



Sealed Quotation

Delhi Ophthalmological Society (DOS) is organizing 76th ANNUAL CONFERENCE of DOS - 2026 (Physical Conference) from 24th to 26th April, 2026 at Bharat Mandapam, Pragati Maidan New Delhi. In this connection, Sealed Quotations are invited from reputed service provider 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 76th Annual Conference of DOS - 2026 Fabrication**” to be submitted at DOS Secretariat.

Delhi Ophthalmological Society
A-23, 1st Floor, Green Park, New Delhi- 110016

GENERAL ELIGIBILITY CRITERIA

1. The company's collective turnover for the last three financial years should exceed ₹75 crores.
2. A certificate indicating the turnover amount for the last 3 years from the Chartered Accountant to be submitted for the Financial Year 2022-23, 2023-24, 2024-25.
3. Copy of GST registration certificate.
4. Copies of Income-tax returns of last 3 years with PAN number to be submitted for the Financial Year 2022-23, 2023-24, 2024-25.
5. Copies of Balance Sheet & Profit & Loss of Last 3 years to be submitted for the Financial Year 2022-23, 2023-24, 2024-25.
6. Proof of Registration with Employee State Insurance Corporation (ESIC) and Employees Provident Fund (EPF).
7. The Applicant should be registered under GST & Copy of GST registration certificate should be submitted.
8. The Bidder has to attach Self certified letter indicating that they have not been ever blacklisted by any Central/ State Government/ Ministry/ Department/Public Sector Undertaking/ Government Autonomous Bodies/ Authority.
9. Availability of Appropriate structure/ equipment's and other technical resources please attach list of owned/ in Possession/ list of structures/ equipment's out sourced with MOU.
10. Rights to accept or reject quotations is sole discretion of DOS committee.
11. Quotation received after last date will not be considered
12. Mention taxes and other charges if any separately.
13. Interested bidder must visit the conference venue before quoting the price.



14. Quotations must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, in ca
15. Any proof of work done recently in the current year at the Bharat Mandampam.
16. Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified and DOS has full rights to cancel or change the vendor according to the need of the work without prior notice.

<i>PARTICLUARS</i>	<i>INFORMATION</i>
<i>Event Name</i>	76th Annual DOS Conference 2026
<i>Event Host Organization</i>	Delhi Ophthalmological Society
<i>Conference Date</i>	24th to 26th April, 2026
<i>Quotation issue date</i>	18th March, 2026, 4:00 PM
<i>Last Date for submission</i>	23th March, 2026, 4:00 pm
<i>Key Contact Person</i>	Dr. Prafulla Kumar Maharana Secretary, DOS
<i>Mailing Address</i>	Delhi Ophthalmological Society A-23, First Floor, Green Park, New Delhi - 110016



I. 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)	
6.	Registration Certificate (ESI/PF)	

Date:

Place:

