



NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI - 620 015

DEPARTMENT OF COMPUTER SUPPORT GROUP

NOTICE INVITING QUOTATION

File No.	NITT/Convocation2024/Infrastructure/03	Date:	25.07.2024
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To

(Supplier Address)

Sealed quotations are invited from reputed Service Providers / Authorized Dealers / manufacturers for the supply of the Items.

Name of the Item	:	Video coverage and Photography with complete Lights rental & arrangements for the Convocation Day 2024 on 3rd August at GJCH Conventional Hall
Quantity Required	:	Lumpsum
Specification	:	(As per enclosed Schedule Annexure – I)
1. Quotation Reference No.	:	NITT/Convocation2024/Infrastructure/03
2. Last date and Time for receipt of quotation	:	29.07.2024 before 11.00 AM
3. Date & Time of opening of Quotation	:	29.07.2024 at 11.30 AM
4. EMD Amount	:	Nil
6. Address to which quotations are to be sent	:	The Director, National Institute of Technology, Tiruchirappalli – 620 015, Tamil Nadu, India
Kind attention to	:	Shri. T. Karthick Raja
Phone	:	9486001183, 0431-2503800
E-mail	:	karthick@nitt.edu

1. Quotations should be submitted in the format given in Annexure – I and Annexure-II
2. The envelope should contain the following details:

“QUOTATION AGAINST ENQUIRY” (Video coverage and Photography with complete Lights rental & arrangements for the Convocation Day 2024 on 3rd August at GJCH Conventional Hall) NITT/Convocation2024/Infrastructure/03
Kind attention to: Shri. T. Karthick Raja
Last date and Time for submitting of quotation: 29.07.2024 before 11.00 AM



Terms and Conditions:

1.	The quotation must be in the format furnished by NIT Tiruchirappalli and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not, the quotation will not be considered. Quotation written in pencil and incomplete will be rejected.
2.	You are invited to submit your most competitive quotation for the supply of goods according to the specifications and delivery terms as given. Bank guarantee submitted for EMD shall be valid for 45 days beyond bid validity period.
3.	Bidders may send the quotations in sealed covers with the quotation reference number and last date for receipt of quotations duly superscribed on the cover. Kind Attention to: as mentioned in the point No. 6 NB: Mention the company Contact Number / E-mail id on the cover.
4.	Quotation will be opened on due date at 29.07.2024 at 11.30 AM at the Store and Purchase Section, NIT, Tiruchirappalli in presence of the tenderers or their representatives who may wish to be present. (Any change in the date, time and venue of the quotation opening will be informed to the bidders through telephone / E-mail)
5.	The National Institute of Technology, Tiruchirappalli reserves the right to accept or reject any quotations, and to cancel the bidding process, and reject all quotations at any time prior to the award of order without assigning any specific reason thereof.
6.	Samples must be submitted where specified along with the quotations. Samples must be carefully packed, sealed and labelled clearly with enquiry number, subject and sender's name for easy identification. Rejected samples will be returned at your cost if insisted
7.	All supplies are subject to inspection and approval before acceptance. Manufacturer / supplier warranty certificates and manufacturer / Government approved lab test certificate shall be furnished along with the supply, wherever applicable
8.	National Institute of Technology, Tiruchirappalli reserves the right to modify the quantity specified in this enquiry.
9.	Startup company exempted from prior turnover & prior experience (startup certificate registered with DIPP should be enclosed)
10.	The bidder has to submit the bids in sealed envelope, (separate for each tender). Further Bidder should not send clubbing many tenders in one envelope, in such case all the bids will be rejected.



