

## **MEMORANDUM**

Sub:- Conceptualization, designing and fabrication of venue for Festival of Letters

2016 to be held 15-20 February, 2016-reg.

The concept presentation was held on 14.01.2015 at 2.00 p.m. at Rabindra Bhawan in connection with conceptualization, designing and fabrication of venue for Festival of Letters 2016. The following have been shortlisted:

M/s Arya Exhibition & Conference Services, E-1083, 2nd Floor, Saraswati Vihar, Pitampura, Delhi-110034.

M/s Ved Pohoja Associates Pvt. Ltd, WZ 86-R, Todapur, New Delhi-110012

The Financial Bid of the above will be opened on 18.01.2016 at 2 p.m, kindly be present or depute your represtative for the same.

(Renu Mohan Bhan) Deputy Secretary (Admn.)