

# NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 15

## SHORT-TERM TENDER NOTICE

Web: [www.nitt.edu](http://www.nitt.edu)

Phone: 0431 –250 3840

**ESTATE MAINTENANCE DEPARTMENT/ELECTRICAL**



## TENDER DOCUMENT (TECHNICAL BID) Short period Tender

**Name of work** : Providing temporary Video and photography coverage arrangements for the 19<sup>th</sup> Convocation on 28<sup>th</sup> July. 2023 at Barn Hall NIT, Tiruchirappalli.

All arrangements should be made on 27<sup>th</sup> July 2023 at 6.00 P.M.

**Tender Enquiry No** : 11/23-24

**Period of Contract** : 1 day

**Tender Enquiry No** : [NITT/EMD/EE/Tender/Enq.No:11/23-24 dt 12-07-2023](#)

NATIONAL INSTITUTE OF TECHNOLOGY  
TIRUCHIRAPALLI - 620 015.

**ESTATE MAINTENANCE DEPARTMENT/ELECTRICAL**

**NOTICE INVITING TENDER**

1. **Name of Work** : Providing temporary Video and photography coverage arrangements for the 19th Convocation on 28th July. 2023 at Barn Hall NIT, Tiruchirappalli.  

All arrangements should be made on 27th July 2023 at 6.00 P.M
2. **Estimated Cost** : Rs.1,84,500/- ( Extra applicable GST)
3. **Earnest Money Deposit** : Bid security declaration form to be submitted
4. **Period of Contract** : 1 day
3. **Cost of tender document** : Nil
4. **Last Date & Time for downloading of tenders** : 18.07.2023 & 11.00 AM
5. (a) **Date & Time of Tender opening (Technical Bid)**: 18.07.2023 & 12.00 NOON (in front of committee members)  
(b) **Opening of Price bid** : Only qualified bids after evaluation of intimation
6. **Address for Submission of tender** : The Director, National Institute of Technology, Tiruchirappalli-620 015.

Tender document contains 13 pages including Price bid.

Name of the Agency Submitting: .....

the tender

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**Check list to evaluate the capability of the tenderer qualifying for price bid opening.**

S. No	Item/ Requirement from the Bidder	Bidders Response should be definite, complete and legible. Use separate sheet wherever necessary. All the documents enclosed should be arranged in the same serial order as they appear on the Tender Document.		
1	Particulars of remittance of EMD: Specify (a) DD Number (b) Amount (c) Issuing Banker	DD Number : Amount : Issuing Banker : Bid security declaration form: (Y/N)		
2	Name and Complete Postal address of the Applicant or Bidder Firm/ Company with phone/ Fax/ Mobile number			
3	Website Address, if any, of the Bidder firm / company			
4	Legal status / Constitution of the Bidder in INDIA : (a) Sole Proprietor (b) Partnership (c) Private Limited (d) Public Limited (e) others			
5	Registration particulars for Establishment / Incorporation of the Bidder as Partnership firm/Private Limited Company/ Public limited Company etc., (Attach documentary evidence)	Autho rity	Registration Number	Place, date and Year of registration/ incorporation
6	<b>Classification of the bidder</b> (a) Manufacturer or (b) Authorized Agent or (c) Authorized Dealer or (d) Stockiest or (e) others, specify			
7	If the bidder is an authorized dealer/ distributor/ stockiest, whether authorization letter from the Original Equipment Manufacturer is attached? (Note: Without this authorization letter, the bid will not be considered)			
8	Details/ Profile of the Products you are dealing with			
9	(a) Name, (b) address ,(c) designation, (d) phone & cell number and (e) E mail ID of the Contact person of the applicant/ bidder			
10	Income Tax Permanent Account Number (PAN Number) (Attach self-attested copy)			
11	GST/ TIN number (Proof to be attached)			
12	If the bidder has already supplied SIMILAR item or similar equipment to NIT, Tiruchirappalli the details of the same.			
13	The bidder should have experience in this field is necessary. Also the bidders should have experience of caring out similar works in Govt./Private organization with a capacity of minimum 3000 audience.			
14	Financial turn over for last three years ( Proof to be attached ) Average turnover of last three years is equal or more than 50% of the estimate cost.	2019-20 : 2020-21 : 2021-22 : 2022-23 :		

