

DOCUMENTS REQUIRED FOR BOOKING

- BOOKING FORM
- UNDERTAKING
- PAYMENT DETAILS (UTR NO /DATE OF PAYMENT/AMT)
- EVENT TIMING
- MINUTE TO MINUTE OF EVENT
- ID PROOF
- GST NO.
- GATE ENTRY PASS
- WORKORDER OF CATERER AND EVENT AGENCY
- SECURITY CHEQUE (PVT/PSU/AUTONOMOUS)
- N0C FORM DCP OFFICE, PARLIAMENT STREET

Booking Mail ID- bookingdaic@gmail.com

LIST OF EVENT SERVICE PROVIDERS IN DR. AMBEDKAR INTERNATIONAL CENTRE
RECOMMENDED BY GOVERNMENT EVENT SERVICE PROVIDERS AT DAIC.

Event Agency Name, Address and Contact details are given below: -

NBCC Services Ltd.	Address: - NBCC Centre, Ground Floor Plot No.2, (NSL) Community Center Okhla Phase-1 South Delhi- 110020.	Contact Details: - Ms.Nisha, Mobile:-9971118529 Landline: 011-22477449 Email:- gk.meena@nbccindia.com
M/s National Federation of Farmers Procurement Processing & Retailing Cooperatives of India Ltd (NACOF) 102, Taj.	Address: - Ambassador vivanta, Subramania Bharti Marg, Sujan Singh Park, New Delhi-110003.	Contact Details: - Mr. Vishal Singh Mobile No. 9773810925 Mr.Arjun Singh Mobile No.9821538215 Email:- events@nacof-india.com
Broadcasting Engineering Consultants India Limited (BECIL).	Address: - 14-B, Ring Road, I.P. Estate, New Delhi-110002	Contact Details: - Mr. Bipin B. Pandey Mobile No. 9999005426 Email: bipin.padney@becil.com Address:- Becil, 14-B, Ring Road, Indraprastha Estate, New Delhi-110002 Website: www.becil.com

- Service for event management shall be provided by ONLY DAIC, Empanelled PSUs.

Ceiling Rate for Event Management Service at Dr. Ambedkar International Centre

Annexure-I					
S.No.	Items/Nomenclature	Qty/Unit	Nos./SqFt.	Final Recommendations (in Rs.)	Remarks
(A) AUDIO VISUAL EQUIPMENT					
1	LED wall for Bhim hall (20'X10') stage	1	200	45000	Rs.225 Per SqFt
2	Riser/Platform for Bhim Hall LED wall	1	1	5000	
3	LED wall for Nalanda Hall and Samrasta Hall (10'X8') stage	1	80	16000	
4	3 HD Camera Setup (videography) with cameraman and technician and HDMI cables and for live/master feed at all LED displays for Bhim Hall	1	1	32000	*Single Camera - 8600/- *2 Cameras - 15600/- *3 Cameras - 22600/-
5	HD photographer	1	1	6000	
6	HD videographer with operator	1	1	8000	
7	Gimble videoshoot	1	1	9500	
8	Cue commander for slide changing for Bhim Hall	1	1	3000	
9	Slide changer Samrasta + Nalanda Hall	1	1	1000	
10	Sound Setup for conference event in Bhim Hall	1	1	As per requirement	
11	Light Setup for conference event in Bhim Hall	1	1	As per requirement	
12	Seamless Switcher for presentation and documentary (Bhim + Samrasta + Nalanda) (minimum)	1	1	8000	
S No.	Items/Nomenclature	Qty/Unit	Nos./SqFt.		
13	Splitter for presentation and documentary (Bhim + Samrasta + Nalanda)	1	1	5000	
14	Laptop + B/k Printer with Stationary	1	1	2000	
15	Cordless Mics	1	1	800	*Podium mic- 350/- *Digital Conference mic-800/- *Singing mic-300/-
16	Walky Talky	1	1	500	
17	LED Plasma Tv 55" with Stand	1	1	5000	
18	LED Plasma Tv 55" with Stand for person sitting on dias	1	1	5000	
19	LED wall for chief guest siting on stage (size- 10'X8')	1	80	18000	
20	LED Wall for atrium area (16'X10')	1	160	36000	Rs.225 Per SqFt
21	Platform/Riser for atrium area LED wall	1	1	4000	
22	Sound Setup for atrium area LED wall	1	1	NOT TO BE DONE	
23	Mixer for Presentation & documentary	1	1	4500	
(B) BRANDING STALLS & KITS					
24	Side Hoarding for main entry gate no. 1 (20'X10')	1	200	7000	Rs.35/- per SqFt
25	Glass gate hoarding at Main Reception entrance (20'X10')	1	200	7000	Rs.35/- per SqFt
26	Events standee for Agenda (3'X6') with black masking	1	18	630	Rs.35/- per SqFt
27	Events standee/Directional standee/Signage Standee (3'X6') with black masking	1	18	630	Rs.35/- per SqFt
S No.	Items/Nomenclature	Qty/Unit	Nos./SqFt.		
28	3 Side podium branding for Bhim, Nalanda Hall + Samrasta hall	1	28	1200	
29	Black masking on riser/platform of Bhim Hall LED Wall	1	80	2200	
30	Console Masking (20'X4' front), (4'X4'X2= 32)	1	112	3500	



