

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
CENTRAL STORES & PURCHASE SECTION
IIT Post Office Kanpur - 208 016
Under certificate of posting

Phone : 91-512-2597253, 7945

Email : purchase@iitk.ac.in.

Enquiry No : AE/TKS/IUTAM/2014-1

Enquiry Date : 07/11/1014

Closing Date : 11/11/2014

Delivery Date :

Date: 7th November, 2014

Subject : Quotations invited for event management for IUTAM -2014 symposium in Goa during 15-18 December, 2014.

Dear Sir,

We request you to please do the needful for posting the notice inviting quotations for event management for the IUTAM symposium to be held in Goa Marriott Hotel during 15-18 December, 2014. The detailed requirements are given in the attached table.

Your urgent and kind attention is drawn towards the timely posting. Please let us know, if anything else is required,

Thanks you and best regards,

Tapan Sengupta

Organizing Chairman

IUTAM 2014 Symposium

Goa Marriott Hotel

15-18 December, 2014

**REQUIREMENTS FOR EVENT MANAGEMENT IN GOA DURING 15-18 DECEMBER,
2014 AT GOA MARRIOTT HOTEL FOR IUTAM SYMPOSIUM**

S.No.	Head	Particulars	Qty/Area
1	PRODUCTION	Stage with Grey Carpet / 24'x12' with 1.5' height and steps	1
		Backdrop with Flex printing & mounting on Wooden Frame 24'x9'	1
		Depth / Side Panels with Flex Printing & Mounting 8'x8'	2
		Podium with Branding	1
		Console Masking	1
		Branding Standees with Flex Printing and Mounting with self standing T-Stands 7'x4'	4
		AV Screen with projection of 8'x7' with Masking of 10'x10' (Rear Projection)	2
2	EXIBHITION STALLS	OCTONUM stalls on Powder Coated Aluminium Channels - 2 Mtr. X 2 Mtr.	6
		Spot Lights - 2 Nos./ Table with Table cloth and frill/ Electric plug point - 1 nos./	
		Chairs-2 nos. / Carpet Covering Stall area / Facia	
3	DISPLAY COUNTERS	Exhibition Display Boards 6'x4' - Double sided	6
		Tables 6x2 with Table Cloth & Frill	12
		Spot Lights (overhead)	24
		Plug Points	24
		Chairs with covers	12
4	TECHNICALS	PA System with Box Speakers / Delay Monitors / JBL or BOSE Speaker System / Amps / Sound Mixer / Cordless Mics (4) / Collar Mics (1) / Podium Mic (1) / Cables etc	1

		LCD Projector 4500 Lumens	2
		LCD Monitor (delay / off-stage view)	1
		STAGE Uplifting Lights : LED Cans	1
		Console Laptops / Switcher / Splitter / Pointer / Cabling etc	1
5	POWER SOURCE	POWER SUPPLY : 82 KVA Silent Genset with Fuel for 8 hours shift	1
6	MANPOWER /	Videographer (15th - 8am to 11am) / 18th - 2pm to 5pm)	1