



Indian Institute of Information Technology Sri City, Chittoor

NIQ Ref No. IIITS/NIQ/9th Convocation/2024-25/01072025, Date: 07.07.2025

**NOTICE INVITING QUOTATION (NIQ) For
Stage Setup for 9th Convocation on 2nd Aug,
2025**

(Quote submission on or before 21st July 2025 latest by
01.00 pm IST)

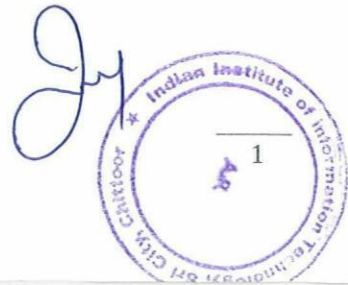
PART "A": NIO DETAILS

1. The interested parties may collect the NIQ documents from the Office of the Registrar-IIIT Sri City.
2. Sealed quotation shall be submitted in the office of Registrar in the prescribed format before the due date and time as mentioned in NIQ. No other mode of submission is acceptable.
3. Offer must be legible, clear and free from overwriting and cutting. Incomplete submissions are liable to be rejected.
4. **Scope of work:** IIIT Sri City invites sealed quotations for the supply of below mentioned items.

Technical specifications and compliances

SLNo	Requirement	Item	No. of Days	Size / Quantity
1	LED Screen	LED Screen	1 day	8"x 6" (2 no.) 6" x 6" (1 no.) 4" x 2" (1 no.)
2	Audio setup	Rcf 20 hdl a 4 nos	1 day	4
		Monitor	1 day	2
		Cordless mic Shure	1 day	2
		Sound craft mixer 24 ch	1 day	1
		Podium mic shure sm 58	1 day	1
3	Stage face light	Led colour wash RGBWW 84X3	1 day	16
4	Stage	Stage 32x24 with 2 step and carpet with masking	1 day	640 sft
		Green carpet	1 day	6000sft (Area Covering)
		Red carpet	1 day	1000 sft (Area Covering)
5	Ceiling cloth cover	Stage area ceiling cover 40x20	1 day	800sft

Signature of the bidder with seal



11. The quotation may be submitted only if you are able to supply & decorating the item(s) within the time limit.
12. The item(s) are to be supplied on door delivery basis and organized on (or) before 31st July'2025 at IIIT Sri City Chittoor campus
13. The sealed quotations (NIQ Ref. No. on the cover of the quotation) shall be sent to

**The Registrar,
Indian Institute of Information Technology Sri City, Chittoor
630, Gnan Marg, Sri City,
Tirupati (District),
Andhra Pradesh – 517 646.**

14. **Payment Terms:** 100% payment will be made within 15 days working days of after completion of the Convocation.
15. **Terms & Conditions:** The stage set up must completed one day before to the event i.e. 1st Aug. 2025 by 3 pm.
16. Right of acceptance and rejection of any quotation in part or full without assigning any reason are reserved with the institution authorities. The number of items to be taken for rent could be increased or decreased depending on the requirement of end user.
17. In case of any dispute the jurisdiction of Tirupati Court shall apply

Note: The quotations not complying with any of the above said minimum requirements/terms and conditions will be considered as rejected


Registrar



Signature of the bidder with seal

Annexure-1

DETAILS TO BE FURNISHED BY THE BIDDERS

1. Name of the Firm/Company:
2. Address for Communication:
3. Contact Person Telephone/ Mobile No.:
4. E-mail:
5. Details of Proprietor/partner/Director
6. PAN Number:
(Attach copy of the PAN Card)
7. GST Regn. No.:
(Attach copy of Registration)
8. Total years of experience in supplying materials for the setup of stages for various events.
9. List of clients along with proof of work order/Client satisfactory certificates.

This is to certify that the above facts are true complete and correct to the best of my knowledge and belief. Further, it is certified that I/We have read and understood the terms and conditions of the NIQ.

I/We give an undertaking and give our unconditional and unequivocal acceptance of all terms and conditions of the NIQ and agree to abide by these terms and conditions.

Name and Signature of the Firm/Company

Seal of the Firm/Company

Signature of the bidder with seal



PART - B

Name of the Company/Organization: IIIT Sri City Chittoor

NIQ No. : IIITS/NIQ/9th Convocation/2024-25/01072025, Date: 07.07.2025

NIQ Description : Hiring Stage Set-up, VIP Chairs, Participants Chairs, Audio Set up, LED Screens, Floor and Stage Carpets, Required Furniture, Side Wall Pannels and other required equipment'

Name of the Bidder :

Format for Quotation

Sr. No.	Name of Item		Qty	Basic Unit Price (INR)	Discount (%)	GST	Total Price (INR)
1	LED Screen	LED Screen	8"x 6" (2 no.) 6" x 6" (1 no.) 4" x 2" (1 no.)				
2	Audio setup	Rcf 20 hdl a 4 nos	4				
		Monitor	2				
		Cordless mic Shure	2				
		Sound craft mixer 24 ch	1				
		Podium mic shure sm 58	1				
3	Stage face light	Led colour wash RGBWW 84X3	16				
4	Stage	Stage 32x24 with 2 step and carpet with masking	640 sft				
		Green carpet	6000sft (Area Covering)				
		Red carpet	1000 sft (Area Covering)				
5	Ceiling cloth cover	Stage area ceiling cover 40x20	800sft				

Signature of the bidder with seal



6	Vip chair	Wooden chair	24				
7	Tea poe	Wooden tea poe	4				
8	Sofa	Double seater sofa	10				
9	Chair with cover		300				
10	Chairs with cover		200				
11	Side wall covering with frame 10 feet height	Stage right side covering 100 feet left side 120 feet	240 feet				
12	2 feet jaalra cloth	240 feet round shape cloth	240 ft				
13	Pedestal fan	Normal pedestal fan	12				
14	43" TV with stand (monitor stage)		1				
15	55" TV with Stand		1				
16	4 feet height Podium	wooden	2				

Other Terms and conditions:

Quotations shall be submitted as below:

- Quotation should contain all the **technical details and specification** of the product. It should contain **price along with terms and conditions**, compliance certificates, any other certificates/details etc.
- The suppliers shall also provide the **banking details** along with their quote on their letterhead duly signed and stamped.
- Any deviation from the given instructions for sending quotation shall lead to its invalidation
- **Price Variation:** No increase in quoted price for any reason shall be entertained.

For & On behalf of INT Sri City, Chittoor

Authorized Signatory

Signature of the bidder with seal

