



**thsti**

ट्रान्सलेशनल स्वास्थ्य विज्ञान  
एवं प्रौद्योगिकी संस्थान

TRANSLATIONAL HEALTH SCIENCE  
AND TECHNOLOGY INSTITUTE

(An autonomous Institute of Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)  
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## **NOTICE INVITING QUOTATION**

**FOR**

**HIRING OF AUDIO VISUAL (AV) SETUP, LED WALL, PHOTOGRAPHY & VIDEOGRAPHY SERVICES  
FOR EVENT AT THSTI**

**(NIQ No.: THS/IT/NIQ/01)**



## INDEX

<b>S.No.</b>	<b>Particular</b>	<b>Page No.</b>	<b>Remarks</b>
1.	Quotation Notice	3	
2	Terms & Conditions	4-5	
3.	Schedule of Quantities	6	
4.	Schedule of Event	7	

## NOTICE INVITING SHORT QUOTATION

No. : THS/IT/NIQ/26-27/01

Dated: -June 11, 2026

Sealed item rates quotations are invited on behalf of the Executive Director, THSTI for the following services from the agencies working with THSTI or any other Govt./Autonomous body. Who have already executed at least one similar work costing 80% or two similar works costing 60% each or three similar works costing 40% each of estimated cost during the last Five years for any Govt. Dept./PSU's/Private Sectors (completion certificate to be enclosed). In case of issue of completion certificate by private sector the agency has to submit TDS certificate along with the completion certificate in evidence of the value of work done.

S.No.	Name of Work	EMD	Estimated Cost	Last date of download of quotation	Date of submission and opening of quotation	Completion Period
1.	HIRING OF AUDIO VISUAL (AV) SETUP, LED WALL, PHOTOGRAPHY & VIDEOGRAPHY SERVICES FOR EVENT AT THSTI	Rs. 7,200/-	Rs 3,60,000/-	26.06.2026	26.06.2026	Immediate

Quotation forms and conditions can be downloaded from the THSTI website (i.e. [www.thsti.res.in](http://www.thsti.res.in)). In case of downloading of NIQ from website, it will be the responsibility of agency / bidder / firm to ensure that complete documents has been downloaded. **The time for submission of quotations is up-to 3:00 PM on dated 26.06.2026 which shall be opened on the same day at 3:30 PM on the date given above.** The undersigned reserves the right to accept or reject any quotation without assigning any reason.

**Note: - The agency shall quote their rates in the NIQ downloaded from the THSTI website. If rates quoted in other form, it will not be considered. Agencies have to act as per above NIQ. The Agencies should sign and stamp all document including the Bid Security Declaration.**

### ASSISTANCE TO BIDDERS

**a)** Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender. The contact number for query related to tender document is 0129-2848426 & 427 (10:00 AM to 5:00 PM), Email: [support@thsti.res.in](mailto:support@thsti.res.in) ; [Santosh.sharma@thsti.res.in](mailto:Santosh.sharma@thsti.res.in)

**Technical Manager (IT)**

# **SPECIFICATION & SPECIAL CONDITIONS OF CONTRACT**

## **1. Scope of Work**

- a) The successful bidder shall provide, install, operate, maintain, and dismantle Audio Visual (AV) equipment, LED Wall, Photography & Videography services, technical manpower, cabling, accessories, and all associated infrastructure required for the successful conduct of events at THSTI. The scope shall include transportation, installation, testing, commissioning, operation support during the event, and removal of equipment after completion of the event.

## **2. Site Inspection**

- a) The bidder shall inspect the site and fully acquaint themselves with the location, venue conditions, accessibility, power availability, installation requirements, and other factors affecting execution of the work before submission of the quotation. No claim whatsoever on account of lack of site knowledge shall be entertained after award of the work.

## **3. Contract Period**

- a) The rates finalized under this NIQ shall remain valid for a period of one (01) year from the date of issuance of the Work Order and may be utilized for similar requirements during the validity period as per THSTI requirements.

## **4. Technical Requirements**

- a) The LED Wall shall support Full HD display with seamless and uninterrupted operation throughout the event.
- b) Professional-grade wireless handheld, lapel, and gooseneck microphones shall be deployed and shall be free from interference, distortion, and signal dropouts.
- c) The sound reinforcement system shall provide clear, uniform, and feedback-free audio coverage throughout the venue.
- d) Video cameras shall be professional event/broadcast-grade cameras capable of Full HD recording and live event coverage.
- e) The bidder shall deploy qualified and experienced technical personnel for installation, operation, monitoring, and troubleshooting throughout the event duration.
- f) All equipment shall be installed, tested, commissioned, and made operational at least one day prior to the event or as directed by THSTI.
- g) All accessories, mounting structures, stands, power distribution units, cabling, connectors, adapters, software, licenses, and consumables required for successful execution shall be deemed included in the bidder's scope.
- h) The bidder shall ensure uninterrupted operation of all AV equipment and services throughout the event duration.

## **5. Quantities and Deviations**

- a) The quantities indicated in the Schedule of Quantities are tentative and may vary depending upon the actual requirement. The bidder shall not claim any compensation due to variation in quantities. Payment shall be made based on actual quantities/services utilized and accepted by THSTI. The permissible deviation shall be  $\pm 10\%$  of the indicated quantities.

