TENDER DOCUMENT
FOR
SELECTION OF VIDEO DOCUMENTATION AGENCY FOR VIBRANT GUJARAT GLOBAL SUMMIT 2017

TENDER NO. 06/MEDIA/ VG2017
Tender Processing fee: Rs. 10,000.00
## INDEX

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I. Background and Objective

Vibrant Gujarat Summit is biennially organized since the year 2003 and accordingly Summits were organized in the years 2005, 2007, 2009, 2011, 2013 and 2015. Over the years, the Summit has emerged as one of the flagship events of India and a major platform to discuss investments and development. Vibrant Gujarat Summit 2017 is to be held during January 2017 in Gandhinagar, Gujarat.

Industrial Extension Bureau (iNDEXTb) is a Government of Gujarat Organization, registered under the Societies Act 1860. The organization is under the Industries and Mines Department (IMD) of the Government of Gujarat (GoG).

iNDEXTb makes various efforts for promoting investment in infrastructure and industrial sector in the State of Gujarat and attracts various investors. In efforts to promote investment and the State as ideal investment destination, it has been acting as the nodal agency for organizing Vibrant Gujarat Global Summits, since 2003.

Industrial Extension Bureau (iNDEXTb) as a nodal organization for the Summit intends to appoint an Agency having experience in Videography & Photography during the major Government/ Business events and intends to engage the same for Vibrant Gujarat Global Summit 2017.
II. Scope of Work

1. Digital content for LED Backdrop and Micro-tiles installed at Mahatma Mandir, to be generated for Nobel Laureate functions, Inaugural function, MSME convention, Seminar on GST and Valedictory Function or any other program at Mahatma Mandir for vibrant Gujarat Global Summit 2017.

2. For Inauguration and Valedictory Function
   a. Creative inputs of the agency for the backdrop covering flags of partner countries and participating countries
   b. Partner Organization Logos (animated)
   c. VGGS 2017 Animated Logo
   d. The backdrop in multiple colour options – 4 to 5 numbers minimum
   e. Profile for each dignitary- approximately 10-15 speakers
   f. Template designing of each speaker with photograph.

3. Curtain Raiser film
   Preparation of Curtain Raiser film of approx. 5-6 minutes, which will be shown during Inaugural function on 10th January, 2017

4. Video Documentation
   a. Inauguration, MSME Convention, GST convention and Valedictory Function (i.e Coverage of proceedings in Main Hall including console operation):
      i. A 10 camera setup for the video documentation of Inaugural, SME Convention and Valedictory Ceremony using TRAIX format with HJ11 wide-angle lens, HJ40 Tally Lens, SDI Switcher, Recorders, Monitors, Talk Back System, Cabling, Jimmy jibs and Mixing Console.
      ii. Required team of skilled persons to operate and manage which may include but not limited to Director, Cameramen, Attendants, Console Operators and technicians.
   b. Seminar Halls
      i. There would be approx. 10 seminar rooms of different sizes and capacity
      ii. The coverage to be planned as per the schedule of programs for three days
      iii. 3 Camera setup in each seminar room with HJ11 wideangle lens, switcher, recorder, Monitors, Talk Back System, Cabling, Mixing Console
      iv. Required team of skill persons to operate and manage including but not limited to Cameramen, Attendants, Console Operators, technicians.
c. **Coverage (Within CM Lounge, General Areas and Interviews)**

i. 4 teams for General coverage and interviews to be deployed along with professionals to conduct the interview in VIP lounge, CM lounge and general area of Mahatma Mandir. Approximately about 300-400 Interviews to be captured during 9-13 Jan, 2017

5. **Photography**:

a. A team of 15 Photographers with atleast 15MP camera with the required lenses & accessories to be stationed at different locations of Mahatma Mandir such as Convention Hall, Seminar Rooms, Conference Rooms, CM lounge and also in General Area with a co-ordinator at the Control Room to collect the material and tagging them accordingly. An individual to be stationed for processing & uploading the images on Vibrant Gujarat website.

