



## Institute of Infrastructure, Technology, Research And Management

(An Autonomous University Established by Government of Gujarat)

IITRAM Campus, Near Khokhra Circle,  
Maninagar (East), Ahmedabad – 380026, Gujarat.

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Website: [www.iitram.ac.in](http://www.iitram.ac.in)

No. IITRAM/7<sup>TH</sup> CONVOCAATION/PUR/2025/1802

Date: 02.08.2025

## NOTICE INVITING QUOTATION

### IMPORTANT INFORMATION:

Name of Work:	Providing videography & photography services for IITRAM's 7 <sup>th</sup> Convocation-2025
Date of Issue of NIQ:	02.08.2025
Last Date & Time for Physical Submission of NIQ offer:	12.08.2025 till 05:00 PM
Date & Time of opening of NIQ offer:	13.08.2025 at 11:30 AM (at IITRAM Campus)
Quotation Inviting Authority and Address:	The Registrar Institute of Infrastructure, Technology, Research And Management Near Khokhra Circle, Maninagar (East), Ahmedabad – 380026, Gujarat. Phone: - 079-67775430 E-mail: <a href="mailto:purchase@iitram.ac.in">purchase@iitram.ac.in</a>

**NOTICE INVITING QUOTATION**

**Subject: Inviting Quotation through NIQ format for Providing videography & photography services for IITRAM's 7<sup>th</sup> Convocation-2025 – reg.**

Institute of Infrastructure, Technology, Research And Management (IITRAM) invites quotation(s) for **“Providing videography & photography services for IITRAM's 7<sup>th</sup> Convocation-2025”** as per details shown in the Annexure-I on the following General Terms & Conditions:

**1. General Terms and Conditions:**

- 1.1 The bidder should have valid PAN Card. Copy of PAN Card to be submitted.
- 1.2 The bidder should have valid GST Registration. Copy of GST Registration to be submitted.
- 1.3 The bidder has to quote the price for the items (scope of work) according to the specifications mentioned in **Annexure-I**.
- 1.4 The price quoted shall include taxes, other levy payable, all freight, packing & forwarding, transportation, loading & unloading, custom duty, excise duty & other duties, other charges (if any) to supply the item(s)/goods/ service(s) mentioned in Annexure-I at our site.
- 1.5 The bidder will have to submit duly filled & properly signed bid in the attached performa(s)/ formats and annexure(s).
- 1.6 The bidder shall have to submit quotation to the IITRAM office on or before **12.08.2025 till 05:00 PM** in sealed envelope super-scribed **“Providing videography & photography services for IITRAM's 7<sup>th</sup> Convocation-2025”**.
- 1.7 The IITRAM, Ahmedabad reserves the right at the time of purchase/contract award to increase or decrease quantity of item(s)/ services.
- 1.8 Material used must be as specified and other unspecified material should of good quality.
- 1.9 If there happens to be a holiday on any date indicated in this NIQ notice, the transaction shall be performed on the next working day.
- 1.10 The quotations will be opened on **13.08.2025, at 11:30 AM** at IITRAM Ahmedabad Premises. No separate information shall be given to individual bidders.
  - The bidders or their authorized representative may remain present during the opening of the quotations, if they desire so, at their own expenses.
- 1.11 Incomplete quotations, amendments and additions to quotations after opening or late quotations are liable to be ignored and rejected.
- 1.12 All or any Claim(s), dispute(s) or difference(s) arising out of or in connection with this agreement shall be subject to the jurisdiction of the Courts at Ahmedabad only.

## 2. Validity of Quotation:

The offer shall be valid up to 90 (ninety) days from the end date i.e. 12.08.2025 mentioned in this NIQ for submission of quotation.

- No bidder shall withdraw his rates after the quotation is opened. If a bidder does so, that bidder shall be considered ineligible for work/contract in IITRAM in future.

## 3. Evaluation of Quotation:

The NIQ evaluation committee of the Institute will evaluate and compare the received quotation(s) to determine the substantially responsive quotations i.e. (i) NIQ is complete (ii) properly signed (iii) confirm with the terms/conditions and specifications. Further, the financial evaluation will be done only for the substantially responsive bid based on the following parameter(s):

- Total Price quoted at Annexure – III [Format for Submission of Financial Details]

## 4. Award of Contract:

IITRAM will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest quotation for requested items:

- Notwithstanding the above, IITRAM reserves the right to accept or reject any quotation and to cancel the NIQ process and reject all quotation(s) at any time prior to the award of contract without giving any reason.
- The bidder whose quotation is accepted will be notified of the award of contract by the IITRAM prior to expiration of the quotation validity period. The T&Cs of the accepted offer shall be incorporated in the Work Order.

## 5. Work Completion Period & Penalty:

- 5.1 **Work Completion Period:** The allotted work has to be done on **22<sup>nd</sup> August 2025 (During the Convocation event)**. The convocation venue **(Shyama Prasad Mukherjee Auditorium, Vastral)** will be available from the evening of 21<sup>st</sup> August 2025. The final work order will be issued to the concerned supplier well in advance before the event.
- 5.2 **Penalty:** Time allowed for completion of work shall be strictly followed; otherwise, the supplier shall be liable to be penalized at the rate of 10% of the order value. In case any default occurred by the supplier, no payment shall be released and Institute will take appropriate action.

