



DOS MID TERM CONFERENCE OF DELHI OPHTHALMOLOGICAL SOCIETY – DOS

QUOTATION INVITED

Quotation(s) are invited from eligible and qualified bidder under two bid systems (**technical bid and financial bid separately**) for Audio Visual & Live Surgery Services for the **Winter DOS Conference (Mid Term)** to be held at Hotel the Ashok, Chanakyapuri, New Delhi 11th & 12th October, 2025.

Bids in two separate sealed envelopes super scribing “**Technical Bid**” and “**Financial Bid**” may be submitted in a single envelop super scribing “**Quotation for Audio Visual & Live Surgery Services**”.

A. SCOPE OF WORK

- For Providing Complete audio visual equipment during the conference & setup one day prior as per hall availability along with provision of backup of all equipment quoted as per the technical requirement.
- Providing complete layouts of stage setups in all halls including graphics for LED walls.
- Photography and Video recordings.

B. Term & Conditions.

Eligibility Criteria for DOS Mid Term Conference for Audio Visual

- The AV Company should have provided AUDIO VISUAL EQUIPMENT AND SERVICES to Minimum of 10 Conferences in the last Five years
- The AV agency must have done at least 10 Live Transmission Via Fiber Optic/ Satellite.
- The AV Company for providing AUDIO VISUAL EQUIPMENT AND SERVICES should have a turnover value of minimum 1.5 crores annually
- The AV Company must have a minimum 5 years of experience in field of Providing Audio Visual Services till date.
- The Applicant should be registered under GST & Copy of GST registration certificate should be submitted.
- Copies of Income-tax returns of last 3 years with PAN number to be submitted.
- 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.
- Pictures of sample works done in the past.
- 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.
- Rights to accept or reject quotations is sole discretion of DOS committee.
- Quotation received after last date will not be considered
- Mention taxes and other charges if any separately.
- Interested bidder must visit the site before quoting the price.
- Quotations must be in the enclosed prescribed Proforma on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, in case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
- Overwriting or cutting in the quotation will lead to automatic rejection.
- 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.

For any clarification with respect to technical specifications, please contact to

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Delhi Ophthalmological Society
A-23, 1st Floor, Green Park, New Delhi - 110016

<i>PARTICULARS</i>	<i>INFORMATION</i>
<i>Event Name</i>	Winter DOS Conference – 2025 (Mid Term)
<i>Event Host Organization</i>	Delhi Ophthalmological Society
<i>Conference Date</i>	11 th & 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>Contact Persons</i>	Dr. Prafulla Kumar Maharana Organizing Secretary
<i>Mailing Address</i>	A-23, 1 st Floor, Green Park, New Delhi - 110016



Annexure I

“PLEASE CAREFULLY GO THROUGH THIS DOCUMENT AND ENSURE COMPLIANCE. NON-COMPLIANCE OF ANY ONE OF THE CONDITIONS MAY MAKE YOUR OFFER INVALID”

TECHNICAL BID

“Please furnish the following information in this part, so as to enable the panel to decide the panel to decide about the qualification & the Technical Bid. Necessary documents/certificates from the appropriate authority must be attached in support of statements.

Dated: _____

- Name & Address of the applicant:
- Telephone No.
- Email ID:
- Performa for submitting the Technical Bid
-

- Name of the Company

- Address of the Company

Annexure II					
HD Transmission :FIBRE OPTICS - EACH HOSPITAL					
FACILITIES TO BE PROVIDED AT HOSPITAL					
S.I	PARTICULARS	QTY	DAYS	Rate	Amount
01.	Full HD Live Telecast Inclusive of - 2 Camera Setup - Full HD Monitor - 8K Switcher With DVI & SDI Inputs - 1 Camera on Boom Stand - Complete Audio Setup - Cordless Microphone for Surgeons - Professional Editing Crew	01 Ot(s)	01 Day(s)		
02.	Complete Video Recording of the sessions (Via Aja Keepro)	01 Unit(s)	01 Day(s)		
03.	Demo Run 1 Day Before the Conference	01 Unit(s)	01 Day(s)		
04.	Redundency Equipment For Dail In	01 Unit(s)	01 Day(s)		
05.	Complete Set of Scalers, HD Splitter, Fibre Optic Cabling Etc	01 Unit(s)	01 Day(s)		
Total Amount					
Annexure –III					
FACILITIES TO BE PROVIDED AT CONVENTION HALL - CENTER PART ON BOTH DAY					
Video					
S.I	PARTICULARS	QTY	DAYS	Rate	Amount
01.	LED WALL 2.6 MM With HDR Technology 40x12	01 Unit(s)	02 Day(s)		-
02.	Watchout Server For LED With Backup	01 Unit(s)	02 Day(s)		-
03.	8K Switcher With DVI & SDI Input	03 Unit(s)	02 Day(s)		-
04.	HDMI Splitter	02 Unit(s)	02 Day(s)		-
05.	DVI Splitter	02 Unit(s)	02 Day(s)		-
06.	SDI Splitter	02 Unit(s)	02 Day(s)		-
07.	LED TV 55" For Confort Monitor	02 Unit(s)	02 Day(s)		-
08.	Cue Light Presenter	01 Unit(s)	02 Day(s)		-