15	Procedure for submission of Bid	<b>Envelope 1 :</b> EMD <b>Envelope 2 :</b> Technical Bid <b>Envelope 3 :</b> Price bid <b>Envelope 4 :</b> Larger size Outer Envelope (Wrapper)
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**Technical Compliance List**

SL.No	Description	YES (✓)	NO (✓)
1	Lighting arrangement with special light equipments etc., as required for Video and Photography coverage (Focus Lights, Soft Lights, Umbrellas, Stands, etc)		
2	Minimum two numbers of High Quality (4K) video cameras (Preferably SONY PXW / Panasonic CX series or Higher model) with 6 feet height tripods, Additional 2 skilled technicians has to be provided to operate 2 video cameras provided by the institute.		
3	Minimum One High quality DSLR camera and One Full frame format still photo camera		
4	HD drone camera with HDMI live out		
5	HD Video Camera SDI Input Switcher & Video Audio Recording unit, Cables, Connectors etc., as required.		
6	LED Back drop display 30' X 10' Indoor HD P3 LED Video Wall: Pixel Pitch 3.81, Screen Resolution 1920 x720 pixels, Input Voltage 100-240 Volt, Operating Temperature 10-40 <sup>0</sup> with LED raiser height 4 ft. Length 30 ft., width 3 or 4 ft. etc., as required.		
7	Laminated Album 35 Pages (12"x36")		

Note: The above-mentioned items proof to be attached.

- ✓ I / we hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
- ✓ I / we have furnished all information and details necessary for deciding our eligibility to be qualified for taking part in the tendering process for the work. We have no further information to supply.
- ✓ I/We also authorize the Director, NIT Tiruchirappalli or his representative to approach individuals, firms and corporations to verify our competence and general reputation.

**Authorized signatory of Bidder with Seal**

**Name.....**

**Designation.....**

**NATIONAL INSTITUTE OF TECHNOLOGY**  
**TIRUCHIRAPPALLI – 620 015**

**Tender No: 11 / 23-24 / 19<sup>th</sup> Convocation 2023**

On behalf of the National Institute of Technology, Tiruchirappalli, tenders are invited for **Providing temporary Video and photography coverage arrangements for the 19th Convocation on 28th July. 2023 at Barn Hall NIT, Tiruchirappalli.**at NIT, Tiruchirappalli conforming to the specifications and scope of work given in Annexure – 1 of this schedule. The bidders are welcome to visit the event place before quoting if desired.

1. The tender document can be downloaded from the Institute website (<https://www.nitt.edu/home/other/tenders/>). The tender document shall be submitted along with **Bid security declaration form to be submitted towards Earnest Money Deposit (EMD)**. If you are in a position to quote in accordance with the requirements stated in the attached schedule, please submit your tender to this Office by specifying your rates in the space provided in the prescribed tender form itself along with demand drafts (obtained on or after the date of issue of tender).

**2. Preparation of Tender:**

- 2a. In the event of space on the schedule form being insufficient for the required purpose, you have to submit the rates in the letter head of your company clearly mentioning S.No. and other relevant particulars. Each such additional page must be numbered consecutively, bearing the Tender Number and be fully signed by you. In such cases reference to the additional pages must be made in the tender form.
- 2b. You should quote your rate only for our scope/specification requirements in the format issued by this office.

**3. Signing of Tender:**

The Tender is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the schedule to the Tender are not fully filled in or not duly signed/authenticated. Specific attention is drawn to the delivery dates and important conditions referred to in the Annexure enclosed herewith. Each page of the tender documents is required to be signed and bears the official seal of the tenderers.