## **6. Safety and Compliance**

- a) The bidder shall take all necessary safety precautions during transportation, installation, operation, and dismantling of equipment. Any loss, damage, accident, injury, or liability arising out of execution of the work shall be the sole responsibility of the bidder. THSTI shall not be liable for any such claims.

## **7. Utilities**

- a) THSTI shall provide electrical power connection at a single designated point free of cost. Distribution of power from the designated point to various equipment locations, including cables, connectors, and protection devices, shall be the responsibility of the bidder.

## **8. Eligibility Criteria**

- a) The bidder shall have experience in providing Audio Visual setups, hybrid event solutions (online and offline), photography, videography, and event support services for Government Organizations, Research Institutes, Academic Institutions, Hospitals, PSUs, or Corporate Events.
- b) The bidder shall possess valid GST Registration and PAN.
- c) The bidder shall submit documentary evidence of at least three similar works successfully completed during the last three years.

- d) The bidder shall not have been blacklisted, debarred, or banned by any Government Department, PSU, Autonomous Body, Research Institution, or Statutory Authority.

**9. Bid Submission Requirements**

- a) The quotation shall include:
  - i. Detailed item-wise price schedule.
  - ii. GST and applicable taxes.
  - iii. Technical specifications/brochures of major equipment proposed.
  - iv. List of equipment proposed for deployment.
  - v. Details of technical manpower to be deployed.
  - vi. Agency profile and relevant experience credentials.
  - vii. Copies of GST Registration Certificate, PAN, and work completion certificates/work orders of similar works.

**10. Evaluation Criteria**

- a) The bids shall be evaluated based on:
  - a) Compliance with technical specifications and tender requirements.
  - b) Experience and capability of the bidder.
  - c) Adequacy and completeness of the proposed solution.
  - d) Financial competitiveness of the bid.

**11. Performance and Service Obligations**

- a) The bidder shall be responsible for transportation, installation, operation, maintenance, technical support, and dismantling of all equipment.
- b) Any damage caused to THSTI property due to negligence or improper handling by the bidder shall be rectified/reimbursed by the bidder at their own cost.
- c) The successful bidder shall deploy adequate technical manpower throughout the event period to ensure uninterrupted services.

**12. Payment Terms**

- a) No advance payment shall be made. Payment shall be released only after successful completion of the event, submission of invoice, and certification by the concerned THSTI representative.

**13. Taxes and Statutory Deductions**

- a) Income Tax, TDS, GST-TDS, or any other statutory deductions as applicable under Government of India rules shall be deducted from the bills. The bidder shall submit PAN and GST details for processing of payments.

**14. Termination and Debarment**

- a) THSTI reserves the right to terminate the contract, wholly or partially, at any stage if the services provided are found unsatisfactory or if the bidder fails to fulfill contractual obligations.
- b) In case the successful bidder fails to provide the awarded services without valid justification, THSTI reserves the right to cancel the work order and debar the bidder from participating in future tenders/quotations of THSTI for a period of up to three years.

**15. General Conditions**

- a) THSTI reserves the right to accept or reject any or all quotations without assigning any reason.
- b) Similar work shall mean execution of Audio Visual Setup and Hybrid Event Support Services (Online/Offline) including LED Wall, Sound System, Photography, Videography, and Video Conferencing arrangements.
- c) All pages of the quotation/tender document, annexures, and supporting documents shall be signed and stamped by the authorized signatory of the bidder.
- d) The bidder shall comply with all applicable laws, regulations, and statutory requirements during execution of the work.

**Technical Manager - (IT)**

## SCHEDULE OF QUANTITY

S.No	Item			Per Day Rental Charges	Days Requirement	Total
01	S. No.	Description of Item	Estimated required Qty		02	
	i.	Digital Banner (L+R) – 6 ft × 10 ft	02 Nos.			
	ii.	LED Video Wall – 18 ft × 9.8 ft	01 Nos.			
	iii.	Digital Standee – 8 ft × 8 ft	01 Nos.			
	iv.	Digital Podium	01 Nos.			
	v.	Professional Video Camera with Cameraman	02 Nos.			
	vi.	Wireless Hand-held Microphones	12 Nos.			
	vii.	Wireless Lapel Microphones	02 Nos.			
	viii.	Gooseneck Microphones	02 Nos.			
	ix.	LED TV with Stand (Minimum 55"/65" or higher)	03 Nos.			
	x.	Video Mixer/Switcher	01 Nos.			
	xi.	Professional Sound System including Amplifier, Audio Mixer, Speakers, and all accessories	01 Lot			
	xii.	Professional Photographer	01 No.			
	xiii.	HDMI to USB Interface/Capture Device	01 No.			
	xiv.	HD Video Recorder	01 No.			
	xv.	HD/Optical/Signal Cables and Interconnection Accessories	As Required			
	xvi.	Laptops for Presentation Support	05 Nos.			
xvii.	Transportation, Loading, Unloading, Installation & Dismantling	01 Lot				
02	<b>GST</b>					
03	<b>Grand Total</b>					

**Technical Manager - (IT)**

## Schedule of Event

1. 14<sup>th</sup> July 2026 (SYNCHN)
2. 15<sup>th</sup> July 2026 (Foundation Day)

**Technical Manager - (IT)**

Query may be asked on:

[support@thsti.res.in](mailto:support@thsti.res.in)

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