



SEALED QUOTATION
Delhi Ophthalmological Society (DOS)

Delhi Ophthalmological Society (DOS) is organizing the Winter DOS Conference (Mid-Term) 2026 on 10th & 11th October 2026 at The Ashok Hotel, New Delhi.

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 the Request for Proposal (RFP).

The venue will be made available for setup as per the availability of space and schedule provided by the venue.

Interested parties may submit their sealed quotation for the job in a sealed envelope clearly superscribed:

“Quotation for Winter DOS Conference (Mid-Term) 2026 – Fabrication”

The sealed quotation should be submitted at:

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

GENERAL ELIGIBILITY CRITERIA

1. Interested service providers must submit the following documents/information along with their quotation:
2. Turnover: The bidder/company should have a cumulative turnover exceeding ₹1.5 crore during the last three financial years.
3. Turnover Certificate: A certificate issued by a Chartered Accountant (CA) indicating the turnover of the bidder/company for each of the last three financial years shall be submitted.
4. GST Registration: The bidder must be duly registered under GST. A copy of the valid GST Registration Certificate shall be submitted.
5. Income Tax Returns: Copies of Income Tax Returns (ITRs) along with PAN details for the last three financial years shall be submitted.
6. Financial Statements: Copies of the Balance Sheets and Profit & Loss Accounts for the last three financial years shall be submitted.
7. Non-Blacklisting Declaration: The bidder shall submit a self-certified declaration stating that the firm/company has never been blacklisted by any Central or State Government, Ministry, Department, Public Sector Undertaking (PSU), Government Autonomous Body, Authority, or any other government organization.
8. Infrastructure, Equipment & Technical Resources: The bidder shall provide a detailed list of the structures, equipment, infrastructure and other technical resources available with them, whether owned or in their possession. In case any structure or equipment is proposed to be outsourced, details along with a valid MOU/undertaking with the concerned agency/vendor shall be submitted.



9. **Mandatory Venue Visit:** Interested bidders must visit the conference venue before submitting their quotation and satisfy themselves regarding the site conditions, available space, access, installation requirements and other relevant aspects before quoting their prices.
10. **Submission of Quotation:** The quotation must be submitted strictly in the prescribed Performa enclosed with the RFP, on the letterhead of the firm/company and duly signed and stamped by the Proprietor/Partner/Director or an authorized representative of the bidder.
11. **Taxes and Other Charges:** All applicable taxes, duties, levies and other charges, if any, shall be clearly mentioned separately in the quotation.
12. **Late Submission:** Quotations received after the prescribed last date and time shall not be considered.
13. **Right to Accept or Reject:** The DOS Committee reserves the right to accept or reject any or all quotations, in whole or in part, without assigning any reason.
14. **L1 Criteria and Award of Work:** Becoming L1 (Lowest Bidder) shall not, by itself, be the sole criterion for awarding the Purchase Order. The quoted rates must be reasonable, competitive and duly justified.



<i>PARTICLUARS</i>	<i>INFORMATION</i>
<i>Event Name</i>	Winter DOS Conference 2026
<i>Event Host Organization</i>	Delhi Ophthalmological Society
<i>Conference Date</i>	10th to 11th October, 2026
<i>Quotation issue date</i>	22th August, 2026
<i>Last Date for submission</i>	29th August, 2026, 1:00 pm
<i>Key Contact Person</i>	Dr. Alkesh Chaudhary 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)	

Date:

Place:

