



INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
NASC COMPLEX: DPS MARG, NEW DELHI-12.  
(Estate & Maintenance Section)

F.No.16 (19)/2011-E&M

Dated: 28<sup>th</sup> February, 2014

To

M/s Venus Conference & Exhibitions Pvt. Ltd.  
86, 2<sup>nd</sup> Floor Old Rajinder Nagar Market,  
Behind Kotak Mahindra Bank,  
New Delhi-110060.

Sub:- Award of item rate contract for providing Cut-out, banners, backdrops etc. at NASC, New Delhi.

Sir,

I am to refer to your quotation dated 04.02.2014 on the above mentioned subject and inform you that the Council has decided to award the item rate contract for providing Cut outs, banners and backdrops at NASC complex, New Delhi to your firm for a period of one year w.e.f. 01.03.2014 to 28.02.2015. The actual work done bill may be submitted to the concerned institutions for releasing the payment. The contract will be governed by the terms and conditions for the above said work contained in the tender document dated 01.01.2014

1. As per the terms and conditions of the said tender, the contractor/ agency i.e. M.s Venus Conferences & Exhibitions Pvt. Ltd. is required to deposit a sum of Rs. 1,00,000/- (Rupees One Lakh only) as security money in the form of DD/ FDR within 15 days from the date of receipt of this letter. The security deposit will be refunded after successful expiry of the contract.
2. 20% rebate will be given to the ICAR on the work executed for the Council as per the terms and conditions of the tender.
3. i) Payment will be based on actual work done as per the requirement and satisfactory services.  
ii) The Income Tax will be deducted from the bill as per rules.  
iii) M/s Venus Conferences & Exhibitions Pvt. Ltd. shall furnish an agreement deed for the contract on stamp paper of Rs. 100/- within 15 days of receipt of this letter. The specimen of agreement deed is enclosed.
4. The Council does not guarantee payments on behalf of the users/ departments/ organizations, to whom bills would be raised by the firm. No. request in this regard will be entertained by the Council.

The contract may be terminated even before 28.02.2015 if the services provided by the firm are not found satisfactory. The other terms and conditions shall remain same as mentioned in the tender document.

Yours faithfully,

(S.K. Sinha)

Under Secretary (E&M)

Copy to:-

1. Audit- I Section, ICAR, Krishi Bhawan, New Delhi- 110001.
2. DDO (Cont.), ICAR, Krishi Bhawan, New Delhi- 110001.
3. Caretaker, NASC complex, New Delhi- 110012
4. Guard File.

## Financial Bid

### Award of the item rate contract for providing cutouts, banners, backdrops and signages in the meetings/conferences at NASC Complex, Pusa, New Delhi.

S. No.	Item of work	Units	Qty.	Rate exclusive of all taxes (Rs.)per sqft.
1.	2.	3.	4.	5.
1.	Providing /supplying and fixing in position of welcome hoarding at main entrance gate. The hoarding fixed with suitable stand and is made of flex with printing as per the direction of host institution etc. complete (nominal size 12'x6' or 20'x10')	Sq. feet	As per requirement	20/- (Rs. Twenty Only)
2.	Providing /supplying and fixing in position of direction hoarding inside the campus to indicate/ shown the directions. The hoardings fixed with suitable stand and is made of cloth with thermocol letters or flex with printing as per the direction of host institution etc. complete (nominal size 6'x5')	Sq. feet	As per requirement	20/- (Rs. Twenty Only)
3.	Providing/supplying and fixing in position of backdrop for symposia hall/meeting halls along with necessary stand. The backdrop is made of flex with printing as per the direction of host institution etc. complete (nominal size 20'x10' and 16'x8')	Sq. feet	As per requirement	20/- (Rs. Twenty Only)
4.	Providing /supplying and fixing in position of podium logo for symposia hall/meeting halls. The hoardings fixed with suitable stand and is made of flex with printing as per the direction of host institution etc. complete (nominal size 4'x2')	Sq. feet	As per requirement	35/- (Rs. Thirty Five Only)
5.	Providing /supplying and fixing in position of dias stand (name plates) along with name sheet as per the direction of host institution etc. complete	Each	As per requirement	30/- (Rs. Thirty Only)
6.	Providing /supplying and fixing in position of panels at alighting point made of suitable material with	Sq. feet	As per requirement	20/- (Rs. Twenty Only)

