



भारतीय प्रबंध संस्थान अमृतसर

INDIAN INSTITUTE OF MANAGEMENT AMRITSAR

पीआईटी बिल्डिंग, सरकारी पॉलिटेक्निक परिसर; पॉलिटेक्निक रोड; छिहरता, जी.टी. रोड अमृतसर 143105 -

वेबसाइट : www.iimamritsar.ac.in, जीसटी: 03AABTI3832P1ZJ: दूरभाष 2820040-0183 :

PIT Building, Inside Govt. Polytechnic Campus; Polytechnic Road; Chheharta, G.T. Road Amritsar – 143105,

Website: www.iimamritsar.ac.in, Ph. No. 0183-2820040, GST no. 03AABTI3832P1ZJ

Enquiry No: IIMASR/SP/2022-23/313

Dated: 19.01.2023

Notice Inviting Quotation (NIQ)

Sub: Quotation invited for the Hiring of AV setup for the Aarohan The Leadership Summit
Indian Institute of Management Amritsar, would like to Hiring of AV setup for the Sankshetra Event from reputed and bonafide suppliers:

S. No.	Quotation Required For	Qty and Unit	Per page/ unit Price (in INR)	Total Price in Rupees
1.	Backdrop with flex (Dim: 24x 10 feet)	1		
2.	Stage (Dim: 24x16 feet)	1		
3.	Standee Wooden frame (Dim:3x6 feet)	2		
4.	Podium with branding(Dim: 4x2 feet)	1		
5.	Console Masking	3		
6.	Top for sound system	4		
7.	Podium Mic	1		
8.	Cordless mic	12		
9.	Sound mixer	1		
10.	Light for backdrop	6		
11.	Light on Stand from the front stage	10		
12.	LED Screen (Dim: 10x8 feet)	2		
13.	Laptop	1		
14.	Slide Changer	1		
15.	Preview Monitor	1		
16.	Connecting Panel	1		
17.	Switcher HDMI	1		
18.	Plasma TV with stand	2		
19.	Genset with diesel	1		
20.	Sofa chair for stage	5		
21.	2 seater Sofa chair for audience	6		
22.	Stage Table	4		
23.	Tables for audience	4		
24.	Packing & Transportation Charges, if any			
25.	Any other charges, if any (Mention clearly)			
26.	GST in Rs.			
	Total of 1 to 26			



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Requirement of Media Arrangement enclosed in Annexure “A.” Bidders have to quote for the same as per the tabulated format.

Note: GST should be quoted as per the Government norms, In case due to any error/ oversight, the GST quoted by the bidder is less than the actual rate as per tariff, the bidder will not be permitted to rectify the error/oversight. The orders/ contract will be placed for the total amount including the (lower) rate/s quoted by the bidder, with reduced basic amount to the extent of difference in tax amount, so that the total amount (basic + actual rate as per tariff), remains same(quoted basic + quoted rate). The difference amount payable, if any, between the quoted rate and actual rate as per tariff shall be borne by the bidder.

Terms and Conditions:

- 1) Bidders should fulfil and comply with the given specifications.
- 2) **All bidders should quote Prices in Indian Rupees and should be inclusive of all Taxes, Duties & Price should be quoted FOR IIM Amritsar.**
- 3) Items will be evaluated together for selecting the L1 price of the technically qualified bidders only and L1 Bidder will be awarded the Work Order. The items shall be required to be delivered at location specified by the IIM Amritsar at the risk and cost of the bidder, if applicable.
- 4) Your bid must be valid for 90 days from the date of quotation opening.
- 5) The items are required to be delivered on or before 29th January 2022 from the date of the work order, late delivery may not be accepted.
- 6) **The quotation should be submitted through e-tender portal of IIM Amritsar portal only.**
- 7) Warranty: Minimum 1 year or Standard Warranty as applicable, if any.
- 8) The items offered should be of good quality.
- 9) Advance payment is not admissible. Payment shall normally be made within 30 days' subject to receipt and acceptance (as per Work Order Terms) of the ordered materials/items.
- 10) In case of the unscheduled holiday in Amritsar being declared on the prescribed closing/ opening day of the tender, the next working day will be treated as the scheduled prescribed day of closing/ opening of the tender.
- 11) Institute reserves the right to accept the delivery in part or full and to claim liquidated damages at 0.5% per week subject to a maximum of 10% the total value of Work Order.
- 12) Any other information that you may like to obtain, you are free to contact IIM Amritsar through mail at purchase@iimamritsar.ac.in before submission of the quote.
- 13) IIM Amritsar reserves the right, at its discretion, to increase or decrease the quantity, or remove certain items mentioned in NIQ during Techno- Commercial Evaluation.
- 14) IIM Amritsar reserves the right to reject any or all bids, amend/ withdraw any terms and conditions in the document or to cancel the NIQ at any stage without assigning any reason.
- 15) Quotation/Tender may please be submitted on or before 24.01.2023 by 14:00 PM **through e-tender portal of IIM Amritsar portal only.**

Stores and Purchase Office
IIM Amritsar



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Annexure “A”

NDTV EVENTS CHECKLIST REQUIREMENT – Media Partnerships – Marketing Initiatives

1. Printing of backdrop on Reverse Flex sheets, (on rough surface) to avoid light glare
2. Avoid Plain White Colour backdrops instead larger logos and vibrant colours
3. Set Design needs to be finalized in consultation with NDTV to ensure good visuals on TV
4. 5 camera risers, same height as stage (minimum 4 x 4 feet top) to be arranged
5. 30 par cans and 18 LED Lights are standard requirements for any event but reduced or increased based on the location, recce and shoot plan
6. Lighting of the stage (for TV part) to be done in consultation with the NDTV DOP
7. Generator (uninterrupted power) has to be arranged for event flow, separate power sources for the lights and TV + Ground audio video.
8. NDTV power requirements will be 20 KVA in the upper side, these needs to be on same source as ground audio and plasmas/ LEDs. The power junction box needs to serve power till the point NDTV set up is and not at a central place. NDTV will not employ equipment/ resources to make arrangements for the power.
9. NDTV will operate on TV console and not the ground console for audio. The mic/ audio inputs need to be routed to audio splitter to ensure NDTV and ground gets a parallel output independent of each other
10. Ground venue vanity is agency's responsibility so covering the wiring laid down by NDTV or any other requests by the client will be agency's responsibility.
11. Truss to be provided – Ideally should be a goal post in front of the stage from left to right, or else need 4 only to cover stage lighting and 6 if we want to cover stage and audience. In case of a low ceiling venue, below 8 feet clear height, we would need light stands instead of T truss but criteria for the number will remain same as 4 or 6. In case of goal post truss, will need only 2 T-Truss along with it. Truss requirement will be discussed with NDTV Producer