

Scope of Work for the management of "Export Award Function"
proposed to be organised in a hotel located in Jaipur

Scope of work

1. God Ganesha Statue with candle stand and Pooja Samgari.
2. Promoters - 10 girls, 10 boys.
3. Entrance Gate with flower decoration.
4. Preparation of Stage & Dias with flower decoration, Folders for stage guests-15 VIP folders.
5. Back drop, Welcome Panel (main gate) with flower decoration & Display Sign Boards & Standees.
6. Sound system(Full) with Mike and Speech stand(Podium).
7. Screens.
8. Anchor.
9. Photography - 500 Nos.
10. Bouquet (VIP 30, Special 30)
11. Garland - 150 Nos.
12. Labels on Chairs-Label display (Awardees, VIP, and Press & General sitting).
13. Sahnai vadan.
14. Tray -6 nos.
15. Preparation of Press note & press release (Hindi & English) with folder & pens -50 Nos.
16. Invitation of press/media for Press conference & function.
17. Designing, Printing of 1500 Invitation Cards.
18. Distribution of invitation cards to Ministers, MLAs, IAS Officers (Sectt.), Awardees & Other invitees-1500 Cards.
19. Designing, Printing & Framing of certificates- 27 Nos. with colored photographs (extra).
20. Videography
21. Designing & releasing of advertisement on the day of export award function.
22. 2 Vehicles for 3 days
23. Any other related services on mutually agreed terms.