



QUOTATION INVITED

Quotation(s) are invited from eligible and qualified bidder under two bid systems (**technical bid and financial bid separately**) for Audio Visual & Deferred Live Surgery Services for the **Winter DOS Conference (Mid Term)** to be held at Hotel the Ashok, Chanakyapuri, New Delhi 10th & 11th October, 2026.

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 & Deferred 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.

1. The bidder/AV agency shall fulfill the following eligibility criteria:
2. Relevant Experience: The AV Company should have provided Audio-Visual Equipment and Services for a minimum of 10 conferences during the last five years.
3. Live Transmission Experience: The AV Agency must have successfully executed at least 10 live transmissions through Fiber Optic and/or Satellite.
4. Annual Turnover: The AV Company should have a minimum annual turnover of ₹1.50 Crore from Audio-Visual Equipment and Services.
5. Experience in AV Services: The AV Company must have a minimum of five years of experience in providing Audio-Visual Services as of the date of submission of the quotation.
6. GST Registration: The Applicant must be registered under GST and shall submit a copy of the valid GST Registration Certificate.
7. Income Tax Returns and PAN: The bidder shall submit copies of Income Tax Returns for the last three financial years, along with a copy of the PAN Card.



8. Non-Blacklisting Declaration: The bidder shall submit a self-certified declaration stating that the firm/company has never been blacklisted by any Central Government/State Government Ministry, Department, Public Sector Undertaking, Government Autonomous Body, or Authority.
9. Previous Work Portfolio: The bidder shall submit photographs of sample works executed in the past, particularly of similar conferences/events.
10. Equipment and Technical Resources: The bidder shall submit details of the appropriate infrastructure, equipment, manpower, and other technical resources available for execution of the work, including:
 - List of equipment/infrastructure owned by the bidder;
 - List of equipment/infrastructure available in the bidder's possession; and
 - List of equipment/infrastructure proposed to be outsourced, along with the relevant MOU/undertaking with the outsourcing agency, wherever applicable.
11. Right to Accept or Reject: The DOS Committee reserves the sole right to accept or reject any or all quotations, without assigning any reason.
12. Late Submission: Quotations received after the stipulated last date and time shall not be considered.
13. Taxes and Other Charges: All applicable taxes, duties, levies, and other charges, if any, shall be mentioned separately in the quotation.
14. Site Visit: Interested bidders must visit the site before submitting their quotation and shall satisfy themselves regarding the site conditions and requirements of the work.
15. Submission of Quotation: The quotation must be submitted in the prescribed Performa on the letterhead of the firm/company and shall be duly signed by the Proprietor/Partner/Director or their authorized representative.
16. In case the quotation is signed by an authorized representative, a ****Letter of Authorization**** from the Proprietor/Partner/Director must be enclosed with the quotation.
17. Overwriting/Corrections: Any overwriting, cutting, alteration, or unauthorized correction in the quotation may lead to automatic rejection of the quotation.
18. L1 and Award of Work: Becoming L1 (Lowest Bidder) shall not, by itself, constitute a right to the award of the Purchase/Work Order. The quoted rates must be reasonable and justified.
19. DOS reserves the full right to cancel the quotation process, modify the scope of work, or change the vendor according to the requirements of the work, without assigning any reason or giving prior notice.

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

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



<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 & 11th October, 2026	
<i>Quotation issue date</i>		22th August, 2026	
<i>Last Date for submission</i>		29th August, 2026, 1:00 PM	
<i>Contact Persons</i>		Dr. Alkesh Chaudhary Organizing Secretary	
<i>Mailing Address</i>		A-23, 1st 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

