

TRANSLATIONAL HEALTH SCIENCE AND TECHNOLOGY INSTITUTE (THSTI)
Department of Biotechnology, Ministry of Science & Technology, Government of India
Faridabad, Haryana

NOTICE INVITING QUOTATION (NIQ)
FOR HIRING/RENTAL OF AUDIO-VISUAL (AV) EQUIPMENT AND HYBRID EVENT SUPPORT SERVICES FOR CDSCO–THSTI
CAPACITY BUILDING WORKSHOP

NIQ No.: THSTI/IT/CONF/2026-27/07

Date of Publication: 11.09.2026

Sealed quotation are invited on behalf of the Executive Director, Translational Health Science and Technology Institute (THSTI), under One bid system from reputed, experienced and technically competent agencies/firms for hiring/rental of Audio-Visual (AV) equipment, installation, integration, operation, technical manpower and hybrid meeting/live streaming support for the CDSCO–THSTI Capacity Building Workshop, scheduled to be held from 22 September 2026 to 25 September 2026.

The selected agency shall provide the required equipment and services on a rental/service basis for the event period, including pre-event installation, testing/rehearsal, complete operational support during the workshop and dismantling/removal of the equipment after completion of the event.

IMPORTANT INFORMATION

Particular	Details
Name of Work	Hiring/Rental of AV Equipment and Hybrid Event Support Services
Event	CDSCO–THSTI Capacity Building Workshop
Event Dates	22–25 September 2026
Venue	THSTI, Faridabad, Haryana
NIQ No.	THSTI/IT/CONF/2026-27/07
Date of Publication	11-Sep-26
NIQ Period	7 Days
Last Date & Time for Submission	18 September 2026 up to 03:00 PM
Date & Time of Opening	18 September 2026 at 03:30 PM
Mode of Submission	The sealed quotation shall be submitted in the Tender Box kept at the THSTI Building, within the stipulated date and time.
Validity of Quotation	Minimum 90 Days
Event Duration	22–25 September 2026
Pre-event Installation	21-Sep-26
EMD	Rs. 4,800/- (Through THSTI website) https://thsti.res.in/en/Tender
Website	https://thsti.res.in/

SCOPE OF WORK

The selected agency shall provide the following equipment/services on rental/hiring basis:

S. No.	Description	Qty.	Basis
1	86-inch 4K Display	01 No.	Rental
2	75-inch 4K Display	02 Nos.	Rental
3	HDMI/AV Integration Cables, adapters, switches/splitters and required accessories for integration of minimum 03 devices	01 Lot	Rental
4	Multimedia Laptop	02 Nos.	Rental
5	Audio System comprising minimum 02 Speakers and 05 Wireless Microphones, including mixer/amplifier and accessories	01 Set	Rental
6	HD Video Camera with tripod/accessories	01 No.	Rental
7	Experienced Cameraman/Camera Operator	01 Person	Service
8	Live Hybrid Meeting Setup including server/system, required software/platform integration and technical support	01 Lot	Service
9	Installation, integration, testing, rehearsal, operation, technical support and dismantling	01 Lot	Service

The above quantities are minimum requirements. The selected agency shall provide any additional minor accessories, connectors, cables, adapters, power distribution equipment, stands, mounting arrangements and other items required for making the complete AV system functional, without additional cost to THSTI, unless specifically approved.

LIVE HYBRID MEETING SETUP

- The agency shall provide a complete hybrid meeting solution including:
- Camera feed integration.
- Microphone/audio feed integration.
- Presentation sharing.
- Video-conferencing platform integration.
- Online participant connectivity.
- Live streaming/webcasting support, wherever required.
- Required server/system for hybrid event management.
- Audio/video monitoring.
- Technical operator/support personnel.
- Troubleshooting during the complete event.
- The hybrid system shall be tested with the concerned THSTI team before commencement of the workshop.

INSTALLATION, REHEARSAL AND OPERATIONAL SUPPORT

The agency shall be responsible for:

- Transportation of equipment to the venue.
- Installation and positioning.
- Cabling and interconnection.
- System configuration.
- Audio/video integration.
- Testing of all equipment.
- Full rehearsal/sound check.
- Operation of AV equipment during the workshop.
- Technical support throughout the event.
- Immediate troubleshooting/replacement in case of equipment failure.
- Dismantling and removal after completion.
- No separate charges shall be payable for routine installation, integration, testing, cabling, dismantling or technical support unless specifically quoted and accepted by THSTI.

Date	Requirement
20-Sep-26	Coordination with THSTI team and venue inspection, if required
21-Sep-26	Complete delivery, installation, configuration, integration and testing of AV equipment
21-Sep-26	Full AV testing, sound check, camera testing and hybrid meeting rehearsal
22-Sep-26	Complete operational AV/hybrid support during Workshop – Day 1
23-Sep-26	Complete operational AV/hybrid support during Workshop – Day 2
24-Sep-26	Complete operational AV/hybrid support during Workshop – Day 3
25-Sep-26	Complete operational AV/hybrid support during Workshop – Day 4
25 September 2026 – After Programme	Dismantling/removal of equipment as instructed by THSTI

The agency shall ensure that the complete system is fully installed, tested and ready before the start of the workshop on 22 September 2026.