09.	Cordless Remote Mouse	01 Unit(s)	02 Day(s)		-
10.	Laptop Computer Core i5	05 Unit(s)	02 Day(s)		-
11.	Complete Graphics For Watchout Including Sessionwise Timeline for all show days	01 Unit(s)	02 Day(s)		-
12.	Onsite Graphics Designer for Last Minute Changes	01 Unit(s)	02 Day(s)		-
13.	Custom Design Podium With Inbuilt Plasma & Laptop Including Graphic Creation & names for All Days	02 Unit(s)	02 Day(s)		-
Sound					
S.I	PARTICULARS	QTY	DAYS	Rate	Amount
01.	D&B Sound System With Flying On Truss With 32 Channels Digital Mixer, 08- Speaker, 4 No's of Stage Monitor Etc	01 Unit(s)	02 Day(s)		-
02.	Table Mike for Podium & Head Table Shure MX 418	12 Unit(s)	02 Day(s)		-
03.	Hand Cordless Microphone (Shure/AKG)	06 Unit(s)	02 Day(s)		-
04.	Collar Cordless Microphone (Shure/AKG)	02 Unit(s)	02 Day(s)		-
05.	Face Mike	01 Unit(s)	02 Day(s)		-
06.	Audio DI	04 Unit(s)	02 Day(s)		-
07.	Press DI	01 Unit(s)	02 Day(s)		-
08.	Standing Mike For Q&A	04 Unit(s)	02 Day(s)		-
Lights & Additional Requirements					
S.I	PARTICULARS	QTY	DAYS	Rate	Amount
01.	Profile Light	04 Unit(s)	02 Day(s)		-
02.	LED Par (for Backdrop)	06 Unit(s)	02 Day(s)		-
03.	LED Par for House Lights (6 Yellow)	14 Unit(s)	02 Day(s)		-
04.	Sharpie With DOS Gobos	04 Unit(s)	02 Day(s)		-
05.	Warm White LED Parcans	06 Unit(s)	02 Day(s)		-
06.	T Truss For Lighting	02 Unit(s)	02 Day(s)		-
07.	UPS 3 KVA	04 Unit(s)	02 Day(s)		-
08.	HD Multi camera Setup complete with 02 No's of HD Camera's, HD Video Mixer With Editing Professional Crew Member	01 Unit(s)	02 Day(s)		-
09.	Genset 125 KVA	02 Unit(s)	02 Day(s)		-

10.	Avollite Controller for LED Lights	01 Unit(s)	02 Day(s)		-
11.	Cutout with Cable distributer	02 Unit(s)	02 Day(s)		-
12.	Video Conferencing Unit Polycom Group 500/ Internconnectivity Equipment	01 Unit(s)	02 Day(s)		-
13.	Computer Operator	01 Unit(s)	02 Day(s)		-
14.	Sound Engineer	01 Unit(s)	02 Day(s)		-
15.	Video Engineer	01 Unit(s)	02 Day(s)		-
16.	AV Technician	01 Unit(s)	02 Day(s)		-
17.	Watchout Operator	01 Unit(s)	02 Day(s)		-
Total Amount					-
FACILITIES TO BE PROVIDED AT CONVENTION HALL - RIGHT PART ON BOTH DAY					
Video					
S.I	PARTICULARS	QTY	DAYS	Rate	Amount
01.	LED WALL 2.6 MM With HDR Technology 24x10	01 Unit(s)	02 Day(s)		-
02.	Full HD Switcher	02 Unit(s)	02 Day(s)		-
03.	8K Switcher With DVI & SDI Input	03 Unit(s)	02 Day(s)		-
04.	HDMI Splitter	02 Unit(s)	02 Day(s)		-
05.	DVI Splitter	02 Unit(s)	02 Day(s)		-
06.	SDI Splitter	02 Unit(s)	02 Day(s)		-
07.	LED TV 55" For Confort Monitor	02 Unit(s)	02 Day(s)		-
08.	Cue Light Presenter	01 Unit(s)	02 Day(s)		-
09.	Cordless Remote Mouse	01 Unit(s)	02 Day(s)		-
10.	Laptop Computer Core i5	03 Unit(s)	02 Day(s)		-
11.	Complete Graphics For Watchout Including Sessionwise Timeline for all show days	01 Unit(s)	02 Day(s)		-
12.	Onsite Graphics Designer for Last Minute Changes	01 Unit(s)	02 Day(s)		-
13.	Custom Design Podium With Inbuilt Plasma & Laptop Including Graphic Creation & names for All Days	02 Unit(s)	02 Day(s)		-

