



Invited Sealed Quotation

Delhi Ophthalmological Society (DOS) is organizing **DOS Mid-Term Conference (Physical Conference)** on **2nd & 3rd September, 2023 at Ashok Hotel, New Delhi**. In this connection, sealed quotations are invited from reputed service providers of Delhi NCR for managing the entire event as per the scope of work mentioned in our RFP.

Interested party may send their sealed quotation for the job, in a sealed envelope mentioning **"Quotation for DOS Mid-Term 2023- Official Conference Manager"** to be submitted at DOS Secretariat.

Delhi Ophthalmological Society
A-23, 1st Floor, Green Park, New Delhi - 110016
Email : admin@dosonline.org / dosrecords@gmail.com
Web : www.dosonline.org

Quotation Opening date	22nd May, 2023, 2:00 pm
Last Date for submission	29th May, 2023, 2:00 pm

Term & Condition

1. Copy of GST registration certificate.
2. Bidder should have done large Medical Conferences.
3. If an order is placed with the firm, the contract shall be governed by an agreement as per the Society rules in force at the time. Additional terms and conditions may be incorporated in the order, if needed, to safe guard the interests of the Society. The work order is non-transferable
4. DOS reserves the right to accept/reject any offer in full or in part without assigning any reason or accept any offer other than the lowest offer in order to maintain highest standard. However, deficiencies on any one or, more of the crucial criteria which are essential to maintain high quality for organizing the conference will be a factor, for consideration of quotation other than the Lowest Quotation.
5. The bidder has to apply for all the items in all the categories mentioned in Financial Bid Performa.
6. The payment will be made on satisfactory commissioning and installation of the product and services after completion of the event. Failure to provide the services as specified will lead to imposition of penalty of 25 percent of the total cost of the work order. Advance payment request can be considered as per term & condition.
7. In case of any dispute in respect of the quotation, all legal matters shall be instituted within the jurisdiction of the place where the office of society is situated.

Bidder Signature & Company Seal



Vendor responding to this proposal must provide the following information (in the order presented here).

Technical Details

1.	Name	
	Address of the Firm	
2.	Telephone Number Office : Mobile : E-mail :	
3.	Status of the Firm i.e. Sole Proprietorship / Partnership / Pvt. Ltd. Company (Please enclosed supporting Documents)	
4.	GST. Registration No. (Please enclose a copy of the Certificate issued by GOVT. OF INDIA & GOVT. OF DELHI)	
5.	Permanent Account No.(PAN) (Photocopy must be attached)	

Date:

Place:

Bidder Signature & Company Seal



DOS Mid Term Conference - 2023 - 2nd & 3rd September, 2023
Cost of Registrations and Collaterals, etc

S. No.	Particulars	Rate	Qty.	Days	Amount	Remarks
1	COLLATERAL Printing & Designing					
1.1	Certificate (Faculty, Delegate Free Paper, Misc)	-	1200	1	-	
1.2	Double side Plastic Card With double sided lanyard printing with double hook (Delegates, Faculty, Trade & etc)	-	1200	1	-	
1.3	Lunch Coupon - Day 01	-	600	1	-	
1.4	Lunch Coupon - Day 02	-	600	1	-	
1.5	Dinner Coupon	-	400	1	-	
1.6	Invitation	-	500	1	-	
1.7	Scientific programme	-	800	1	-	
2	Registration set up onsite (Online)					
2.1	Delegate scan Counter	-	5	2	-	
2.2	Faculty scan Counter	-	1	2	-	
2.3	Kit Scan counter	-	1	2	-	
2.4	Lunch scan counter	-	2	2	-	
2.5	Dinner scan counter	-	1	1	-	
2.6	On Spot Counter	-	1	2	-	
2.7	Certificate Counter	-	1	2	-	
2.8	Server And Software	-	1	1	-	
2.9	Manpower Registration	-	18	2	-	
3	Permission					
3.1	Conference & Dinner Permission like (Ministry of health and family Welfare, MHA and MEA), As per COVID guidelines, SDM (depend on Requirement)	-	1	1	-	

Bidder Signature & Company Seal



4	Scientific Programme Coordination included whatapps group					
4.1	Co-ordination with sponsors for their sessions					
4.2	Handling queries of abstract submission, registration & faculty					
4.3	Correspondence to faculties & presenters					
4.4	Co-ordinating with doctors for their invited sessions					
4.4	Whatapps group (Day wise & session wise)					
4.5	Manpower					
5	Conference Handling - other requirements	-	1	1	-	
	<i>Inclusions:</i>					
5.1	Design of conference announcements					
5.2	Invitation Bulk mail to faculty & presenters					
5.3	Management of Registration / Abstract / Free paper / Power Point					
5.4	Creative design of mailers/flyer					
5.5	Design programme booklet, certificate, lunch, invitation, badges etc					
5.6	Correspondence to faculties & presenters					
5.7	Management of Scientific Programme					
5.8	Certificate send by mail					
5.9	Manpower					
6	Hall Management - 5 Halls (2nd to 3rd September, 2023)					
6.1	Manpower Halls	-	10	2	-	
	Inclusion : -					
6.2	Facilitation					
6.3	Customized Table Tent Card - As per Scientific Program					
7	Accommodation Coordination		1	1		
8	Transport arrangement / Coordination		1	2		
9	Inauguration Arrangement & coordination		1	1		
9.1	Lamp Lighting		1	1		

Bidder Signature & Company Seal



9.2	Flower arrangement		1	1		
9.3	Anchor		1	1		
10	Audio/visual Arrangement for Dinner & inauguration					
10.1	Indoor LED for wide spread for inaugural session with technicians and cabling		1			
10.2	Professional Sound Arrangement		As Per Tech rider			
10.3	Professional Light Arrangement		As Per Tech rider			
10.4	HD Photography		1			
10.5	HD Videography		1			
11	Entertainment/ Options(give options up to Rs. 1-2 lakh					
12	Manpower for Dinner					
12.1	Anchor for the Event		1			
12.2	Hall Manager		1			
12.3	Ushers		4			
13	Miscellaneous					
13.1	Material Transport	-	1	1	-	
13.2	Labour	-	2	1	-	
	Total				-	
	GST 18%					
	Grand Total					

Bidder Signature & Company Seal