

Call for quotations.

Items	Units	Duration if any
Convention Hall	100 people (including participation from Kerala)	4 hours for 2 days
Providing Decor at Venue (LED Backdrop, Standees, signages, sound system, microphones, mikes, podium, etc.)	Units as applicable for the workshop	4 hours for 2 days
Hotel Stay – States / UT’s and DIPP Officials	46 rooms	3 nights and 2 days
Local Cabs	7 cabs	2 days
Local Buses	1 buses	2 days
Refreshments - Tea/Coffee/water/fresh Juice	100 people	Twice a day for 2 days
Food - Lunch (Day1)	100 people	-
Food - Lunch (Day 2)	150 people (Venue: ISC, Kochi)	-
Food – Reception Dinner (includes ODC Setup, venue charges, cultural program) (Day 2) Gala Dinner	150 people	-
Delegate Bags (Bag, Pendrive, lanyard, book, pen, souvenir)	200 units	-
Photo Video	1 videographer, 1 photographer, 1 coordinator/extra	2 days
Event Management fees	-	-
Miscellaneous	-	-
Venue: Kochi Marriott Hotel		
Date: August 20 & 21		
Time: 9:00AM - 6:00PM		

Vendors with prior expertise working with Government Departments will be preferred

For enquiries please contact:

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