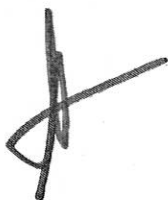

Ceiling Rate for Event Management Service at Dr. Ambedkar International Centre

31	Nalanda Hall and Samrasta Hall Stage side wings (4'X8')	1	32	2000	
32	Octanorm Stalls 3X2 metre/ 2X2 with including 2 chairs, one counter, table, carpet, Fascia Name/Header of the booth, dustbin, carpet and one basis electricity socket with basic booth lighting etc.	1	1	3500	
33	Octanorm Stalls 3X3 metre for VIP Partners with including 2 chairs one counter , table, carpet, Fascia Name / Header of the booth, dustbin , carpet and one basis electricity socket with basic booth lighting etc.	1	1	4000	
34	Octanorm table vinly branding	1	9	1000	
35	Octanorm Wall Panel for exibition of poster at atrium area left side side of Ambedkar Statue	1	1	1500	
36	Drop Down branding from second from grill (4'X18')	1	72	NOT TO BE DONE	
37	Grill branding at second floor grill (100'X3')	1	300	13000	
38	Selfie Kiosk/Photo op with 360 degree	1	1	As per requirement	
39	3 side branding wall for photo op (8'X8')	1	64	3500	
40	Branding for stage fascia (47'X3') Bhim Hall	1	141	7000	
41	Arch Gate at Reception Gate	1	460	21000	Approx Rs.45/- per SqFt
S No.	Items/Nomenclature	Qty/Unit	Nos./SqFt.		
42	Registration Counter branding backdrop (10'X8'), 3 side Fascia branding (10'X8'), 3 Side fascia branding (10'X3), (3'X3'=2)	1	128	6500	
43	Registration counter including table with white frill 4 chairs, electric connection & dustbin etc.	1	1	3000	
44	Laptop and printer for registration counter	1	1	4500	
45	Assistant/runner for registration counter	1	1	2000	
46	Badges & Lanyard	1	1	40	
47	A4 size pamphlets both side print 250 gsm	1	1	18	
48	Dedicated professional designer and team for all Sign Boards, Hoardings, Standees, Arch Gate, View cutter &	1	1	8000	
49	Stall Branding (3X2=4 stall, 3X3= 2 stall, 2X2=4 stall =	1	1410	60000	
50	Lights for photo of 3D acrylic logo (size 10'X4') with platform for atrium area	1	1	40000	Premium outdoor acrylic logo
51	Vinly print for registration counter (top (5'X1') & bottom (5'X3') fascia), (total 20 sqft per registration counter)	1	20	1200	
52	Lights for photo op	1	1	1500	
S No.	Items/Nomenclature	Qty/Unit	Nos./SqFt.		
	C) MISCELLANEOUS				
53	Q Manager (Golden)	1	1	500	
54	Genset (62 KVA) with running diesel during the event	1	1	21000	
55	Professional Usher for falicitation with dress code	1	1	2700	
56	Runners/Assistants/Helpers for registration counter, back stage support and common area etc.	1	1	2000	
57	Red Carpet from reception to Bhim Auditorium	1	1	10 Rs per sq. ft.	
58	Professional show runner and manager for additional support	1	1	12000	




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59	Decoration Bhim Stage Fascia and 4 flower standees	1	1	As per requirement	
60	Transportation charges as the venue lies in 24 hrs no entry area {estimate prepared based on the costing required for freight charges, loading, unloading manpower etc. of all items which needs such arrangement like LED wall, riser, branding and hoarding	1	1	As per requirement	
S No.	Items/Nomenclature	Qty/Unit	Nos./SqFt.		
	(D) IT WORKS				
61	Live webcasting on 3 social media platform (Facebook, X, Instagram) with setup , manpower and equipments	1	1	As per the rates of Service Provider	
62	Internet lease line 50 mbps for webcasting with server backup & dry run before the event	1	1	As per the rates of Service Provider	
63	Internet lease line 100 mbps for webcasting with server backup & dry run before the event	1	1	As per the rates of Service Provider	
64	Video Conferencing	1	1	As per the rates of Service Provider	
65	Digital Standee	1	1	8000	
	Total			465918	
	PMC Charges			(Not More Than 5%)	
	GST			18%	
	G/Total				
Note: <i>*Prices are inclusive of installation, operational setup, and transportation charges.</i> <i>*Standby furniture must be of similar make and quality to the primary furniture in use and should match the specifications of the respective auditorium.</i>					