6. 2 photographers (one each ) to be appointed exclusively to trail Hon. Prime Minister and Hon. Chief Minister, meeting with various dignitaries, interactions etc.

7. Setup a Control Room with following equipments or higher
   a. 1 NAS server,
   b. 3 Non Linear Editing Systems,
   c. 9 work stations where required creative professionals

8. Manning and Managing Master Console for Broadcast Media and National Channels and a secondary console for venue broadcast to be setup with Video Mixers, Switchers, Console Operators, Monitors and Recorders.

9. To set up system to manage watchout screen and to connect to the control room servicer and work stations by laying extra long network of cables (approximately 500 mts) which includes:
   a. Installing a Master LED Screen Playback control System of current technology with a Production System,
   b. Playback Servers and Operators was setup and connected to our Control Room server and workstations

10. To produce a presentation showcasing the benchmarks and achievements accomplished under the dynamic leadership of the Chief Minister during the Vibrant Gujarat Global Summit 2017 and Vibrant Gujarat Global Trade Show 2017.
11. **Preparation of a short film** encapsulating the proceeding of 9-12 January, 2017 till 3:00 pm including the Vibrant Gujarat Trade Show to be produced, approved and presented during valedictory ceremony on 12th January 2017 at 5:00 pm by Sr. Officer of the Government of Gujarat along with his presentation.

12. **Online Photo Album** - Event wise online photo album with option to download images in different resolutions (Low, Medium and High resolution print ready) to be designed and uploaded on a **separate website** for easy access to everyone to view and download photographs.

13. To manage distribution of photographs who are directed by iNDEX Tb to contact the agency.

14. To provide 05 sets of complete coverage – video, photographs, interviews, etc for record purpose duly numbered and sequentially arranged in **Hard Disk**.

15. Preparation of Post Summit Film – The film is the Summary Film to be produced incorporating the Overview of the summit and trade show along with excerpts from speakers and interviews of various people along with statistical highlights of the entire event.

16. **Preparation of Photo-booth**
   Preparation of Photo Booth including printing and take away facility of photographs for the delegates.
III. Qualification Criteria

- **Experience**: The firm should have been in the business of providing Videography & Photography services, electronic content development and related activities in India for **at least 5 years as on 31.03.2016**.
  - Work order copy/ Invoice/ certificate from client mentioning the work done satisfactorily to be submitted

- The firm should have average turnover of **Rs. 2.50 Crore** in the last three financial years **(2013-14, 2014-15 and 2015-16)** from the activities of Videography, Photography and related activities of Video Documentations including promotional A/V Film preparation

- The creative agency should have at least 10 employees/artists to deliver the content as on **31st Mar 2016**.

- Consortiums/tie-ups is not allowed to fulfill above qualification criteria

- Selected agency will have to set up its own office in Ahmedabad/ Gandhinagar to regularly serve the account with minimum staff strength of 10 officials.

- No legal proceedings with any of the clients and its employees related to the services of the bidding agency and or its affiliate. Agency should not be blacklisted from any of the Govt. of Gujarat, Govt. of India or State government PSUs
  - An affidavit to this effect should be provided by the agency on appropriate stamp paper

- Individuals who have done piecemeal/freelance/ job work are not eligible for this tender
**IV. Notice Inviting Proposal and Necessary Instruction**

Sealed Expression of Interest Documents under two separate envelops are invited from bona fide, experienced & reputed agencies of financial standing, meeting the pre-qualifying requirement, for the scope of work.

