

Enclosure A — Photography Service

The Research Cell proposes to engage professional photography service for Research Day 2026. The engagement is required to ensure comprehensive documentation of the event for institutional records, website updates, media dissemination, annual reports, and archival purposes.

Proposed Scope of Work

- Photography coverage of the full Research Day programme, including the inaugural session, keynote address, Research Excellence Awards, Poster Walk & Research Exhibition.
- Submission of high-resolution digital photographs and video recordings for official use by the Institute.

Minimum Specifications / Deliverables

- Professional DSLR/Mirrorless camera-based photography.
- Coverage of all major sessions, dignitaries, award presentations, and group photographs.
- High-resolution edited photographs in digital format.
- Edited video clips/highlights of important proceedings.
- Submission of all photographs and videos in a suitable digital storage medium or through an online transfer platform.

Enclosure B — Research Excellence Awards: Trophies

The Research Cell submits the following specifications for procurement of Mementos for the Research Excellence Awards to be presented at Research Day 2026, and mementoes for all dignitaries. A memento for the Chief Guest is not required to be procured, as one is available at the institute.

Specification Parameter	Details / Requirement
Quantity required	1. 7 Institutional Mementos for Dignitaries 2. 3 Mementos for Best research paper awards (one in each category, Faculty, UG, PG) 3. 1 Memento for Best researcher award 4. 5 Flower Bouquet for Chief Guest and other dignitaries
Purpose	Award Mementos for Research Excellence Award category winners at Research Day 2026
Type	Trophy / plaque on a weighted base (institutional-grade finish)
Height	10–12 inches approximately (base + upright), or as per approved design
Base material	Wood or acrylic base with metal/acrylic upright; no lightweight or flimsy construction
Surface finish	Gold/silver-tone plating or brushed metal finish as per approved design; no peeling, patchiness, or uneven finish acceptable
Engraving	Award category text (e.g., “Best research paper award (one in each category, Faculty, UG, PG), Best researcher award etc.”); central engraved text: “Awarded to” / awardee full name / department — to be individually engraved per awardee; final list of awardees and categories to be provided by Research Cell.
Quality standard	Institutional-grade, suitable for formal award ceremony of a Central Government Institute of National Importance
Delivery requirement	Minimum 05 days before the Research Day date
Chief Guest memento	Not required to be procured — available at institute

Enclosure C - Signages, Standees & Certificates

The Research Cell proposes procurement of signages, standees, a stage backdrop, and certificates required for Research Day 2026, carrying the event theme "Research to Impact: Transforming Healthcare through Innovation and Evidence."

S. No.	Item description	Size	Qty.
1	Signages	12 × 8 ft	2
2	Standees	8 × 4 ft	4
3	Certificates	A4 Size	100

Enclosure D Refreshment & Meals

The Research Cell proposes the following refreshment and meal arrangements for delegates, faculty, support staff, and dignitaries at Research Day 2026.

S. No.	Item description	Qty.
1	Refreshment Box (Samosa, Fruit Juice, Cookies, Namkeen etc.)	500
2	Meal (Lunch) for Chief Guest, dignitaries & presenters Starter, main course, salad, dessert, beverages — menu to be finalised	125

Enclosure E — Poster Walk & Research Exhibition: Display Material

The Research Cell proposes procurement of display material for the Poster Walk & Research Exhibition segment of Research Day 2026 (scheduled 11:30 AM–12:00 PM).

Specification Parameter	Details / Requirement
Quantity required	As per number of posters accepted for the Poster Walk (final count to be confirmed after abstract submission closes)
Item	Poster display boards / stands
Size	3 ft × 4 ft (portrait orientation), per the Poster Submission & Selection Format already circulated
Material	Foam board / flex-mounted display panel on a free-standing stand; stable and self-supporting
Numbering	Sequential poster numbers to be affixed/printed, corresponding to the exhibition layout
Layout material	Directional signage / floor plan for the exhibition area, category-wise arrangement as applicable
Delivery requirement	Minimum 03 days before Research Day, to allow setup and layout verification

Estimated cost to be ascertained by the Purchase Section based on final poster count and comparative quotations.

S. No.	Item description	Size	Qty.
1	Poster Stands (Rental)	For posters size 4 × 3 ft	40