



**Office of the Development Commissioner (Handicrafts)  
Northern Regional Office**

**EXPRESSION OF INTEREST**


Office of the Development Commissioner (Handicrafts), Northern Regional Office, West Block No.8, R. K. Puram, New Delhi is planning to organize Master Creation I, w.e.f 16.10.2023 to 31.10.2023 at Dilli Hat, INA, New Delhi.

In anticipation & awaiting receipt of sanction order for the said purpose to be in the right preparedness. Sealed quotations are invited from Interested Agencies for providing Infrastructure, Fascia, Publicity and other work to be executed during the Master Creation I, w.e.f 16.10.2023 to 31.10.2023 at Dilli Hat, INA, New Delhi. The details of the work to be executed during the fair is at Annexure-I.

Interested agencies having sufficient experience in organizing National Level Handicrafts Fair may submit their Quotation in sealed envelope at Northern Regional Office, Office of the Development Commissioner (Handicrafts), West Block NO.8, R. K. Puram, New Delhi. The Quotation duly signed by Authorized Signatory must be submitted.

**The last date for submission of Quotations is 13.10.2023 at 11.00 AM. The Quotations will be opened on 13.10.2023 at 4.00 PM.**

Interested Agencies who wish to seek any information/clarification in r/o the work may obtain the details from the office on any working days between 10.00 AM to 5.00 PM.

  
(V. P. Thakur)  
Regional Director (H)  
10<sup>th</sup> October 2023

**DETAILS OF WORK****Infrastructure**


<b>Sl. No</b>	<b>Particulars</b>	<b>Quantity</b>	<b>Amount</b>
1	Construction & Erection of Gate at both the entrance and exit (Front & back) of size 20 ft. x 20 ft. (artistic, theme based)	02	
2	Pole Bunting at the entrance and inside Dilli Haat of size 3 ft. x 4 ft.		
3	Cloth Buntings (Hanging) for outside and inside Dilli Haat		
4	Help Desk of size 2 mts. X 3 mts.	01	
5	Fascia for Stalls (size 1 ft. x 5 ft.)	121	
	<b>Total</b>		

**Publicity**

<b>Sl. No</b>	<b>Particulars</b>	<b>Quantity</b>	<b>Amount</b>
1	Preparation & Erection of five big Hoarding in front & back of Dilli Haat of Size 10ft x 20ft.	05	
2	Hoarding of size 5 ft. x 6 ft.	30 Nos.	
	Standeeds of size 4 ft. x 3 ft.	50 Nos.	
3	Pamphlets/Handbill 8" x 10" colored	80,000 Nos.	
	Pamphlets/Handbill distribution through various medium		
4	Printing of Invitation Cards	500	
5	Publicity through FM/radio for minimum 02 slots per day for the period of 16 days .		
	<b>Total (B)</b>		

**Miscellaneous**

1	Video Graphy and Photography of entire event		
2.	Arrangemnts of Hi-Tea/Lunch for VIP's on the day of inauguration	200	
2	Arrangement of Tea for VIP etc. for 15 days		
	<b>Total (C)</b>		
	<b>Total amount (A + B + C )</b>		
	<b>Tax &amp; duties etc. applicable if any with details</b>		
	<b>Grand total</b>		

  
**(V. P. Thakur)**  
**Regional Director (H)**  
**10<sup>th</sup> October 2023**