



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

www.iimnagpur.ac.in

Invitation to Offer

Suppliers Address: Ph.No.: Email id :	Enquiry Ref. No. IIMN/ICT/2023-24/10	Date of Issue: 20/11/2023
	To reach us before: 30/11/2023 Up to 03.00 P.M at MIHAN campus	Offer Valid up to: 6 Months
	Date & time of opening of bid: 30/11/2023 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	Requirement of AV setup, videography & photography and Webcast Setup for ZMS Conference dated 14th, 15th and 16th December 2023 at IIM Nagpur, Mihan Campus Technical details and product description as per Appx. 'A'			
	Add Transport/Installation charges etc. if any			
	Grand Total			

Total Price (in words) Rupees _____





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Appx 'A'

Technical Details & Description of Items:

Name of Work: Requirement of AV setup, videography & photography and Webcast Setup for ZMS Conference dated 14th, 15th and 16th December 2023 at IIM Nagpur, Mihaan Campus

Venue: IIM Nagpur, Mihaan Campus

14th & 15th December'23 Timings:7PM-10PM

Location:Ampitheater

Items	Qty
AV setup	
Sound for Kawwali (14th Dec'23)	
Good Sound System along with Mixer and other related equipment	
Colum speakers 4 nos	4
6 cordless mics	6
Podium Mic	2
Hand held Microphone for comparer	2
Cables and connectors	LOT
Sound for Band(15th Dec'23)	
Box Truss 72x48	1
JBL Vertical flying tops with scaffolding	8
JBL Vertical subwoofers (dual loaded)	12 (6 per side)
Stage Monitors	8
Cordless Mics Shure /Sennheiser	6
Headset mics Shure / Sennheiser	4
Podium Mics Shure	2
Drumkit Mics Shure	8
Digital Amplifiers	6
Digital Crossovers	4





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Equalizer	1
Effect Processor	1
Digital Mixing Console	1
Microphone Stands	10
Analog Mixer	1
IEM	4
DI Box	10
Side Fills	2
Drum Kit	1
Snake Cable	2
Amp Rack	2
Power Cables & connectors	Lot
CD Player and DJ Mixer	1 pair
Power Unit	3 Phase
Delay Sound Z flying sound tops and subs	
Cables and connectors	LOT
Display (14th & 15th Dec'23 Timings:7PM-10PM)	
LED Wall screen on Top 16ft x 10ft with sound	4
LED Designer backdrop 16ft x 10ft	1
Cables and connectors	LOT





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15th & 16th December'23 Timings: 8:30 AM -7:30 PM		Location:MPH
Items		Qty
Sound		
Colum speakers 4 nos		4
6 cordless mics with 50 meter range		6
Podium Mic		2
Hand held Microphone for comparer		2
Cables and connectors		LOT
Display/Video		
LED Backdrop - LED Wall (16ft x 10ft)		1
LED Wall screen on Top (16ft x 10ft) with sound		4
Cables and connectors		LOT

14th ,15th and 16th December'23		Location:MPH , Ampitheater
Videography		3 Camera
Photography		2 Camera
Webcast		1
Cables and connectors		LOT





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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 all the requirement, 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 and photographs should be made available within 5 working days.
6. Trial and testing should be done on 14th December'23.
7. Link for Webcast should be provided one day prior to the event.
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.





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ANNEXURE – C
PARTICULARS OF BIDDER

Tender for Requirement of AV setup, videography & photography and Webcast Setup for ZMS Conference dated 14th, 15th and 16th December 2023 at IIM Nagpur, Mihan Campus

IIMN/ICT/2023-24/10

dated 20/11/2023

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)

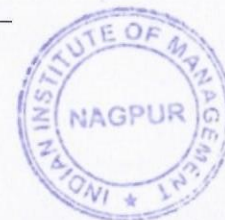
5. Bank Draft No, date, Bank name and amount (if applicable)/MSME or NSIC Regn. No.

(a) Tender Fees

(b) EMD

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

(Enclose self-attested photocopy)





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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/2023-24/10 dated 20/11/2023 Accordingly, I/ we accept the terms and conditions and hereby offer the rates for Tender for **Requirement of AV setup, videography & photography and Webcast Setup for ZMS Conference dated 14th, 15th and 16th December 2023 at IIM Nagpur, Mihan Campus.**

Date _____



Name of the BIDDER _____

Official seal of BIDDER _____