



CSIR – National Institute for Interdisciplinary Science and Technology (NIIST)

Council of Scientific & Industrial Research (CSIR), Ministry of Science and Technology, Govt. of India.

Industrial Estate PO, Thiruvananthapuram, Kerala 695019. Website: [https://: www.niist.res.in](https://www.niist.res.in)

EOI invited from Event Managers for the One Week One Lab (OWOL) Mega Event Program to reach to society at large and stakeholders during March 13-18, 2023, @CSIR-NIIST, Industrial Estate, Pappanamcode, Thiruvananthapuram 19. E-tender will be floated shortly on CPP portal. Details of the tender is given below for information to interested Event Managers.

A meeting with the interested firms will be conducted on Monday, **06-02-2023** at 10.30 AM at CSIR-NIIST auditorium for detailed discussion.

The program outline and scope of work for One Week One Lab program at CSIR-NIIST

Date	Time	Program	Place	Participants	Chief guest
13 th March 2023, Monday	09:00	Inauguration OWOL	Conf. Hall	600	DGCSIR
	10:00	Start-up Exhibition inauguration	Exhibition stall	300	Secretary, Industries
	10:30	Press meet	Reception Area1	200	
	11:00	CEO Conclave	Board Room	50	
	02:00	Start-up Meet	Conf. Hall	250	
14 th March 2023, Tuesday	09:00	Theme Meet- Ayurveda	Conf. Hall	300	Secretary, AYUSH
	02:00	Theme Meet – Specialty Chemicals	Conf. Hall	300	Yet to confirm
15 th March 2023, Wednesday	09:00	Theme Meet- Strategic Materials	Conf. Hall	300	Chairman, ISRO, Director VSSC
	02:00	Theme Meet- Regional Materials(Coird& Rubber)	Conf. Hall	300	Chairman, Rubber board, Chairman Coir board
16 th March 2023, Thursday	09:00	Theme meet- Clean-up Technologies	Conf. Hall	300	Secretary, LSGD
	02:00	Theme meet- Environmental Management Services	Conf. Hall	300	Yet to confirm
	09:00	Theme meet- Agri Nutri Biotech	Conf. Hall	300	Chairman APEDA

17 th March 2023, Friday	02:00	Theme meet- Agri-Nutri Biotech	Conf. Hall	300	Chairman, MPEDA
18 March 2023, Saturday	10:00 AM to 8:00 PM	Open day -Targeting Higher Education Institutions and the General public			
	10:00 AM to 6:00 PM	Cultural Programs	Conf. Hall	200	
Every Day	10:00 AM to 1:00 PM	Farmers Meet/MSME Meet		200	
	4:00 PM to 8:00 PM	Millet food festival	MFF stalls	<ul style="list-style-type: none"> • 2000 per day 13-17th March • 10,000 on 18th March 	Popular Celebrities from Film, Sports

Scope of work for general arrangements in the institute during March 13th to March 18th 2023

Sl.No	Items with specification	Quantity	Unit
1	Stall- German tent with the necessary protection from rain on all four sides – Each stall shall be provided with power connections (3 sockets -16A), lighting, table, chairs (@nos.) and pedestal fan, floor carpets, etc	80	10x10 ft
2	Floor carpeting inside the campus which will be identified by the OWOL committee	10000	Sq. ft
3	Smart display board	120	Sq. ft
4	Floral decoration, with audio-visual accessories	2	stages
5	Shamiyana with rain protection and arrangements for food counters and seating arrangements	5000	Sq. ft
6	Rope and Barricade	5000	ft
7	Illumination and LED lights in the campus		
8	Stage with the following specifications Professionally looking with light colours Raised platform-2 to 3 feet 200 chairs for the stage Banner-3 Coloured lights Provision to keep speakers, mics, musical instruments and etc 6 executive chairs and a table on standby	25x30	ft

9	B2B counter with the below specifications Covered on all sides including a roof with an entrance Must withstand rain Round tables-6 Executive chairs-30 Tables must be covered with a plain white cloth 3 pedestal fans Sufficient lighting	25x25	ft																		
10	e-toilets (12), water dispenser (50), chairs (500), P. fans (35), tables (92), dustbins (100), temporary wash basins (10)																				
11	Trilingual Banners and boards <table border="1"> <tr> <td>Big banner</td> <td>18 x 3 ft</td> <td>6 nos.</td> </tr> <tr> <td>Banner near auditorium</td> <td>16 x 4 ft</td> <td>6 nos.</td> </tr> <tr> <td>Boards</td> <td>6 x 6 ft</td> <td>36 nos.</td> </tr> <tr> <td>Sign boards for directions outside</td> <td>6 x 4 ft</td> <td>3 nos.</td> </tr> <tr> <td>Sign boards for directions inside</td> <td>4 x 2 ft</td> <td>50 nos.</td> </tr> <tr> <td>Banner at stalls</td> <td>6 x 3 ft</td> <td>25 nos.</td> </tr> </table>	Big banner	18 x 3 ft	6 nos.	Banner near auditorium	16 x 4 ft	6 nos.	Boards	6 x 6 ft	36 nos.	Sign boards for directions outside	6 x 4 ft	3 nos.	Sign boards for directions inside	4 x 2 ft	50 nos.	Banner at stalls	6 x 3 ft	25 nos.		
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12	Temporary stage near the flag mast at the entrance	10X15	ft																		
13	Setting dining hall for VIP lunch with 50 sitting capacity Tables, Chairs and Buffet counter																				
14	Audio-visual support, photography, and videography of the entire program on all seven days.																				
15	Flower Bouquets for various programs	150	Nos.																		
16	Mementos for invitees	210	Nos.																		

For Details Contact: Convener OWOL Core Committee

CSIR-NIIST, Thiruvananthapuram

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