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11.	<p>Bid Price</p> <p>a. The contract shall be for the full quantity Bidders must quote for entire quantity. Each bidder shall submit only one quotation in Indian Rupee only.</p> <p>b. Post work orders & completion certificate should be submitted, wherever applicable.</p> <p>c. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.</p> <p>d. GST, packing, forwarding and delivering other allied items at the destination shall be included in the price. All such price components may be shown in the quotation. If there is no indication regarding above charges. It will be considered as inclusive of all charges.</p> <p>e. If any arithmetic mistake in total / GST calculation is observed, the same shall be corrected by the purchaser with an intimation to bidder</p> <p>f. In case the items in the enquiry are covered by any rate contract or any other state or central Government, it should be specified in your quotation and accepted contract rates should also be mentioned. It should be confirmed whether you could supply at the RC rates outside rate contract</p> <p>g. Quotations containing conditions like “subject to prior sale” may not be considered.</p> <p>h. Delivery period required for supplying the material should be invariably specified in the quotation</p> <p>i. Bids without quoting GST (unless exempted) will be treated as invalid & disqualified.</p> <p>j. If there is a discrepancy between unit price and total price, the unit price will be considered. If there is any mismatch between figure and word, the amount in word shall prevail.</p>
12.	<p>Evaluation of quotations: Quotations will be evaluated lump sum basis. The purchase committee will evaluate and compare the quotations determined to be substantially responsive i.e. (i) are properly signed; (ii) Conform to the terms & conditions and specifications; and (iii) price offered are competitive.</p>
13.	<p>Award of contract</p> <p>a. The National Institute of Technology, Tiruchirappalli will award the Order for supply of Goods / Services to the bidder whose quotation has been determined to be substantially responsive, and who has offered the lowest evaluated quotation price.</p> <p>b. Notwithstanding the above, National Institute of Technology, Tiruchirappalli reserves the right to accept or reject any quotations, and to cancel the bidding process, and reject all quotations at any time prior to the award of order without assigning any specific reason thereof.</p> <p>c. National Institute of Technology, Tiruchirappalli, prior to the expiration of the quotation validity period, will notify the bidder whose bid is accepted for the award of contract. The terms of accepted offer shall be incorporated in the purchase order.</p>
14.	<p>Payment: 100% will be paid after Installation and satisfactory working/date of completion of service if the documents are in order. The bill should be raised in favor of “The Director, National Institute of Technology, Tiruchirappalli, Tamil Nadu, India.” with institute GST No. 33AAATN5491Q1ZZ.No advance will be provided to the supplier and installer.</p>
15.	<p>If the deliveries are not maintained and due to that account Procuring Entity is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier</p>



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16.	Dispute clause: Any dispute relating to the Enquiring /Tender of the indented item shall be under the Hon'ble Court having its jurisdiction over Tiruchirappalli only
17.	Startup company exempted from Prior Turnover & Prior Experience (Startup certificate registered with DIPP should be enclosed)
18.	GST as applicable



ACCEPTANCE BY THE BIDDER

I/We hereby certify that I/We shall abide hereby the terms and conditions and the Annexures of this limited quotation.

Signature & Seal of Vendor with Date

For any details / clarifications regarding could be obtained from Stores and Purchase Section on all working days during 10 AM to 5 PM.

For further detail related to Technical specifications, **kindly contact**

Shri. T. Karthick Raja (Purchase initiator), DEPARTMENT OF COMPUTER SUPPORT GROUP, NITT/Convocation2024/Infrastructure/03, karthick@nitt.edu, 9486001183, 0431-2503800.

(NB: Mention the Contact Number / E-mail on the cover. Any change in the date, time and venue of the tender opening will be informed to the bidders through telephone / E-mail)

Enclosures: 1) Specifications of the equipment	Annexure – I
2) Price Format	Annexure - II
3) Bank Mandate Form	Annexure – III



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Annexure- I

Specifications of the Equipment

Ref: NITT/Convocation2024/Infrastructure/03

Date: 25.07.2024

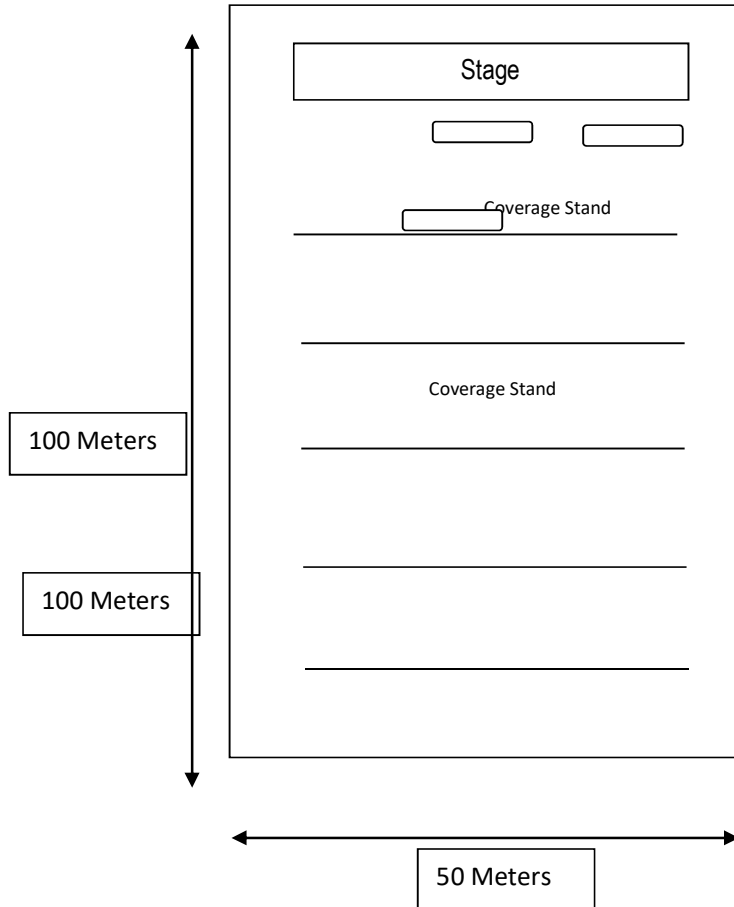
Name of work: Video coverage and Photography with complete Lights rental & arrangements for the Convocation Day 2024 on 3rd August (3.00pm) at GJCH Conventional Hall