<i>Sound</i>					
<i>S.I</i>	<i>PARTICULARS</i>	<i>QTY</i>	<i>DAYS</i>	<i>Rate</i>	<i>Amount</i>
01.	D&B Sound System With Flying On Truss With 32 Channels Digital Mixer, 06-Speaker, 2 No's of Stage Monitor Etc	01 Unit(s)	02 Day(s)		-
02.	Table Mike for Podium & Head Table Shure MX 418	08 Unit(s)	02 Day(s)		-
03.	Hand Cordless Microphone (Shure/AKG)	04 Unit(s)	02 Day(s)		-
04.	Collar Cordless Microphone (Shure/AKG)	01 Unit(s)	02 Day(s)		-
05.	Audio DI	02 Unit(s)	02 Day(s)		-
06.	Press DI	01 Unit(s)	02 Day(s)		-
07.	Standing Mike For Q&A	02 Unit(s)	02 Day(s)		-
<i>Lights & Additional Requirements</i>					
<i>S.I</i>	<i>PARTICULARS</i>	<i>QTY</i>	<i>DAYS</i>	<i>Rate</i>	<i>Amount</i>
01.	Profile Light	04 Unit(s)	02 Day(s)		-
02.	LED Par (for Backdrop)	06 Unit(s)	02 Day(s)		-
03.	LED Par for House Lights (6 Yellow)	14 Unit(s)	02 Day(s)		-
04.	Warm White LED Parcans	06 Unit(s)	02 Day(s)		-
05.	T Truss For Lighting	02 Unit(s)	02 Day(s)		-
06.	UPS 3 KVA	04 Unit(s)	02 Day(s)		-
07.	HD Multi camera Setup complete with 02 No's of HD Camera's, HD Video Mixer With Editing Professional Crew Member	01 Unit(s)	02 Day(s)		-
08.	Genset 125 KVA	02 Unit(s)	02 Day(s)		-
09.	Avollite Controller for LED Lights	01 Unit(s)	02 Day(s)		-
10.	Cutout with Cable distributer	02 Unit(s)	02 Day(s)		-
11.	Video Conferencing Unit Polycom Group 500/ Internconnectivity Equipment	01 Unit(s)	02 Day(s)		-
12.	Computer Operator	01 Unit(s)	02 Day(s)		-
13.	Sound Engineer	01 Unit(s)	02 Day(s)		-
14.	Video Engineer	01 Unit(s)	02 Day(s)		-
15.	AV Technician	01 Unit(s)	02 Day(s)		-

