)		800	1		0
	16 x 4 (6 feet height) LED Riser - 2 Nos.		128	1		0
	Lectern		1	1		0
	40 x 15 Flex backdrop (Printing and Mounting)		600	1		0
<b>3</b>	<b>LIGHTS</b>					
	LED Parcans		20	1		0
	Dimmer Pack		2	1		0
	Profile Spot for Lectern		1	1		0
	Lighting Board		1	1		0
	Truss for lighting		50	1		0
	Chain pullies to hang the truss		3	1		0
<b>4</b>	<b>VISION</b>					
	16 X 12 LED (3MM) - Either side of the stage - 2 Numbers		384	1		0
	Processor and Switcher		2	1		0
	Slide Changer		1	1		0
	42" Plasma Monitor		1	1		0
	Laptop		2	1		0
<b>7</b>	<b>GENSET</b>					
	62.5 KVA Genset (8 Hours shift with diesel) - Sound		1	1		0
	125 KVA Genset (8 Hours shift with diesel) - LEDs		1	1		0
<b>GROSS TOTAL</b>						<b>0</b>

						<b>Annexure A (Page 11/15)</b>	
						<b>VENUE</b> : Ballroom	
						<b>SESSION</b> : Executive Lunch	
<b>Dry Run Timing</b> : TBA						<b>Start Date</b> : 23rd Oct 2019	
<b>Setup Handover Time</b> : TBA						<b>End Date</b> : 23rd Oct 2019	
<b>Show Begins At</b> : TBA						<b>Show Days</b> : 1	
S No	CATEGORY	SPECIFICATIONS	QUANTITY	NO. OF DAYS	UNIT RATE	TOTAL	
<b>1</b>	<b>SOUND</b>						
	Wireless Lapel Microphone / Collar Mike		1	1		0	
	Lectern Microphone		1	1		0	
	Wireless Handheld Microphone		2	1		0	
	Microphone Mixer		1	1		0	
	Sound System (Indoor Roof Mounted Speakers) / Bose L1		1	1		0	
	Powerpacks		1	1		0	
	English Speaking technician		1	1		0	
						0	
<b>2</b>	<b>VISION</b>						
	4000 Ansi Lumens Projector		1	1		0	
	Processor and Switcher		1	1		0	
	Laptop		1	1		0	
	Slide Changer		1	1		0	
						0	
<b>3</b>	<b>STYLING</b>						
	Lectern		1	1		0	
	9 X 9 Screen (1 Number)		81	1		0	
						0	
<b>GROSS TOTAL</b>							<b>0</b>

S No	CATEGORY	SPECIFICATIONS	QUANTITY	NO. OF DAYS	UNIT RATE	TOTAL
Annexure A (Page 12/15)						
VENUE : MRG 02						
SESSION :						
Dry Run Timing : TBA						
Setup Handover Time : TBA						
Show Begins At : TBA						
Start Date : 21st Oct 2019						
End Date : 23rd Oct 2019						
Show Days : 3						
1	SOUND					
	Wireless Lapel Microphone / Collar Mike		1	3		0
	Lectern Microphone		1	3		0
	Wireless Handheld Microphone		2	3		0
	Microphone Mixer		1	3		0
	Sound System (Indoor Roof Mounted Speakers) / Bose L1		1	3		0
						0
2	VISION					
	4000 Ansi Lumens Projector		1	3		0
	Processor and Switcher		1	3		0
	Slide Changer		1	3		0
	Laptop		1	3		0
						0
3	STYLING *					
	16 x 9 Flex Frame (Printing and Mounting)		144	1		0
	8 x 6 Projection Screen (9 X 9 masking)		81	1		0
	Lectern		1	1		0
						0
<b>GROSS TOTAL</b>						
<b>0</b>						

\* Set-up of previous day (20.10.19 - MC & RCG) is used

S No	CATEGORY	SPECIFICATIONS	QUANTITY	NO. OF DAYS	UNIT RATE	TOTAL
Annexure A (Page 12/15)						
VENUE : MRG 03						
SESSION :						
Dry Run Timing : TBA						
Setup Handover Time : TBA						
Show Begins At : TBA						
Start Date : 21st Oct 2019						
End Date : 23rd Oct 2019						
Show Days : 3						
1	SOUND					
	Wireless Lapel Microphone / Collar Mike		1	3		0
	Lectern Microphone		1	3		0
	Wireless Handheld Microphone		2	3		0
	Microphone Mixer		1	3		0
	Sound System (Indoor Roof Mounted Speakers) / Bose L1		1	3		0
						0
2	VISION					
	4000 Ansi Lumens Projector		1	3		0
	Processor and Switcher		1	3		0
	Slide Changer		1	3		0
	Laptop		1	3		0
						0
3	STYLING *					
	16 x 9 Flex Frame (Printing and Mounting)		144	1		0
	8 x 6 Projection Screen (9 X 9 masking)		81	1		0
	Lectern		1	1		0
						0
4	GENSET FOR HALL MRG 02 & 03					
	62.5 KVA Genset (8 Hours Shift with Diesel) - For Projection & Sound		1	3		0
						0
<b>GROSS TOTAL</b>						
<b>0</b>						

