



অসম ঊর্জা কেন্দ্ৰ, শিবসাগৰ
Assam Energy Institute, Sivasagar
राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान, अमेठी का केंद्र
Centre of Rajiv Gandhi Institute of Petroleum Technology, Jais, Amethi
SIVASAGAR VILLAGE GOHAIN GAON, SIVASAGAR -785697

QUOTATION ENQUIRY

Enquiry No. : RGIPT/AEI/2024-25/396
Opening Date : 23rd November 2024, Saturday
Closing Date : 2nd December 2024, Monday till 13:00 Hours
Tentative Date of Programme : 12th December, Thursday

Please submit your lowest quotation for hiring of under mentioned items. Sealed quotations are invited from registered service provider firms for supplying **Sound System, Photography and Videography in Convocation-2024** in Single Bid Format (Price Bid) **on or before Monday, 2nd December 2024 till 13:00 Hours** and should contain the following information:

1. Clearly mention the date of validity of offer.
2. **Kindly clearly mention your valid E-mail ID and Mobile number.**
3. Kindly mention appropriate GST % as applicable for supplying of Goods & Services to Educational Institution.
4. Please mention your GST registration number and PAN in the Quotation.
5. Conditions of supply and terms of payment shall be clearly mentioned in the Quotation.
6. Enquiry No. and last date as given above should be clearly marked over the Envelope.
7. Overwriting and use of whitener should be avoided.

Quotation must be sent in **Sealed Envelope** with word **“Quotation for Sound System, Photography and Videography for Convocation-2024”** and addressed to the In-charge, AEI Sivasagar- 785697 (Assam).

Sl. No.	Items	Quantity	Rate	GST	Total Rate
1	10000-watt Sound System with Amplifier	01			
2	Mixer	01			
3	Microphone (Cordless with stand)	05			
4	Microphone (With cable and stand)	05			
5	Production : One Standard Still Photographer One Cinematographer Wide Videography for the entire program (3 hrs) to be live streamed on Youtube and Facebook	At actual			
6	Post Production: a. One Highlight Video b. Five Nos. Reels for Social Media c. 200 Nos. RAW data edited pictures	At actual			



QUOTATION ENQUIRY

Terms and conditions for supply of above mentioned items are as under:

1. The above mentioned services are approximate, it may increase or decrease as per the actual requirement. Therefore, per unit cost along with minimum order quantity needs to be mentioned.
2. The system along with all items specified in this RFQ shall be readied by the date as communicated by the organizing committee.
3. Raw data to be transferred instantaneously on the date of program
4. Post-production work must be executed within one week from the date of program.
5. Quoted rates must be valid for 30 days from the date of quotation.
6. Intending tenders are advised to visit Institute's website regularly till closing date of submission often there for any Corrigendum/Addendum/Amendment.
7. Quotations received after specified date and time will not be considered for further process.
8. Quotation must be sent through Registered / Speed Post / Courier / by hand to the following address. Please clearly write on the envelope "**Quotation for Sound System, Photography and Videography for Convocation-2024**".
9. The bidder should not be blacklisted by any State/Central Government, PSU's, Educational/ Autonomous Institute as on date submission of quotation.
10. The rates offered should be **including transportation charges upto AEI venue, service tax and other taxes (if any)**.
11. **Quotation will be evaluated on total cost basis.** Rate of individual item will not be considered for evaluation of proposals.
12. **Penalty Clause:** The agency will bear the responsibility for any default, shortage of demanded items and make good of the losses, if any. Penalty will be imposed up to maximum 10% of Order value and it will be deducted from submitted invoice by the successful bidder.
13. **Payment:** Payment will be made on after successful completion of event.
14. The Institute reserves the right of accepting or rejecting any quotation without assigning any reason thereof.



QUOTATION ENQUIRY

15. Bidders responding to this enquiry shall be deemed to be agreeable to these terms and conditions herein contained. These terms and conditions shall be binding on the successful bidders.
16. The jurisdiction for dispute (s), if any, shall be Sivasagar.

Convener, Convocation Hall/Pandal Arrangement, Procession and Academic Dress Distribution Committee

**Member Secretary,
Purchase Committee, AEI, Sivasagar**

**In-charge
AEI Sivasagar**



QUOTATION ENQUIRY

Check List

Sl. No.	Particulars	Yes/No (Bidders to tick Yes/No)
1	PAN No, GSTIN No., Bank Account details	Yes / No
2	Income Tax Return for the last three financial year	Yes / No
3	Copy of “No Conviction Certificate”	Yes / No
4	Price Reasonability Certificate	Yes / No
5	BOQ (duly filled with quoted rate and amount of each item)	Yes / No
6	Purchase Order/Experience Certificate duly signed & stamped	Yes / No
7	Entire Quotation Enquiry& other paper duly signed & stamped	Yes / No



QUOTATION ENQUIRY

Annexure- 1

NO CONVICTION CERTIFICATE

(On Company Letterhead)

This is to certify that _____ (Name of the Firm/Organization), having registered office at _____ (Address of the registered office) has never been blacklisted or restricted to apply for any such activities by any Central / State Government Department /Semi Government department/ PSU/ Autonomous bodies or Court of law anywhere in the country.

Yours faithfully,

Signatures

Name of Vendor or Officer Authorised
to sign on behalf of Vendor

(Company stamp)

Date:

Place:



QUOTATION ENQUIRY

Annexure- 2

PRICE REASONABILITY CERTIFICATE
(ON THE LETTER HEAD OF THE COMPANY)

It is certified that the rates quoted against Enquiry No. RGIPT/AEI/2024-25/396 dated 23rd November 2024 for the items are exclusively for supply to ACADEMIC and RESEARCH Institutions and are not more than as charged to other Govt./PSUs for similar supplies made in recent past. If they have been approved by the Director, RGIPT and if at any stage it has been found that the quoted rates are higher than the rates applicable to supply to Government then in such condition AEI, Sivasagar, will have the right to cancel the approved rates and to take legal action against the tenderer.

Yours faithfully,

(Signature with date)

(Name and designation)

(Company Stamp)



QUOTATION ENQUIRY

BILL OF QUANTITY
(On Company Letterhead)

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6	Post Production: d. One Highlight Video e. Five Nos. Reels for Social Media f. 200 Nos. RAW data edited pictures	At actual			

Note: The above items and their quantities are approximate, item or its quantity may increase or decrease as per actual requirement.

Name of Vendor or Officer Authorised
to sign on behalf of Vendor
(Company stamp)