<table>
<thead>
<tr>
<th>NAME OF WORK</th>
<th>Video Documentation Agency for Vibrant Gujarat: 2017 Summit</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOCUMENT NO.</td>
<td>(06/MEDIA/VG2017)</td>
</tr>
<tr>
<td>TENDER COST</td>
<td>Rs. 10,000/- (Rs. Ten thousand only) BY DEMAND DRAFT in favour of Industrial Extension Bureau, Gandhinagar</td>
</tr>
<tr>
<td>EMD</td>
<td>Rs. 1,00,000/- (Rs. One Lakh only) BY DEMAND DRAFT in favour of Industrial Extension Bureau, Gandhinagar</td>
</tr>
<tr>
<td>CONTRACT PERIOD</td>
<td>Total initial period of the Contract would be period from the date of appointment to 31st March 2017</td>
</tr>
<tr>
<td>ISSUE OF TENDER</td>
<td>The tender can be downloaded from website <a href="http://www.indextb.com">www.indextb.com</a> and/or <a href="https://indextb.nprocure.com">https://indextb.nprocure.com</a> during 21 Nov 2016 to 30 Nov 2016</td>
</tr>
<tr>
<td>SUBMISSION OF TENDER ONLINE</td>
<td>Up to 4:00 pm on 30 Nov, 2016 strictly on the website <a href="https://indextb.nprocure.com">https://indextb.nprocure.com</a> along with the appropriately bound technical bid. Submission of the technical bid is loose format is likely to be rejected. Price bids should be submitted online only</td>
</tr>
<tr>
<td>SUBMISSION OF TENDER (PHYSICAL)</td>
<td>Before the date and time of opening of the tender at the below mentioned address: Managing Director, Industrial Extension Bureau (iINDEXB) Block No 18, 2nd Floor, Udyog Bhavan Sector 11, Gandhinagar 382010</td>
</tr>
<tr>
<td>PRE-BID MEETING</td>
<td>At 16:00 hrs on 25 Nov, 2016 for clarifications of queries if any at the below mentioned address Industrial Extension Bureau (iINDEXB) Block No 18, 2nd Floor, Udyog Bhavan, Sector 11, Gandhinagar 382010 Phone : 079-23250492/93</td>
</tr>
<tr>
<td>CONTACT PERSONS (FOR ANY CLARIFICATIONS)</td>
<td>Managing Director, iINDEXB Email : <a href="mailto:md@indextb.com">md@indextb.com</a> Contact numbers : Tel: + 91- 79-23250492/93 Fax : + 91- 79-23250490</td>
</tr>
</tbody>
</table>
V. Proposal Submission:
The Technical Proposal shall be placed in a sealed envelope clearly marked “Technical Proposal”. Technical proposal would include the following:

- Work order copy/ Invoice/ certificate from client mentioning the work done for last 5 years to prove 5 years of experience AS REQUIRED
- Any other document required to prove qualification criteria

Separate envelopes containing the tender fee and EMD should be also prepared and be marked as “EMD and Tender FEE”.

Envelopes containing the Technical proposal and Fees shall be placed into an outer envelope clearly marked “PROPOSAL FOR VIDEO DOCUMENTATION AGENCY FOR VIBRANT GUJARAT 2017 SUMMIT” and sealed.

This outer envelope shall bear the Name of the Assignment, submission address, etc. The Proposals must reach iNDEXTb on or before the last date of submission mentioned in the notice inviting tender.

Financial Proposal:

- The agencies are required to fill the financial proposal online only at https://indextb.nprocure.com as per the prescribed format (Financial Proposal).

- The quote should be unconditional and single

- The fee quoted should be exclusive of Service Tax

- The proposal should be indicated in the Indian Rupees. Proposal in any other currency would not be accepted and is liable to be rejected.

- Application of the taxes on the payment would be as per the prevailing guidelines from time to time issued by the Government of India.