LIVE TRANSMISSION					
OT SETUP AT HOSPITAL					
S.NO	DESCRIPTION/PARTICULARS	UNITS	DAYS	RATE	AMOUNT
1	HD Live telecast complete with HD Multi Camera Set up with Mixer, HD Monitor, Switcher and complete audio setup including cordless mike for surgeons and professional Editing Crew	01 OT(s)	01 Day(s)		
2	Transmission Via Internet From Hospital To Ashok Hotel	01 Unit(s)	01 Day(s)		
3	Complete Video Recording of the OT	01 Unit(s)	01 Day(s)		
DEFFERED LIVE					
S.NO	DESCRIPTION/PARTICULARS	UNITS	DAYS	RATE	AMOUNT
1	Video Mixer	01 Unit(s)	01 Day(s)		
2	Recorder	01 Unit(s)	01 Day(s)		
3	Integretation From Physical To Deferred	01 Unit(s)	01 Day(s)		
Total Amount					

Scientific Silent HALL - A&B (Conventional Hall - A&B)					
Video					
S.I	PARTICULARS	QTY	DAYS	Rate	Amount
1	LED WALL 40x12	01 Unit(s)	02 Day(s)		-
2	Watchout Server For LED With Backup	01 Unit(s)	02 Day(s)		-
3	Left LED Wall 24x10 For Day 1	01 Unit(s)	01 Day(s)		-
4	Full HD Switcher	03 Unit(s)	02 Day(s)		-
5	HDMI/SDI/SDI Splitter	04 Unit(s)	02 Day(s)		-
6	Head Table Plasma 50"	02 Unit(s)	02 Day(s)		-
7	PIP Recording	01 Unit(s)	02 Day(s)		-
8	Cue Light Presenter	01 Unit(s)	02 Day(s)		-
9	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 Session wise 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
1	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)		-
2	Table Mike for Podium & Head Table Shure MX 418	12 Unit(s)	02 Day(s)		-
3	Hand Cordless Microphone (Shure/AKG)	06 Unit(s)	02 Day(s)		-
4	Collar Cordless Microphone (Shure/AKG)	02 Unit(s)	02 Day(s)		-
5	Face Mike	01 Unit(s)	02 Day(s)		-
6	Audio DI	04 Unit(s)	02 Day(s)		-
7	Press DI	01 Unit(s)	02 Day(s)		-
8	Standing Mike For Q&A	04 Unit(s)	02 Day(s)		-
9	Headphone	200 Unit(s)	02 Day(s)		-
Lights & Additional Requirements					

S.I	PARTICULARS	QTY	DAYS	Rate	Amount
1	Profile Light	04 Unit(s)	02 Day(s)		-
2	LED Par (for Backdrop)	06 Unit(s)	02 Day(s)		-
3	LED Par for House Lights (6 Yellow)	14 Unit(s)	02 Day(s)		-
4	Sharpie With DOS Gobos	04 Unit(s)	02 Day(s)		-
5	Warm White LED Parcans	06 Unit(s)	02 Day(s)		-
6	T Truss For Lighting	02 Unit(s)	02 Day(s)		-
7	UPS 3 KVA	04 Unit(s)	02 Day(s)		-
8	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)		-
9	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 distributor	02 Unit(s)	02 Day(s)		-
12	Video Conferencing Unit Polycom Group 500/ Interconnectivity 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					-

Scientific Silent HALL - C (Conventional Hall - C)

Video					
S.I	PARTICULARS	QTY	DAYS	Rate	Amount
1	LED WALL 24x10	01 Unit(s)	02 Day(s)		-
2	Full HD Switcher	02 Unit(s)	02 Day(s)		-
3	HDMI/SDI/SDI Splitter	02 Unit(s)	02 Day(s)		-
4	Head Table Plasma 50"	02 Unit(s)	02 Day(s)		-
5	PIP Recording	01 Unit(s)	02 Day(s)		-
6	Cue Light Presenter	01 Unit(s)	02 Day(s)		-
7	Cordless Remote Mouse	01 Unit(s)	02 Day(s)		-
8	Laptop Computer Core i5	03 Unit(s)	02 Day(s)		-
9	Complete Graphics For Watchout Including Sessionwise Timeline for all show days	01 Unit(s)	02 Day(s)		-
10	Onsite Graphics Designer for Last Minute Changes	01 Unit(s)	02 Day(s)		-
11	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
1	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)		-
2	Table Mike for Podium & Head Table Shure MX 418	08 Unit(s)	02 Day(s)		-
3	Hand Cordless Microphone (Shure/AKG)	04 Unit(s)	02 Day(s)		-
4	Collar Cordless Microphone (Shure/AKG)	01 Unit(s)	02 Day(s)		-
5	Audio DI	02 Unit(s)	02 Day(s)		-