Name and Signature of Bidder with Corporate Seal

Request for Proposal for Venue Construction & Fabrication

Winter Conference of Delhi Ophthalmological Society

Dates : October 10-11, 2026

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				5		each			
1.2	Backlit Front Graphic for Registration Desk (Size 58" x 36")				5		each			
1.3	Backlit Fascia Graphic for Registration Desk (Size 40" x 10")				5		each			
1.4	Q-Managers for Registration Area				10		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	Shell Scheme Exhibition Booths - Trade Area									
3.1	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				50		SQM			
4	Physical Poster Area									
4.1	Velvet Poster Panels (Size 4ft x 6ft)				20		each			
4.2	Spot Lights on Poster Panels				20		each			
5	WETLAB Area Setup									
5.1	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			
5.2	OCTONORM Table for Registration				2		each			
5.3	Banquet Chairs with Covers for Registration				4		each			
5.4	5/15 AMP Plug Points for Registration				4		each			
5.5	Stations Numbers with 3mm Sunboard with Digital Vinyl Print	12"	9"		8		each			
6	Scientific Silent HALL - A (Conventional Hall - B)									
6.1	LED Riser - 4ft ht from the Stage	30	4		1		LS			
6.2	LED Riser Branding from the Stage with Flex Print on Solid Plywood wall	30	4	120	1		sqft			
6.3	Customised Branding Panels with Flex Print on Solid Plywood wall with Cob Lighting	6	14	84	2		sqft			
6.4	Flower Decoration infront of the Stage accordance with theme of the Suitable development of Seasonal Flowers				1		LS			
6.5	Head Table Arrangement on the Stage				6		each			
6.6	Arm Chairs for the Head Table				12		each			
6.7	Front Row Sofa for VIP Seating - White Double Seater Sofa				30		each			
6.8	Coffee Table for Sofa				15		each			
6.9	Speaker Podium with Front Branding				2		each			
6.10	Console Table with Front and Side Black Masking				4		each			

7	Scientific Silent HALL - B (Conventional Hall - A)									
7.1	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			
7.2	LED Riser - 5.5ft ht from Ground	20	4		1		LS			
7.3	LED Riser Branding from the Stage with Flex Print on Solid Plywood wall	20	4	80	1		sqft			
7.4	Branding Panels with Flex Print on Solid Plywood wall	8	14	112	2		sqft			
7.5	Head Table Arrangement on the Stage				3		each			
7.6	Arm Chairs for the Head Table				6		each			
7.7	Speaker Podium with Front Branding				2		each			
7.8	Console Table with Front and Side Black Masking				2		each			
8	Scientific Silent HALL - C (Conventional Hall - C)									
8.1	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			
8.2	LED Riser - 5.5ft ht from Ground	20	4		1		LS			
8.3	LED Riser Branding from the Stage with Flex Print on Solid Plywood wall	20	4	80	1		sqft			
8.4	Branding Panels with Flex Print on Solid Plywood wall	8	14	112	2		sqft			
8.5	Head Table Arrangement on the Stage				3		each			
8.6	Arm Chairs for the Head Table				6		each			
8.7	Speaker Podium with Front Branding				2		each			
8.8	Console Table with Front and Side Black Masking				2		each			
9	Scientific Hall - D Outside Sagar Ratna									
9.1	Branding Panels with Flex Print on Solid Plywood wall	4	8	32	2		sqft			
9.2	Head Table Arrangement on the Stage				2		each			
9.3	Arm Chairs for the Head Table				4		each			
9.4	Speaker Podium with Front Branding				1		each			
9.5	Console Table with Front and Side Black Masking				2		each			
9.6	Shell Structure for creating hall									
10	Faculty Lounge									
10.1	2/1 Seater white Leather Sofa for Seating Lounge (for 10 pax seating)	4	8	32	10		sqft			
10.2	Coffee Tables for Sofa Seating				2		each			
11	Preview Room									
11.1	Work Stations with Chairs, Plug Points and Sufficient lighting				6		each			
12	Electricals & Generators									
12.1	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			
12.3	Soundproof Generator 62 KVA with diesel & operator for 12 hours running per day for Buildup Time				1	4	each/per day			
12.4	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			
13	Branding and Signages for Conference									
13.1	<u>Printing of Signages on Star Flex Media with Black Back with the mounting on the Iron Frame</u> 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			3,000	1		SFT			
14	Housekeeping Arrangements				Qty.	Days				
19.1	Housekeeping Persons for Day Shift				6	3	each/shift			
15	Miscellaneous									
15.1	Customized May I Help You Counter as per Design at Various location of the venue				6		LS			
15.2	NDMC Permission Charges for Hanger Construction				1		As Per Actual			
16	Transportation / Logistics Costs									
16.1	Transportation Costs to end Fro				1		LS			
					Net Price Total INR					

					GST @ 18%		
	Total Cost INR						