



Request for quotation for providing Audio Video Services to IIMB

Tender Notification No: IIMB/Communications/Audio Video Services/02/25-26

This tender document contains pages from

01 to 10

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1. About IIMB

The Indian Institute of Management Bangalore (IIMB) is a leading graduate school of management in Asia. Under the IIM Act of 2017, IIMB is an Institute of National Importance.

2. Scope of Tender

Indian Institute of Management, Bangalore (IIMB), invites sealed bids to select a vendor/supplier for providing services towards video recording, video editing, photography and professional studio/video lights.

3. Scope of Work/Services

- The proposed service includes video recording, video editing, photography, and video equipment's such as professional video/studio lights.
- The hiring services are taken for important guests or events at IIMB. The service provider is required to provide uninterrupted and glitch-free services on time in a professional way without any compromise-in quality.

4. Terms of the proposed service

- All copyrights are owned by IIM Bangalore
- Data sharing is not allowed/encouraged without permission.
- The delivery of an edited video must be done within a span of two days.
- The edited video must be shared in the DVD format/Pen Drive.
- The project file of the edited video must be provided.
- The raw footage of the events must be shared right at the end of an assignment.
- The concerned person/team must be there at the venue one hour before the event in order to set up and test facilities.
- Multiple requests must be handled at all the points.
- The last minute raised requests also should be handled at different points.
- IIMB will not be responsible for any lost or theft of your equipment's.
- IIMB will not be providing storage space for equipment's.
- No advance payment terms or escalation in prices shall be entertained for supply.
- IIMB shall intimate the event timing/Date in advance.
- Transport & Manpower are at vendor's risk.
- Price should include transport & Manpower.

5. Eligibility Criteria for the bidders

- a. Should have an average annual turnover of minimum Rs. 6 Lakhs in the last 3 years (2021-2022,2022-2023,2023-2024)– Documents in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period.

- b. Should have PAN & GST Registration: certificates to be enclosed.
- c. The bidder should have regularly provided similar services to central/state govt/ PSU's/.reputed private institutions. Copies of the major purchase orders/contracts/ Invoices clearly showing the value and period of the Contracts/services and the nature of the services for the period from 1st April 2022 to 28th Feb 2025 should be submitted.
- d. The bidder should not have been blacklisted/debarred by any organization or any other agency for the post period of one year from the last date of submission of this tender. Self-declaration for the same should be enclosed with the technical bid. If the same is not declared truly or IIMB comes to know of the same, the contract shall be terminated without any notice.
- e. The bidder should have full fledged office in Bangalore. A copy of the address proof (GST reg, electricity/landline telephone bill etc.) must be submitted.

6. Bid Validity Period

The bid must be valid for 45 days from the date of opening of bid.

7. Submission of Bids

The documents should be submitted in a single cover consisting of

- a. Documents as mentioned in Clause 5
- b. Annexure I, II and III duly filled and signed
- c. Financial offer as per Annexure IV duly filled and signed

The cover should be sealed and superscribed "Bid for providing Audio Video Services to IIMB".

The sealed bid as above may be dropped on or before **15-04-2025 2:30 P.M** in the Tendering and Contracts office, Estate section, Second Floor, Admin Building, IIMB, Bannerghatta Road, Bengaluru – 560076. The received bids will be opened in Tendering and contracts office on **15-04-2025 3:30 P.M.**

8. Evaluation of Bids, Mode of Selection and Placement of PO

After opening of bids, the documents submitted by the bidders as per clause 5 will be checked first. Bidders who have submitted the complying documents and meeting the eligibility criteria will only be considered for financial offer evaluation.

A comparative chart of the discount offered by the qualified bidders will be made and the bidder who has quoted the total lowest rates will be considered as the successful bidder and purchase order will be placed accordingly. The successful bidder is also required to enter into an agreement with IIMB.

IIMB at its discretion may consider more than one supplier for providing the required service on acceptance of the L1 rates by other bidders.

9. Term/Period of Contract

The contract will be for a period of one year and extendable by two years (one year at a time) on the same rates, terms and conditions.

10. Termination of Contract

- a. Termination due to Breach. In the event the Supplier materially breaches this Contract, IIMB may, without prejudice to its other rights and remedies, terminate this Contract by giving prior written notice of thirty (30) days, provided that the breach remains uncured at the end of such notice period.
- b. Termination for Insolvency. IIMB may terminate this Contract upon written notice to the Supplier in the event the Supplier (i) seeks reorganization or release under applicable law, (ii) seeks the appointment of a trustee, receiver or custodian, (iii) becomes the subject of a proceeding seeking the liquidation, winding-up, dissolution, reorganization or the like of the Provider, and such proceeding is not dismissed within sixty (60) days of the commencement thereof, (iv) makes an assignment for the benefit of creditors, or (v) has a substantial part of the Provider's property become subject to any levy, seizure, assignment, application or sale for or by any creditor or government agency.
- c. Termination for Convenience. Either Party can terminate this Contract for convenience, by giving at least Two (2) months prior written termination notice to the other party.

Annexure – I

Bidder Information Form (On Company Letterhead)

Bidder's Name:

[Address and Contact Details]

Tender Document No. Tender No./ xxxx;

Date:

RFP Title:

Note: Bidder's wrong or misleading information may result in bid being rejected as nonresponsive, in addition to other punitive actions provided for such misdemeanours in the Tender Document.

1) Bidder/ Contractor particulars:

(a) Name of the Company:

(b) Legal Entity of Bidder (Proprietorship /Partnerships /Private Company /Government Institutions:

(c) Place of Registration/ Principal place of business/ manufacture:

(d) Complete Postal Address:

(e) Pin code/ ZIP code:

(f) Telephone nos. (with area codes):

(g) Mobile Nos.:

(h) Contact persons/ Designation:

(i) Email IDs:

2) Taxation Registrations:

(j) PAN number:

(k) GSTIN number:

3) Bidder's Authorized Representative Information

(l) Name:

(m) Address:

(n) Telephone/ Mobile numbers:

(o) Email Address:

(Signature)

(Name, designation, and seal of company)

ANNEXURE – II

Undertaking

To
Head Communications,
Indian Institute of Management Bangalore
Bannerghatta Road
Bangalore-560076

Ref : - Tender No:

(Tender for providing services for Audio Video Services to IIMB)

Sir,

- I. I/We hereby submit our bid foralong with other required documents.
- II. This is to certify that I/We before submitting this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself / ourselves abide by the said terms and conditions.
- III. Our bid is valid for 45 days from the date of opening of Bid.

Yours faithfully,

(Signature)

(Name, designation, and seal of company)

Date:

ANNEXURE – III

Self-Declaration

To
Head Communications,
Indian Institute of Management Bangalore
Bannerghatta Road
Bangalore-560076

Sir,

In response to the RFP dated_____, I, Mr./Ms_____ ,as a_____, hereby declare that I/our firm/our company_____ am/is (a) not insolvent; (b)there is no vigilance and / or court case pending against me/our firm /our company ; (c) no inquiry or investigation is pending against me our firm/ our company from any statutory regulatory and / or investigation agency(d) I/our firm/our company have/has not been blacklisted by any Government body/ PSB/PSU neither indefinitely or in the last three years and (e)I/our firm/our company have/has all necessary licenses, permissions, consents, no objections, approvals as required under law for carrying out its business.

(Signature)

(Name, designation, and seal of company)

Annexure-IV

Financial offer

Sl No	Description	Qty	Amount	GST	Total Amount (including GST)
Shooting					
1	HD video recording (Sony PXW 200, PMW 200, Panasonic DVX 200)	1 session (4 to 5hrs)			
2	HD video editing	1 session			
3	Two HD cameras video recording with mixing (MX50 Video)	1 session			
4	Candid video shoot and editing (Full frame 4K DSLR Camera, Gimble and other Video Accessories)				
5	Photography (Canon 5D Mark 4 or 3, Nikon D810, Nikon D850, Nikon D750, Canon 6D mark 2, Canon DS)	1 session			
6	Video lights (2Nos) (LED lights)	1 session			
7	Sennheiser lapel mic 1No	1 session			
8	8 channel audio mixer & respective cables, JBL or Bose speaker system (2Nos), Cordless hand microphones (3Nos) Cordless collar microphones (2Nos)	1 session			
9	Three camera Interview shoot (Full frame 4K DSLR Camera)	1 Session			
10	Drone	1 Session			

*Please quote your prices with GST for each requirement individually

All taxes and other charges (if any) must be shown clearly and separately under each item.

(Signature)

(Name, designation, and seal of company)