6.1	Octornom Constructed Lockable Room with Brand new Dark Grey Carpet, Gen. lighting, Plug Points, Counters with Chairs	6	2	12	1		SQM		-
6.2	Counters for Kit Distribution				2		each		-
7	Cloak Room - Multi-Purpose Halls - Level - 3								-
7.1	Octornom Constructed Lockable Room with Brand new Dark Grey Carpet, Gen. lighting, Plug Points, Counters with Chairs	6	2	12	1		SQM		-
7.2	Metal Shelving System inside the Cloakroom				20		each		-
7.3	Counters for Cloakroom				2		each		-
8	Exhibition Area - Hall No. 12 - Multi-Purpose Halls - Level - 3								-
8.1	Brand New Non-Woven Needle Punch Synthetic (With Plastic Coverage)			5000	1		SQM		-
8.2	<p>Exhibition Stand Construction (Maxima System Front Facade) Construction of Stalls with aluminum R8 system with powder coated finish with new laminated panels, Fascia using POWDER COATED MAXIMA OCTONORM SYSTEM having name of participants and stall number on Fascia</p> <p>Furniture to be provided for standard stall in</p> <p>4 SQM (Multiple Stall)</p> <p>1 - Table with laminated Top - 01</p> <p>2 - Chairs - 02</p> <p>3 - Spot LED Lights - 03</p> <p>4 - Socket 5/15 Amp with switch - 01</p> <p>5 - Name of Company Uniform Letter</p> <p>6 - Waste Bin - 01</p>	2	2	4	13		Each		-
8.3	<p>Exhibition Stand Construction (Maxima System Front Facade) Construction of Stalls with aluminum R8 system with powder coated finish with new laminated panels, Fascia using POWDER COATED MAXIMA OCTONORM SYSTEM having name of participants and stall number on Fascia</p> <p>Furniture to be provided for standard stall in</p> <p>6 SQM (Multiple Stall)</p> <p>1 - Table with laminated Top - 01</p> <p>2 - Chairs - 02</p> <p>3 - Spot LED Lights - 03</p> <p>4 - Socket 5/15 Amp with switch - 01</p> <p>5 - Name of Company Uniform Letter</p> <p>6 - Waste Bin - 01</p>	3	2	6	11		Each		-
8.4	<p>Exhibition Stand Construction (Maxima System Front Facade) Construction of Stalls with aluminum R8 system with powder coated finish with new laminated panels, Fascia using POWDER COATED MAXIMA OCTONORM SYSTEM having name of participants and stall number on Fascia</p> <p>Furniture to be provided for standard stall in</p> <p>9 SQM (Multiple Stall)</p> <p>1 - Table with laminated Top - 01</p> <p>2 - Chairs - 02</p> <p>3 - Spot LED Lights - 03</p> <p>4 - Socket 5/15 Amp with switch - 01</p> <p>5 - Name of Company Uniform Letter</p> <p>6 - Waste Bin - 01</p>	3	3	9	32		Each		-

8.5	Exhibition Stand Construction (Maxima System Front Facade) Construction of Stalls with aluminum R8 system with powder coated finish with new laminated panels, Fascia using POWDER COATED MAXIMA OCTONORM SYSTEM having name of participants and stall number on Fascia Furniture to be provided for standard stall in 16 SQM (Multiple Stall) 1 - Table with laminated Top - 01 2 - Chairs - 02 3 - Spot LED Lights - 03 4 - Socket 5/15 Amp with switch - 01 5 - Name of Company Uniform Letter 6 - Waste Bin - 01	4	4	16	16		Each		-
9	Poster Area - Multi-Purpose Halls - Level - 3								-
9.1	Velvet Poster Panels (Total 240 Surface)				240		Each		-
9.2	Spotlights on Posters				240		Each		-
10	WETLAB Setup - Multi-Purpose Halls - Level - 3								-
10.1	OCTONORM SYSTEM Constructed Room with Lockable Door (Size as per Layout - Cubical) Including belows 1.OCTONORM Table 2. Banquet Chairs with Cover 3. 5/15 AMP Plug Points 4. Dustbin 5. 150 Watts White LED Light			104			SQM		-
10.2	Revolving Stools				44				-
10.3	Dark Room - Roof Coverd from the Top				1		LS		-
10.4	OCTONORM Table for Registration				2		each		-
10.5	Banquet Chairs with Covers for Registration				2		each		-
10.6	5/15 AMP Plug Points for Registration				2		each		-
10.7	Welcome Delegate Backdrop with Flex Print Mounted on MS Frame	10	8	80	1		SQFT		-
10.8	Course Slot Panels with Flex Print Mounted on MS Frame	10	8	80	1		SQFT		-
10.9	Photo Backdrop / Conference Branding Panel	10	8	80	1		SQFT		-
10.10	Stations Numbers with 3mm Sunboard with Digital Vinyl Print	18"	12"		24		each		-
10.11	WetaLab Direction Standee	3	6		2		each		-
10.12	WetLab Branding Panels	3	6		1		each		-
10.13	UPS with Ground Earthing - 24 KVA per Day				24 KVA	3	each/per day		-
11	Lunch Area - Multi-Purpose Halls - Level - 3								-
11.1	Octonorm System Constructed Lunch Area with aluminum R8 system with powder coated finish laminated panels			1452	1		SQM		-
11.2	Brand New Non-Woven Needle Punch Synthetic Carpet (With Plastic Coverage)			1452	1		SQM		-
11.3	5/6ft Dia Round Tables with Underlay and Overlay				28		Each		-
11.4	Banquet Chairs with Covers				90		Each		-
11.5	Cocktail Tables with Underlay and Overlay				18		Each		-
12	F & B Area - PFA (in front of MR 6 & 7) - Level - 1								-
12.1	Brand New Non-Woven Needle Punch Synthetic Carpet (With Plastic Coverage)			350	1		SQM		-
12.2	Cocktail Tables with Underlay and Overlay				10		Each		-
13	F & B Area - PFA (in front of MR 18 & 19) - Level - 1								-
13.1	Brand New Non-Woven Needle Punch Synthetic Carpet (With Plastic Coverage)			350	1		SQM		-
13.2	Cocktail Tables with Underlay and Overlay				10		Each		-
14	F & B Area - PFA - Level - 2								-
14.1	Brand New Non-Woven Needle Punch Synthetic Carpet (With Plastic Coverage)			400	1		SQM		-
14.2	Cocktail Tables with Underlay and Overlay				10		Each		-
15	F & B Area - PFA - Level - 3								-

