

CCIC/Mgr(Pers./Admn.)/2011/

August 30, 2011

M/s. \_\_\_\_\_  
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**Sub : Event Management of inaugural function of An Exposition-cum-sale**

Dear Sir,

CCIC is organizing an Exposition-cum-sale of exquisite handicrafts and handlooms from West Bengal inspired from "Tagore Era" from 5<sup>th</sup> to 14<sup>th</sup> September, 2011 in its showroom at Jawahar Vyapar Bhawan, Janpath, New Delhi. Inauguration of the exhibition is to be held on 5<sup>th</sup> September, 2011 at 6.30 p.m. by the Chief Guest. This function shall be followed by Hi-tea.

CCIC wishes to have the above event managed by professional Management Company having experience in managing high profile event on turnkey basis.

You are requested to send your sealed offer inclusive of all taxes **to manage the event on turnkey basis**. A detailed scope of Work is enclosed herewith as Annexure-I. Sealed offer may be sent by **3.00 p.m. on 2.09.2011** addressed to Manager (Admn./Pers.), CCIC of India Ltd. Jawahar Vyapar Bhavan, Janpath, New Delhi. The bids shall be opened on the same day at 4.00 p.m.

Thanking you,

Yours faithfully,

( Navin Kumar Yadav )  
Manager (Pers./Admn.)

**Scope of work**

**FABRICATION**

1. Water proof pandal at Front Lawns
2. Two AC towers
3. Air circulators
4. Seating Arrangements
5. Round Table Arrangements
6. Lighting Arrangements
7. Two Cordless mikes & one Collar Mike
8. Enclosure for VVIP Hi-Tea
9. Enclosure for Media and other officials
10. Carpeting with masking on ramp
11. Side wall/view cutters of the venue
12. High tea arrangement for VVIPs with bone china crockery sitting arrangement and serving staff(for 100 persons)
13. Separate arrangement of snacks for media persons (for 50 persons)
14. Tea/coffee arrangement for VVIPs
15. Tea/coffee arrangement for Media and other officials

**MENU**

**High Tea Arrangements For VVIPs & Top Officials (100 Pax)**

1. Veg. Sandwich
2. Olive Sandwich
3. Veg. Pakora
4. Veg. Cutlet
5. Paneer Cutlet
6. Cocktail Samosa
7. Sandesh
8. Rasgulla
9. Pastry /Walnut Cake
10. Assorted Cookies
11. Juices
12. Tea/ Coffee
13. Cold Drink
14. Vada With Chatney
15. Misty Dahi

**Menu For Media (50 Pax)**

1. Sandwich
2. Veg Pakora
3. Samosa
4. Gulab Jamun
5. Pastry
6. Tea/ Coffee
7. Cold Drink