

10th NRNA INTERNATIONAL GENERAL ASSEMBLY & NRN GLOBAL CONFERENCE

October 23-25 2021

Financial Proposal Format

SN	Items	Unit	Rate	Qty/Day	Amt (Rs.)	Item Details/Remarks
1	CONCEPT DESIGN AND ARTWORK					
1.1	Logo and Concept Design	1				
1.2	Main Banner Design	1				
1.3	Conference Branding concept and merchandizes design	1				
2	PRINTINGS					
2.1	Forms			1000		Size: A4
2.2	Brochure			1000		Size: A4 3 fold
2.3	Kitbag			1000		Regular size
2.4	Notebook			1000		Size: A5
2.5	Pen			1000		Ball pen black
2.6	ID Card			1200		Regular size
2.7	Invitation Card			1000		Size: A5
2.8	Program Manual			1000		Size: A5
2.9	Conference Souvenir Book			1000		Size: A4
2.1	Small Gift item			1000		
2.11	Token			50		
3	REGISTRATION MANAGEMENT					
3.1	Registration Desk regionwise : 6 regions					
3.2	Registration of the delegates and participants					
3.3	Cash handling					
3.4	Press and volunteer Registration					
3.5	Meal Coupons and distribution					
4	VENUE AND STAGE DECORATION/ BRANDING					

4.1	Stage Decoration					
4.2	Stage platform					
4.3	Entrance gate branding and decoration					
4.4	Theme based Photo booth					
4.5	Sponsors Bunting or banner					
4.6	Sponsors Stall Area					
4.7	Registration area branding					
4.8	Hotel pole branding / drive way branding					
4.9	Prefunction area					
4.1	Secretariat and Different Zone branding					
4.11	Dinning Area Branding					
5	AUDIO VISUAL AND MULTIMEDIA					
5.1	DIGITAL podium				3	
5.2	Sound, Lights, Mixers, Mics & complete PA system				3	
5.3	LED Screen Display, Multimedia				3	
5.4	Photographer				5	
5.5	Videographer				5	
5.6	Audio recording				3	
5.7	Facebook & Youtube Live Equipment					
5.8	Summary Video of the entire event 10 mins compilation					
6	LOGISTICS / SECRETARIAT MANAGEMENT					
6.1	Secretariat Zone and volunteer					
6.2	Press Zone					
6.3	Internet Facilities at venue					
6.4	Stationaries					
6.5	Follow up and Confirmation of the VIP and Special Guests					

6.6	Security Arrangements at the Conference venue				5
6.7	days				
6.8	Meal Coupons – participants, secretariat, volunteers, press				
6.9	Surveillance of the entire event and report				3
7	Entertainment				
7.1	Emcee Opening and Closing Session				
7.2	Welcome Dance				
7.3	Closing Dance				
8	Misc / Others				
8.1	Generator with fuel - 64 KVA				3
8.2	Invitation cards delivery charges				
8.3	Outdoor Tent Installation if needed				3
8.4	Stationaries Supply including all basics				
8.5	Laptop rentals				7
8.6	Printer - Color and B/W				7
8.7	TV Screen Rental - 60 inches				3
8.8	LCD Projector - Rental				3
8.9	Photocopying Service				5
8.10	Report Writing of entire event - Nepali and English				
8.11	Chairs and Table				3
	Sub-Total				
	Vat 13%				
	Grand Total				

Note: The details of each job should be clear mentioned in the remarks.

For

eg: Brochure: Size, Paper gsm, Color, Paper quality and all basic details

Pls add fields if you feel necessary by highlighting the additions with yellow background color