



Ref. No.: CONVO/24/PROJECTION/TENDER/01

DATE – 24/04/2024

TENDER NOTICE

Subject: Tender for HD Projection, webcasting, video editing, photography branding, signage stage decoration and framing Sound & Light Equipment setup at Science City (Main) Auditorium on 23rd May 2024 for National Students Convocation.

Quotations are invited for above subject from reputed reliable vendor with experience of Projection in National Students Convocation of reputed University or Institute or such type of event.

Quotation signed by the bidder in a sealed envelope, superscribed with "Branding, signage stage decoration and framing Sound & Light Equipment, HD Projection setup at Science City (Main) Auditorium on 23rd May 2024 for National Students Convocation" is to be submitted strictly as per the following format and positively on or before 4:00 p.m. of 29.04.2024 to Limited Tender Enquiry Box, Ground Floor, CMA Bhawan at 12, Sudder Street, Kolkata – 700016.

Quotations are invited as per the following format:

HD Projection, webcasting, video editing, photography setup:

PARTICULARS	QUANTITY
Full HD / 4K Video Camera with Stand: Canon XF 605 or Similar for best quality output even in low light situation. One camera should have wireless connectivity with main server for live feed from the outside of the hall regarding VIP movements, registration, and other misc. happenings during the event	3 nos
V-Mix Server with Multi Streaming facility FOR LIVE WEB STREAMING ON YOUTUBE (Live webcasting from 9:00 am to 8:00 pm with minimum 80 mbps ILL) & Other Social Media Pages (Facebook – if required) along with Digital Audio Mixer for ensuring best quality of sound @ Live Web Streaming:	1 set
BLACK MAGIC HD EDIT SETUP FOR ONLINE VIDEO MIXING ALONG WITH SWITCHER:	1 set
STILL CAMERA WITH PHOTOGRAPHER: Canon Marc 3 or Similar along with Lens (24-105 & 100-400) and AD 200 Camera Light (1 pair) for ensuring quality output even in Low Light Situation (if any) on the stage	2 set
PLAZMA TV (40") with Stand (if required): 2 @ Delay Monitor / teleprompter and 2 @ Digital Podium	4 nos
LED PROJECTION WALL P3 (20 * 10):	1 no
LED PROJECTION WALL P3 (12 * 10):	2 nos
Audio visual convocation collage preparation for 5 minutes from previous convocation video file.	1 set
Prize winner AV	1 set
40 / 62 KVA Genset with Fuel (12 Hours) – for LED & Projection	1 no
Any other Items if required:	As Required



Stage Setup branding:

PARTICULARS (in foot)	Size (w x h) (w x d x h)	QUANTITY
Centre Backdrop (AV Masking): Ply Structure, Blackback Flex Printing & Mounting:	25ft x 15ft	1
Side wings (AV/LED masking), Blackback flex printing (top quality & glossy finish) & mounting/riser:	17ft x 15ft	2
Side Wings (Support): Ply Structure, Blackback Flex Printing & Mounting	3ft x 15ft	2
Laying of Stage Carpet: Camel / Grey / Red	60ft x 36ft	1
LED Stage @ Side Wings: Platform with Iron Base	16ft x 4ft x 2.5ft	2
LED Stage: Platform with Iron Base	24ft x 4ft x 4ft	1
Camera Riser: Platform with Iron Base	6ft x 4ft x 1.5ft	2
Digital Podium		2
Head Table with Frill & Cover	5ft x 1.5ft x 2.5ft	7
High Back VIP Wooden Chair		12
Banquet Chair with Cover		30
3D Box I – Pillar (4 side): Wooden Structure, Blackback Flex Printing & Mounting	Top: 3ft x 1.5ft x 4side Body: 2ft x 6ft x 4side Base: 3ft x 1.5ft x 4side Top & Bottom Flex: 3ft x 3ft x 2nos	4
Big Welcome Banner: Battam (High Quality) Structure, Blackback Flex Printing & Mounting	12ft x 8ft	3
Branding: Battam Structure, Blackback Flex Printing & Mounting	3ft x 6ft	10
Branding: Battam Structure (High Quality), Blackback Flex Printing & Mounting	6ft x 6ft	10
Selfie Zone Stage: Platform with Iron Base and Carpet	12ft x 6ft x 3inches	2
Branding: Battam Structure (High Quality), Blackback Flex Printing & Mounting	12ft x 8ft	2



