# BPO Summit Bangladesh 2019

# Section 7.TechnicalSpecifications

The Goods and Related Services shall comply with following Technical Specifications:

**LOT 01: Event Management**

| **Sl.** | **Items** | **Details Description/ Technical Specification** | **Day** | **Qty** |
| --- | --- | --- | --- | --- |
| **1. Venue Decoration (Inside & Outside) Others** |
| 1.1 | Main Entry Gate | Entry Gate Customized design, Dia Cut Backlit Logo, 3/4 Wooden Board Frame, Both Side Frame and Print Fitting Materials & Installation (As per design) **Size:** W 08 ft x H 08 ft  | 2 | 1 |
| 1.2 | Venue Entry Gate | Entry Gate Customized Design, 3/4 Board with wooden Board Frame, Cutouts, Lighted panels, Print Fitting Materials & installation. | 2 | 1 |
| 1.3 | LED Tunnel | 360 degree LED Tunnel with Floor LED.**Size:** 25'X10' LED Tunnel, 1' platform Fully covered and finished. | 2 | 1 |
| 1.4 | CG for LED Tunnel | Syncronized CG minimum 20 minutes of Digital Bangladesh and ICT and BPO | 1 | 1 |
| 1.5 | Opening Ceremony Stage with LED Screen & Stage Design (Ball Room) | 1 Stage with Wooden Platform & Digital Print Size: W 52Ft X H 2.5 Ft X L 36 Ft  | 1 | 1 |
| 2 P3 LED Wall for Stage-(Rental, technical support and installation with online) Size: W 44Ft x H 12 Ft.  |
| 1 Branded Podium (Size H4ft X W2ft) |
| 1 Wooden Frame Projection Screen with Vinyl Pasting & Projector (Design Will be provided) |
| 1 Side Table 2ft x 2ft Box |
| 1 Head Table with PVC Prints and Head Table Flower |
| Special Chair (like Sofa) for 10 VIP at the Head Table |
|  Jute Branded Tissue box, glass with coaster & water |
| 1.6 | Closing Ceremony Stage with LED Screen & Stage Design (Ball Room) | 1 Stage with Wooden Platform & Digital Print **Size:** W 44 Ft X H 2.5 Ft X L 36 Ft  | 1 | 1 |
| 2 P3 LED Wall for Stage-(Rental, technical support and installation with online) Size: W 40 Ft x H 12 Ft. Wooden Frame Projection for LED Screen with Vinyl Pasting & LED Screen with Base (Design Will be provided) |
| 1 Branded Podium (Size H4ft X W2ft) |
| 1 Side Table 2ft x 2ft Box |
| 1 Head Table with PVC Prints and Head Table Flower |
| Special Chair (like Sofa) for 10 VIP at the Head Table |
| Jute Branded Tissue box, glass with coaster & water |
| Green Room for Artist |
| 1.7 | PA/Sound system | Professional sound system (04 pair subwoofer 04 pair Monitor, 04 pair Bass amplifier, 1Pc lead amplifier, 10pc cordless, 04Pcs Hand lapel for general announcement at the exhibition and other relevant area for Pan Pacific Sonargaon Hotel Ball Room, Meghna, Surma Seminar Hall (As per plan) | 2 | 1 |
| 1.8 | Power Management and Accessories  | Cabling, Patching, DV board with relevant technicians for the exhibition PA & others (As per Power Management plan) | 2 | 1 |
| 1.9 | Professional Light | Professional Light with master console and light engineer for different Setup Inside the Pan Pacific Sonargaon hotel & outside the Pan Pacific Sonargaon hotel (As per plan) | 2 | 1 |
| 1.10 | Truss for Main Stage | 60'X40' Truss | 2 | 1 |
| 1.11 | Truss for Foyer Area | 80'X34' Truss for Foyer Area for Hanging Lights, LED Screen, other decorations. | 2 | 1 |
| 1.12 | Big LED Wall for Foyer Area | 30'X15' LED Wall for Foyer Area. With 7' Base and 6' Door for visitors passing | 2 | 1 |
| 1.13 | Febricated Stall (Power, Light, Decorator etc) | **Stall:** Octagon Board Stall**Stall** **Size:** W 10 ft X H 8 ft**Fascia:** Size W10' x H1' (1 pcs per Stall)**Power and Lighiting:** Multi-plug Power Socket (02 pcs per Stall) and adequate lighiting **Table:** (02 pcs per Stall) standard size, Table Carton and runner **Chair:** Standard Chair 04 Pcs per Stall(As per Plan) | - | 15 |
| 1.14 | Seminer Hall Decoration | Stage for Belcony, Megna & Surma with Backdrop (Mounting), Wood made Podium (with vinyl print), Projector with Screen (Projection frame and digital sticker), X-Stand Digital PVC Print with Metal Frame (Portable), Flower for Head Table, Drinking Water for Panalist, Moderator, Speakers and Cheif Guest. Filter Water system for Participant.  | 2 | 3 |
