



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कन्नूर

(वस्त्र मंत्रालय, भारत सरकार)

National Institute of Fashion Technology, Kannur

Ministry of Textiles, Govt. of India

(An ISO 9001:2008 Certified institute)

10.11.2021

**MARKET SURVEY FOR HIRING AN EVENT MANAGEMENT AGENCY FOR IT RELATED WORK ALONG WITH PHOTO GRAPHIC EQUIPMENTS FOR THE CONVOCATION – 2020 & 2021 OF NIFT, KANNUR CAMPUS.**

NIFT – Kannur invites sealed quotation from reputed & financially sound agencies for the Event Management of the following items/work with terms & conditions given below. Intending vendors who have GST registration may submit the quotation in the following pro-forma and submit the same by hand /post/courier/ so has to reach National Institute of Fashion Technology, NIFT campus, Mangattuparamba, Kannur – 670562 on or before 15.11.2021,12.00PM.

<b>Description</b>	Hiring an Event Management Agency for IT related work along with Photo Graphic in Connection with <b>Convocation 2020 &amp; 2021</b> ceremony at NIFT, Kannur Campus, Dharmashala, Kannur, Kerala – 670562.
<b>Venue</b>	DINESH AUDITORIUM FOR CONVOCATION CEREMONY. DINESH AUDITORIUM, G.K.P Centre, Civil Station – PO Kannur, Kerala – 670 002
<b>Date of event</b>	19/11/2021
<b>Scope of Work</b>	As per ( <b>Annexure I</b> )

**Terms & Conditions**

1. Rates shall be inclusive of all taxes, transportation, loading, unloading charges etc.,
2. Bidder will provide the material, Services etc. up to the mark as per scope of works.
3. Bidder should have registration with GST and copy of PAN & GST to be submitted along with Quote
4. NIFT reserves the right to reject any or all of the bids or accept them in part or reject lowest bid without assigning any reason there of at any stage.
5. The applicant shall visit the premises and understand the exact requirements before submission of quotes. The bidder has to submit their design and work plan based on the schedule of requirement (**Annexure – I**). Vendors may visit the Venue at NIFT, Kannur.

डिजाईन, मैनेजमेंट तथा टेक्नालॉजी का महाविद्यालय

A Premier Institute of Design, Management & Technology

Set up under an Act of Parliament

निफ्ट कैंपस, धर्मशाला, कानूल (पि.ओ), कन्नूर, केरल- ६७०५६२

NIFT Campus, Dharmashala, Kanool (P.O), kannur, kerala - 670 562

Phone : 0497 2784780 to 0497 2784786 Email: info.kannur@nift.ac.in

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www.nift.ac.in/kannur

6. Company /Firm black listed by Govt./PSU/Corporate organization are not eligible to participate the bid.
7. The work shall be awarded to the L1 bidder through their presentation and quoting the lowest amount in the (**Annexure – II**). In case the lowest amount thus quoted is identical in case of more than one bidder then the contract will be awarded to the bidder whose experience in conducting such event is more.
8. The shortlisted bidder has to take necessary approval from the local authorities for event if required.
9. The quantity may be increased/decreased based on the requirement. The supplied quantity will be verified by the NIFT authority. the payment will be considered for the supplied equipment as per Indent based on the quotes provide in Annexure - II.
10. Other essential extra items, if any may also be quoted separately.
11. All statutory deductions such as TDS, etc. will be recovered from bills as per rules.
12. NIFT, Kannur will provide GST No. based on that GST invoice should be raised.
13. **Payment Terms:** The payment shall be made after submission of invoice and will be released through cheque/RTGS after deducting TDS as applicable.

  
**ASSISTANT DIRECTOR**  
**सहायक निदेशक**

**Copy for display in the notice board as per list:**

1. Municipal office, Anthoor,
2. Village office, Morazha,
3. NIFT, Kannur Notice Board.

**SCHEDULE OF REQUIREMENT**

Sl.No	Particulars	Quantity
01	10 X 8' LED Video Wall	2 Nos.
02	55" Television	01 No.
03	PMW Video Camera	03 Nos.
04	4K Switcher with Recorder	01 No.
05	Steady Camera	01 No.
06	Still Camera	01 No.
07	Full Video with Promo editioning	01 Nos.
08	YouTube Live Streaming with Dedicated Console and Technical Persons Assistants.	01 No.
09	Other Accessories, Including Net setter (ISP with Minimum 10mbps band width)/Cables/Switches/Lighting Equipments, with UPS backup etc.	01 No.
10	Sound System with Mics & Speakers 10KW(Top sat light array, RAB Sub-woofer, Delay Speaker, Stage Side fill Speaker, Wedge Monitor, Gooseneck Mic (02 Nos.), Cordless Mic (02 Nos.), Head Mic – (01 Nos.), PAR 64 Narrow-Flood, Dimmer Pack & related items	01 set.

*Handwritten signature*

**FINANCIAL BID****(To be submitted in your official Letter Head)**

FORMAT FOR PROVIDING FINANCIAL QUOTES TOWARDS PROVIDING THE COMPLETE SERVICES BY THE EVENT MANAGEMENT AGENCY FOR IT RELATED WORK ALONG WITH PHOTO GRAPHIC EQUIPMENTS FOR THE CONVOCATION – 2020 & 2021 OF NIFT, KANNUR CAMPUS

Sl. No	Particulars	Quantity	Unit Rate Including GST (Rs.)	Total Amount Including GST (Rs.)
01	10 X 8' LED Video Wall	2 Nos.		
02	55" Television	01 No.		
03	PMW Video Camera	03 Nos.		
04	4K Switcher with Recorder	01 No.		
05	Steady Camera	01 No.		
06	Still Camera	01 No.		
07	Full Video with Promo editioning	01 Nos.		
08	YouTube Live Streaming with Dedicated Console and Technical Persons Assistants.	01 No.		
09	Other Accessories, Including Net setter (ISP with Minimum 10mbps band width)/Cables/Switches/ Lighting Equipments, with UPS backup etc.	01 No		
10	Sound System with Mics & Speakers 10KW(Top sat light array, RAB Sub-woofer, Delay Speaker, Stage Side fill Speaker, Wedge Monitor, Gooseneck Mic (02 Nos.), Cordless Mic (02 Nos.), Head Mic – (01 Nos.), PAR 64 Narrow-Flood, Dimmer Pack & related items	01 set.		
<b>Grand Total Amount (Rs.)</b>				
<b>Amount in words:</b> .....				
.....				

I certify that all the terms and conditions of the NIQ are acceptable to us.

**Signature of authorized person of the firm/agency with stamp**

**Place:**

**Date:**

*Mayan*