

## Bill of Quantity

S.No.	Particulars	Days	Qty (Nos.)	Unit Price in (INR)	Total Amount in (INR)
<b>I</b>	<b>Setup &amp; Management of Signage Items</b>				
1	Backdrop printed on flex material behind the head table on frame work with text and logo as per design ( Stage with 09 Speakers sitting on single seater Sofas) Size: 20' x 10'	2	1		
2	Podium panel with text and logo printed on flex material Size: 4'x 2'	2	1		
3	Dais Name Plates with laser printed names	2	150		
4	Direction Panel with text and logo printed on Flex material and mounted on frame work placed at the entrance gate of the conference Hall. Size : 6' x 2'	2	1		
5	Welcome Panel on flex material Size: 8' x 4'	2	1		
6	One Rose Stick for each Participant	2	100		
<b>II</b>	<b>Setup and Operation of Audio Visual Equipment Alongwith Operators</b>				
1	Cordless handheld Mike	2	4		
2	Mikes on the Podium	2	2		
3	Cordless Lapel Mikes	2	1		
4	Sound system with amplifiers, mixers, speakers, cabling etc	2	1 Set		
5	Data projector ( High Lumen )	2	2		
6	Back projection screen (8' x 6') with masking and one side wing	2	2		
7	Multimedia Laptop for Presentations	2	1		
8	Audio Recording system	2	1		
9	Audio Cassettes	2	10		
10	Scan convertor for change over from Live to PPT presentations and back	2	1		
11	Head Table Mikes	2	4		
12	Plasma for viewing by Speakers on Head Table on ground stand	2	1		
<b>III</b>	<b>Infrared Interpretation System for Single Language</b>				
1	For 80 Delegates · Cordless Infrared Receiver & Head Phone – One each per delegate · Sound Proof Interpretation Booth - 01 · Infrared radiators for sound reinforcement	2	1		
2	Addl. Cordless Interpretation Receivers and Head Phones	2	20		
3	Conference Mikes	2	60		
4	Addl. Conference Mikes	2	20		
5	Language Interpreters (No. of Hours per day) English – French – English	2	2		
6	Additional Hours of Language Interpreters English – French – English	2	0		

<b>IV</b>	<b>Setup, Installation and Operation of Office Automation Equipment</b>				
1	PIV Computer with internet card	2	2		
2	Laser Printer with Cartridge	2	2		
3	35 cpm Photocopier with collating and stepping facility (Rent)	2	1		
4	Photocopy of each page @	2	10000		
<b>V</b>	<b>Man Power Services</b>				
1	Professionally Trained Female Staff in Uniform for Hall Management	2	4		
<b>VI</b>	<b>Photography</b>				
1	Assignment Charges with low resolution for Web page and High Resolution for per day / hall Printing photo CD( Min. 100 Photographs )	2	1		
2	Coloured Photographs ( 5"x 7" )	2	600		
3	Photograph Album for a maximum of 100 photos	2	6		
<b>VII</b>	<b>Video Coverage (Digital Format)</b>				
1	02 Camera Setup with Online editing Table, Mixer, Monitor etc and Assignment charges and live coverage on both the screen	2	2		
2	Digital Video Tape	2	30		
3	Conversion of Digital Tape into DVD (Rent)	2	2 Sets		
4	CD Replication for Power Point Presentations	2	80		
<b>VIII</b>	<b>Printing &amp; Stationary</b>				
1	Back to Back four coloured printed PVC Accreditation cards (Thickness 0.64 mm) Size: 71 mm x 111 mm	2	150		
2	Service Tax as applicable	2	1		
				<b>TOTAL</b>	

Section - B

**Bill of Quantity**

S.No.	Particulars	Days	Qty (Nos.)	Unit Price in (INR)	Total Amount in (INR)
<b>I</b>	<b>Hotel &amp; Banquet</b>				
1	Cost of Room per Night / Day for each Participant including BreakFast & Pick & Drop from Airport (Inclusive of all Taxes)	3	80		
2	Buffet breakfast for 20 Persons for 1 day including all Taxes on one day before of the Workshop / Conference	1	20		
3	Buffet Lunch for 100 Persons for 2 days including all Taxes on the Workshop / Conference	2	100		
4	Buffet Lunch for Extra days including all Taxes (One Day before / after of the Workshop / Conference)	2	50		
5	Buffet Dinner for 80 Persons for 2 days including all Taxes	2	80		
6	Buffet Dinner for Extra days including all Taxes (One Day before / after of the Workshop / Conference)	2	50		
7	Tea/Coffee & Snacks for 2 days of Workshop and 2 times a day (@____ per time	2	125		
<b>II</b>	<b>Banquet / Conference Charges</b>				
1	Conference Hall / Banquet Charges if any	2	1		
				<b>TOTAL</b>	

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S.No.	Particulars	Days	Qty (Nos.)	Unit Price in (INR)	Total Amount in (INR)
<b>I</b>	<b>Transportation</b>				
1	Cost of Volvo Bus 45 Seater for Site Visits & Transportation from Hotel to Workshop and vice versa on Workshop Days (Min No. of Hours & Kms per day)	2	2		
2	Cost of Volvo Bus for each Additional Hour	2	0		
3	Cost of Volvo Bus for each Additional Km	2	0		
4	Cost of Car for Emergency & other activities during the Workshop & Other days and vice versa on Workshop Days (Min No. of Hours & Kms per day)	4	2		
5	Cost of Car for each Additional Hour	4	0		
6	Cost of Car for each Additional Km	4	0		
<b>TOTAL</b>					
<b>GRAND TOTAL</b>					
<b>MEA Protocol room rent / per day</b>					