**4. Delivery of Tender:**

- 4a. The Original copy of the Tender ( Technical & Price bid) is to be enclosed in a double cover.
- 4b. The outer cover should be sealed and addressed to the Director, NIT, Tiruchirappalli-15

<b>The tender cover should be sent to:</b>	<b>The Director, National Institute of Technology, Tiruchirappalli - 620 015.</b>
<b>LAST DATE for receipt of Tender</b>	<b>Date: 18.07.2023 at 11.00 AM</b>

4c. The Tender Cover should be superscribed on the left-hand side “Tender No:02/23-24/ 19<sup>th</sup> Convocation 2023”.

4d. Tender which fails to comply with the above instructions is liable to be rejected.

**4e.** Tender should be sent either by REGISTERED POST WITH ACKNOWLEDGEMENT DUE OR THROUGH A MESSENGER. If the Tender is sent through a messenger, the same has to be dropped in the DISPATCH SECTION in the office of the Registrar (Administrative Building, NIT Tiruchirappalli) before 11.00 AM on the due date.

**5. Opening of Tenders:** You are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and the date specified in the Schedule. Tenders will be opened on 18.07.2023 at 12.00 PM in the administrative building of NIT, Tiruchirappalli.

**6. Validity:** The tender rate should be kept valid for sixty (60) days from the due date of submission thereof and not to make any modifications in terms and conditions.

**7. Prices:**

- 7a.** The prices quoted must be net per unit shown in the schedule and must include delivery charges and other statutory levies.
- 7b.** **The prices quoted by the Tenderer should be exclusive all tax and other statutory levies.**
- 7c.** **No price revision, changes in the scope / specification already given or changes in the terms and conditions etc. during the contract period is acceptable.**

**8. Terms of Delivery:** The complete scope of work defined in this tender document shall be completed by 06.00 PM on 27th July 2023 for inspection and verification by Institute authorities.

**9. Right of Acceptance:** The National Institute of Technology, Tiruchirappalli – 620 015 does not bind itself to accepting the whole or any part of the Tender or portion of the quantity offered.

**10. Communication of Acceptance:** Acceptance by the Institute will be communicated by Post, if required, and the Company's acceptance to be communicated to us formally in writing. The Institute shall not be responsible for the late receipt of tender documents due to postal and or any other delay.

**Annexure - I (PRICE BID)**

**Schedule of Works**

**Name of work: Hiring of arrangement of Video & Photography live streaming & LCD-Constitution for 19th Convocation**

<b>Sl. No</b>	<b>Description</b>	<b>Qty / Sets.</b>	<b>Rate</b>	<b>Total Amount in Rs.</b>	<b>Total Amount in Words</b>
1	Lighting arrangement with speical light equipments etc., as required for Video and Photogrpahy coverage (Focus Lights, Soft Lights, Umbrellas, Stands, etc)	1			
2	Minimum two numbers of High Quality (4K) video cameras (Preferably SONY PXW / Panasonic CX series or Higher model) with 6 feet height tripods, Additional 2 skilled technicians has to be provided to operate 2 video cameras provided by the institute.	1			
3	Minimum One High quality DSLR camera and One Full frame format still photo camera	1			
4	HD drone camera with HDMI live out	1			
5	HD Video Camera SDI Input Switcher & Video Audio Recording unit, Cables, Connectors etc., as required.	1			
6	LED Back drop display 30' X 10' Indoor HD P3 LED Video Wall: Pixel Pitch 3.81, Screen Resolution 1920 x720 pixels, Input Voltage 100-240 Volt, Operating Temperature 10-40 <sup>0</sup> with LED raiser height 4 ft. Length 30 ft., width 3 or 4 ft. etc., as required.	1			
7	Laminated Album 35 Pages (12"x36")	1			
	<b>Sub - Total</b>				
	<b>GST 18%</b>				
	<b>Total Amount in Rs.</b>				

**Grand Total amount in words .....**only

**The Following points should be consider during the Price quoting: -**

- Separate Trained and qualified Technicians must for every equipment.
- UPS, Proper power connectors, Switch board with circuit breaker, Power cables should be brought
- Output for live streaming. (High speed internet bandwidth will be provided by NITT)
- Raw files, grading pictures files, original quality, compression social media quality, edited output video file mp4 format in the form of DVD - 2 sets, Two set of TNT quality photo album large size.



