



IIM NAGPUR

भारतीय प्रबंध संस्थान नागपुर  
Indian Institute of Management Nagpur

INDIAN INSTITUTE OF MANAGEMENT, NAGPUR  
ICT Department, IIM Nagpur, Plot No. 1, Sector 20, Mihan  
(Non-Sez) Nagpur - 441108

Phone No. – 9970305991

Email: [itoffice@iimnagpur.ac.in](mailto:itoffice@iimnagpur.ac.in)

[www.iimnagpur.ac.in](http://www.iimnagpur.ac.in)

**Invitation to Offer**

Suppliers Address:  Ph.No.: Email id :	Enquiry Ref. No. IIMN/ICT/2021-22/09	Date of Issue: 11/03/2022
	To reach us before: 21/03/2022 Up to 03.00 P.M at MIHAN campus	Offer Valid up to: 6 Months
	Date & time of opening of bid: 21/03/2022 Up to 03.30 P.M at MIHAN campus	Issued by: ICT Department IIM Nagpur

We invite your Quotation for the item/s mentioned below. Please return this form, duly filled in all respects in a sealed envelope so as to reach us on the above address and before the date specified above. Submitting this quotation implies agreement to the terms and conditions mentioned in Appx. 'B'.

Sr. no	Description of Item	Cost	GST	Total Cost (Rs.)
1	<b>Requirement of PA System, Videography, Photography for Pre-convocation &amp; Convocation and webcast for Convocation at IIM Nagpur Mihan Campus.</b> Technical details and product description as per Appx. 'A' <b>The tentative dates for preconvocation and convocation are 2nd April and 3rd April or 3rd April and 4th April 2022</b>			
	<b>Add Transport/Installation charges etc. if any</b>			
	<b>Grand Total</b>			

Total Price (in words) Rupees \_\_\_\_\_





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Appx 'A'

**Technical Details & Description of Items:**

**Name of Work:** Requirement of PA System, Videography, Photography for Pre-convocation & Convocation and webcast for Convocation at IIM Nagpur, Mihan Campus.

**Venue:** IIM Nagpur, Mihan Campus

Sr. No	Particulars	Unit	Approx. Qty
A	<b>Pre-Convocation 2022</b>		
	<b>PA System for Pre-Convocation</b>		
1	Top JBL EON	Nos.	06
2	Sub Single 18	Nos.	04
3	Amplifier LabGruppen FPnbn+10000Q or equivalent/better	Nos.	02
4	Stage Monitor JBL Prx 512	Nos.	03
5	Speaker Management System XTA DP 448	Nos.	01
6	Multi Channel Sound Console Allen n health or equivalent/better	Nos.	01
7	CD-DVD and pendrive Player Denon/Pioneer or equivalent/better	Nos.	01
8	Cordless Handheld Microphones Sennheiser ew 300or equivalent/better	Nos.	04
9	Podium Microphone AKG or equivalent/better	Nos.	02
	<b>Videography &amp; Photography for Pre-Convocation</b>		
1	Lights Par 64	Nos.	16
2	Control Panel Avo	Nos.	01
3	LED Par	Nos.	12







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4	HD Camera	Nos.	02
5	Online edit setup	Nos.	01
6	Still Photographer (approx 300 soft copies only)	Nos.	02
<b>B</b>	<b>Convocation 2022</b>		
	<b>PA System for convocation</b>		
1	Top JBL EON	Nos.	06
2	Sub Single 18	Nos.	04
3	Amplifier LabGruppen FPnbn+10000Q or equivalent/better	Nos.	02
4	Stage Monitor JBL Prx 512	Nos.	03
5	Speaker Management System XTA DP 448	Nos.	01
6	Multi Channel Sound Console Allen n health or equivalent/better	Nos.	01
7	CD-DVD and Pendrive Player Denon/Pioneer or equivalent/better	Nos.	01
8	Cordless Handheld Microphones Sennheiser ew 300or equivalent/better	Nos.	04
9	Podium Microphone AKG or equivalent/better	Nos.	02
	<b>Videography &amp; Photography for Convocation</b>		
1	Lights Par 64	Nos.	16
2	Control Panel Avo	Nos.	01
3	LED Par	Nos.	12
4	HD Camera	Nos.	03
5	Online edit setup	Nos.	01
6	Still Photographer (approx 300 soft copies only)	Nos.	03
7	Plasma TV	Nos.	07
	<b>Webcast for Convocation</b>		
1	Webcast of convocation	Job	01
	Internet will be provided by IIM Nagpur		







