



राष्ट्रीय सिद्ध संस्थान / NATIONAL INSTITUTE OF SIDDHA

आयुष मंत्रालय / Ministry of AYUSH

भारत सरकार / GOVERNMENT OF INDIA

ताम्बरम सनटोरियम / TAMBARAM SANATORIUM, चेन्नई / CHENNAI -600 047

फ़ोन\Tele : 044-22411611

फैक्स\Fax : 22381314

ईमेल: nischennaisiddha@yahoo.co.in

वेब : www.nischennai.org

मि.स सं/F.No./ एन.आई.एस/NIS/1-39/International Day of Yoga/2022

दिनांक/Date: 16/06/2022

सेवा में/To,

महोदय/Sir,

विषय/Sub: NIS, Chennai – Organising and managing Yoga Demonstration programme by Event Management Companies – Quotations called for – Reg.

As a part of the celebration of the 8th International Day of Yoga (IDY) 2022, the National Institute of Siddha along with various other Government organizations is organizing a Yoga demonstration for around 1000 participants on 21st June 2022 at the Shore Temple, Mamallapuram from 5:30 AM to 8:00 AM. Shri. Abbaiah Narayanaswamy, Hon'ble Minister of State for Social Justice & Empowerment will be the Chief Guest of the above event.

In order to manage and organize the Yoga demonstration on 21st June 2022, this Institute intends to engage/empanel the services of reputed and experienced Event Management Companies/Firms for managing and organizing all the activities listed below under the 'Scope of Work'. It shall be the responsibility of the Service Provider(s) to arrange for manpower, material and necessary expertise for executing the work

Scope of work:

The successful Event Management Company/Firm will be responsible for organizing and managing the following activities:

1. Green Carpet Laying at Ground Area 10000 sq.ft. (minimum)
2. Laying of Stage with New Red Carpet 32ft w X 28ft D X 5ft H : 1 No.
3. Center LED Wall on the Stage (for use as backdrop) 16ft X 10ft : 1 No.
4. LED Wall for audience large size 16ft X 10ft : 1 No.
5. LED Wall for Audience small size 12ft w X 10ft H : 3 No.
6. Podium : 1 No.
7. Sound System : as required for 1000 persons
8. Cordless Mic 3 Nos. and Podium mic 1 No.
9. Red Carpet at Pathway 6 X 100 : 1 No.
10. Morning Breakfast (2 Idly, Pongal , Vadai), Tea/Coffee, Water bottle (500 ml) and tissue paper : for 1000 participants
11. Flower Bouquet for Chief Guest : 5 Nos. (only real flowers should be used)
12. Photographer with Digital Still Camera : 1
13. Videographer with Video Camera : 1
14. Drone camera along with operator for covering the event : 1 No.

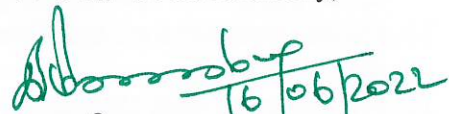
15. Laptop & Supporting Cables for Live Streaming at Program Area Using URL Link. The Hon'ble Prime Minister will lead the mass yoga demonstration programme at Mysuru, Karnataka on the IDY. The event management firm has to stream the program live through the LED screens on the venue. Event management firm must also arrange for webcasting the Yoga demonstration programme of this Institute in the social media platforms.
16. Arrangement of Press meet and TV Channels (including Doordarshan) – maximum numbers
17. Sound & Light Engineer : as required
18. Chairs for stage : 5 Nos
19. SS Table : 2 Nos., Banquet Chairs (with cloth cover): 10 Nos.
20. Arrangement for keeping dustbins (sufficient numbers) along with liner bags at the venue
21. Entrance arch 12 X 12 H : 1 No. (only natural flowers must be used for decorating the arch and cloth banners must be used to display the event name 'Common Yoga Protocol Demonstration - 8th International Day of Yoga (IDY) 2022 along with the theme "Yoga for Humanity" and organizing Institute's details'
22. Providing Covered separate space near the stage area for use by the Chief Guest / Resource Persons
23. Providing mobile bio toilet 1 No. (for use by the Chief Guest / Resource Persons)
24. Transportation (Up & Down) Charges for the event management company's team may be quoted
25. Removal of garbage from the site and its disposal. Handover of the site thoroughly neat and clean to the venue-owning agency by the end of the event

Terms & Conditions:

1. Rates may be quoted for each individual item and the total rate may also be indicated.
2. An advance payment of 50% will be released to the event management company along with the Purchase Order by way of NEFT/RTGS/Cheque. Remaining payment will be made only after the successful conduct of the event.
3. Quoting firms should clearly indicate the quantum of taxes & duties (viz. GST etc.). Offers with such stipulations like 'as applicable' will be treated as vague and are liable to be ignored.
4. National Institute of Siddha reserves the right to cancel, reject or scrap the quotation without assigning any reason.
5. The particulars of PAN and GST Registration should be indicated in the quotation wherever applicable.
6. TDS as applicable will be deducted from the payment.
7. Bank account details must also be indicated in the quotation.

Your quotation may be sent by email to nischennaisiddha@yahoo.co.in latest by 16/06/2022 (5.00 PM).

भवदीया, / Yours faithfully,



(प्रो.डॉ.आर.मीनाकुमारी / Prof. Dr. R. Meenakumari)

निदेशक / Director