15.1	Brand New Non-Woven Needle Punch Synthetic Carpet (With Plastic Coverage)			1400	1		SQM		-
15.2	Cocktail Tables with Underlay and Overlay				30		Each		-
16	Preview Room (Meeting Room 14) Level - 1								-
16.1	Wooden Tabela for Computers				6		each		-
16.2	Banquet Chairs with Covers				12		each		-
16.3	2/1 Seater white Leather Sofa for Delegate Seating (for 25 pax seating)				3		each		-
16.4	Coffee Tables for Sofa Seating				2		each		-
17	DOS Office (Meeting Room 14) Level - 1								-
17.1	Octonorm System Constructed Room with aluminum R8 system with powder coated finish with new laminated panels	3	3	9	1		SQM		-
17.2	Work Stations Construction as per the Layout				1		each		-
17.3	Good Quality Revolving Office Chairs for Office Bearers				3		each		-
17.4	2/1 Seater white Leather Sofa for Delegate Seating (for 30 pax seating)				1		each		-
17.5	Coffee Tables for Sofa Seating				1		each		-
18	Auditorium - 1 (600 pax) Level - 2								-
18.1	LED Riser Branding from the Stage with Flex Print on Solid Plywood wall	40	4	160	1		SQ.FT.		-
18.2	Branding Panels with Flex print on Solid Plywood wall	8	18	144	2		SQ.FT.		-
18.3	Console Table with Black Masking				6		each		-
18.4	Flower Decoration in front of the Stage accordance with theme of the Suitable development of Seasonal Flowers				1		LS		-
18.5	Head Table Arrangement on the Stage				8		each		-
18.6	Arm Chairs for the Head Table				16		each		-
19	Auditorium - 2 (900 pax) Level - 2								-
19.1	LED Riser Branding from the Stage with Flex Print on Solid Plywood wall	40	4	160	1		SQ.FT.		-
19.2	Branding Panels with Flex print on Solid Plywood wall	8	18	144	2		SQ.FT.		-
19.3	Console Table with Black Masking				6		each		-
19.4	Flower Decoration in front of the Stage accordance with theme of the Suitable development of Seasonal Flowers				1		LS		-
19.5	Head Table Arrangement on the Stage				8		each		-
19.6	Arm Chairs for the Head Table				16		each		-
19.7	Innaugration Lamp with Required Arrangments				1		each		-
20	Meeting Room - 5 - Level - 1								-
20.1	Branding Panels with Projection with Flex print on Solid Plywood wall	16	10	160	1		SQ.FT.		-
20.2	Head Table Arrangement				2		each		-
20.3	Arm Chairs for the Head Table				5		each		-
20.4	Console Table with Black Masking				2		each		-
21	Meeting Room - 6 - Level - 1								-
21.1	Branding Panels with Flex print on Solid Plywood wall	8	10	80	2		SQ.FT.		-
21.2	Head Table Arrangement				2		each		-
21.3	Arm Chairs for the Head Table				5		each		-
21.4	Console Table with Black Masking				3		each		-
22	Meeting Room - 7 - Level - 1								-
22.1	Branding Panels with Flex print on Solid Plywood wall	8	10	80	2		SQ.FT.		-
22.2	Head Table Arrangement				2		each		-
22.3	Arm Chairs for the Head Table				5		each		-
22.4	Console Table with Black Masking				3		each		-
23	Meeting Room - 8 - Level - 1								-
23.1	Branding Panels with Flex print on Solid Plywood wall	6	10	60	2		SQ.FT.		-
23.2	Head Table Arrangement				2		each		-
23.3	Arm Chairs for the Head Table				5		each		-
23.4	Console Table with Black Masking				2		each		-
24	Meeting Room - 9 - Level - 1								-