### **IMPORTANT NOTE:**

1. All pages of tender documents should be filled in and returned duly signed.
2. All the above works should be completed within the time frame.
3. **Fax & E-mail quotations will not be accepted.**
4. Total inclusive price should be quoted in nearest Rupee.
5. After completion of the function, the place shall be neatly cleaned by the contractor. No debris / foreign materials will be allowed to left inside the campus.
6. The contractor shall make sure proper safety arrangements.
7. As instructed by NIT, the Electrical & Mechanical safety should be ensured by the vendors.
8. The Site visit is allowed for the bid submission before the due date.

### **IMPORTANT CONDITIONS**

The following instructions are to be followed meticulously FAILING WHICH YOUR OFFER WILL NOT BE CONSIDERED:

1. Please mention the GST No and Area Code. All of your future correspondences including Invoices should bear the GST No. and Area Code.
2. Quotations should be submitted in Wax Sealed Cover. The quotation should be duly filled in the space provided in the issued format only. Quotes given by the tenderers in their own format/letter heads will not be considered at all.

### 3. **Delivery Period:**

The delivery of item should be made only on receipt of purchase order from the Institute. The work should be completed within the time schedule. No extension of time will be allowed. Any delay beyond the time indicated above will be viewed seriously and EMD amount will be forfeited and further action will be taken for removing them from our future enquiry.

4. No Advance Payment will be made for the Purchase / Service.

## ANNEXURE -2

### INSTRUCTIONS & SPECIAL CONDITIONS

(To be returned by Tenderer along with the Tender duly signed)

#### 1. GENERAL:

Tenderer should furnish clear declaration as follows:

We declare that I am/we are (tick appropriate sl. no.)

- i) An individual;
- ii) A proprietary;
- iii) A Firm in partnership;
- iv) A Limited Company or Corporation.

#### 2. CONDITIONS OF CONTRACT:

Printed or cyclostyled of such terms and conditions of the tenderer, not appearing in the body of the tender will not be considered as forming part of the tender. Tenderer should quote on the basis of the conditions referred to in Para No.1 of the invitation to tender and tender papers

#### 3. PRICE:

- i) Prices must be in Rupees and Paise.
- ii) The unit prices should be for the same unit as indicated in the Schedule to tender enquiry and not for any other unit.
- iii) Prices quoted should be for Hire charges and supply at NIT, Tiruchirappalli.
- iv) Discount has to be indicated prominently in terms of percentage only.
- v) **No price revision, changes in the specification will be entertained after opening of the tender.**

#### 4. TRANSIT AND ANY OTHER INSURANCE:

The Purchaser will not pay separately for transit and any other Insurance.

#### 5. PAYMENT:

- i) Payment will be made only after completion of all works including removal of sheds, fixture and cleaning of venue to the entire satisfaction of the Institute authorities.
- ii) No Advance Payment will be made.

**6. TENDERER SHALL SUBMIT ALONG WITH HIS TENDER:**

- i) PAN No. of the company along with proof of PAN card.
- ii) Name and full address of the Banker and their swift code and other bank details.
- iii) Proof of having ISO or other equivalent certification given by appropriate authorities.
- iv) Proof of registration with GST /VAT authorities like registration/ TIN number, range etc. in clear terms.