Any delay in installation or failure to deploy the required manpower/equipment may be viewed seriously by THSTI.

ELIGIBILITY CRITERIA

The bidder shall fulfil all the following minimum eligibility requirements:

1. The bidder should have successfully executed at least three (03) similar work orders for Government Departments/Ministries, Government Institutions, Autonomous Bodies, PSUs, Government Universities or other Government-funded organisations during the last six (06) months preceding the date of publication of this NIQ.

The work orders should be related to one or more of the following:

- I. Hiring/rental of AV equipment;
 - II. Audio-visual setup for conferences/workshops;
 - III. Hybrid conference/meeting setup;
 - IV. Live streaming/webcasting;
 - V. Video conferencing services;
 - VI. Event AV management;
 - VII. Integrated AV technical support.
2. At least three separate work orders shall be submitted as documentary evidence.

Mandatory Documents

The bidder shall submit:

1. GST Registration Certificate.
2. PAN Card.
3. Firm/Company Registration Certificate.
4. Agency profile.
5. Minimum three eligible Government/PSU work orders issued during the preceding six months.
6. Technical Compliance Sheet duly filled and signed.
7. Financial quotation.
8. Signed and stamped copy of this NIQ.
9. Declaration accepting the terms and conditions.
10. Details of technical manpower proposed.
11. Bank details/cancelled cheque.

FINANCIAL BID FORMAT

S. No.	Description	Qty.	Unit	Rate per Day (₹)	Total for 4 Days (₹)
1	86-inch 4K Display	1	No.		
2	75-inch 4K Display	2	Nos.		
3	HDMI/AV Integration Cables & Accessories	1	Lot		
4	Multimedia Laptop	2	Nos.		
5	Audio System comprising 02 Speakers + 05 Wireless Microphones	1	Set		
6	HD Video Camera	1	No.		
7	Cameraman/Camera Operator	1	Person		
8	Live Hybrid Meeting Setup including Server/System	1	Lot		
9	Technical Support/AV Operation during Event	1	Lot		
10	Installation, Integration, Testing	1	Lot	One-Time Charges	
Sub-Total (A) – 4 Days Rental/Service Charges					₹
Sub-Total (B) – One-Time Installation & Dismantling Charges					₹
Total Before GST (A+B)					₹
GST @ ____ %					₹
GRAND TOTAL INCLUDING GST					₹

Note: The quoted amount shall include all applicable charges, transportation, manpower and incidental expenses required for successful execution of the work.

GENERAL TERMS AND CONDITIONS

1. The requirement is strictly for hiring/rental of AV equipment and associated technical services. Ownership of the equipment shall remain with the agency.
2. The agency shall be responsible for transportation, installation, configuration, operation, technical support, dismantling and removal of the equipment.
3. All equipment shall be in good working condition and suitable for professional workshop/conference use.
4. The agency shall provide all cables, adapters, connectors, stands, power accessories and other accessories required for proper operation of the complete system.
5. The agency shall deploy adequate technically qualified personnel throughout the workshop.
6. The complete setup shall be tested and demonstrated before commencement of the workshop.
7. The agency shall arrange immediate replacement/rectification of any faulty equipment during the event without additional cost to THSTI.
8. The agency shall maintain appropriate backup arrangements for critical equipment.
9. The agency shall ensure proper and safe cable management at the venue.
10. The agency shall be responsible for any damage caused to the venue/property due to negligence or improper installation by its personnel.
11. The bidder shall clearly indicate the make/model and specifications of major equipment proposed to be deployed.
12. THSTI may inspect the equipment before deployment or during the event.
13. The bidder shall not subcontract the complete work to any other agency without prior written approval of THSTI.
14. The bidder shall maintain confidentiality of any audio/video content, proceedings or information accessed during the event and shall not share such content without prior written permission of THSTI.
15. The quotation shall remain valid for a minimum period of 90 days from the last date of submission.
16. Payment shall be released after satisfactory completion of the work/services and submission of the requisite invoice and supporting documents, subject to applicable rules.
17. Applicable statutory deductions, including TDS, shall be made as per Government rules.
18. THSTI reserves the right to accept or reject any or all quotations, in full or in part, without assigning any reason.
19. THSTI reserves the right to seek clarification/additional documentary evidence from any bidder during the evaluation process.
20. The decision of THSTI regarding technical suitability and selection of the agency shall be final and binding.
21. In case the selected agency fails to provide the required equipment/services within the stipulated time, THSTI reserves the right to take appropriate action as per applicable terms and procurement rules.

DECLARATION BY THE BIDDER

I/We hereby declare that I/we have carefully read and understood all the terms and conditions of this NIQ and agree to abide by the same.

I/We further certify that the information and documents submitted along with the quotation are true and correct to the best of my/our knowledge and belief.

I/We confirm that the required AV equipment, technical manpower and associated services shall be made available as per the requirements and schedule specified by THSTI.

Name of Firm/Agency: _____

Name of Authorised Representative: _____

Designation: _____

Mobile No.: _____

Email: _____

Signature: _____

Date: _____

Seal of Firm/Agency: _____

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