24.1	Branding Panels with Flex print on Solid Plywood wall	6	10	60	2		SQ.FT.		-
24.2	Head Table Arrangement				2		each		-
24.3	Arm Chairs for the Head Table				5		each		-
24.4	Console Table with Black Masking				2		each		-
25	Meeting Room - 10 - Level - 1								-
25.1	Branding Panels with Flex print on Solid Plywood wall	6	10	60	2		SQ.FT.		-
25.2	Head Table Arrangement				2		each		-
25.3	Arm Chairs for the Head Table				5		each		-
25.4	Console Table with Black Masking				2		each		-
26	Meeting Room - 11 - Level - 1								-
26.1	Branding Panels with Projection with Flex print on Solid Plywood wall	16	10	160	1		SQ.FT.		-
26.2	Head Table Arrangement				2		each		-
26.3	Arm Chairs for the Head Table				5		each		-
26.4	Console Table with Black Masking				2		each		-
27	Meeting Room - 12 - Level - 1								-
27.1	Branding Panels with Projection with Flex print on Solid Plywood wall	16	10	160	1		SQ.FT.		-
27.2	Head Table Arrangement				2		each		-
27.3	Arm Chairs for the Head Table				5		each		-
27.4	Console Table with Black Masking				2		each		-
28	Meeting Room - 13 - Level - 1								-
28.1	Branding Panels with Projection with Flex print on Solid Plywood wall	16	10	160	1		SQ.FT.		-
28.2	Head Table Arrangement				2		each		-
28.3	Arm Chairs for the Head Table				5		each		-
28.4	Console Table with Black Masking				2		each		-
29	Meeting Room - 14 - Level - 1								-
29.1	Branding Panels with Projection with Flex print on Solid Plywood wall	16	10	160	1		SQ.FT.		-
29.2	Head Table Arrangement				2		each		-
29.3	Arm Chairs for the Head Table				5		each		-
29.4	Console Table with Black Masking				2		each		-
30	Meeting Room - 15 - Level - 1								-
30.1	Branding Panels with Flex print on Solid Plywood wall	6	10	60	2		SQ.FT.		-
30.2	Head Table Arrangement				2		each		-
30.3	Arm Chairs for the Head Table				5		each		-
30.4	Console Table with Black Masking				2		each		-
31	Meeting Room - 16 - Level - 1								-
31.1	Branding Panels with Flex print on Solid Plywood wall	6	10	60	2		SQ.FT.		-
31.2	Head Table Arrangement				2		each		-
31.3	Arm Chairs for the Head Table				4		each		-
31.4	Console Table with Black Masking				2		each		-
32	Meeting Room - 17 - Level - 1								-
32.1	Branding Panels with Flex print on Solid Plywood wall	6	10	60	2		SQ.FT.		-
32.2	Head Table Arrangement				2		each		-
32.3	Arm Chairs for the Head Table				4		each		-
32.4	Console Table with Black Masking				2		each		-
33	Meeting Room - 18 - Level - 1								-
33.1	LED Riser from Ground - 12ft x 4ft x 4ft	12	4	48	1		LS		-
33.2	LED Riser Branding from the Stage with Flex Print on Solid Plywood wall	12	2.0	30	1		SQ.FT.		-
33.3	Branding Panels with Flex print on Solid Plywood wall	10	9	72	2		SQ.FT.		-
33.4	Head Table Arrangement				2		each		-
33.5	Arm Chairs for the Head Table				4		each		-
33.6	Console Table with Black Masking				3		each		-
34	Meeting Room - 19 - Level - 1								-