**7. SECURITY DEPOSIT:**

<b>Earnest Money Deposit (EMD)</b>	Bid security declaration form to be submitted
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EMD has to be paid along with the tender in the form of Demand Draft drawn in favour of The Director, National Institute of Technology, Tiruchirappalli 620 015 payable at the State Bank of India, NIT Branch, Tiruchirappalli – 620 015. This Earnest Money will be returned to the unsuccessful tenderer after the final disposal of the tenders. EMD will not carry any interest. The EMD will be retained in the case of successful tenderer. The EMD paid will be refunded only after completion of all works including removal of sheds, fixture and cleaning of venue to the entire satisfaction of the Institute authorities. EMD will not be waived under any circumstances. EMD will be forfeited in the case of non-execution of the order within the due date. Non submission of EMD will lead to rejection of tender at the opening stage itself.

**8. JURISDICTION:**

All questions, disputes, or differences arising under, out of or in connection with the contract, if concluded, shall be subject to the Tiruchirappalli jurisdiction only.

**9. ACKNOWLEDGMENT**

It is hereby acknowledged that we have gone through all the points listed in the main Page No. 1 to 12, those in the accompanying note on “Important Conditions” Page No. 9, and under “Instructions & Special Conditions” Page No. 10 outlined above, and we agree to abide by them under the penalty of permanent disqualification for Tender participation and for related penal actions for non-abidance of the conditions.

## **PROCESS COMPLIANCE/ACCEPTANCE OF TENDER CONDITIONS FORM**

**The Form has to be submitted in the Letter Head of the Firm/Company/Enterprises along with appropriate Sign & Seal)**

**The Director,  
National Institute of Technology,  
Trichy – 620 015.**

Sub: Acceptance to the Process related & Terms and Conditions for the-  
Limited tendering

Ref.: The Terms & Conditions for limited tendering mentioned in  
Tender.No. \_\_\_

Sir/Madam,

We hereby confirm the following.

The undersigned is authorized representative of the company. We have carefully gone through the NIT Tiruchirappalli, Tender Documents and the Rules governing the Limited Tender along with this document. We have examined and have no reservations to the Bidding Documents, including addendum (if any). We offer to supply in conformity with the Bidding Documents and in accordance with the condition of contract specified in this tender document. We will honour the Bids submitted by us during the Limited Tender. We give undertaking that if any mistake occurs while submitting the bid from our side, we will honour the same.

Bid Securing Declaration: - We accept that if we withdraw or modify Bids during the period of validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before the deadline defined in this bids document, we will be suspended / blacklisted / banned for contracts with National Institute of Technology, Tiruchirappalli

We are aware that if NIT Tiruchirappalli has to carry out e-tender again due to our mistake, NIT Tiruchirappalli has the right to disqualify us for this tender when re-floated. Our bid shall be valid for the period from the date fixed for the bid submission deadline & it shall remain binding upon us and accepted at any time before the expiration of bid validity period as per this tender.

If our bid is accepted, we commit to provide a performance security deposit at 3% of purchase value in Bank Guarantee /Fixed Deposits for due performance of the contract as per NIT Tiruchirappalli policy and warranty-guarantee as per tender specification or agrees as per contract. We understand that this bid, together with your written acceptance thereof included in your notification of award/placement of order, shall constitute a binding contract between us. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive. We accept that the competent authority in NIT Tiruchirappalli will have full right to reject any/all offer(s) without assigning any reason thereof and does not bind itself to accept the lowest or any other tender and full authority to postpone the tender issue date, submission /opening date or to alter any other condition of tender /cancellation of this tender, as per policy/committee recommendations of NIT Tiruchirappalli at any stage without assigning any reason thereof for which no claim from whomsoever will be entertained. I/We the undersigned have read the entire terms and conditions of this Tender document and we are fully agreeable to the terms and conditions mentioned herein. The decision of competent authority of NIT Tiruchirappalli with respect to this Tender-Result will be fully agreeable and binding on us.

This letter can be treated as signed and acceptance copy of tender documents and the forms submitted as signed by competent authority of firm submitting this tender and there is no need to submit separate signed copy of tender document.

Competent Authority of the Firm/Company/Enterprises to sign:

Name  
Designation  
Contact Details

Date with stamp & seal of organization: