

**NATIONAL INSTITUTE OF TECHNOLOGY GOA**

Kottamoll Plateau Cuncolim Municipal Area  
Salcete Taluka South Goa District Goa Pin 403703

Phone: (0832) 2404206: Fax: (0832) 2404202

**NOTICE INVITING QUOTATION**

No: NITGOA/CONV 2024/PUR/OW/352

Dated: 03/09/2024

**NAME OF PROCUREMENT**

**10<sup>th</sup> Convocation Audio / Photography**



**NATIONAL INSTITUTE OF TECHNOLOGY GOA**

Kottamoll Plateau Cuncolim Municipal Area  
Salcete Taluka South Goa District Goa Pin 403703  
Phone : (0832) 2404206, 2404205 :: Fax : (0832) 2404202

To  
Shri/M/s.....  
Address.....  
.....  
.....

Name of the procurement: **10<sup>th</sup> Convocation Audio / Photography**

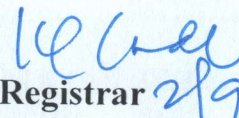
No NITGOA/CONV 2024/PUR/OW/352  
Dated: 03/09/2024

Dear Sir,

A Detailed notice inviting Quotation incorporating the technical specification as well Instructions and Conditions are enclosed herewith.

You are requested to submit your sealed quotation with all relevant documents latest by **01.00 PM on or before 13/09/2024**.

Yours faithfully,

  
Registrar

**National Institute of Technology Goa**



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Phone: (0832) 2404206 Fax: (0832) 2404202

**NOTICE INVITING QUOTATION**

Ref: NITGOA/CONV 2024/PUR/OW/ 352 Dated: 03-09-2024

Sealed Quotations are invited from Bidders for “**10<sup>th</sup> Convocation Audio / Photography**”.

Quotations will be received up to **01.00 PM on or before 13/09/2024** and will be opened on the same day at **02.00 PM**, if intending quotationerers want to participate during quotation opening they can do the same or send their representative for the same with a proper authorization letter. In case, the day of submission of the quotation happens to be a holiday on account of Govt. notification or weekends and quotation cannot be received or opened, the quotations shall be received on the next working day at **01.00 P.M. and will be opened on same day at 02.00 P.M.** for which no separate communications will be made. Other terms and conditions are enclosed.

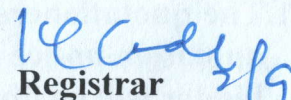
Last date and time for submission: **Upto 01.00 P.M. on or before 13/09/2024**

Quotation Opening Date and time: **At 02.00 P.M. on 13/09/2024**.

Application for Quotation Document must be accompanied by filled in PFMS Form. Quotation Notice can be downloaded from the Tender section of website [www.nitgoa.ac.in](http://www.nitgoa.ac.in) or it can be downloaded from <https://eprocure.gov.in/epublish/app>

**. There is no download fee/EMD for the same.**

Director NIT GOA has the right to reject any or all the quotations received without assigning any reason thereof.

  
Registrar

**National Institute of Technology Goa**



Instructions to bidders:

