

GOVERNMENT OF ASSAM
DIRECTORATE OF MUSEUMS: GUWAHATI-1

No. DMA.774/2022/2

Dated, Guwahati, 2nd November 2022.

Request for quotation

- A.** Sealed tenders affixing non refundable court fee of Rs 8.25 (Rupees Eight and Paise Twenty five) only , are invited from reputed and experienced firms undertaking event arrangements for the programme “ Dr R.D. Choudhury memorial Lecture at Assam State Museum, Guwahati” by the office of the undersigned within 1400 hrs ,11-11-2022. Details may be downloaded from www.museums.assam.gov.in
- B. Name of the work :** Arrangements for Late Dr. R.D. Choudhury memorial lecture at Assam State Museum, Guwahati on 17th November 2022.
- C. Scope of work :**

| Slr. No. | Name of the work | Specifications |
|----------|--|---|
| 1. | Printing of Invitation Cards (Colour) | 100 nos. |
| 2. | Banners with fittings | 02 nos. (Size – Dias background & Gate) |
| 3. | POL - Generator - Distribution of Invitations | - As per requirement |
| 4. | Decoration of the dais with flowers along with offering flowers | As per requirement |
| 5. | Gamusa | 10 Nos. |
| 6. | Honorarium for the resource person | Rs. 5,000/- |
| 7. | Projector | On rent |
| 8. | Sound system | On rent |
| 9. | Essential items for lamping lamp, match box, oil, incenses | As per requirement |
| 10 | Refreshment - Tea with/without sugar, biscuits, extra sugar | 150 nos. |
| 11 | Lunch (Packet lunch consists of rice, dal, mix veg, sweet) with spoon, napkin | 150 nos. |
| 12 | Drinking water bottle | 500 ml X 150 nos. |
| 13 | Seating arrangement in the reception area in <i>Shaamiyana</i> for lunch with chairs and fans only | 100 nos.chairs and standing fans as per requirement |
| 14 | Arrangement of dustbins and cleaning of the auditorium and areas used during the program e.g. reception, parking, toilets, auditorium etc. | As per requirement |
| 15 | Miscellaneous | |

D. Value of work : Rs.1.00 lakh (Rupees One lakh) only inclusive of all applicable Taxes.

E. Documents to be submitted (in order) :

1. Forwarding in letter head with court fees.
2. Price quotation inclusive of all taxes
3. Copy of valid Trade license
4. GST registration.
5. Documents related to event arrangement in Museum.

F. Terms and conditions :

1. Bidders may visit the site of work before bidding.
2. All documents should be put in an envelope super scribed with the name of the work and addressed to the undersigned . The name of vendor with address and contact number be clearly written at left bottom of the envelope.
3. The Office of the undersigned would not be held responsible in any way for any accidents during the work to the staff engaged by the vendor.
4. The bids would be evaluated based on document submitted , and price quotation. Preference would be given to firms with experience in arrangement of events in Museums .
5. The undersigned is not bound to accept the lowest bid and reserves right to accept or reject any proposal without assigning any reason thereof .
6. Order shall be placed as per quoted price by successful bidder and budget provision.
7. Subsequent payment on completion of work is subject to the Financial sanction and release of funds by higher authority as per Govt rules and procedures.
8. All disputes are subject to the jurisdiction in Kamrup (Metro) Assam.

Sd/-

Director of Museums, Assam
Guwahati-1

Memo No. DMA.774/2022/2-A

Dated, Guwahati, 2nd November 2022.

Copy to :

1. Smt. Kumarika Borgohain, FAO, Directorate of Museums, Guwahati-1-for information.
2. Smt. Snigdha Hasnu, Curator i/c Assam State Museum, Guwahati-1 – for information.
3. Sri Ivan jyoti Basumatary, Master Trainer (www.museums.assam.gov.in) –for publication in website.
4. Office Notice Board.

Sd/-

Director of Museums, Assam
Guwahati-1