| 1.15 | Media Booth | **Booth:** Inside of Room**Size:** As per Design & Requirment**Table:** As desired**Power:** Multi-plug Power Socket 5Pcs (Battery Charging Unit, Mobile Charging Unit,) Accessories: **Accessories:** Laptop-5Pcs, Scanner-1Pcs **Paper:** A4 Double A | 2 | 1 |
| 1.16 | Photo Zone | Photo booth with wooden platform, cutout frame and carpeting**Size:** W 10 ft X H 10 ft.  | 2 | 1 |
| 1.17 | Flipbook with Projection | Initiatives in BPO industry will be projected on a book with interactive solution. | 2 | 1 |
| 1.18 | Session Plan Board  | Wooden Frame both side printing **Size:** W10 ft x H 8 ft For Sonargaon | 2 | 2 |
| 1.19 | Momento (Name Plate) | 15mm Germany Acrylic board dia cut, Separate Metal Name Tag (As per Design) | - | 150 |
| 1.20 | Road side Banner, Standee, Stand Alone (Both Side Print) | Wooden Frame both side printing for Branding from Hotel Sonargaon to Airport and Bijoy sharani to ICT Tower Size: W 2.5 ft X H 2.5 ft ;  | 5 | 200 |
| 1.21 | LED Borfi Banner (Both side Printing) | **Banner:** Borfi Banner with LED light around wooden frame (Installation within Pole)**Printing:** Both side four color Printing, **Frame:** Wooden Frame **Size:** W3 ft x H 3 ft; | 5 | 200 |
| 1.23 | Light Board with pepper lamp  | **Board:** Wooden frame board**Lamp:** Pepper lamp **Size:** W 5 ftX 3 ft  | 5 | 50 |
| 1.24 | Color Flag  | Different type of Color Flag with stand  | 5 | 150 |
| 1.25 | Foot over Bridge Banner | As per Bridge Banner size different location. (Both side) | 5 | 8 |
| 1.26 | Long Horizontal Banner | **Print:** PVC print with wooden board frame **Location:** ICT Tower & Venuewith Installation**Size:** W 30ft X H 8ft  | 5 | 5 |
| 1.27 | Roman Banner | **Print:** PVC print **Location:** DoICT with Installation**Size:** W 10ft X H 30ft  | 5 | 2 |
| 1.28 | Low Stand (Stand Alone) | **Design:** Will be provided**Frame:** Wooden Frame (both side fitting)**Size:** W 4ft x H 8ft | 5 | 20 |
| 1.29 | Logo Board  | **Design:** Will be provided**Frame:** Wooden Frame (both side fitting)**Size:** W 10ft x H 8ft | 2 | 2 |
| 1.30 | Big Gas Balloon with light | **Color:** White, Red and Green **Size:** 18' diameter balloon with branding | 5 | 4 |
| 1.31 | Countdown Clock | Digital clock with structure and branding, 3D structure with placement and maintenance in prominent places  | 7 | 5 |
| 1.32 | MC  | Opening, closing Stage & PA announcer | 2 | 1 |
| 1.33 | Usher For Main Event | Male & Female | 2 | 25 |
| 1.34 | Award Ceremony with Cultural Program | Local Top Cultural Artist, Folk Music and Drama, Classical Dance by famous artist | 1 | 1 |
| 1.35 | Videography | Opening & Closing Cremony, seminar, workshop or roundtable will be held and those have to be recorded.Riser for Camera; With Editing version Submitted to DoICT | 2 | 3 |
| 1.36 | Photography | 05 Personnel during event | 2 | 5 |
| **2. Show and Performance** |
| 2.1 | Laser Show | Creative Idea to be placed; Duration: Max 3 Min. | 2 | 1 |
| 2.2 | Graphic Poi | Poi dance with 3 or 4 Performer**Duration:** Max 3 Min. | 2 | 1 |
| 2.3 | Tron and LED Dance | Internationally recognized Tron and LED Dance Group. Act will be based on storyline as per plan. Minimum 10minutes. | 2 | 1 |
| 2.4 | Aerobics Performance | International standard aerobics performance (10-15 person team) | 2 | 1 |
| **3. Foreign Guest Management**  |
| 3.1 | Liaison officer for Foreign Guest  | Airport Reception & Farewell, Hotel to Venue pickup | 4 | 11 |
| 3.2 | Transportation[Foerign Guests, Police Escort, Security, Officials] | Dual AC Qualitiful Microbus (Total 8 to 10 Seat)(Airport Pickup & drop, transportation between hotel, venue and For BPO Summit Bangladesh 2019 Temporary Office, Dhaka, sight-seeing etc.) [Payment will be made at actual.] | 4 | 6 |
| **4. Food and Bevaerage (Summit Field)** |
| 4.1 | Lunch | Jurnalist, Secretariat, BACCO, Stall, Police, ICT Tower Guest, DoICT Driver(Management by: BPO Summit Bangladesh Temporary Office) | 2 | 150 |
| 4.2 | Snacks  | 2 | 150 |

