



NATIONAL INSTITUTE FOR MICRO, SMALL AND MEDIUM ENTERPRISES

An Organization of Ministry of MSME & ISO 9001:2015 certified
Yousufguda, Hyderabad – 500 045; Ph: 040-23633206, 213

NOTICE INVITING TENDER

ni-msme is an organization of Ministry of MSME, Govt. of India invites **Sealed Quotations** from reputed Event Management Agencies/ firms to organize the “**Diamond Jubilee Celebrations of ni-msme 2022**”. The sealed quotations to be submitted on or before **11.08.2022** through Courier/Speed Post/by hand. For more details please contact/visit the website. www.nimsme.org.
sd/- Admn. & Accounts Officer



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TENDER NOTICE

No. ni-msme/Diamond Jubilee/

Date: 04.08.2022

National Institute for Micro, Small and Medium Enterprises (ni-msme), Yousufguda, Hyderabad invites **sealed quotations** from reputed Event Management firms/agencies to organize the “Diamond Jubilee of ni-msme 2022”. The sealed quotations may be submitted **on or before 11.08.2022, 17:00 PM** to the **Director General, ni-msme, Yousufguda, Hyderabad - 500 045** through Speed Post/Courier/by hand.

Eligibility:

1. Firms/Agencies should have minimum 3 years' experience of providing Event Management Services as mentioned above.
2. Firms/Agencies should have valid GST Registration No./PAN/Firm Registration Certificate from the competent authority or a valid identity proof.
3. The last date for submission of sealed quotations is **11th August, 2022**. The validity of the offer (bid) will be 30 days from the last date of submission of the tender.
4. The agency should submit their quote (rates) in prescribed proforma available at Annexure-1 in their organization/firms letter head with seal and signature.
5. The agency should submit their experience related to Events organized with pictures with their quote.

The Director General reserves the right to accept or reject any tender or part thereof without assigning any reason whatsoever.

Sd/-
Director General
ni-msme, Yousufdua, Hyderabad

Note: The successful bidder need to follow the changes in quantity/items as mentioned in Annexure-1 during the course of event.

National Institute for MSME (ni-msme), Yousufguda, Hyderabad - 500045.			
Diamond Jubilee Celebration 1962-2022			
ANNEXURE -1			
S.No	Item	Quantity	Amount
1	Banners / Standies	Total - 10 6+4 (Aluminium Stand)	
2	Flower Decoration	3 Buildings + Auditorium	
3	Bouquets	50	
4	Exhibition	50 Stalls	
5	Silk stole	6	
6	Cotton stole	25	
7	Memontoes	50	
8	Special Mementoes to Ministry Guests	10	
9	Photography & Videography	Album & Video	
10	Anchoring		
11	Gifts with logo (Mug/Wall clock)	500	
12	Transportation/Logistics		
13	LED Wall in Auditorium for Guests	1	
14	Invitation Cards	200	
15	Advertisement in Social Media	-	
16	Miscellaneous	-	
	Catering		
17	Tea/Coffee (Morning)	300 Members	
18	Breakfast	200 Members	
19	Lunch (Veg/Non-Veg)	500 Members	
20	Tea/Coffee/Snacks(Afternoon)	300 Members	
21	Dinner	300 Members	
22	Water Bottles	2000 Nos	
23	Cultural Night	-	
		TOTAL	
		GST@_____	
		Event Management Fee	
		GRAND TOTAL	

Signature & Seal