LIST OF EMPANELLED CATERERS FOR PROVIDING OUTDOOR CATERING SERVICE AT DAIC
W.E.F 01.09.2025

S. No.	Address of Caterers	Name of Representative	Contact No.	E-Mail
1.	BTW Food Pvt. Ltd. WZ2884/1, Sant Nagar, Ranibagh New Delhi- 110034	Sh. Sumit Sharma Sh. Arun Kumar	9810007311 9310340263	marketing@btwindia.com info@btwindia.com
2.	M/s Café Park Balluchi, Ground Floor Backportion, 53-A, Gurgaon Road, Samalka Extension New Delhi- 110037	Sh. Rajeev Verma Sh. Pankaj Ahuja	9871025963 9910066018	cafeParkballuchi@gmail.com
3.	Zest Hospitality and Catering Pvt Ltd 18-A, Pocket-B Mayur Vihar Phase-II Delhi- 110091	Sh. Rahul Sharma Sh. Rajiv Gupta	8130370628 9958397700	pragatimaidservices2015@gmail.com
4.	Presidential Caterers and Events 24/91, West Patel Nagar New Delhi- 110008	Sh. Dheeraj Arora Ms. Nitika Arora	9971504567 8527304989	dheerajarora803@gmail.com catererspresidential@gmail.com
5.	Bengali Pastry Shop & Snack Bar 34-36, Bengali Market New Delhi- 110001.	Sh. Varjesh Aggarwal Sh. Shryansh Aggarwal	9811154333 9811709007	bengali1937@gmail.com

Rate list with menu is attached as Appendix I dated 27.08.2025.

Appendix I

(Refer to para 3 of letter dated 27 August 2025)

Rate List with Menu

S. No.	Normal Tea	High Tea	Packed Food		Buffet Lunch/Dinner	
		Veg	Veg	Non-Veg.	Veg	Non-Veg.
1.	Tea/Coffee	Tea/Coffee	Plain Rice	Plain Rice	Pulao, Jeera Rice	Pulao, Jeera Rice
2.	Biscuit/Cookies	Assorted Pakoda	Chapati	Chapati	Roti//Naan/Paratha	Roti//Naan/Paratha
3.	Samosa/Dhokla	Dhokla/Khandvi	Dal	Dal	Dal Makhani/Rajma/Chhole	Dal Makhani/Rajma/Chhole
4.	Water Bottle (250 ml.)	Idli / Vada/ Cake /Pastry	Paneer Sabji	Chicken Curry	Seasonable Veg.	Seasonable Veg.
5.		Puff/Samosa	Mix Veg	Mix Veg	Malai Kofta	Butter Chicken / Masala Chicken
6.		Sandwich	Dahi /Raita	Dahi /Raita	Sahi Paneer/ Palak Paneer	Shahi Kabab
7.		Fruit Pieces	Green Salad/ Plain Salad	Green Salad/ Plain Salad	Kaju Korma/ Matar Paneer	Fish Fried
8.		Dessert / sweets	Achar/Chutney	Achar/Chutney	Dahi Vada / Raita/Dahi	Dahi Vada / Raita/Dahi
9.		Chips/ Wafers	Sweets (One Piece)	Sweets (One Piece)	Green Salad/ Plain Salad	Green Salad/ Plain Salad
10.		Water Bottle (250 ml.)	Water Bottle (250 ml.)	Water Bottle (250 ml.)	Achar/Papad/ Chutney	Achar/Papad/ Chutney
11.					Sweets (Two) / Ice Cream	Sweets (Two) / Ice Cream
12.					Water Bottle (250 ml.)	Water Bottle (250 ml.)
# Total Rate	*Rs. 125/- * Including GST, Crockery/ Cutlery Charges & Service Table.	*Rs. 273/- * Including GST, Crockery/ Cutlery Charges & Service Table.	*Rs. 200/- * Including GST, Crockery/ Cutlery Charges & Service Table.	*Rs. 242/- * Including GST, Crockery/ Cutlery Charges & Service Table.	*Rs. 490/- Including GST, Crockery/ Cutlery Charges & Service Table.	*Rs. 640/- * Including GST, Crockery/ Cutlery Charges & Service Table.

Note:-

- *Cost should be including **GST (as applicable), Crockery/Cutlery Charges, Service Table, Liveries and Uniforms.**
- # Rate: Rates may vary in case of specific needs/requirement as these rates quoted above are standard for all.

