

MOST IMMEDIATE

No.F.20011/1/2013  
Government of India  
Department of Legal Affairs  
Ministry of Law & Justice  
Law Commission of India

HT House, KG Marg  
New Delhi dated the 10.1.2014

Sub:- Event Management of National Consultation on Electoral Reforms on 1.2.2014.

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Sir,

Sealed quotations are invited from reputed Event Management firms for managing National Constitution on Electoral Reforms on 1.2.2014. The consultation will be held at Constitution Club on 1.2.14 and approximately 200 participant are likely to be there.

2. The firms having experience in the field may submit their quotation by 15.1.14 to Under Secretary, Law Commission of India, 14th Floor, Hindustan Times House, K.G. Marg, New Delhi-110001, along with documents in support of their experience.

3. The quotation should include the name and addresses of the firm, details of past experience and the offices for which they have performed. The firms should have at least one years experience of doing such work in Government Organizations/PSUs.

4. The firms are requested to give their rates clearly as per specification of the item mentioned as under:-

Sl.No.	Name of Items	No.	Rate Per Unit	Total
1.	Designing of all the Backdrops, Hoardings, Standee, etc.	8		
2.	Temporary Staff for registration of participants and other assistant	6		
3.	Video Recording	10.00 A.M. to 5.00 P.M.		
4.	Photography	100 (Photos)		
5.	Computer and Printer	2 Each		

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6.	200 kits to be provided to the participant, which will include good quality folder (Specimen may be seen at the office of Law Commission), Law Commission Booklet, Consultation Paper printed in bilingual form, Bare Act of Representation of People Act 1950, one printed Notepad of 20 pages, One Brochure on Law Commission bilingual and printed. (Except the Bare act of Representation of People Act, 1950, all other items are to be arranged by Event Manager)	200		
7.	Management Charges			
8.	Any other unforeseen task which is required to be performed for successful conduct of the Consultation			

5. In case the contacting firm is not able to accept the contract after it is awarded or if it is not able to do the work after accepting the contract, it will be liable to pay the damage to the Law Commission of India including the extra rate which this Commission will have to pay to any other contractor for getting such work done.

6. The above act of backing out would automatically debar the contractor from any further dealing with this Commission.

7. The Law Commission of India shall however reserve the right to terminate the contract at any time without assigning any reasons therefore.

8. The quotation should be in clear words categorically mentioning each and every items specifying the rates etc. Any kind of ambiguous/obscure/unclear terms would lead to the dismissal of firm's quotation.

9. The sealed quotations may be submitted to this office by 15.01.14 before 05.00 P.M. The quotations will be opened on 16th May, 2014 itself at 11.00 A.M. in the Office of Law Commission of India at Room No. 4B, 14th Floor, HT House, K.G.Marg, New Delhi-110001.

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10. The Law Commission of India reserves the right to reject any or all the quotations.
11. Cartridge & Labour will not be paid extra for supplying the items in the office of the Law Commission.
12. Copies of ST allotment document should accompany the quotation.

Yours faithfully,  
Sd/-  
(Kuldeep Kumar)  
Under Secretary to the Govt. of India  
Tel.No.011 23355739

Copy to:-

NIC, Department of Legal Affairs with the request to publish it on the Web site of the Law Commission of India.

Sd/-  
(Kuldeep Kumar)  
Under Secretary to the Govt. of India