

**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. – 07122870340/41

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/2022-23/012	Date of Issue: 21/03/2023
	To reach us before: 28/03/2023 Up to 03.00 P.M at MIHAN campus	Offer Valid up to: 6 Months
	Date & time of opening of bid: 28/03/2023 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 Setup and Videography for Pre-convocation &amp; Convocation and webcast for Convocation as a service at IIM Nagpur Mihan Campus.</b> Technical details and product description as per Appx. 'A' <b>The tentative dates for preconvocation and convocation are 7<sup>th</sup> April and 8<sup>th</sup> April 2023</b>			
	<b>Add Transport/Installation charges etc. if any</b>			
	<b>Grand Total</b>			

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



**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, Mihaan  
(Non-Sez) Nagpur - 441108

Phone No. – 07122870340/41

Email: [itoffice@iimnagpur.ac.in](mailto:itoffice@iimnagpur.ac.in)[www.iimnagpur.ac.in](http://www.iimnagpur.ac.in)**Appx 'A'****Technical Details & Description of Items:**

**Name of Work:** Requirement of PA Setup and Videography for pre convocation & Convocation and webcast for Convocation as a service at IIM Nagpur, Mihaan Campus.

**Venue:** IIM Nagpur, Mihaan Campus

Sr. No	Particulars	Unit	Approx. Qty
	<b>Pre convocation and Convocation 2023</b>		
	<b>PA Setup</b>		
1	Top JBL	Nos.	06
2	Sub Single 18	Nos.	02
3	Amplifier LabGruppen FPnbn+10000Q or equivalent/better	Nos.	02
4	Stage Monitor JBL Prx 512	Nos.	04
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	Cordless Guseneck Microphones Sennheiser or equivalent/better	Nos.	02
	<b>Videography</b>		
10	HD Camera	Nos.	03
11	Online edit setup	Nos.	01
	<b>Webcast for Convocation</b>		
12	Webcast of convocation	Job	01







**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. – 07122870340/41

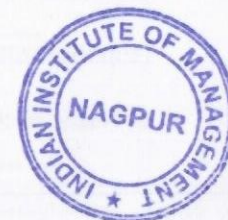
Email: [itoffice@iimnagpur.ac.in](mailto:itoffice@iimnagpur.ac.in)

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

**Appx 'B'**

**General Conditions and Instruction for Bidders**

1. The service to be provided at IIM Nagpur, Mihan campus
2. Internet bandwidth through LAN and power supply with one point will provided by IIM Nagpur
3. The bidder must quote the price inclusive of pre-convocation, convocation, and taxes/GST if any.
4. 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.
5. The video should be made available within 2 working days.
6. Trial and testing should be done before pre-convocation and convocation.
7. Link for Webcast should be provided one day prior to the convocation.
8. Site visit should be done before quoting the bid.
9. IIMN at its discretion, can cancel this 'Invitation to Offer' either in full or part without assigning any reason whatsoever.
10. 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.
11. 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].
12. 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].
13. 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.
14. Security deposit/performance guarantee is waved off.





**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. – 07122870340/41

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

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

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

**Tender for PA Setup and Videography for Preconvocation and convocation and webcast for Convocation as a service at IIM Nagpur, Mihan Campus**

IIMN/ICT/2022-23/012

dated 21/03/2023

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)

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







**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. – 07122870340/41

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

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

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/2022-23/012 dated 21/03/2023 Accordingly, I/ we accept the terms and conditions and hereby offer the rates for Tender for PA Setup and Videography for preconconvocation & convocation and webcast for Convocation at IIM Nagpur, Mihan Campus.

Date \_\_\_\_\_

Name of the BIDDER \_\_\_\_\_

Official seal of BIDDER \_\_\_\_\_

