

Annexure II
Detailed Scope of Work for the Vendor Empanelment for Rental of the Services of
Event Management related work for Institutional Events

Item No	Description	Unit	Quantity	All inclusive Rate
A.	Audio-Visual Requirements			
(a)	Digital Photography Coverage :			
1	Traditional with Single Camera (Half Day - upto 4 Hrs)			
2	Traditional with Double Camera (Full Day - upto 8 Hrs)			
3	Traditional with Single Camera (Full Day - upto 8 Hrs)			
4	Traditional with Double Camera (Half Day - upto 4 Hrs)			
5	Porta Light			
(b)	Digital Videography Coverage :			
6	Single Camera			
7	Multi Camera (2/3)			
8	Video Mixer			
9	Warm Light (04) with T-Stand			

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A.	Audio-Visual Requirements			
(c)	Audio-Visual Setup :			
10	Professional Sound System with 4 Top & 2 Sub-base + Analog Mixer			
11	Cordless Mic (Hand / Collar / Head-on / Podium)			
12	Digital Mixer			
13	Stage Monitor Speakers (min 02)			
(d)	Conference Setup :			
14	Conference System with 2 Speakers + 10 Delegate Units + Digital Audio Mixer + Cables			
15	Conference System with 2 Speakers + 20 Delegate Units + Digital Audio Mixer + Cables			
16	Conference System with 2 Speakers + 30 Delegate Units + Digital Audio Mixer + Cables			

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Item No	Description	Unit	Quantity	All inclusive Rate
A.	Audio-Visual Requirements			
(e)	LED Wall			
17	P2: 10 X 20 ft.			
18	P2 : 10 x 24 ft.			
19	P2 : 10 x 30 ft.			
20	P3: 10 X 20 ft.			
21	P3 : 10 x 24 ft.			
22	P3 : 10 x 30 ft.			
23	LED Wall Riser 2.5 ft. (depth 2/2.5/3/4 ft.)			
24	LED Wall Riser 1 ft. (depth 2/2.5/3/4 ft.)			
25	Q-Connector			
26	Seamless Switcher			
27	Digital Podium with table-top display and keyboard			
28	Digital Podium without table-top display			
29	Podium Mic			

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Item No	Description	Unit	Quantity	All inclusive Rate
A.	Audio-Visual Requirements			
(f)	Other Audio Visual Requirements			
30	Laptop			
31	Digital Standee			
32	LED TV 55" with Desktop Stand			
33	LED TV 55" display with floor stand for delay (L+R)			
(g)	Arrangement for Cultural Prog.			
34	Wired Mic with Stand for Music Instrument			
35	Medium Mic Stand			
36	Big Mic Stand			

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Item No	Description	Unit	Quantity	All inclusive Rate
A.	Audio-Visual Requirements			
(h)	Lights			
37	LED Par can with T-stand (06+06) (RGBYW)+ Power Pack			
38	Sharpy Lights (Moving Heads) (04+04)			
39	Follow Light			
40	Smoke Machine			
41	GenSet (various Capacities)			

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Item No	Items	Unit / Quantity/ Description	All inclusive Rates
B. Floaral Arrangement			
1	Stage Flower Décor with Frill		
2	Entrance Lobby Flower Décor		
3	Arch / Kaman		
4	VIP Bouquet		
5	Wall Bouquet		
6	Regular Bouquet		
7	Rose Patels Garland for Photo		
8	Single Rose with Wrap		
9	Single Rose		
10	Table Flower Pot		

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Item No	Items	Unit / Quantity/ Description	All inclusive Rates
11	Potted Plants (Small /Medium/Big)		
C.	Furniture		
12	VIP Sofa 3 Seater with T-Poy		
13	VIP Sofa 2 Seater with T-Poy		
14	VIP Wooden Chair with T-Poy		
15	Round Table with Freel		
16	Round Table Chairs with VIP Covers		
D.	Red / Green Carpet		
17	Stage Carpet		
18	Walkway Carpet		
E.	Rangoli		
19	Flower Rangoli 4 x 4		

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Item No	Items	Unit / Quantity/ Description	All inclusive Rates
20	Rangoli with Logo 4 x 4		
F.	Flex Standees		
21	Flex Standees with Printing with Masking - 6 x 3		
22	Flex Standees with Printing with Masking - 8 x4		
23	Flex Standees with Printing with Masking - 2.5 x 10		
G.	Catering Related		
24	Wooden Table with Freel + Chairs		
25	Round Table with Freel +Chairs		
26	Catering Table Frill		
27	VIP Chair Cover		
28	Display Counter		
29	Wash Basin (Double)		
30	H M Light		

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Item No	Items	Unit / Quantity/ Description	All inclusive Rates
31	Carving Display		
32	Bisleri Glass Water Bottles		
33	Live Counter		
H.	Others		
34	Mist Fan		
35	Desert Water Cooler		
36	Drinking Water Dispensers - Hot & Cold		
37	Portable ACs for Outdoor (2 / 4 /8 Ton)		
38	PROs		
39	Escorts		
40	Planters for Inauguration		
41	VIP Shawl		
42	Phete		

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Item No	Items	Unit / Quantity/ Description	All inclusive Rates
43	Puneri Pagadi		
44	Dhol 2 Persons		
45	Sanai Wadak		
46	Anchor / Master of Ceremony		
47	Repertoire		
48	Live Orchestra (2 Singers Male & Female)		
49	Live Jazz Band		
I.	Mandap		
50	Gajibo Tent		
51	Gajibo Service Table		
52	Pandol		
53	Open Mandap		

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54	Full Mandap		
55	German Pagoda		