



Invited Sealed Quotation

Quotation Opening Date: 13th November 2025, 4:00 PM

Last Date for Submission: 19th November, 2025, 4:00 PM

Delhi Ophthalmological Society (DOS) is organizing the **76th Annual Conference of the Delhi Ophthalmological Society** from **24th to 26th April, 2026** at **Bharat Mandapam, Pragati Maidan, New Delhi**. We are expecting around 2500-3000 delegates ophthalmologists to participate in this conference from all India. More than 100-150 ophthalmic companies will display their products.

In this connection, sealed quotations are invited from reputed service providers of Delhi NCR for managing the entire event as per the scope of work mentioned in our RFP. Interested parties may send their sealed quotations for the job in a sealed envelope mentioning **“Quotation for 76th Annual DOS Conference - 2026 - Official Conference Manager”** to be submitted at DOS Secretariat:

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

Key Contact Person	Dr. Prafulla Kumar Maharana Secretary, DOS
Mailing Address	Delhi Ophthalmological Society A-23, First Floor, Green Park, New Delhi - 110016

Term & Condition

1. Copy of GST registration certificate.
2. Bidder should have done large Medical Conferences.
3. If an order is placed with the firm, the contract shall be governed by an agreement as per the Society rules in force at the time. Additional terms and conditions may be incorporated in the order, if needed, to safe guard the interests of the Society. The work order is non-transferable
4. The bidder has to apply for all the items in all the categories mentioned in Financial Bid Performa.
5. DOS reserves its right to impose penalty on use of any other specification than mentioned in the quotation, mistakes in work.
6. The payment will be made on satisfactory commissioning and installation of the product and services after completion of the event. Failure to provide the services as specified will lead to imposition of penalty of 25 percent of the total cost of the work order. Advance payment request can be considered as per term & condition.
7. 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.
8. Pictures of sample works done in the past.
9. Rights to accept or reject quotations is sole discretion of DOS committee.
10. Quotation received after last date will not be considered
11. Mention taxes and other charges if any separately.
12. Interested bidder must visit the site before quoting the price.
13. 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 case of signing

Bidder Signature & Company Seal



of quotation by the authorized representative letter of authorization must be attached with the quotation.

14. Overwriting or cutting in the quotation will lead to automatic rejection.
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.

Vendor Response Requirements

Vendors responding to this proposal must provide the following information (in the order presented here):

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)	

Date:

Place:

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76th Annual DOS Conference – 2026 24th to 26th April, 2026 Bharat Mandapam Pragati Maidan, New Delhi						
Cost of Registrations and Collaterals, etc						
S. No.	Particulars	Rate	Qty.	Days	Amount	Remarks
1	Collateral Printing & Designing					
	Certificate (Delegate, Faculty, Competitive Session, Misc)		3,000	1		
	Double side Plastic Card With double sided lanyard printing with double hook		3,000	1		
	Lunch Coupon - Day 01		3,000	1		
	Lunch Coupon - Day 02		3,000	1		
	Lunch Coupon - Day 03		3,000	1		
	Dinner Coupon		2,000	1		
	Invitation		100	1		
	A5 Booklet around 200-250 pages with cover, all color pages with designing & formatted		3,000	1		As required
2	Registration set up Onsite					
	Delegate scan Counter		10	3		
	Faculty scan Counter		2	3		
	Kit Scan counter		2	3		
	Lunch scan counter		4	3		
	Dinner scan counter		4	1		
	On Spot Counter		4	3		
	Certificate Counter (Kiosk machine/Barcoding)		2	3		
	Server And Software		1	1		
3	Permission					
	Conference NOC & Local Permission, If required		-	-		
4	Conference Coordination - Handling Charges for Registration - Online & Offline and other Requirement		1	1		
	Inclusions :					
	Registration related Queries					
	Entry of Offline Registration Forms					

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	Designing of Mailers, Banner, & videos					
	Management of Scientific Programme					
	Manpower					
5	Conference Handling (Scientific Programme Making)					
	Inclusions:					
	Design of promotional conference announcements					
	Management of Abstract / Free paper / Poster/ Competitive session Power Point etc					
	Creative design of mailers					
	Intimation Bulk mail to faculty & presenters etc					
	Correspondence to faculties & presenters					
	Manpower for Program Planning					
	Telephonic Confirmation of commitments					
	WhatsApp communications					
6	Microsite Website with creation, online and offline registration, faculty topic submission, abstract submission and details of trade, certificate download option etc					
7	Hall & Entry Gate Management					
	Manpower Halls (Depend on Halls)		-	4	-	
	Inclusion : -					
	Facilitation					
	Customized Table Tent Card - As per Scientific Program					
	Report of speakers					
	Compile marks for the competitive session and quiz to prepare the final results					
8	Award Ceremony		6	1		
	Manpower Halls					
9	Inauguration Arrangement & coordination		1	1		

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10	Hotel Coordination & Arrangements					
11	Transport Coordination & arrangement				-	
12	Misc.				-	
	To Be charged on actual if any					

Financial Quote

S.No	Requirements	Quote Amount
1	Total Amount	
2	Misc Charges (If Any)	
3	Total Amount	
GST @18%		
Grand Total		

Total Amount in Words:

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