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	suitable stand and is made of flex with printing as per the direction of host institution etc. complete (nominal size 8'x4')			
7.	Providing /supplying and fixing in position of poster panel with velvet with suitable stand as per requirement of host institution etc. complete. (nominal size 8'x3' or 6'x4')	Sq. feet	As per requirement	20/- (Rs. Twenty Only)
8.	Providing /supplying and fixing in position of laminated panel with light with suitable stand as per the direction of host institution etc. complete (nominal size 8'x3' or 6'x4')	Sq. feet	As per requirement	20/- (Rs. Twenty Only)
9.	Providing /supplying and fixing in position of laminated panel without light with suitable stand as per requirement of the host institution etc. complete (nominal size 8'x3' or 6'x4')	Sq. feet	As per requirement	20/- (Rs. Twenty Only)
10.	Providing /supplying and fixing in position of exhibition stall with suitable octonorm stand with 3 side panels, one table, 2 chairs, 3 lights, one extension board with power plug, front facia and one basket as per the direction of host institution etc. complete.  3 mtrs. x 3 mtrs. 3 mtrs. x 2 mtrs. 2 mtrs. x 2 mtrs.	Each Each Each	As per requirement	2200/- (Rs. Two thousand and two hundred only) 2100/- (Rs. Two thousand and one hundred only) 2000/- (Rs. Two thousand only)
11.	Providing /supplying and fixing in position of flooring carpet (red carpet) with necessary fixing as per the direction of host institution etc. complete (hiring charges only)	Sq.mtr.	As per requirement	85/- Sq.mtr. (Rs. Eighty Five only)
12.	Providing /supplying and fixing in position of laminated panel(without light) with suitable octonorm stand with 3 sides of 4 sides with printing matters at round about or as pre direction of host Institution etc.	Sq. feet	As per requirement	20/- (Rs. Twenty only)

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	complete.			
13.	Providing /supplying and fixing in position of cloth view cutter for VVIP movement as per of host Institution etc. complete.	Sq.mtr.	As per requirement	90/- (Rs. Ninety only)
14.	Providing /supplying and fixing with suitable stand conference program schedule boards cover full view of the conference program as per direction of host Institution etc. complete.	Sq. feet	As per requirement	20/- (Rs. Twenty only)
15.	Providing /supplying Badges along with neck belt as per requirement of host Institution including printing etc. complete.	Each	As per requirement	25/- (Rs. Twenty five only)
16.	Providing/ supplying pole flags with suitable material of parachute type with complete printing (1mX2m) etc. complete.	Each	As per requirement	600/- (Rs. Six hundred only)
17.	Providing/ supplying Female staff/ Ushers as per requirement of host institution.	Each/day	As per requirement	1200/- (Rs. Twelve hundred only)
18.	Providing/Supplying Plasma Screen(63") as per requirement of host institution-etc. complete.	Each/day	As per requirement	4800/- (Rs. Four thousand and eight hundred only)
19.	Providing Wi-Fi inability as per requirement of host institution etc. complete.	Sq.mtr.	As per requirement	Computer 2500/- (Rs. Twenty Five hundred only) Router 1800/- (Rs. Eighteen hundred only) Wiring 50/mt
20.	Providing/Supplying Laptop as per requirement of host institution etc. complete.	Each/day	As per requirement	1200/- (Rs. Twelve hundred only)
21.	Providing/Supplying Projector as per requirement of host Institution etc. complete.	Each/day	As per requirement	5500/- (Rs. Five thousand and five hundred only)

**Terms & conditions:-**

1. The work will be carried out as per direction of host institution
2. No T & P will be issued to the contractor. It is the responsibility of the contractor, nothing extra will be paid.
3. The contractor will make all safety arrangements
4. Generated waste will be disposed off by the contractor to the nearest MCD dumping ground for which nothing extra will be paid.
5. Rates should be exclusive of all taxes
6. Quantities actually executed at site shall be paid by the host institution.
7. The rates quoted will be for hire charges and not for material. Nothing extra will be paid to the contractor.
8. The TDS will be deducted as per existing rules on total work done.

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