All arrangements should be made on 2nd August 2024 at 2.00 P.M.

	Specification of NIT-T		Specification of the Supplier
Sl.No	Description	Qty	
1.	High-resolution full frame format still photo camera with Batteries. (Preferably SONY A7 / ILME / ILCE, Canon EOS, Nikon Z series or Higher model) with Professional Photographer Manpower	2	
2.	4K video cameras (Preferably SONY PXW / ILME series Panasonic AG-X / UX or Higher model) with Professional Videographer Manpower	4	
3.	4K drone camera with HDMI live out with Professional Drone operator Manpower	1	
4.	High quality camera live switcher, High definition video Recorder, Audio Recording unit, output unit, UPS, Camera SDI-HDMI Cables, Splitters Connectors etc., as required. With Professional Video Switching Technician Manpower	1	
5.	Tripods 6-feet height, Payload capacity 10kg	6	
6.	Photography Lighting arrangement with special light equipment's etc., as required Specification: Output Power 2400Ws Flash Duration Time(fastest) $\approx 1/17800s(t0.1)$ Stops 1.0~10 Color Temperature Stability $\pm 75K$ over full power range Flash Mode Manual Flash, Multi-flash Multi-flash $\sqrt{}$ (times: 100, frequency: 100), Delay Flash 0.01~30s 2.4G Wireless Transmission Receiver Groups 2.4G 16 groups: 0~9, A, B, C, D, E, F. Transmission Range 2.4G Approx. 100m Channel 2.4G 32 channels from 1 to 32 ID 2.4G 99 IDs from 01 to 99, Required Umbrellas and Soft Boxes.	4	



7.	Laminated Album 36 Pages (12"x36")	1	
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Technical Specifications & Tender Conditions:

- I. Supplier should install and configure the equipment's before August 02nd 2.00 p.m.
- II. Supplier should demonstrate the setup at the time of rehearsal August 02nd 2.30 p.m.
- III. Supplier should cover the full stage, student area, participant area, convocation procession, convocation hall outer view, top view video.
- IV. Supplier may use the institute HDMI Wireless Transmitter (2 Nos), Gimbal (1 No) for Convocation procession coverage and Outer view / Top View coverage with the supervision of Institute CSG Team.
- V. Supplier should bring the necessary cables like HDMI, SDI, Audio In/Out Cables with sufficient length as per functional area (stage + audience seating area) of 100 meters x 50 meters.
- VI. Supplier should provide 1x USB Video Out and 2x HDMI Video Out for Live Streaming and Video Wall.



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- VII. Supplier should capture convocation procession, stage members, chief guests, student graduation, awards delivery photos.
- VIII. Supplier should bring the Still photo camera batteries for minimum 2300 stills and Video camera batteries for minimum 6 hours duration capacity.
- IX. Supplier should provide the copy of All Photos and Event Video in USB Pen Drive.
- X. Supplier should configure the Camera Video signals with Audio Mixer out.
- XI. Supplier should lay the Video and Power Cables without disturbing / blocking the path way.
- XII. Supplier should lay the Power cable and industrial socket provisions from electrical distribution panel.
- XIII. Supplier should provide dedicated technical manpower for each equipment's
- XIV. Supplier should have experience of this related events with IIT/NIT/IIM with 4000 Participants

