



राष्ट्रीय प्रौद्योगिकी संस्थान - आंध्रप्रदेश  
NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH  
Near National Highway No. 16, Kadakatla, Tadepalligudem – 534101  
West Godavari District, Andhra Pradesh

Ref. No.: NITANP/SMMD/TENDER/2025-26/43

Date: 26.09.2025

**TENDER ENQUIRY**

**Sub:** Stage Operations and Decoration of TEDX 2025 at NIT Andhra Pradesh- Quotation invited – Regarding.

Please send your lowest quotation for the above work as per the details attached in **Annexure-1**. The quotation is to be sent in a sealed envelope to the following address:

**C/o Tender Box  
Material Management & Disposal Section,  
Sardar Vallabhbhai Patel Administrative Building  
NATIONAL INSTITUTE OF TECHNOLOGY, ANDHRA PRADESH,  
Near National Highway No. 16, Kadakatla,  
TADEPALLIGUDEM – 534101  
West Godavari District, Andhra Pradesh.**

**The quotation has to be sent by Post (Ordinary / Register / Speed Post) or drop in Tender Box physically. (Any other mode will not be accepted)**

The envelope must be superscribed as “**QUOTATION**” at the center of the envelope and the above **reference number at left top** along with the name of the tender on the envelope. Quotations without the above superscription **will not be accepted**.

**The last date to receive the sealed quotation is 17.10.2025**

## Annexure-I

**Stage Operations and Decoration of TEDX 2025 at NIT Andhra Pradesh to be held on 28<sup>th</sup> of October 2025**

S No	Description of Items	Requirements
1	LED Screen	(10x30 ft)
2	Black Cloth Masking	As per Stage ( (23m x 4.7m), (2.3m x 4m), (25.4m x 1.5m), (23m x 4.7m).)
3	Black/ Dark Grey Carpet	As per Stage (23m x 7.2m – 2 No)
4	Red circle carpet	01
5	Walkie talkie In-ear	06
6	Focus Light (Should be movable or rotation)	02
7	Red Lights	20
8	Video Mixer	01
9	High resolution camera for videography	02
10	High resolution camera for photography	03
11	Tripods	02
12	Extra Batteries	05
13	Hard disks (4 TB)	01

**Note:**

- The vendor should install all the necessary equipment and services in the venue by 27<sup>th</sup> Oct 2025 as mentioned above.
- The vendor should provide services inclined to audio system, lighting system, video streaming system for Kala Barathi Indoor Auditorium of NIT Andhra Pradesh or related, other than the above mentioned services/equipment without additional amount.
- The vendor should cooperate with the respective authorities in finalizing the stage and other arrangements.
- This is to notify the vendor that if any feasible goods and services are required during the event other than that of the mentioned in the above list. The vendor may be requested to provide it without any additional amount.
- This is to notify the vendor that the stage design and other arrangements are to be coordinated with respective authority in advance for finalizing the Stage and the other arrangements.
- The vendor must ensure that the arrangements in the designated space are flexible and can be negotiated as per the authority's requirements.

While sending your lowest quotation – please specify the following:

1. Sales Tax : Inclusive  
GST : Indicate prevailing tax on percentage basis.
2. Excise Duty :
3. Rates
  - a) F.O.R. Destination/
  - b) Estimated Packing, Forwarding and Freight Charges in case of Ex-works only, may be mentioned on percentage basis
4. Insurance : Inclusive/ indicate on percentage basis, in case payable by the Institute.
5. Preferred terms of payment (institute rules permit to pay on Receipt of materials in good condition/completion of the work):
6. Recommended mode of transport :
7. Discount offered, if any :
8. Validity of the offer :
9. Firm schedule of completion of work :
10. Detailed drawings / catalogues / Leaflets / literature / samples may be furnished wherever feasible / required.
11. Please indicate clearly whether the rates quoted herein are the same as applicable to DGS & D / Government Department / Other Public Sector Undertakings.
12. The supplier shall invariably furnish the **Certificate of Clearance of GST Registration number along with the quotations.**
13. The quotation should not contain any handwritten text except the Price quoted.
14. All the Submitted documents must be duly signed by the bidder along with the firm's seal.
15. Please mention the Quotation number and name of the item/s (in brief) on your envelope when submitting your quotation to the Institute
16. Please note that the Director reserves the right to modify or alter the specifications and also to reject any or all the Quotations without assigning any reasons thereto.
17. The suppliers / firms are informed not to call on us without prior appointment.
18. The Institute is not responsible for delays / loss in postal transit or due to any other reasons.
19. Any Violation in the terms and conditions, the bidder will be made ineligible for the contract.



Yours faithfully,

**Head of the Department**  
सह अधिष्ठाता / Associate Dean  
**CENTRAL STORES & PURCHASE SECTION**  
**NIT Andhra Pradesh**

