

Last date for submission of Sealed Quotation --- 25/03/2026 by 1.00 PM

Sealed Quotation to be opened on -- 25/03/2026 at 3.00 PM

**Director General
NITRA, Sector-23, Rajnagar, Ghaziabad**

Sealed Quotation required for infrastructure for One Day Event at NITRA to be held on 9th April,2026 as per details mentioned

- **Event :** Conference
- **Duration :** 01 Day
- **Location :** NITRA Lawn
- **Lunch :** 350 Pax
- **Morning tea :** 100 Pax
- **High Tea :** 300 Pax
- **Evening Tea:** 200 Pax
- **Structure:** Air Conditioned

A. HANGER Area : For 100 x 100 Sq Feet

1.	Water proof FR Hanger
2.	One live camera with 4 plasma screens
3.	Back office
4.	Branding with iron frame
	i. Main gate
	ii. Hanger box gate -02
	iii. Podium
	iv. Selfie point
	v. Stage side backdrop
5.	Podium
6.	DG Set with fuel
7.	Flower decoration
	i. Stage masking
	ii. Dias
	iii. Flower pots for tables
	iv. Bouquet 20
8.	LED Screen for stage (20 x10ft)
9.	Lighting
10.	Poster stand: 15
11.	Red Carpet
12.	Registration counter: 03 (06 counters)
13.	Seating capacity: 250 (Cushion chair: 200, VIP Sofa: 24, Centre Table: 08)
14.	Sound system
15.	Stage: 60 x 24 x 3
16.	Stall: 15 (3x3)
17.	Dining area for 150 persons – Round Tables with chairs
18.	Standee: 10

B. LUNCH

1. Morning Tea: i. Tea ii. Coffee iii. Green Tea iv. Cookies	Qty 100
2. High Tea :- i. Tea ii. Coffee iii. Veg Cutlet iv. Paneer Finger, v. Mix Pakode, vi. Veg Cream Sandwich, vii. Cookies	300
3. Lunch :- i. Kadahi Paneer, ii. Pindi chole, iii. Dal Tadka, iv. Mix Veg, v. Veg Biryani, vi. Raita, vii. Assorted Bread, viii. Gulab Jamun, ix. Ice Cream, x. Salad, xi. Papad, xii. Achar, xiii. Water bottle -Bisleri , xiv. Cold Drink / Coffee	350
4. Evening Tea:- i. Tea, ii. Coffee, iii. Mini Cakes, iv. cookies, v. Mix Pakoda, vi. Aloo Bonda	350

C. EMCEE : for Half Day (Inaugural Session only)

D. Dockets, Lanyard & Badges: 400

E. Photography and Videography of the event

Note:

(i) It is requested please visit the site before submitting the rates and contact to Mr. K.K. Deewan / Dr. Neha Kapil

(ii) You will provide FR and Waterproof Hanger only.

(iii) You should take proper care and safety measures for workers.

(iv) You have to attach Signed Copy of PAN CARD/GST and Cancelled Cheque along with Sealed Quotation till 25/03/2026 by 1.00 PM

(v) Payments terms 20% Advance, 40% on 8th April, 2026 and Balance 40% within 10 days after the Event

Please provide the rates individually for each item.