**LOT 02: Printing Materials and Publications**

| **Sl.** | **Items** | **Details Description/ Technical Specification** | **Day** | **Qty** |
| --- | --- | --- | --- | --- |
| **1. Printing Materials and Publications**  |
| 1.1 | Invitation Card & Envelope (Opening) | **Paper:** 300 GSM Art Card Paper;**Envelope:** Standard Size, 120 GSM Art Paper, **Print:** Four color print; **Cutting & Lamination:** Dia cut & Matt Lamination **Size:** W8.5 inch X L4.75 inch (As per design) | - | 5000 |
| 1.2 | Invitation Card & Envelope (Closing) | **Paper:** 300 GSM Art Card Paper;**Envelope:** Standard Size, 120 GSM Art Paper, **Print:** Four color print; **Cutting & Lamination:** Dia cut & Matt Lamination **Size:** W8.5 inch X L4.75 inch (As per design) | - | 3000 |
| 1.3 | Seminar Invitation Card & Envelop | **Paper:** 300 GSM Art Card Paper;**Envelope:** Standard Size, 120 GSM Art Paper, **Print:** Four color print; **Cutting & Lamination:** Dia cut & Matt Lamination **Size:** W6.5 inch X L3.75 inch (As per design) | - | 5000 |
| 1.4 | Session Plan | **Paper:** 150 gsm;**Page:** Single page;**Print:** Four color Print, **Size:** W 8 inch X H 6 inch (As per Design) | - | 8000 |
| 1.5 | Souvenir Book | **Cover Paper:** 300 GSM Art Card Paper;**Inner Paper:** 160 GSM Inner Page;**Print:** Four color print; **Cutting & Lamination:** Dia cut & Matt Lamination; **Binding:** Glu Binding;**No. of Page:** 120 pages;**Size:** W 10 inch X L7.5 inch (As per design) | - | 2000 |
| 1.6 | Case Study Book | **Cover Paper:** 120 GSM Paper;**Inner Paper:** 100 GSM Inner Page;**Print:** Four color print; **Cutting & Lamination:** Dia cut & Matt Lamination; **Binding:** Glu Binding;**No. of Page:** 32 pages;**Size:** W 7 inch X L 5 inch (As per design) | - | 1500 |
| 1.7 | Report on BPO Summit 2015-18  | **Cover Paper:** 200 GSM Paper Lamination;**Inner Paper:** 100 GSM Inner Page;**Print:** Four color print; **Cutting & Lamination:** Dia cut & Matt Lamination; **Binding:** Glu Binding;**No. of Page:** 30 pages;**Size:** W 7 inch X L 5 inch (As per design) | - | 1500 |
| 1.8 | ID Card | Organizers (200 Pcs), Spekers (150 Pcs), Exhibitors (80 Pcs) & Volunteer ID Card with Lanyard (70 Pcs) **Strap:** Width-1 inch with Four color with print **Badge:** W 3 inch X H 5 inch**Cover:** transparent plastic jacket | - | 400 |
| 1.9 | Polo T-Shirt | **Size:** M, L, XL, XXL**Design**: As per requirments. **Quality:** Superior quality, Well-knitted and neatly stitched, defect-free in nature.**Fabric:** Knit Fabric**Weight:** 200 GSM**Collar:** Neck Collar**Sleeves:** Half Sleeves with Cuff**Color:** As per Requirment**Print:** High Quality Standard Print | - | 2000 |
| 1.10 | Notebook | **Cover Paper:** 300 GSM Paper;**Inner Paper:** 100 GSM Inner Page;**Print:** Four color print; **Cutting & Lamination:** Dia cut & Matt Lamination; **Binding:** Spiral Binding;**No. of Page:** 50 pages;**Size:** W5.5 inch X L8.7 inch (As per Design) | - | 2500 |
| 1.11 | Pen | UV Print Gel pen, Metal Body with BPO Summit, Digital Bangladesh, ICTD, DoICT & BACCO Logo  | - | 3000 |
| 1.12 | Folder  | **Paper:** 300 GSM art Card Paper (Oneside Inner poket);**Print:** Four color print; **Cutting & Lamination:** Dia cut & Matt Lamination; **Size:** W 9 inch X L12 inch (As per design) | - | 2500 |
| **2. Crest & Gift Item** |
| 2.1 | Crest for Participant Company | **Type:** Metal (with wooden frame)**Plate Color**: Silver (White); **Print:** 4 Color Laser Print; **Cover:** Cover with Velvet Cloth **Size (print area):** W 4.75 inchX H 7.75 inch**Design:** Will be provided | 1 | 40 |
| 2.2 | Crest for Seminar Speker, Moderator, Panelist | **Type:** Acrylic Media, **Thickness:** 12mm, **Pint:** 4 Color Laser Print, **Base:** Double Sheet, **Size:** W4 inch X H8 inch (Without Base)**Shape:** As per design, **Design:** Will be provided  | 1 | 100 |
| 2.3 | Crest for Guest (Opening & Closing Ceremony) | Crystal crest with 3D engraving, Shape: As per design, Design: Will be provided | 1 | 15 |
| 2.4 | Jute Tissue Box | **Weight:** 0.5990**Colour:** As required**Material:**  100% Jute**Value Addition:** Contrast Piping**Shape:** Rectangle**Size:** W5 In XH 4 In X L 10.25 In**Panel:** Single**Mounted:** Set on Tabletop**Occasion:** Casual**Care:** Wipe With A Soft Dry Cloth | 1 | 100 |
| 2.5 | Jute bag | **Material:** 100% Jute**Bag:** Handel Jute Bag **Print:** Four Colour Screen Print**Size:** H-1'.6'' W- 1'.6'' Side Widht 8"**Technics:** Knitted | 1 | 800 |