## 6 Terms of Payment:

- 6.1 **Payment:** 100% payment shall be released within 30 (thirty) working days on satisfactorily receipt service(s), submission of clear tax-invoice(s) and supporting documents.
- 6.2 Advance payment will not be made under any circumstances.
- 6.3 Recoveries as per the Institute's norms shall be made while making payment (if any) without prior intimation to the supplier.

**7 Address for the submission of physical NIQ offer:**

The Registrar  
Institute of Infrastructure, Technology, Research And Management  
Office No. G2,  
Near Khokhara Circle, Maninagar (East),  
Ahmedabad- 380026, Gujarat.

We look forward to receiving your quotation.

**-SD-  
Registrar**

**(SCOPE OF WORK)**

**Name of Work:**                    **Providing videography & photography services for IITRAM's 7th Convocation-2025**

<b>SCOPE OF WORK</b>	
<ul style="list-style-type: none"><li>• Bidder should have 3 HD video camera setup along with 3 individual HD cameras with professional camera team and HD video feed mixer.</li><li>• For demonstration bidder should have arrange Pre-event testing with 1 HD Camera.</li><li>• Bidder must have a dedicated project manager on site</li><li>• All types of required cables arrangement by supplier/bidder like Mixer, camera and camera Add-on mic related connectivity</li><li>• During setup bidder should reserve one video 4k out port in mixer with high quality audio for livestreaming.</li><li>• Video bytes of students (on site) with 1 HD Camera set up and personalized mic. 10 Students Video Byte Editing to be done.</li><li>• Bidder responsible to capture all angles and moments photos in HD resolution.</li><li>• A cinematographer for Creating Highlights Video of the Event by bidder.</li><li>• After end of the event bidder must provide selected photos for media coverage by EOD</li><li>• All above recordings in digital form/uncompressed/unedited in a pen drive within 2 days of the event</li></ul>	<p><b>SERVICES TO BE RENDERED ON 22<sup>nd</sup> AUGUST 2025</b> <i>(During the Convocation event)</i></p>

**Seal & Signature of Company**

**Date:**

**Place:**

*(To be printed on firm's letterhead)***FORMAT FOR SUBMISSION OF BIDDER'S INFORMATION**

1	Registered Name of the Bidder:	
2	Registered Office Address: Contact Number Fax Number E-Mail	
3	Correspondence Address: Contact Number Fax Number E-Mail	
4	Details of the authorized person: (Name, Designation, Address) Contact Number Fax Number E-Mail	
5	Bidder Registration Type - <ul style="list-style-type: none"> <li>• Proprietary Firm</li> <li>• Partnership Firm (if yes, give partnership deed)</li> <li>• Company or LLP</li> <li>• Government/ Public Sector Undertaking</li> <li>• Member of a group of companies (if yes, give name, address &amp; details of group companies)</li> <li>• Subsidiary of a large corporation (if yes, give the name &amp; address of the parent organization)</li> </ul> If the company is subsidiary, state what involvement will the parent company have in the project.	
6	Permanent Account Number (PAN):	
7	Goods & Service Tax Number (GST):	
8	<u>Particulars of Bank Account</u> Name of the Bank: Name of the Branch: Branch Code: Address & Contact Details: IFSC Code: Type of Bank Account: Bank Account No.:	

**Seal & Signature of Company**

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**FINANCIAL BID**

**(Format for Submission of Financial Details)**

**Name of Work: Providing videography & photography services for IITRAM's 7th Convocation-2025**

<b>Sr. No.</b>	<b>Name of Item(s)</b>	<b>Total Amount</b> <i>(Without GST)</i> <i>(INR)</i>	<b>Applicable GST Slab Rate (%)</b>	<b>Gross Total Amount</b> <i>(Including GST)</i> <i>(INR)</i>
1.	<ul style="list-style-type: none"><li>• Bidder should have 3 HD video camera setup along with 3 individual HD cameras with professional camera team and HD video feed mixer.</li><li>• For demonstration bidder should have arrange Pre-event testing with 1 HD Camera.</li><li>• Bidder must have a dedicated project manager on site</li><li>• All types of required cables arrangement by supplier/bidder like Mixer, camera and camera Add-on mic related connectivity</li><li>• During setup bidder should reserve one video 4k out port in mixer with high quality audio for livestreaming.</li><li>• Video bytes of students (on site) with 1 HD Camera set up and personalized mic. 10 Students Video Byte Editing to be done.</li><li>• Bidder responsible to capture all angles and moments photos in HD resolution.</li><li>• A cinematographer for Creating Highlights Video of the Event by bidder.</li><li>• After end of the event bidder must provide selected photos for media coverage by EOD</li><li>• All above recordings in digital form/uncompressed/unedited in a pen drive within 2 days of the event</li></ul>			
<b>TOTAL AMOUNT WITH GST</b>				
<b>Rupees in Word:</b> _____				

**DECLARATION:**

I/We hereby declare and affirm that I/We have read and understood the entire terms & conditions and item descriptions as stipulated in the NIQ. I/we shall abide by the terms / conditions / clauses contained in the NIQ document(s) (page 1 to 7) and unconditionally accept it in totality / entirety.

**Seal & Signature of Company**

**Date:**

**Place:**