



**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/2023-24/14	Date of Issue: 01/03/2024
	To reach us before: 21/03/2024 Up to 03.00 P.M at MIHAN campus	Offer Valid up to: 6 Months
	Date & time of opening of bid: 21/03/2024 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	Total Cost	GST	Grand Total (Rs.)
1	<b>Requirement of PA Setup, Videography, LED Walls &amp; Display for Pre-convocation &amp; Convocation and webcast for Convocation as a service at IIM Nagpur Mihan Campus.</b> Transport charges will be inclusive. Technical details, product description and unit price as per Appx. 'A' <b>The tentative dates for preconconvocation and convocation are 6<sup>th</sup> April and 7<sup>th</sup> April 2024</b>			
	<b>Grand Total (in words)</b>			





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**Appx 'A'**

**Technical Details & Description of Items:**

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

**Venue:** IIM Nagpur, Mihan Campus

Sr. No	Particulars	Qty (A)	Unit	Unit Price (Rs.) (B)	Amount (Rs.) (C = A*B)
	<b>Pre convocation and Convocation 2023</b>				
	<b>PA Setup</b>				
1	Top JBL	06	Nos		
2	Sub Single 18	02	Nos		
3	Amplifier LabGruppen FPnbn+10000Q or equivalent/better	02	Nos		
4	Stage Monitor JBL Prx 512	04	Nos		
5	Speaker Management System XTA DP 448	01	Nos		
6	Multi Channel Sound Console Allen n health or equivalent/better	01	Nos		
7	Pendrive Player Denon/Pioneer or equivalent/better	01	Nos		
8	Cordless Handheld Microphones Sennheiser ew 300 or equivalent/better	04	Nos		
9	Cordless Guseneck Microphones Sennheiser or equivalent/better	02	Nos		
	<b>LED Walls &amp; Display</b>				
10	LED Wall 15' x 8'	02	Nos		
11	Plasma TV 60"	02	Nos		
	<b>Videography</b>				
12	HD Camera	03	Nos		
13	Online edit setup	01	Nos		
	<b>Webcast for Convocation</b>				
14	Webcast of convocation	01	Nos		
	<b>Total Cost</b>				







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**Appx 'B'**

**General Conditions and Instruction for Bidders**

1. The service to be provided at IIM Nagpur, Mihaan 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, Mihaan 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.
15. The quoted price shall remain firm throughout the tenure of the contract and no revision is permissible for any reason.
16. The quantity may vary as per actual requirement of site.
17. The payment will be done on actual quantity used for the event.
18. Actual date of convocation will be mentioned in work order/LOC. Tentatively the date would be 6th and 7th April 2024.





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

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

IIMN/ICT/2023-24/14

dated 01/03/2024

**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)**

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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/2023-24/14 dated 01/03/2024 Accordingly, I/ we accept the terms and conditions and hereby offer the rates for Tender for PA Setup, Videography LED Walls & Display for preconvoation & convoation and webcast for Convoation at IIM Nagpur, Mihaan Campus.

Date \_\_\_\_\_

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

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