34.1	LED Riser Branding from the Stage with Flex Print on Solid Plywood wall	12	2.0	30	1		SQ.FT.		-
34.2	Branding Panels with Flex print on Solid Plywood wall	10	9	72	2		SQ.FT.		-
34.3	Head Table Arrangement				2		each		-
34.4	Arm Chairs for the Head Table				4		each		-
34.5	Console Table with Black Masking				3		each		-
35	DOS Election Setup								-
35.1	Otonorm System Constructed Rooms with aluminum R8 system with powder coated finish with new laminated panels, with Branding and Required Furniture				1		LS		-
36	Electrical & Gensets for General Lighting & Exhibition			Days	Qty.				-
36.1	Power Distribution with armored cables from main panel board & Generator up to Registration Area & Exhibition Area & Sub distribution with main panel switch board & sub main panel				1000		KW		-
37	Branding and Signages for Conference								-
37.1	Printing of Signages on Star Flex Media with Black Back with the mounting on the Iron Frame Approx Signages printing like Branding Panels with Venue Direction at various locations of the city, Welcome Entry Gate, Parking Signage around the Venue, Welcome Hoardings around the Venue, Complete Layout Plan Of the Venue with Know your location details, Programme details panel, Hall wise detailed panels with details of each day, Hall wise / Day wise Programme panel, Transport Shuttle Plan Board at the Conference Venue, Placards for Airport, Panels Leading To Exhibition / Sponsors /Lunch Area, Direction Panels Leading to the Exhibition, Front Facades of the Hangers, Exhibition Layout With the Information About the Exhibitors			25000	1		SQFT		-
		UNIT BASED ITEMS							
37.2	Vertical Flags (Both Side)	2	6		20		per piece		-
37.3	Direction Panel at Various locations around the venue	3	6		50		per piece		-
37.4	Tower set (4 sided) with LED Light 4' x 12' x 4 sides	4	12		6		per piece		-
38	Housekeeping Arrangments for the Venue			Days	Nos.				-
38.1	Housekeeping Persons for Day Shift			6	20		each/shift		-
38.2	Housekeeping Supervisor for Day Shift			6	2		each/shift		-
38.3	Housekeeping Persons for Night Shift			6	20		each/shift		-
38.4	Housekeeping Supervisor for Night Shift			6	2		each/shift		-
38.5	Big Size Dustbins in Venue			6	100		each		-
39	Fire fighting Arrangments			Days	Nos.				-
39.1	Fire Marshals for Day Shift			4	8		each/shift		-
39.2	Fire Officer for Day Shift			4	2		each/shift		-
39.3	Fire Marshals for Night Shift			4	8		each/shift		-
39.4	Fire Officer for Night Shift			4	2				-
39.5	Fire-fighting, Extinguishers - Within venue : A B C Type Dry Powder Fire Extinguisher, CO2 Fire Extinguisher, Dry Powder Fire Extinguisher - 4/6 Kg capacity as per statutory requirement. Necessary approvals are to be taken by the bidder. All Panels/ Dist. Boards area must be barricaded with complete installation of fire extinguishers. Submission of Approval or certification of necessary statutory body is mandatory. Mode of measurement: Mode of measurement shall be Nos based.			4	300		each/per day		-
39.6	Fire Tender Vehicles			4	1		each/per day		-
40	Medical Assistant for the Venue			Days	Nos.				-
40.1	ICU Equipped Ambulance at the Venue			6	1		each/shift		-
40.2	Well Experienced Doctor with Nursing assistant Staff for the Ambulance			6	1		each/shift		-
41	Transportation and Manpower Costs								-
41.1	Transportation Costs to end Fro				1		LS		-

41.2	Manpower Costs				1		LS		-	
Total Cost of the Project INR									-	
GST @ 18%									-	
Total Cost of the Project INR									-	