



सिल्क मार्क ऑर्गेनाइजेशन ऑफ इंडिया
Silk Mark Organisation of India

(केन्द्रीय रेशम बोर्ड, वस्त्र मंत्रालय, भारत सरकार)
(Central Silk Board, Ministry of Textiles, Govt. of India)
Ground Floor, C S B Building, State Muga Farm, P.O. Khanapara
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No. SMOI/CSB/GHY/EXPO/2024-25/F-11/ 1516

Date : 13.08.2024

To
M/s

Sir,

Sub: - Inviting Quotation for Fabrication of Stalls and Allied Infrastructure for the "Silk Mark Expo - 2024" at Jorhat - Reg.

I am to refer on the subject cited above and to inform that Silk Mark Organisation of India, Guwahati Chapter is organizing "Silk Mark Expo-2024, Exhibition cum Sale at Jorhat (Assam) from 25th Sept to 29th Sept 2024 (5 days)

Accordingly, this office desires to invite competitive quotation for fabrication of stalls and allied infrastructure as per specification given below from reputed vendors/agencies: -

Total No. of stall=22

1] Stall Size 2 x 1 Mtr = 22 (Floor Plan is enclosed)

Sl.No	Description of Work/Services for "Silk Mark Expo-2024" from 25 th Sept to 29 th Sept 2024 (5 days) at Hotel Prisim, K.B. Road, Jorhat (Assam).																		
1	Total Premises (approx 3,600 Sq.ft.) including entire path way; should be covered by Brand New Red Colour Carpet. (Stall area to be deducted)																		
2	A. <u>Provision of 22 stalls of size - 2 Mtrs (with numbers)</u> Each Stall to be provided with the following:- <table border="1"><thead><tr><th></th><th>½ Mtr width (1 each)</th></tr></thead><tbody><tr><td>Racks/Long Table</td><td>2</td></tr><tr><td>Chairs</td><td>1</td></tr><tr><td>Octagonal Tables</td><td>1</td></tr><tr><td>Carpet</td><td>21.52 Sq.ft.</td></tr><tr><td>Bright Spot Lights (150 Watts)</td><td>1</td></tr><tr><td>Fascia with name</td><td>1 set</td></tr><tr><td>Dust Bin(s)</td><td>1</td></tr><tr><td>Power Point/Plug</td><td>1</td></tr></tbody></table>		½ Mtr width (1 each)	Racks/Long Table	2	Chairs	1	Octagonal Tables	1	Carpet	21.52 Sq.ft.	Bright Spot Lights (150 Watts)	1	Fascia with name	1 set	Dust Bin(s)	1	Power Point/Plug	1
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B. SMOI Office/ Testing Counter/Registration Desk: 2 X2 Mtr 1 Cabin :

Should have a seating capacity for 3 to 4 persons, with Two tables, 2 Chairs with covers. One table and 04 chairs with covers for registration desk.

3

SMOI Arch Erection:

02 (Two) Nos. of Arches (Box Type) measuring (10x 3pillar) is to be erected at the front gates of the premises, Depicting the Name of the Expo, along with banners. 4 nos. Banners are to be placed in an around Main gate.

4

A. Inaugural Arrangements on 25th SEPTEMBER 2024 (By 10.00 A.M.):

1. 05 Nos (Five) VIP Chairs
2. 16 × 8 feet SMOI Back drop (artwork will be provided)
3. Table Dice with floral decoration
4. 04. (Four) No's Flower Bouquets
5. 12 (Twelve) No's Sealed (Half) 1/2 Ltr Mineral water bottles.
6. 15 chairs for Media.
7. Diya with oil, camphor duly decorated with flowers.

5

A. General arrangements:

General arrangements for 5 (days) days Silk Mark Expo - 2024 Jorhat from 25th Sept to 29th Sept 2024 (5 days) as detailed below:-

1. 20 Ltrs, Drinking water bottle along with water cooling machine.
[As per requirement]
3. PA System with operator & 2 cordless mikes.
4. Three (3Nos) Life size Mirrors.
5. 1 Male/ 1 Female Security Guards during day time & 2 Male guards for night.

