

CSIR – Central Scientific Instruments Organisation

No. CSIO/OPTOIn-24/09

Date: 15.10.2024

Sub: Hiring of Exhibition Stall and Poster Boards

CSIR-CSIO is organizing an International Conference OPTOIn-2024 during 23-25 October, 2024. For the said conference, hiring of exhibition stall and other items are required as per list given below:

Requirements for OPTOIn-2024 Conference for exhibition stall arrangements

S. No.	Item List	Size	Quantity	Duration
1.	Octonorm Stalls (Three side closed and one side open)	3 m x 2 m (minimum 60 sq ft) with <ul style="list-style-type: none"> • Table – 1 No. • Chairs – 2 Nos. • Spot Lights – 3 Nos. • Waste Basket – 1 No. • 5/15 A Socket – 1 No. • Vinyl Fascia – 1 No. • Carpet inside stall • Waterproof Roof 	8 Nos.	23 rd October, 2024 to 25 th October, 2024 <u>(Stall set-up should be ready by 10:00 PM on 22.10.2024)</u>
		5 m x 2 m (minimum 90 sq ft) with <ul style="list-style-type: none"> • Table – 2 Nos. • Chairs – 3 Nos. • Spot Lights – 4 Nos. • Waste Basket – 1 No. • 5/15 A Socket – 2 Nos. • Vinyl Fascia – 1 No. • Carpet inside stall • Waterproof Roof 	5 Nos.	
		6 m x 2 m (minimum 120 sq ft) with <ul style="list-style-type: none"> • Table – 3 Nos. • Chairs – 4 Nos. • Spot Lights – 6 Nos. • Waste Basket – 2 Nos. • 5/15 A Socket – 2 Nos. • Vinyl Fascia – 1 No. • Carpet inside stall • Waterproof Roof 	5 Nos.	
2.	Bulletin	Approx. Size of poster board: 4ft	55	23 rd October, 2024

	Boards/Poster Boards	(height) x 3ft (width) with <ul style="list-style-type: none"> • Stand • Pins – 8 Nos./board • Dual Side usable board 		to 24 th October, 2024
3.	Registration Desk	Consisting of <ul style="list-style-type: none"> • Table – 3 No. with size Size approx. 8 ft (height) x 5 ft (Width) • Chairs – 6 Nos. • Spot Lights – 6 Nos. • Waste Basket – 2 Nos. • 5/15 A Socket – 3 Nos. • Vinyl Fascia – 1 No. for each table 	01	23 rd October, 2024 to 25 th October, 2024

Optional Items (must be quoted separately)

S. No.	Item List	Size	Quantity	Duration
1.	Chair	-	Rate per pc	23 rd October, 2024 to 25 th October, 2024
2.	Table	Approx. 3 ft x 1.5 ft	Rate per pc	
3.	LCD Panel	Size: 32 inch or higher	Rate per pc	
4.	Octonorm Stalls (Three side closed and one side open)	3 m x 2 m (minimum 60 sq ft) with <ul style="list-style-type: none"> • Table – 1 No. • Chairs – 2 Nos. • Spot Lights – 3 Nos. • Waste Basket – 1 No. • 5/15 A Socket – 1 No. • Vinyl Fascia – 1 No. • Carpet inside stall • Waterproof Roof 	Rate per pc	

Terms & Conditions:

- The price comparison of the items mentioned at S. No. 1 to 3 shall be made on total aggregate price of all the items including transportation, taxes and any other miscellaneous expenditure.
- Venue of Conference: Hotel Taj Chandigarh, Sector 17A, Chandigarh

Interested firms, who can provide the above services, may send hard copy of their quotation addressed to 'The Director, CSIO' **on or before 17.10.2024, 5 PM.**

Other Terms & Conditions:

- Payment Terms: Within 30 days after the event