16.	Watchout Operator	01 Unit(s)	02 Day(s)		-
Total Amount					-
FACILITIES TO BE PROVIDED AT CONVENTION HALL - LEFT PART ON BOTH DAY					
Video					
S.I	PARTICULARS	QTY	DAYS	Rate	Amount
01.	LED WALL 2.6 MM With HDR Technology 24x10	01 Unit(s)	02 Day(s)		-
02.	Full HD Switcher	02 Unit(s)	02 Day(s)		-
03.	8K Switcher With DVI & SDI Input	03 Unit(s)	02 Day(s)		-
04.	HDMI Splitter	02 Unit(s)	02 Day(s)		-
05.	DVI Splitter	02 Unit(s)	02 Day(s)		-
06.	SDI Splitter	02 Unit(s)	02 Day(s)		-
07.	LED TV 55" For Confort Monitor	02 Unit(s)	02 Day(s)		-
08.	Cue Light Presenter	01 Unit(s)	02 Day(s)		-
09.	Cordless Remote Mouse	01 Unit(s)	02 Day(s)		-
10.	Laptop Computer Core i5	03 Unit(s)	02 Day(s)		-
11.	Complete Graphics For Watchout Including Sessionwise Timeline for all show days	01 Unit(s)	02 Day(s)		-
12.	Onsite Graphics Designer for Last Minute Changes	01 Unit(s)	02 Day(s)		-
13.	Custom Design Podium With Inbuilt Plasma & Laptop Including Graphic Creation & names for All Days	02 Unit(s)	02 Day(s)		-
Sound					
S.I	PARTICULARS	QTY	DAYS	Rate	Amount
01.	D&B Sound System With Flying On Truss With 32 Channels Digital Mixer, 06-Speaker, 2 No's of Stage Monitor Etc	01 Unit(s)	02 Day(s)		-
02.	Table Mike for Podium & Head Table Shure MX 418	08 Unit(s)	02 Day(s)		-
03.	Hand Cordless Microphone (Shure/AKG)	04 Unit(s)	02 Day(s)		-
04.	Collar Cordless Microphone (Shure/AKG)	01 Unit(s)	02 Day(s)		-
05.	Audio DI	02 Unit(s)	02 Day(s)		-

06.	Press DI	01 Unit(s)	02 Day(s)		-
07.	Standing Mike For Q&A	02 Unit(s)	02 Day(s)		-
Lights & Additional Requirements					
S.I	PARTICULARS	QTY	DAYS	Rate	Amount
01.	Profile Light	04 Unit(s)	02 Day(s)		-
02.	LED Par (for Backdrop)	06 Unit(s)	02 Day(s)		-
03.	LED Par for House Lights (6 Yellow)	14 Unit(s)	02 Day(s)		-
04.	Warm White LED Parcans	06 Unit(s)	02 Day(s)		-
05.	T Truss For Lighting	02 Unit(s)	02 Day(s)		-
06.	UPS 3 KVA	04 Unit(s)	02 Day(s)		-
07.	HD Multi camera Setup complete with 02 No's of HD Camera's, HD Video Mixer With Editing Professional Crew Member	01 Unit(s)	02 Day(s)		-
08.	Genset 125 KVA	02 Unit(s)	02 Day(s)		-
09.	Avollite Controller for LED Lights	01 Unit(s)	02 Day(s)		-
10.	Cutout with Cable distributor	02 Unit(s)	02 Day(s)		-
11.	Video Conferencing Unit Polycom Group 500/ Internconnectivity Equipment	01 Unit(s)	02 Day(s)		-
12.	Computer Operator	01 Unit(s)	02 Day(s)		-
13.	Sound Engineer	01 Unit(s)	02 Day(s)		-
14.	Video Engineer	01 Unit(s)	02 Day(s)		-
15.	AV Technician	01 Unit(s)	02 Day(s)		-
16.	Watchout Operator	01 Unit(s)	02 Day(s)		-
Total Amount					-
Adjoint Area Conventional Hall C					
Video					
S.I	PARTICULARS	QTY	DAYS	Rate	Amount
01.	LED Wall 2.6 MM 9x7 With HDR Technology	01 Unit(s)	02 Day(s)		-

02.	8K Switcher With DVI & SDI Input	02 Unit(s)	02 Day(s)		-
03.	HDMI Splitter	02 Unit(s)	02 Day(s)		-
04.	DVI Splitter	02 Unit(s)	02 Day(s)		-
05.	SDI Splitter	02 Unit(s)	02 Day(s)		-
06.	LED TV 55" For Confort Monitor	01 Unit(s)	02 Day(s)		-
07.	Cordless Remote Mouse	01 Unit(s)	02 Day(s)		-
08.	Laptop Computer Core i5	03 Unit(s)	02 Day(s)		-
09.	Custom Design Podium With Inbuilt Plasma & Laptop Including Graphic Creation & names for All Days	01 Unit(s)	02 Day(s)		-
Sound					
S.I	PARTICULARS	QTY	DAYS	Rate	Amount
01.	Sound System With Mixer Amplifiers Etc	01 Unit(s)	02 Day(s)		-
02.	Table Mike for Podium & Head Table Shure MX 418	04 Unit(s)	02 Day(s)		-
03.	Hand Cordless Microphone (Shure/AKG)	02 Unit(s)	02 Day(s)		-
04.	Collar Cordless Microphone (Shure/AKG)	01 Unit(s)	02 Day(s)		-
05.	Audio DI	01 Unit(s)	02 Day(s)		-
06.	Standing Mike For Q&A	02 Unit(s)	02 Day(s)		-
Lights & Additional Requirements					
S.I	PARTICULARS	QTY	DAYS	Rate	Amount
01.	Profile Light	01 Unit(s)	02 Day(s)		-
02.	LED Par (for Backdrop)	04 Unit(s)	02 Day(s)		-
03.	Computer Operator	01 Unit(s)	02 Day(s)		-
04.	Video Conferencing Unit Polycom Group 500/ Internconnectivity Equipment	01 Unit(s)	02 Day(s)		-
05.	HD Camera With Professional Cameraman	01 Unit(s)	02 Day(s)		-
06.	Cutout with Cable distributer	01 Unit(s)	02 Day(s)		-
Total Amount					-