- The fees quoted would be inclusive of all out of pocket expenses incurred for travel to attend meeting in Ahmedabad / Gandhinagar, and for client servicing.
VI. Technical presentation:

Technically qualified agencies will be called for the presentation before the selection Committee. **The date and time for the technical presentation will be intimated later to the qualified agencies through email/ fax/ letter.**

The content for the technical presentation upon which the final technical score will be awarded should cover the following:

1. Brief about the agency
2. Brief about team proposed
3. Earlier best work done in Video Documentation including content creation
4. Earlier best promotional A/V film and TV Commercial prepared, if any
5. Any other innovative idea presented related to video documentations
6. Earlier done Interviews shoots
VII. Instruction to Bidding Agencies

- The selection would be on the Quality Cum Cost Based Selection (QCBS) based on the final weighted score, subject to fulfilling the requirements of the Qualification Criteria. The Proposal will form part of the contract with the selected agency.

- A confirmation letter from the Agency for being able to provide the qualified team should be attached.

- CVs of all the team members certified by the authorized signatory and clearing indicating educational and professional qualification and experience should be attached.

- All contents of the Proposal should be clearly numbered, indexed and arranged in a sequence and shall be bound firmly.

- The Original Proposal (Technical Proposal) shall contain no interlineations or overwriting, except as necessary to correct errors made by the official of Agency themselves. The person who signs the proposal must put initial against such corrections.

- Submission letters for both Technical Proposals should respectively be in the formats specified in this document.

- The proposals shall be signed and submitted by the Authorized Signatory of the Agency. The authorization shall be attached in the Technical Proposal and shall be in the form of a written power of attorney/ board resolution or in any other form demonstrating that the representative has been dully authorized to sign.

- The Agencies shall bear all costs associated with the preparation and submission of their proposals. iNDEXTb is not bound to accept any or all proposals, and reserves the right to annul the selection process at any time prior to award of contract, without any liability to iNDEXTb.

- The Technical and Financial Proposal to be submitted by the agency should be firm and valid for a period of 90 days from the last date of submission of the proposal.

- The agency will have to compulsorily provide the technical information and the price bid online on the website https://indextb.nprocure.com
• Agencies may seek clarifications on the guiding document, if any, at the time of briefing meeting or before 7 calendar days from the due date of submission of the Proposals. Any request for clarification must be sent in writing or by fax to iNDEXTb.

• Physical papers are to reach our office as per the date and time mentioned in this document. It is the responsibility of the participating agency to submit the bid before the last date and time at the address as mentioned in the document above, and iNDEXTb will not be responsible for any delay due to post/courier/any other reasons.

• At any time before the submission of Proposals, iNDEXTb may amend this document by issuing an addendum, which shall be binding on the agencies.
  
  o The agencies shall acknowledge the tender conditions and all subsequent amendments and submit along with their proposals duly signed. Therefore, the tender document signed by the authorized signatory should be the part of the technical proposal

• iNDEXTb will select the agency who has scored the highest as per the evaluation criteria - combined score of technical proposal and financial quote.

• The selected firm may be invited for negotiations, if felt necessary by iNDEXTb. If such negotiations do not result in a conclusion, iNDEXTb shall have the right to invite the next bidder (second highest scorer) for negotiations and finalization.
VIII. Proposal Evaluation

The respective weightage for the Composite Technical Score and the Composite Financial Score are set out in the table below:

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description of Parameters for composite evaluation score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(A) Composite Technical Score - 60 marks</td>
</tr>
<tr>
<td>2</td>
<td>(B) Composite Financial Score- 40 marks</td>
</tr>
</tbody>
</table>

The evaluation of proposals shall be on the principle of **Quality Cum Cost Based Selection (QCBS)** based on the final weighted score. The assignment shall be awarded to the bidder scoring the highest final weighted score as decided by selection committee.