6	Press DI	01 Unit(s)	02 Day(s)		-
7	Standing Mike For Q&A	02 Unit(s)	02 Day(s)		-
8	Headphone	100 Unit(s)	02 Day(s)		
Lights & Additional Requirements					
S.I	PARTICULARS	QTY	DAYS	Rate	Amount
1	Profile Light	04 Unit(s)	02 Day(s)		-
2	LED Par (for Backdrop)	06 Unit(s)	02 Day(s)		-
3	LED Par for House Lights (6 Yellow)	14 Unit(s)	02 Day(s)		-
4	Warm White LED Parcans	06 Unit(s)	02 Day(s)		-
5	T Truss For Lighting	02 Unit(s)	02 Day(s)		-
6	UPS 3 KVA	04 Unit(s)	02 Day(s)		-
7	HD Multi camera Setup complete with 02 No's of HD	01 Unit(s)	02 Day(s)		-
	Camera's, HD Video Mixer With Editing Professional Crew				
	Member				
8	Genset 125 KVA	02 Unit(s)	02 Day(s)		-
9	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/ Interconnectivity 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					-
Scientific Hall - D Outside Sagar Ratna					
Video					
S.I	PARTICULARS	QTY	DAYS	Rate	Amount
1	LED WALL 12x18	01 Unit(s)	02 Day(s)		-
2	Full HD Switcher	02 Unit(s)	02 Day(s)		-
3	HDMI/SDI/SDI Splitter	02 Unit(s)	02 Day(s)		-
4	Head Table Plasma 50"	02 Unit(s)	02 Day(s)		-
5	PIP Recording	01 Unit(s)	02 Day(s)		-
6	Cue Light Presenter	01 Unit(s)	02 Day(s)		-
7	Cordless Remote Mouse	01 Unit(s)	02 Day(s)		-
8	Laptop Computer Core i5	03 Unit(s)	02 Day(s)		-
9	Complete Graphics For Watchout Including Session wise Timeline for all show days	01 Unit(s)	02 Day(s)		-
10	Onsite Graphics Designer for Last Minute Changes	01 Unit(s)	02 Day(s)		-
11	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
1	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)		-
2	Table Mike for Podium & Head Table Shure MX 418	08 Unit(s)	02 Day(s)		-

3	Hand Cordless Microphone (Shure/AKG)	04 Unit(s)	02 Day(s)		-
4	Collar Cordless Microphone (Shure/AKG)	01 Unit(s)	02 Day(s)		-
5	Audio DI	02 Unit(s)	02 Day(s)		-
6	Press DI	01 Unit(s)	02 Day(s)		-
7	Standing Mike For Q&A	02 Unit(s)	02 Day(s)		-
Total Amount					-
Preview Room					
Facilities To Be Provided at Preview Room & Additional Requirement					
S.I	PARTICULARS	QTY	DAYS	Rate	Amount
1	Desktop Computer With 21" Curve TFT Monitor	04 Unit(s)	02 Day(s)		-
2	Printer	01 Unit(s)	02 Day(s)		-
	** One Cartridge & One A4 Rim is Complimentary with Printer If Exceed Additional cost will charge				
3	Lan Cabling from Preview room to Conventional Halls	01 Unit(s)	02 Day(s)		-
4	Still Photography	03 Unit(s)	02 Day(s)		
05.	LED TV 55" Outside the Hall for Live Feed	02 Unit(s)	02 Day(s)		
06.	E-Poster With Plasma & Laptop	04 Unit(s)	02 Day(s)		
Total Amount					-
Transportation Charges					
Total Amount					Rs. -
Note:					
: 18% GST additional on total billing					