\* Set-up of previous day (20.10.19 - MC & RCG) is used

S No	CATEGORY	SPECIFICATIONS	QUANTITY	NO. OF ROOMS	UNIT RATE	TOTAL
<b>Annexure A (Page 13/15)</b>						
VENUE : 0.04, 1.03 and 1.04						
SESSION : 3 separate Breakout Rooms						
Dry Run Timing : TBA						
Setup Handover Time : TBA						
Show Begins At : TBA						
Start Date : 23rd Oct 2019						
End Date : 23rd Oct 2019						
Show Days : 1						
<b>1</b>	<b>SOUND</b>					
	Wireless Lapel Microphone / Collar Mike		1	3		0
	Lectern Microphone		1	3		0
	Wireless Handheld Microphone		2	3		0
	Microphone Mixer		1	3		0
	Sound System (Indoor Roof Mounted Speakers) / Bose L1		1	3		0
<b>2</b>	<b>VISION</b>					
	4000 Ansi Lumens Projector		1	3		0
	Processor and Switcher		1	3		0
	Laptop		1	3		0
	Slide Changer		1	3		0
<b>3</b>	<b>STYLING</b>					
	Lectern		1	3		0
	9 X 9 Screen (1 Number)		81	1		0
<b>GROSS TOTAL</b>						<b>0</b>

S No	CATEGORY	SPECIFICATIONS	QUANTITY	NO. OF DAYS	UNIT RATE	TOTAL
<b>Annexure A (Page 14/15)</b>						
VENUE : MRG 02, 03 and 04						
SESSION : DFI/Capacity Sharing Marketplace						
Dry Run Timing : TBA						
Setup Handover Time : TBA						
Show Begins At : 09:00-16:00						
Start Date : 24th Oct 2019						
End Date : 24th Oct 2019						
Show Days : 1						
<b>1</b>	<b>SOUND</b>					
	Wireless Lapel Microphone / Collar Mike		1	1		0
	Lectern Microphone		1	1		0
	Wireless Handheld Microphone (4 For Head Table and 13 for round tables)		17	1		0
	16 Microphone Mixer		1	1		0
	Sound System (Indoor Roof Mounted Speakers) / Bose L1		4	1		0
	Powerpacks		1	1		0
	English Speaking Technician		2	1		0
<b>2</b>	<b>VISION</b>					
	4000 Ansi Lumens Projector		2	1		0
	Processor and Switcher		1	1		0
	42" Plasma Monitor		1	1		0
	Slide Changer		1	1		0
	Laptop		2	1		0
<b>3</b>	<b>LIGHT</b>					
	LED Parcans		12	1		0
	Lighting Stands		2	1		0
<b>4</b>	<b>STYLING</b>					
	16 X 16 Stage (1 Feet Height)		256	1		0
	16 X 8 Stage Flex Backdrop (Printing and Mounting)		128	1		0
	8 x 6 Projection Screens (9x9 masking)- 2 nos.		162	1		0
	Lectern		1	1		0
<b>6</b>	<b>GENSET</b>					
	62.5 KVA Genset (8 Hours Shift with Diesel) - For Projection & Sound		1	1		0
<b>GROSS TOTAL</b>						<b>0</b>

			<b>Annexure A (Page 15/15)</b>			
			<b>VENUE</b> : Organiser Suite 2 and MRG.01			
			<b>SESSION</b> : BU Secretariat & ECGC Control Room			
<b>Dry Run Timing</b> : TBA			<b>Start Date</b> : 19th Oct 2019			
<b>Setup Handover Time</b> : TBA			<b>End Date</b> : 24th Oct 2019			
<b>Show Begins At</b> : 07.00 - 18.00			<b>Show Days</b> : 6			
<b>S No</b>	<b>CATEGORY</b>	<b>SPECIFICATIONS</b>	<b>QUANTITY</b>	<b>NO. OF DAYS</b>	<b>UNIT RATE</b>	<b>TOTAL</b>
<b>1</b>	<b>VISION</b>					
	Laptop		2	6		0
	Laser Color Printer (all-in-one)		2	6		0
<b>GROSS TOTAL</b>						<b>0</b>