**Technical Evaluation**

The Evaluation Committee appointed will carry out the evaluation of Proposals on the basis of the following evaluation criteria and points system. Each evaluated Proposal will be given a technical score as detailed below. The maximum points/ marks to be given under each of the evaluation criteria are:

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>Evaluation Criteria</th>
<th>Max Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Past Work Done in Video Documentation</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Experience of Video/ Photo documentation during the event of large participation of over 1000 delegates and where Central or any State Govt or its Dept/ PSU/ Board/ Corp was main organizer/ associate/joint organizer/ partner. Preference to the experience for the events participated by H.E. The President/ Hon’ble Prime Minister/ H.E. The Governor/ Hon’ble Chief Minister</td>
<td>15</td>
</tr>
<tr>
<td>3</td>
<td>Credentials of the creative team deployed for Vibrant Gujarat 2017 Summit</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Details of the technical equipments to be used</td>
<td>15</td>
</tr>
<tr>
<td>5</td>
<td>Theme design suggested for Summit for Video Documentation</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td><strong>Total Maximum technical marks</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

Agency has to score at-least of 36 marks (from 60 marks) from technical presentation to qualify for opening of financial bid. Financial proposal of only those Agencies shall be opened who will be declared qualified in technical presentation.
IX. Payment Schedule:

The fees will be paid after the successful completion of the entire work. Service tax and any other statutory taxes would be paid as per applicable laws.

The payment would be made within 30 working days after submission of the bills. A brief report of the work carried out during the billing period should be submitted along with the bills.

The final bill will be paid after submission of all the relevant documents, files, photographs, report and any other material in electronic format.

The out of pocket expenses are pure reimbursements and not to be treated as part of the fees, if any.

X. Opening of Proposal

Industrial Extension Bureau (iNDEXTb) would open the proposals immediately after the Proposal Due Date and Time for the purpose of verification of requisite fees and EMD; verification of documents for pre-qualification would be considered of only those agencies who have paid the requisite fees and EMD.

Subsequently for the pre-qualified agencies, a technical presentation would be arranged, where in the qualified agencies would be invited to make the presentation on their concept to act as the Agency for the Summit to the Committee so constituted by the Government of Gujarat, by giving due notice by email to the authorized signatory to bid. Communication would be made on the contact detail provided in the performa attached to this document

Agency would have to bring in the requisite copies of the technical proposals in hard copies and in the suitable format of ppt, movies, pdf, etc for presentation to the Committee members. The presentation would be retained by iNDEXTb for its records.

Soft copy of the presentation to the Committee may therefore be made available to the Committee well in advance, on the day of the presentation.

The Committee after having evaluated the technical presentation would provide the technical score. Agency qualifying in the technical presentation would then be eligible for the opening of the financial proposals.
Financial proposal would preferably be opened on the same day after the completion of the technical presentation. However, the final date of opening of the financial proposal shall be decided by iNDEXTb. The proposals would be opened on given date and time, even if the representatives are not present.

iNDEXTb will correct any arithmetical errors in Financial Proposals. While correcting arithmetical errors, in case of discrepancy between the amounts mentioned in words and figures, the amount quoted in words shall only be considered and evaluated.

**XI. Other Terms & Conditions**

- **Validity of the Proposal**

  The Proposal shall remain valid for 90 calendar days after the date of the opening of the financial bid. Both the parties would endeavour to complete the process of selection and enter into agreement before the validity period.

- **Extension of Validity of Proposal**

  In exceptional circumstances, prior to expiry of the original Proposal Validity Period, iNDEXTb may request the agency to extend the Proposal Validity Period for a specified additional period.

- **Disqualification**

  The following events and circumstances may result in disqualification of the applicant from the bidding process:

  - Submission of Proposal after the Proposal Due Date
  
  - If the Proposal contains misleading or false representation in the forms, statements and attachments submitted in proof of the eligibility requirements
  
  - If the Proposal contains conditions other than the conditions mentioned in this document or any additional condition put in by the agency to the iNDEXTb.
  
  - If the Proposal submitted is not accompanied by the required documentation will be considered non responsive
  
  - Agency is unable/fails to provide clarifications related to its Proposal.
- Consultants who attempt to influence the qualification or selection process shall be disqualified from the process at any stage

- iNDEXTb reserves the right to reject or disqualify the proposal, if any detrimental information becomes known after the Consultant has been qualified.