Space front of Sagar Ratna Restaurant					
Video					
S.I	PARTICULARS	QTY	DAYS	Rate	Amount
01.	LED Wall 2.6 MM 9x7 With HDR Technology	01 Unit(s)	02 Day(s)		-
02.	8K Switcher With DVI & SDI Input	02 Unit(s)	02 Day(s)		-
03.	HDMI Splitter	02 Unit(s)	02 Day(s)		-
04.	DVI Splitter	02 Unit(s)	02 Day(s)		-
05.	SDI Splitter	02 Unit(s)	02 Day(s)		-
06.	LED TV 55" For Confort Monitor	01 Unit(s)	02 Day(s)		-
07.	Cordless Remote Mouse	01 Unit(s)	02 Day(s)		-
08.	Laptop Computer Core i5	03 Unit(s)	02 Day(s)		-
09.	Custom Design Podium With Inbuilt Plasma & Laptop Including Graphic Creation & names for All Days	01 Unit(s)	02 Day(s)		-
Sound					
S.I	PARTICULARS	QTY	DAYS	Rate	Amount
01.	Sound System With Mixer Amplifiers Etc	01 Unit(s)	02 Day(s)		-
02.	Table Mike for Podium & Head Table Shure MX 418	04 Unit(s)	02 Day(s)		-
03.	Hand Cordless Microphone (Shure/AKG)	02 Unit(s)	02 Day(s)		-
04.	Collar Cordless Microphone (Shure/AKG)	01 Unit(s)	02 Day(s)		-
05.	Audio DI	01 Unit(s)	02 Day(s)		-
06.	Standing Mike For Q&A	02 Unit(s)	02 Day(s)		-
Lights & Additional Requirements					
S.I	PARTICULARS	QTY	DAYS	Rate	Amount
01.	Profile Light	01 Unit(s)	02 Day(s)		-
02.	LED Par (for Backdrop)	04 Unit(s)	02 Day(s)		-
03.	Computer Operator	01 Unit(s)	02 Day(s)		-
04.	Video Conferencing Unit Polycom Group 500/ Internconnectivity Equipment	01 Unit(s)	02 Day(s)		-
05.	HD Camera With Professional Cameraman	01 Unit(s)	02 Day(s)		-

06.	Cutout with Cable distributer	01 Unit(s)	02 Day(s)		-
Total Amount					-
Preview Room					
Facilites To Be Provided at Preview Room					
S.I	PARTICULARS	QTY	DAYS	Rate	Amount
01.	Desktop Computer With 21" Curve TFT Monitor	04 Unit(s)	02 Day(s)		-
02.	Printer ** One Cartaridge & One A4 Rim is Complimentry with Printer	01 Unit(s)	02 Day(s)		-
03.	Lan Cabling from Preview room to Conventional Halls	01 Unit(s)	02 Day(s)		-
Total Amount					-
Additional Items					
S.I	PARTICULARS	QTY	DAYS	Rate	Amount
01.	LED TV 55" Outside the Hall for Live Feed	02 Unit(s)	02 Day(s)		-
02.	E-Poster With Plasma & Laptop	04 Unit(s)	02 Day(s)		-
03.	Still Photography	03 Unit(s)	02 Day(s)		-
Total Amount					-
Transportation Charges					
Total Amount					Rs. -
<p>Note:</p> <p>: 18% GST additional on total billing</p>					