1. The bidders should submit the quotation along with mandatory documents to Inward section NIT GOA (Administration office, Main Building) and the envelope should be superscribed as Quotation Enquiry No. NITGOA/CONV 2024/PUR/OW/ 352 dated 3/1/24 for "10<sup>th</sup> Convocation Audio / Photography"
2. The quotation should be addressed to **"The Director, Kottamoll Plateau, Cuncolim Municipal Area, Salcete Taluka, South Goa District Goa Pind 403703 ,**
3. The rates should be quoted both in figures and words and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with a full signature.
4. In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
5. The last date for receipt of the quotation is marked in the inquiry. In case the above date is declared a holiday for NIT Goa, and the bids will be received up to the appointed time on the next working day.
6. The quotation may be sent by post, to reach the office NIT Goa before the last date of receipt, or be submitted in the office of the normal working hours of the Institute. **(09.00 A.M. to 05.30 P.M.)**
7. Intending quotationeres requires any clarification regarding the notice inviting quotation, he may mail to **nijin@nitgoa.ac.in** at least **02 days** before the last date quotation submission time.
8. Quotation submitted after the last submission date will not be accepted and his quotation will be treated as non-responsive.
9. Intending quotationeres shall submit only one quotation. A quotationeres, who submits more than one quotation, shall be disqualified and considered non-responsive.
10. The quotation shall be opened by the committee in the NIT GOA at the date and time given on the top of the document. The quotationeres may send their authorized representatives to attend the quotation opening with proper authorization letter if they so desire. In the event of the above quotation opening date being declared a holiday for the NIT Goa, then the bids will be opened at the appointed time and place on the next working day.
11. **The quotationeres have to put a seal and sign in full at all pages of the quotation notice including all annexures and price bid failing which the bidder will be disqualified.**
12. Director NIT GOA has the right to reject any or all the quotations received without assigning any reason thereof.

*Handwritten signature*



Conditions of the participation in quotation:

1. The rates quoted should preferably be net, inclusive of all taxes and duties, packing, forwarding, freight, Insurance, training cum demo charges (if any), and all other incidental charges mentioned separately.
2. If insisted, samples shall be provided by the supplier at the entire cost and risk of the supplier.(if required)
3. The bid should remain valid for **45 days** from the date of opening.
4. Conditional discount, if any, offered by the bidder shall not be considered at the time of evaluation.
5. The goods offered should strictly conform to the specification and technical details mentioned in technical specification by NIT GOA.
6. Any Liability regarding GST will be of the supplier of products. Also, any obligations regarding Indian Acts will be the responsibility of the supplier of products only.
7. If the successful bidder, on receipt of the supply order, fails to execute the order within the stipulated period, in full or part, it will be open to the Director, NIT Goa to recover liquidated damage from the firm at the rate of 0.5 percent of the value of undelivered goods per week or part thereof, subject to a maximum of 10 percent of the value of undelivered goods beyond the due date for delivery. Alternatively, it will also be opened to the Director NIT GOA to accept the part supply by the contractor and arrange to procure remaining items from other modes as per GFR 2017 Rules.
8. Payment (As per goods supplied, after deduction (if any)) will be made by Wire transfer within 30 days from the receipt of the goods in good condition and bill.
9. In the event of any dispute arising out of the quotations or from the resultant contract, the decision of the Director, NIT Goa shall be final.
10. Any disputes arising out of this inquiry shall be dealt with in the Goa jurisdiction only.

14/04/20

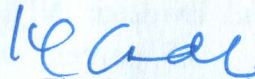


**11. Criteria for Evaluation of Lowest Quotation:-**

- a) The bidder has to quote for all the items mentioned in the price bid. Failing to quote for one or more than one item will result in the disqualification of the quotation. (Quotation to be submitted on the firm letterhead mentioning GST No., PAN no. of Firm/Proprietor.)
- b) Signed and stamped copy of the entire quotation notice along with a copy of GST Registration Certificate and PAN card to be submitted by the bidder.
- c) After fulfilling the criteria mentioned at point 11 (a-b) that quotation which is lowest in Total (of all items) will be awarded the order.

**Documents required for bill processing:-**

1. Filled and duly signed Bidder information sheet
2. Filled and duly signed PFMS Mandate Form

  
**Registrar** 2/9  
**NIT GOA**



**Price Bid**

**Date:-**

**10<sup>th</sup> Convocation Audio / Photography**

Sr.No	Description with quantity	Total in Rs.
1.	<b>1. 4K Video and Photography with personnel</b> a. 4K Videography-2 nos. b. HD Photography-2 nos. c. Candid Photography – 1 No. d. Official After Movie – 1 No. e. Supplied with HD cables (audio and video) d. Offline editing with 2 SSD (1TB Each) <b>2. Live Streaming</b> a. HD camera with live streaming device b. Backup Internet Connectivity	
Total in Rs. (excluding taxes)		
Other charges (if any), please specify		
Taxes in Rs.		
Grand Total in Rs. (In figures)		
Grand Total (In words)		