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12, SUDDER STREET, KOLKATA – 700 016

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Website: www.icmai.in

Selfie Zone 3D Cutout: 3D Cutout of Logo / Creative Made with 4mm Sunboard / MDF and Eco Solvent Vinyl	4ft x 4ft	2
Registration Signage: Vinyl Pasted on 3mm Sun Board	2ft x 1.5ft	20
Directional Signage: Vinyl Pasted on 3mm Sun Board and Mounted on Stands	Flex Size: 1.5ft x 1ft Stand Height: 2ft	30

Project Details: City Branding at Various Locations of Kolkata, Digital Promotion & Advertisement in connection with "National Students Convocation"

Sl. No.	Elements	Size (w x h) (w x d x h)	UOM	Qty.	Total Size / Qty. as per UOM	Rate per Unit per Day / Project (INR)	Gross Amount (INR)
1	City Branding @ ICAI at Sudder Street (1no.) & Sarat Bose Road (1no.): Battam Structure, Flex Printing & Mounting, Labour Charges (inclusive of Transportation)	6ft x 6ft	Sqft	2	72		
2	City Branding at Eye Level @ Various Locations of Kolkata (e.g. Jadavpur More, Gariahat More, Anwar Shah Connector, EM Bypass, Ruby More, Kasba, Patuli etc.): Battam Structure, Flex Printing & Mounting, Labour Charges (inclusive of Transportation)	3ft x 4ft	Sqft	50	600		
3	Holding Stand: Sunboard & Vinyl	1.5ft x 1ft	Nos	15	15		
4	Social Media Page Update: Including Photo Upload, Link Upload (if any)	NA	Set	1	1		

Transportation (up & down) including		
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Sound & Light Equipment Setup:

PARTICULARS	Size (w x h) (w x d x h)	QUANTITY
<u>Light Equipments:-</u>		
Heavy Duty Truss: T - Truss	Pillar Height: 12ft Beam Width: 6ft	2
LED Par	NA	40
Warm LED Par	NA	12
Power Pack, Controlling Unit, Power Cable, Misc. Cables & Manpower: As Required	NA	1
<u>Sound Equipments:-</u>		
VRX/VTX (JBL) Line Array	NA	8
JBL Low Speaker	NA	4
JBL VRX series on Stand	NA	4
Stage Monitor	NA	4
Podium Mic.	NA	4
Cordless Mic.	NA	6
Amplifier, Mixer, Controlling Unit, Power Cable, Misc. Cables & Manpower (Light & Sound): As Required	NA	1
40 / 62 KVA Genset with Fuel (12 Hours) – One for Sound & One for Light – Both Separate and Functional	NA	2
Transportation (up & down)	NA	As applicable

Note: Transportation / labour and any other item require should be borne by the party only. Coordination with other team / vendor must require for smooth execution of program.



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Terms & Conditions:

- 100% payment after successful completion of program.
- The price quoted by the Tenderer should remain valid for a period of three months from the date of submission of tender.
- Any Item may require to add or remove on spot based on requirement.
- L1 would be selected on the consolidated price stated in Annexure 1.
- Vendor should have Calcutta base trade license and GST no.
- **Experience of having undertaken and successful completion of Jobs of similar nature of National Level Institute within last 3 years is necessary. Please attach a work order to substantiate the same.**

For any further clarification/information please contact Mr. Kamallesh Pattanayak, Dy. Director (IT-Examination) / Dr. Pradipta Ganguly, Jt. Director (Examination) /Mr. Biplob Chaki Jt. Director (IT) / Arunava Ganguly (Addl. Director- Examination on Working Days (Mon-Friday) during Office Hours.

The Institute is not bound to accept the lowest offer and reserve the right to cancel any or all the Tenders without assigning any reason thereof.

Convener (LTE)



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(Annexure: 1)

Details of the Vendor

Sl. No.	Particulars <i>(submit the documents also)</i>	Details
1.	Name of the Organization	
2.	Address of the Organization	
3.	Contact Details with email ID	
4.	Contact Person with Designation	
5.	PAN	
6.	GST No.	
7.	Trade License	
8.	EMD details	
9.	Bank A/c. details	

Job	Total Rate excluding Tax / GST	Tax / GST %	Grand Total Rate including GST
All the work as mentioned in the Tender Notice put together			

Sign & Stamp:

Date: