

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.



PARTICLUARS	INFORMATION
Event Name	Winter DOS Conference 2025
Event Host Organization	Delhi Ophthalmological Society
Conference Date	11 th to 12 th October, 2025
Quotation issue date	24 th September, 2025
Last Date for submission	27 th September, 2025, 1:00 pm
Key Contact Person	Dr. Prafulla Kumar Maharana Secretary, DOS
Mailing Address	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:

11th - 12th October 2025 | The Ashok Hotel, New Delhi

WINTER DOS CONFERENCE 2025

Request for Proposal for Venue Construction & Fabrication

Winter Conference of Delhi Ophthalmological Society

Dates: 11th - 12th October 2025

Venue: The Ashok Hotel, New Delhi

S.No.	Particulars		Size		Qty.	Day	Unit	Rate INR	Total INR	Remarks
		L	W/H	Area						
1	Registration Area									
1.1	MAXIMA SYSTEM Constructed Double Desk Registration Counters 1500mm (W) x 750mm (D) x 2400mm (H), Including 2 Chairs on each Counter, 1 Power Strip 5/15 AMP and 1 Dustbin				8		each			
	Backlit Front Graphic for Registration Desk (Size 58" x 36")				8		each			
1.3	Backlit Fascia Graphic for Registration Desk (Size 40" x 10")				8		each			
1.4	Q-Managers for Registration Area				20		each			
2	Kit Distribution Area									
2.1	OCTONORM SYSTEM Constructed Room Including Lockable Door, 5/15 AMP Plug Point, Dustbins, Spot Lights (Size 6m x 3m)	3	3	9	1		sqm			
2.2	Counters for Kit Distribution				1		each			
3	Cloak Room									
3.1	OCTONORM SYSTEM Constructed Room Including Lockable Door, 5/15 AMP Plug Point, Dustbins, Spot Lights (Size 6m x 3m)	3	3	9	1		sqm			
3.2	Metal Shelving System inside the Cloakroom				6		each			
3.3	Counters for Cloakroom				1		each			
4	Hanger for Trade Area at Hard Court (Size - 20m x 25m)									
4.1	GERMAN MADE ALUMINIUM HANGER STRUCTURE - Structure Details : GERMAN MADE A SHAPE ALUMINIUM HANGER approved by international agencies, side height 4 mtr or above, Top Covering with high gloss black out PVC fabric, Side Covering with Standard Fabric walls using White - PVC fabric.	20	25	5380	1		sqft			
4.2	General Lighting inside the Hanger Structure (200 Watts White Metal Light with Brand New wiring in Flexi Pipe with Electrical Panel Control)	20	25	5380	1		sqft			
	4"/6" Raised Wooden Platform Inside the Hanger - Double Layer	20	25	5380	1		sqft			
4.4	Brand New Non-Woven Needle Punch Synthetic Carpet (With Plastic Coverage)	20	25	5380	1		sqft			
4.5	Air Conditioning with standard /ducktable /Package 7.5/8.5/11 tonnes Machines @ 80 sqft = 1 Tonne	20	25	5380	67		per tonne			
4.6	Main Entry /Exit / Emergency Exits in Front and Sides & Rear Side, all Doors Should be properly Fixed with Push Pull Signage.				2		each			
5	Shell Scheme Exhibition Booths - Trade Area									

5.1	Exhibition Stand Contruction (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 Structre				1	LS		
6.4	General Lighting inside the Lunch Area (200 Watts White Metal Light with Brand New				1	LS		
	wiring in Flexi Pipe with Electrical Panel Control)							
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				1	LS		
3.4	development of Seasonal Flowers				1			
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		

10.8	Console Table with Front and Side Black Masking				2		each	
11	Scientific Hall - C (Conventional Hall - C)						Cucii	
11	,		I					
11.1	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	
11.2	LED Riser - 5.5ft ht from Ground	20	4		1		LS	
11.3	LED Riser Branding from the Stage with Flex Print on Solid Plywood wall	20	4	80	1		sqft	
11.4	Branding Panels with Flex Print on Solid Plywood wall	8	14	112	2		sqft	
11.5	Head Table Arrangement on the Stage				3		each	
11.6	Arm Chairs for the Head Table				6		each	
11.7	Speaker Podium with Front Branding				2		each	
11.8	Console Table with Front and Side Black Masking				2		each	
12	Scientific Hall - D Outside Sagar Ratna							
12.1	Branding Panels with Flex Print on Solid Plywood wall	4	8	32	2		sqft	
12.2	Head Table Arrangement on the Stage			32	2		each	
	Arm Chairs for the Head Table				4		each	
12.4	Speaker Podium with Front Branding				2		each	
12.5	Console Table with Front and Side Black Masking				2		each	
12.6	Shell Structure for creating hall						caen	
	Scientific Hall - E Adjoining to Kalinga Hall Branding Panels with Flex Print on Solid Plywood wall	_		22	_		coft	
	,	4	8	32	2		sqft	
	Head Table Arrangement on the Stage						each	
	Arm Chairs for the Head Table				4		each	
13.4	Speaker Podium with Front Branding				2		each	
13.5	Console Table with Front and Side Black Masking						each	
14	Scientific Hall - F (WETLAB Hall - Sagar Ratna Lobby)		1					
14.1	System Constructed Hall with aluminum R8 system with powder coated finish with	6	8	48	1		LS	
	new laminated panels - 6m x 8m							
	Branding Panels with Flex Print on Solid Plywood wall	4	8	32	2		sqft	
	Head Table Arrangement on the Stage				1		each	
	Arm Chairs for the Head Table				2		each	
	Banquet Chairs with Cover				20		each	
14.6	Speaker Podium with Front Branding				2		each	
14.7	Console Table with Front and Side Black Masking				1		each	
15	Preview Room							
15.1	Work Stations with Chairs, Plug Points and Sufficient lighting				6		each	
15.2	2/1 Seater white Leather Sofa for Seating Lounge (for 10 pax seating)				8		each	
15.3	Coffee Tables for Sofa Seating				4		each	
16	Electricals & Generators For General Lighting and Air Conditioning							
16.1	Power Distribution with armored cables from main panel board & Generator up to Registration Area & Exhibition Area & Sub distribution with main panel switch board & sub main panel				500		KW	
16.2	Ground Earthing for Hangers and Gensets				20		each	
16.3	Soundproof Generator 62 KVA with diesel & operator for 12 hours running per day for Buildup Time				1	4	each/per day	
16.4	Soundproof Generator 125 KVA with diesel & operator for 10 hours running per day During the Show and (Testing for 1 days)				5	3	each/per day	
17	Branding and Signages for Conference							
	Printing of Signages on Star Flex Media with Black Back with the mounting on the Iron							
17.1	Frame Approx Signages printing like Branding Panels with Venue Direction at various locations of the city, Welcome Entry Gate, Parking Signage around the Venue, Welcome Hoardings around the Venue, Complete Layout Plan Of the Venue with Know your location details, Programme details panel, Hall wise detailed panels with details of each day, Hall wise / Day wise Programme panel, Transport Shuttle Plan Board at the Conference Venue, Placards for Airport, Panels Leading To Exhibition / Sponsors / Lunch Area, Direction Panels Leading to the Exhibition, Front Facades of the Hangers, Exhibition Layout With the			20,000	1		SFT	
18	Thematic Elements / Installations at Inside / Outside the Venue							
10								

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	e Total INR	
				(SST @ 18%	
		al Cost INR				