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**Appx 'B'**

**General Conditions and Instruction for Bidders**

1. The service to be provided at IIM Nagpur, Mihan campus
2. The bidder must quote the price inclusive of pre-convocation, convocation, and taxes/GST if any.
3. The bidder must be aware that if the specification of their offered model does not meet with minimum specifications required mentioned in Appx. A shall outrightly be rejected.
4. The photographs and video should be made available within 24 hours.
5. Trial and testing should be done before pre-convocation and convocation.
6. Link for Webcast should be provided one day prior to the convocation.
7. Site visit should be done before quoting the bid.
8. IIMN at its discretion, can cancel this 'Invitation to Offer' either in full or part without assigning any reason whatsoever.
9. Bill should be submitted in duplicate on the complete execution of order duly certified by Institute's authorized representative in respect of the complete installation and making all the units fully functional.
10. Submit the Bank account details along with the bill for payments be NEFT / RTGS or mention the same in the bill [Pl. enclose a cancelled cheque in the bidder's name].
11. The bidder must quote PAN/ VAT No./ GST No. etc. on their quotation, without which the quotation will not be entertained. [Pl. enclose a current valid copy of the documents].
12. The bid must submit at IIM Nagpur, Mihan Campus Nagpur along with all the pages of this 'Invitation to Offer' duly signed and stamped as a token of acceptance of the terms and conditions of this offer without which the offer shall be rejected.
13. Security deposit/performance guarantee is waved off.





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**ANNEXURE – C**  
**PARTICULARS OF BIDDER**

**Tender for PA System, Videography, Photography for Pre-convocation & Convocation and webcast for  
Convocation at IIM Nagpur, Mihan Campus.**

IIMN/ICT/2021-22/09

dated 11/03/2022

1. Name of the bidder

(a) Trade Name (in Block letters) \_\_\_\_\_

(b) Status of the bidder \_\_\_\_\_

(Proprietorship/Partnership/LLP/Limited Co.)

(in Block letters)

(c) Name of Proprietor/Partners/CEO/Directors \_\_\_\_\_  
(in Block letters)

2. Postal Address \_\_\_\_\_  
\_\_\_\_\_

3. Telephone No. \_\_\_\_\_

4. E-mail / Website address (if available) \_\_\_\_\_

5. Bank Draft No, date, Bank name and amount (if applicable)/MSME or NSIC Regn. No.

(a) Tender Fees \_\_\_\_\_

(b) EMD \_\_\_\_\_

(c) MSME/NSIC Regn. No. (if applicable) \_\_\_\_\_

\_\_\_\_\_  
(Enclose self-attested photocopy)







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6. Name of the Banker, Branch Name & address (in Block letters) (for e-payment purpose)

\_\_\_\_\_

7. PAN (Enclose self-attested photocopy)

\_\_\_\_\_

8. VAT No. (if applicable) (Enclose self-attested photocopy)

\_\_\_\_\_

9. GST No. (if applicable) (Enclose self-attested photocopy)

\_\_\_\_\_

10. Trade License/Business License/CIN (if applicable)  
(Enclose self-attested photocopy)

\_\_\_\_\_

11. Lab. Licence/EPF/ESIC Reg. No. (if applicable)  
(Enclose self-attested photocopy)

\_\_\_\_\_

12. Any other Relevant Information

\_\_\_\_\_

(e.g. Number of Years of Experience in a similar line of business / Turnover for last Financial year)

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender/quotation/NIT as stipulated in the tender notice No: IIMN/ICT/2020-21/09 dated 11/03/2022 Accordingly, I/ we accept the terms and conditions and hereby offer the rates for Tender for PA System, Videography, Photography for Pre-convocation & Convocation and webcast for Convocation at IIM Nagpur, Mihan Campus.



Name of the BIDDER

\_\_\_\_\_

Date

\_\_\_\_\_

Official seal of BIDDER

\_\_\_\_\_