**LOT 03: Digital Promotional Activaties & Media**

| **Sl.** | **Items** | **Details Description/ Technical Specification** | **Day** | **Qty** |
| --- | --- | --- | --- | --- |
| **1. Production (AV, TVC, CA & Theme Song)** |
| 1.1 | Audio Visual (AV) (Documentary for DoICT in BPO) | **Info Graphics:** Shoot and CGI Based info graphics **Quality:** High Quality AV (in required formats) **Time:** Max 05/07 min.**Designer:** AV Designer **Standards:** ComplianceAll audio and video have been verified  |   | 1 |
| 1.2 | TV Comercial (TVC) Productions  | **TVC:** Renowned Director with experience of production at national level.**Time:** 60 Sec and 30 Sec Cut down Version (production quality as per standard)**Display:** TV Channels, CG Content for Road Side LED Disply **Based:** Multiple CGI | 1 | 1 |
| 1.3 | Call for Action | Shoot and CGI Based info graphics and High Quality (in required formats)  | 1 | 15 |
| 1.4 | Theme Song with Video | **Performer:** (like Bappa Mojumdar, Sumon, Sabina Yeasmin Samina Chowdhury, Fahmida Nabi, Habib, etc.), **Singer:** 4-5 renowned singers of the country**Time:** Max 03/04 min. | 1 | 1 |
| **Sub Total: 1** |
|  |
| **2. Digital Promotion & Media** |
| 2.1 | Talk Show  | Talk show- Total 10 Talk shows on National TV (Like Channel I, RTV, ATN News, NTV, Ekattor TV, News 24, Independent TV, Ekushey TV, Bangla Vision, GTV, Jamuna TV, SA TV etc.) As per requirment (Monitoring Report should be Submited) |  -  |  10  |
| 2.2 | TV Commercial (TVC) Airing and Scrolling | Campaign: TVC Airing for BPO Summit 2019Period: 02 Days (Date will be provided) (5/6Times on peak Hour and 3/4 Times Off Peak Hour)Scrolling: 02 Days at News and Programs (Monitoring Report Shoud be submited) | 2 | 8 |
| 2.3 | Live Streaming | **Video Camera:** 03 Pcs High quality Camera **Personel:** 03 Videographer and 03 Technichian**Panel:** Live feed online panel **Management**: Live Streaming management during the events (for Opening and Closing Ceremony, Seminar/ Workshop of BPO Summit 2019) | 2 | 3 |