



Sealed Quotation

Delhi Ophthalmological Society (DOS) is organizing WINTER DOS CONFERENCE (Physical Conference) from 11th to 12th October, 2025 at Ashok Hotel, Chanakyapuri, 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 “**Winter DOS Conference - 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.
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.
5. Copies of Balance Sheet & Profit & Loss of Last 3 years to be submitted.
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. 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>	Winter DOS Conference 2025
<i>Event Host Organization</i>	Delhi Ophthalmological Society
<i>Conference Date</i>	11 th to 12 th October, 2025
<i>Quotation issue date</i>	24 th September, 2025
<i>Last Date for submission</i>	27 th September, 2025, 1:00 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:

WINTER DOS CONFERENCE 2025

Winter Conference of Delhi Ophthalmological Society

Venue : The Ashok Hotel, New Delhi

[illegible]

5.1	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 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				276	SQM			
6	Lunch Area - Swimming Pool Lawn								
6.1	Side Wall Masking with fabric Drapping for Lunch Area with 12ft height	600	12	7200	1	sqft			
6.2	Overhead Covering of Buffet Area with Truss Structure with 12ft height	400	12	4800	1	sqft			
6.3	Overhead Covering of Lunch Area with Central Maypole Structure				1	LS			
6.4	General Lighting inside the Lunch Area (200 Watts White Metal Light with Brand New wiring in Flexi Pipe with Electrical Panel Control)				1	LS			
6.5	5ft Dia Round Table with Underlay and Overlay				50	each			
6.6	Banquet Chairs with Cover				400	each			
6.7	Cocktail Tables with Underlay and Overlay				30	each			
6.8	Plug Points for Buffet Counters				40	each			
7	Physical Poster Area								
7.1	Velvet Poster Panels (Size 4ft x 6ft)				60	each			
7.2	Spot Lights on Poster Panels				60	each			
8	WETLAB Area Setup								
8.1	OCTONORM SYSTEM Constructed Room with Lockable Door (Size as per Layout - Area 12 SQM. each Cubical) Including belows : 1. OCTONORM Table - 1 Nos. 2. Banquet Chairs with Cover - 2 Nos. 3. 5/15 AMP Plug Points - 2 Nos 4. Dustbin - 1 Nos. 5. 150 Watts White LED Light - 2 Nos.	2	2	4	12	SQM			
8.2	OCTONORM Table for Registration				2	each			
8.3	Banquet Chairs with Covers for Registration				4	each			
8.4	5/15 AMP Plug Points for Registration				4	each			
8.5	Stations Numbers with 3mm Sunboard with Digital Vinyl Print	12"	9"		8	each			
9	Scientific Hall - A (Conventional Hall - B)								
9.1	LED Riser - 4ft ht from the Stage	30	4		1	LS			
9.2	LED Riser Branding from the Stage with Flex Print on Solid Plywood wall	30	4	120	1	sqft			
9.3	Customised Branding Panels with Flex Print on Solid Plywood wall with Cob Lighting	6	14	84	2	sqft			
9.4	Flower Decoration infront of the Stage accordance with theme of the Suitable development of Seasonal Flowers				1	LS			
9.5	Head Table Arrangement on the Stage				6	each			
9.6	Arm Chairs for the Head Table				12	each			
9.7	Front Row Sofa for VIP Seating - White Double Seater Sofa				30	each			
9.8	Coffee Table for Sofa				15	each			
9.9	Speaker Podium with Front Branding				2	each			
9.10	Console Table with Front and Side Black Masking				4	each			
10	Scientific Hall - B (Conventional Hall - A)								
10.1	Stage Construction with Brand New Carpeting, Front and Side Black Masking and Steps for Stage, Size (36ft x 12ft x 1.5ft ht.)	36	12	432	1	sqft			
10.2	LED Riser - 5.5ft ht from Ground	20	4		1	LS			
10.3	LED Riser Branding from the Stage with Flex Print on Solid Plywood wall	20	4	80	1	sqft			
10.4	Branding Panels with Flex Print on Solid Plywood wall	8	14	112	2	sqft			
10.5	Head Table Arrangement on the Stage				3	each			
10.6	Arm Chairs for the Head Table				6	each			
10.7	Speaker Podium with Front Branding				2	each			

18.1	Central Attraction Point / Selfie Zone as per Designs				1		LS			
18.2	Thematic Elements, Installations, Letter Cutouts, Design Elements as add ons				2		LS			
19	Housekeeping Arrangments for the Outdoor Exhibition Hanger				Qty.	Days				
19.1	Housekeeping Persons for Day Shift				6	5	each/shift			
19.2	Housekeeping Supervisor for Day Shift				1	5	each/shift			
19.3	Housekeeping Persons for Night Shift				6	5	each/shift			
19.4	Housekeeping Supervisor for Night Shift				1	5	each/shift			
19.5	Big Size Dustbins in Venue				10	5	each			
20	Fire fighting Arrangments									
20.1	Fire Marshals for Day Shift				4	5	each/shift			
20.2	Fire Officer for Day Shift				1	5	each/shift			
20.3	Fire Marshals for Night Shift				4	5	each/shift			
20.4	Fire Officer for Night Shift				1	5				
20.5	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.				50	5	each/per day			
20.6	Fire Tender Vehicles				1	5	each/per day			
21	Miscellaneous									
21.1	Customized May I Help You Counter as per Design at Various location of the venue				6		LS			
21.2	NDMC Permission Charges for Hanger Construction				1		As Per Actual			
22	Transportation / Logistics Costs									
22.1	Transportation Costs to end Fro				1		LS			
					Net Price Total INR					
					GST @ 18%					
					Total Cost INR					