- iNDEXTb reserves the right to reject the Applicant, at the time, or at any time after such information becomes known.

- In case of such disqualification under any circumstances, the decision taken by iNDEXTb shall be considered as final and binding.

**Format and Signing of Proposal**

The proposal should be short, concise & include all points indicated in the Document.

The Proposal shall be typed or written in indelible ink and should be in English. Proposal in other language would not be accepted. The pages and volumes of each part of the Proposal shall be clearly numbered. The Proposal shall contain all the information required herein and references of previous submissions shall not be considered.
**XII. TP-1: Team Composition**

The Agency shall propose team consisting of staff / experts to take care of all aspects of the assignment.

<table>
<thead>
<tr>
<th>Name of Key Expert</th>
<th>Educational Qualification</th>
<th>Area of Expertise</th>
<th>Post qualification relevant experience in number of years</th>
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</table>

Authorized Signature *[In full and initials]*: ________________________________
Name and Title of Signatory: ________________________________
Name of Firm: ________________________________
Address: _____________________________________________
XIII. TP-2: Curriculum Vitae (CV) for Key Staff

1. **Name of Firm** [Insert name of firm proposing the staff]:

2. **Name of Staff** [Insert full name]:

3. **Date of Birth**: ________________ **Nationality**: ________________

4. **Education** [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

5. **Membership of Professional Associations**: ________________

6. **Other Training** [Indicate significant training since degrees under 5 - Education were obtained]:

7. **Countries of Work Experience**: [List countries where staff has worked in the last ten years]:

8. **Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

9. **Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:
   - From [Year]: _ _ To [Year]: _ _
   - Employer: __
   - Positions held: __

10. **Work Undertaken that Best Illustrates Relevant Experience and Capability to Handle the Tasks Assigned**

11. **Certification:**
I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to disqualification or dismissal of the firm. If selected my services shall be available for the assignment till completion.

   Date:
   [Signature of staff member or authorized representative of the staff]
   Day/Month/Year
   Full name of authorized representative:
XIV: Financial Proposal

Submission to be made online on the website https://indextb.nprocure.com in the prescribed format therein:

<table>
<thead>
<tr>
<th>Particular</th>
<th>Amount (In Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production of Multimedia Content for Digital LED Backdrop and microtile</td>
<td></td>
</tr>
<tr>
<td>at Mahatma Mandir for Inaugural Function and Valedictory Function</td>
<td></td>
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<tr>
<td>Videographic &amp; photographic Documentation, Live Telecast Arrangements,</td>
<td></td>
</tr>
<tr>
<td>Photography and Videography of the event, interview setup etc for the</td>
<td></td>
</tr>
<tr>
<td>entire period of 9th – 13th Jan, 2017</td>
<td></td>
</tr>
<tr>
<td>Content Generation for the master backdrop for LED Screen and Video</td>
<td></td>
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<tr>
<td>Documentation and Live telecast across campus for the MSME Convention</td>
<td></td>
</tr>
<tr>
<td>Content Generation for the master backdrop for LED Screen and Video</td>
<td></td>
</tr>
<tr>
<td>Documentation and Live telecast across campus for the GST Convention</td>
<td></td>
</tr>
<tr>
<td>Content Generation for the master backdrop for LED Screen and Video</td>
<td></td>
</tr>
<tr>
<td>Documentation and Live telecast across campus for the Nobel Laureate</td>
<td></td>
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<tr>
<td>Symposium</td>
<td></td>
</tr>
<tr>
<td>Preparation and operation of Photo booth</td>
<td></td>
</tr>
<tr>
<td>Total Amount</td>
<td></td>
</tr>
</tbody>
</table>

In Words:___________________________________________________________

The above quote submitted is exclusive of service tax and the applicable service tax at the time of payment will be paid extra.