**Terms and Conditions:**

1. The videography and audio services must be provided on 21-09-2024 to 22-09-2024, for the full day. (including pre convocation preparation)
2. Entire programme has to be covered with photo and 4K videos
3. Your full team should be available at the venue on 21-09-2024 to 22-09-2024 from 8 am till the end of the programme/arrangements
4. Raw videos and photographs have to be handed over to NIT Goa immediately after the programme in a 1 TB SSD.
5. The edited videos (4K) and photos along with 1 TB SSD are to be handed over to NIT Goa within 20 days of the event (22 September 2024) and after movie and candid photos must be shared 7 days after the even, without any watermark or branding other than NIT Goa.
6. You have to shoot Candid Videos and photos of people including graduates and parents with a professional microphone and camera for 2 days
7. You have to manage the entire audio and video setup for the event
8. You have to make arrangements for your stay/travel and arrangements for the event. Institute will not be responsible for any of the arrangements with Audio/Video/Photography.

*Handwritten signature*



9. Any damages to institute property or equipment which is used by your team during the event will be your own responsibility.
10. Your payment will be released only after receiving quality services at the above mentioned date, place and time.
11. No additional connectors, cables, adaptors and other accessories shall be provided from NIT Goa for the coverage of the function. You should make sure that all requirements for the smooth coverage of the programme is available with you.
12. In case you failed to execute the order on the above mentioned date and time, strict action might be taken against you.
13. Taxes, transport, insurance, packing and delivery charges are included in the above mentioned cost.
14. Rights and Usage: NIT Goa possesses complete authority to utilize the video footage, while the videography team is prohibited from using any footage captured on the same day at the venue or data for either commercial or personal purposes.
15. Timely communication regarding any event changes is essential.
16. In the event of any delays, changes in conditions, or quality issues in the services delivered, NIT Goa reserves the right to modify or terminate the contract.
17. Live streaming of the event should be hosted in NIT GOA YouTube channel.

*14/04/2024*



Date:-

**PFMS Mandate Form**

Sr. No	Details Required	Information
1	Name of Vendor/Supplier	
2	Date Of Birth / Date of Incorporation	
3	Father/Husband Name	
4	Aadhaar Number	
5	GST No	
6	PAN No	
7	Complete Address	
8	City	
9	Country	
10	State	
11	District	
12	PIN Code	
13	Mobile No.	
14	Telephone No.	
15	E Mail Address	
16	Account Holder Name	
17	Bank Name	
18	Bank (Branch)	
19	Bank Address	
20	Account No.	
21	IFSC Code	
22	Swift Code	

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I/we would not hold the user Institution responsible.

*He Ade*



Name:

Stamp/Seal & Signature of Vendor/Supplier

**Bidder Information Sheet**

1	Company Name	
2	Company Registration Number	
3	Registered Address	
4	Name of Partners / Directors	
5	Bidder Type	
6	City	
7	State	
8	Postal Code	
9	PAN/TAN Number	
10	Company's Establishment Year	
11	Company's Nature of Business	
12	Company's Legal Status ( <i>Limited Company, Undertaking, Joint venture, Partnership and others</i> )	
13	Company Category ( <i>micro unit as per MSME, Small unit as per MSME, Medium unit as per MSME, Ancillary unit, Project Affected person of this company, SSI, Others</i> )	
14	Contact Person Name	
15	Date Of Birth (DD/MM/YYYY)	
16	Correspondence Email	
17	Designation	
18	Phone	
19	Mobile	

Note: If the information is not pertaining to the bidder, in third column he should specify as "Not Applicable" the information sheet should be sealed and signed.

*Handwritten signature*