S.No	Other requirements related to the Work	NITT Requirement	Supplier commitment
1.	Installation required	Yes	
2.	Previous Experience	Minimum 1 Year	
3.	Delivery Date	02 August 2024 2 P.M	
4.		Shipment terms	At NIT-T
5.		Payment Terms	100% Payment after satisfactory delivery/Installation

Signature & Seal of Vendor with Date

Note:

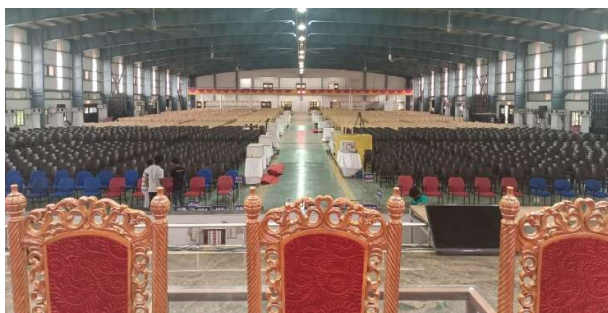
Specification of the Supplier should be given in detail, single word confirmation like Complied / No / same will be treated as non - responsive Bid and summarily rejected.

Proof for the supplier's specification must be enclosed along with the quotations. (catalogue, brochure, and product website link if any)



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Hall Images





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Annexure- II

PRICE BID FORMAT FOR BIDDERS

Tender No. & Date :

Bidder's Offer No. & Date :

S. No.	Description of item	Unit (Set / No)	QTY	Rate / Qty in Rs. (excluding GST)	GST in Rs.	Total Value + GST in Rs.
1.	High-resolution full frame format still photo camera with Batteries. (Preferably SONY A7 / ILME / ILCE, Canon EOS, Nikon Z series or Higher model) with Professional Photographer Manpower	No's	2			
2.	4K video cameras (Preferably SONY PXW / ILME series Panasonic AG-X / UX or Higher model) with Professional Videographer Manpower		4			
3.	4K drone camera with HDMI live out with Professional Drone operator Manpower		1			
4.	High quality camera live switcher, High definition video Recorder, Audio Recording unit, output unit, UPS, Camera SDI-HDMI Cables, Splitters Connectors etc., as required. With Professional Video Switching Technician Manpower		1			
5.	Tripods 6-feet height, Payload capacity 10kg		6			
6.	Photography Lighting arrangement with special light equipment's etc., as required Specification: Output Power 2400Ws Flash Duration Time(fastest) $\approx 1/17800s(t0.1)$ Stops 1.0~10 Color Temperature Stability $\pm 75K$ over full power range Flash Mode Manual Flash, Multi-flash Multi-flash \checkmark (times: 100, frequency: 100), Delay Flash 0.01~30s 2.4G Wireless Transmission Receiver Groups 2.4G 16 groups: 0~9, A, B, C, D, E, F. Transmission Range 2.4G Approx. 100m Channel 2.4G 32		4			



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	channels from 1 to 32 ID 2.4G 99 IDs from 01 to 99, Required Umbrellas and Soft Boxes.					
7.	Laminated Album 36 Pages (12"x36")		1			
8.	Total price (delivery, installation and commissioning at NIT-T)					
9.	Net cost to be paid by NIT-T					

Signature & Seal of Vendor

Note: The price bid should be submitted only as per the above format. No row shall be left blank. Please indicate NA, in case the item is "Not Applicable". If this format is not used or any column is left blank, then the bid will be rejected.



(TO BE PRINTED IN LETTER PAD OF THE FIRM)

Annexure – III

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

To

The Director,
National Institute of Technology,
Tiruchirappalli – 620 015, Tamil Nadu

Sub :	Authorization for release of payment / dues from National Institute of Technology, Tiruchirappalli through Electronic Fund Transfer/RTGS Transfer.
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1. Name of the Party / Firm / Company / Institute :
2. Address of the Party :
3. City _____ Pin Code _____
4. E-Mail _____ Mobile No: _____
5. Permanent Account Number _____
6. Particulars of Bank:

Bank Name:		Branch Name:	
PIN Code:		Branch Code:	
IFS Code:(11 digit alpha numeric code)			
Account Type	Savings	Current	Cash Credit
Account Number:			

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Director, National Institute of Technology Tiruchirappalli responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____ Date: _____

Signature & Seal of the Authorized Signatory of the Party