6

A. REFRESHMENT:

A) Inaugural day:

Refreshment for 100 persons.
[40 Packs : High Tea for VIP Guest]
[60 Packs : Sandwich, Samosa & Real Juice -small]
(Service boys to be provided for serving the VIP guests)

B) Working Lunch:


1. Inaugural Day 15 Nos. [25th September 2024]
2. Rest 4 DAYS 10 Packets [26th Sept to 29th Sept 2024]

7.	PRESS MEET: A press interaction will be held with the guest for which necessary arrangements for setting of 30-40 persons to be made with branding.
8	A. Venue Branding: 1] 10 No's of 6 x 3ft size Flex Banners to be hanged on outside wall of the venue. 2] 2 No's of 10x10 ft banners. 3] 6 No's of Standy's. 4] 2 No's of hoardings of 10/10 ft size.
9	Any other additions/deletion of work if required will be informed to you in due course of time.

TERMS & CONDITIONS:

1. Sealed quotation should reach this office on or before 02.09.2024 at 1.00 pm and the same will be opened on the same day at 2.30 PM, in presence of bidders / their representatives.
2. Sealed envelope should invariably be Superscripted "Quotation for fabrication of stalls and allied infrastructure for the Silk Mark Expo- 2024, Jorhat".
3. The service provider will have to take permission from all the Govt agencies and also deposit required fees, if any to JMB or any other Govt Office.
4. The rate quotes should be against the specified items separately as mentioned above from S.No 1 to 8 plus GST/ other charges, if any.
4. The final rate should be clearly quoted both in words & figures and without any cutting/ erasing/ overwriting.
5. TDS will be deducted as per rules.
6. GST number of the firm / company should be mentioned on Quotation.
7. Quotation must be complete in all respects as per above mentioned terms and conditions, Incomplete quotations will not be entertained.
8. The quotations shall be valid for this financial year ie, upto 31 March 2025.
9. The art work/designs will be provided by this office. However, permission is to be obtained from the concerned prior to print and execution.
10. As this is a LTE hence only list eligible bidders can submit the quotation, however if any interested bidder wants to submit bid must obtain a written permission from the organizers.
11. The Competent Authority reserves the right to accept or reject any or all quotations without citing any reason.
12. The bidder can seek clarification in respect of quotation condition, bidding process.

Yours faithfully

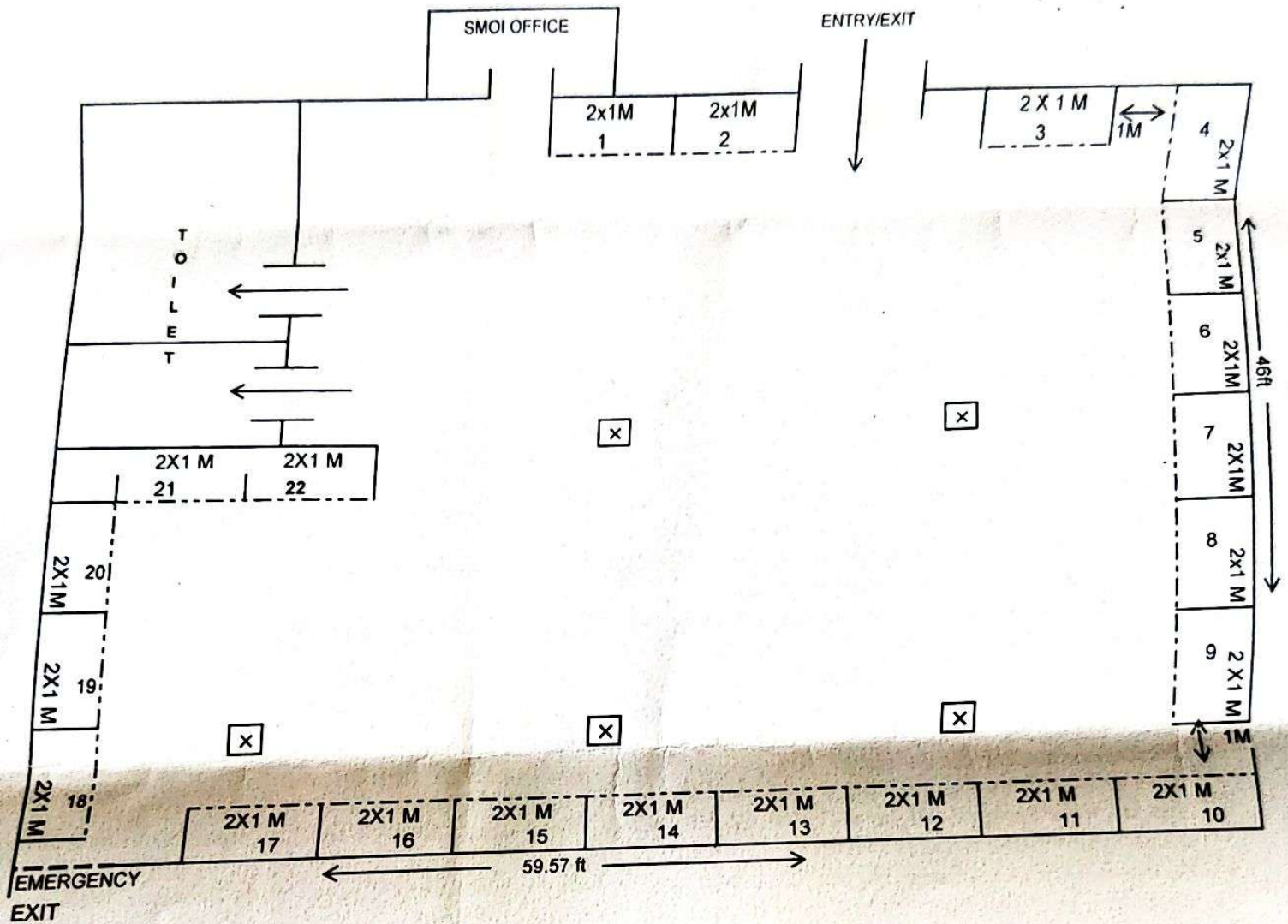

Joint Secretary [Tech] 13/08/24
SMOI, Guwahati.

Copy to:

1. Shri. C.P. Rao, Deputy Director (Insp), CO, SMOI, Bangalore for information. It is requested to upload the tender document in the SMOI, Website on 13.08.2024 for which soft copy is being sent.


Joint Secretary [Tech]

FLOOR PLAN of Jorhat Silk Mark Expo, 2024
 (25th September to 29th September, 2024 = 05 days)
 Banquet Hall, Hotel Prism, Smart Bazar Building, Jorhat-785001



LIST OF ELIGIBLE PARTICIPANTS FOR THE LTE

<p>PHOWSHOW PUBLICITY DCB Road, Sanjibani Path Jorhat-785001</p>	<p>M/s MREDUL Tarajan DCB Road, Near Royal Oak High School, Jorhat-785001</p>
<p>M/S D.B Enterprise Vill: Bamkukurachowa Gaon Jorhat-785107</p>	<p>M.R Enterprise Na-Ali, Dholi, Bojal Bari Gaon Titabor-785630</p>
<p>Bishwakarma Tent House Sh 31 Nagajangka, Jorhat-785634</p>	<p>SUNDUTTA TENT HOUSE Natun Kulamara Chapari NC, Jorhat-785001</p>
<p>N Tent House Pahumara, Jorhat-785104</p>	<p>KANU BASAK TENT HOUSE 58, Kennedy Park, Mariani- Jorhat- 785634</p>
<p>MAINA TENT HOUSE Chapari, Jorhat-785001</p>	<p>SAIKIA TENT HOUSE Bibijan Gaon, Titabor, Jorhat- 785360</p>
<p>DAS TENT HOUSE Jec Road, Itakhuli, Jorhat-785007</p>	<p>RAMDHENU EVENT MANAGEMENT Gojpuria Patiagaon , Jorhat- 785008</p>