



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:	Enquiry Ref. No. IIMN/ICT/2024-25/02	Date of Issue: 05/04/2024
	To reach us before: 25/04/2024 Up to 03.00 P.M at MIHAN campus	Offer Valid up to: 6 Months
	Date & time of opening of bid: 25/04/2024 Up to 03.30 P.M at MIHAN campus	Issued by: ICT Department IIM Nagpur
Ph.No.:		
Email id :		

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	Requirement of PA Setup and Videography for Pre-convocation & Convocation and webcast for Convocation as a service at IIM Nagpur Mihan Campus. Transport charges will be inclusive. Technical details, product description and unit price as per Appx. 'A' The tentative dates for preconvocation and convocation are 10th and 11th May 2024			
	Grand Total (in words)			





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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	Qty (A)	Unit	Unit Price (Rs.) (B)	Amount (Rs.) (C = A*B)
	Pre convocation and Convocation 2024				
	PA Setup				
1	Column speakers	04	Nos		
2	Delay Speaker	02	Nos		
3	Stage Monitor JBL Prx 512	04	Nos		
4	32 Channel sound Mixture & Amplifier	01	Nos		
5	Pendrive/CD/DVD Player	01	Nos		
6	Podium Mic	02	Nos		
7	Cordless Handheld Microphone	02	Nos		
8	Cables and connectors	LOT	LOT		
	Videography				
9	HD Camera	03	Nos		
10	Multi video HD mixture with video editor	01	Nos		
	Webcast for Convocation				
11	Webcast of convocation including 32" Monitor for video mixing & all the Soft designing for online webcasting	01	Nos		
	Total Cost				





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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 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.
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 10th and 11th May 2024.





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ANNEXURE – C
PARTICULARS OF BIDDER

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

IIMN/ICT/2024-25/02

dated 05/04/2024

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/2024-25/02 dated 05/04/2024 Accordingly, I/ we accept the terms and conditions and hereby offer the rates for Tender for PA Setup and Videography for pre-convocation & convocation and webcast for Convocation at IIM Nagpur, Mihan Campus.

Date _____

Name of the BIDDER _____

Official seal of BIDDER _____

