



QUOTATION

No. ASDMA/49/2019/5

Dated: 9TH August, 2019

Assam State Disaster Management Authority is planning to celebrate 15th August 2019 - Independence Day by carrying out a City Wide innovative awareness drive in four places. Therefore, quotation and proposal is invited from Registered Govt. Approved Creative Agencies/Event Management Agencies affixing Rs. 8.25 court fee stamp for designing, Developing and organising four events simultaneously at four places in Guwahati a time as per specifications and criteria mentioned below-

Specifications:-

Head_1	Description of item of works
Pre Event	<ul style="list-style-type: none">Design & developing of Promotional creatives& Audio Visuals,Pre-event promotion through Posters, Stickers, FM RadiosElectronic display of AVs in ASTC City Buses, Hospital, Outdoor Video Walls
Pre Event	<ul style="list-style-type: none">Arrangement of T-Shirts (100 nos), caps, (100 nos) Badges, (1000 nos) Coffee Mugs (50 nos) for volunteers, winners of various competitions in the four event places
On Event	<ul style="list-style-type: none">Venue Production- Mini stage set-up/Venue Beautification Branding, Printing, Fabrication & Lights, Sound ,Masking, Back Projection systems for running Audio Visuals,
On Event	<ul style="list-style-type: none">On-Ground Infotainment Activities Table, Chairs, Play materials etc.Documentation, Video, Photography

Terms of Reference:

1. The rate of per item of works must be quoted.
2. The Rates must be inclusive of GST Charges and other applicable taxes. (If any).
3. Proof of carrying out similar works must be submitted along with the proposal.
4. The Tender Evaluation Committee is not bound to accept the lowest rate.
5. All items of works / Activities must be completed as per work order.
6. The rates are to be quoted in figures as well as in words.
7. Certified copy of Government Certificate for Approved printers, PAN card issued by Income Tax Department/GST registration Certificate in Assam must be submitted with the quotation / proposal.
8. The undersigned reserves the right to reject a part or the whole of quotation/proposal without assigning any reason thereof.
9. **The sealed envelope containing quotation should be super scribed "Quotation/proposal on Disaster Awareness Drive celebrating Independence Day 2019 by ASDMA"**
10. The quotations must be submitted on or before 14th March, 2018 at 3 PM.

Sd/-

(Rajesh Prasad, IAS)
Chief Executive Officer

Assam State Disaster Management Authority
Ancillary Block, Assam Secretariat, Dispur

Memo. No. ASDMA/49/2019/5 -A

Dated: 9TH August, 2019

Copy to:

1. Deputy Commissioner, Kamrup Metro for pasting it in the notice boards
2. ASDMA notice board.
3. Assam Administrative Staff College Notice Board.
4. System Expert, ASDMA, for uploading the Tender in the ASDMA official Website.



(Meenakshi Das Nath, ACS)
State Project Co-ordinator

Assam State Disaster Management Authority
Assam Secretariat, Dispur