



राष्ट्रीय प्रौद्योगिकी संस्थान मणिपुर  
NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR

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An Autonomous Institute under Ministry of Education, Govt. of India.

No. NITM.1/(124-Estt)/Conv/2019/ 1220

Imphal, 27<sup>th</sup> September, 2022

To,

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.....  
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**Subject: Request for rate quotation for (i) Hall Decoration (ii) Stage Preparation (iii) Light & Sound (iv) Gate Preparation for 9<sup>th</sup> Convocation of NIT Manipur.**

Sir/Madam,

I am directed to request you kindly to send us a rate quotation for the following items for 9<sup>th</sup> Convocation of NIT Manipur scheduled to be held on 19<sup>th</sup> October, 2022.

- (i) Hall Decoration.
- (ii) Stage Preparation.
- (iii) Light & Sound.
- (iv) Gate Preparation.

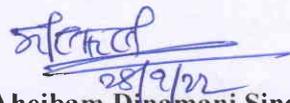
Vendor are requested to submit separate sealed rate quotation for each item to the undersigned on or before **3: 00 p.m of 07/10/2022**. Details of Auditorium, specification & requirement for hall decoration, stage preparation, light & sound and gate preparation are enclosed at **Annexure-1, Annexure-2, Annexure-3, Annexure-4 & Annexure-5** for reference.

**Terms & Conditions:**

1. Sealed rate quotation should reach to **The Registrar (i/c), NIT Manipur, Langol, Lamphelpat, Imphal, Manipur - 795004** on or before **3:00 p.m. of 07/10/2022**.
2. The envelope should be superscribed as **"Rate quotation for ....."**.  
**(please mention the item)**
3. GST and all other applicable charges must be indicated separately.
4. The vendor must submit the technical brochure of the items providing detailed specification of the items.
5. Quotation will be opened on **10/10/2022 at 2:00 P.M. in the Institute's Conference Hall** before the representatives of the vendor who are present. Quotation received after the due date and time will not be accepted.
6. All bidding vendors may send their representatives to attend in the opening of the quotation.
7. Price must be F.O.R NIT Manipur Stores, Langol, Imphal.

With warm regards.

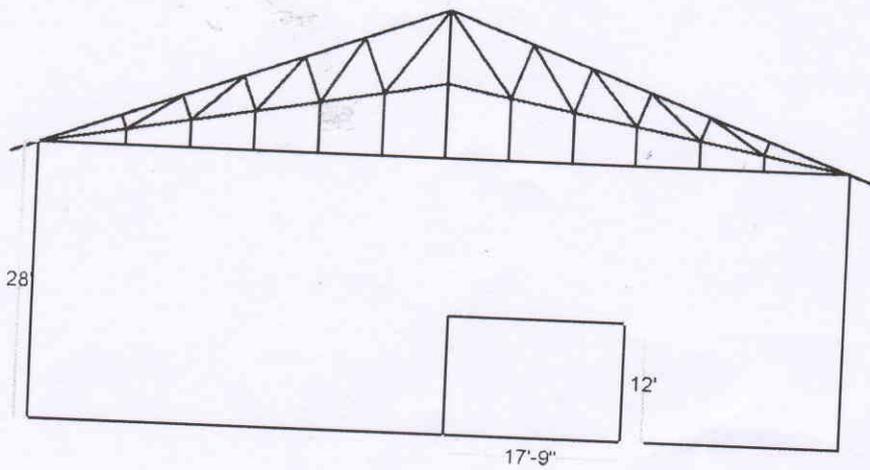
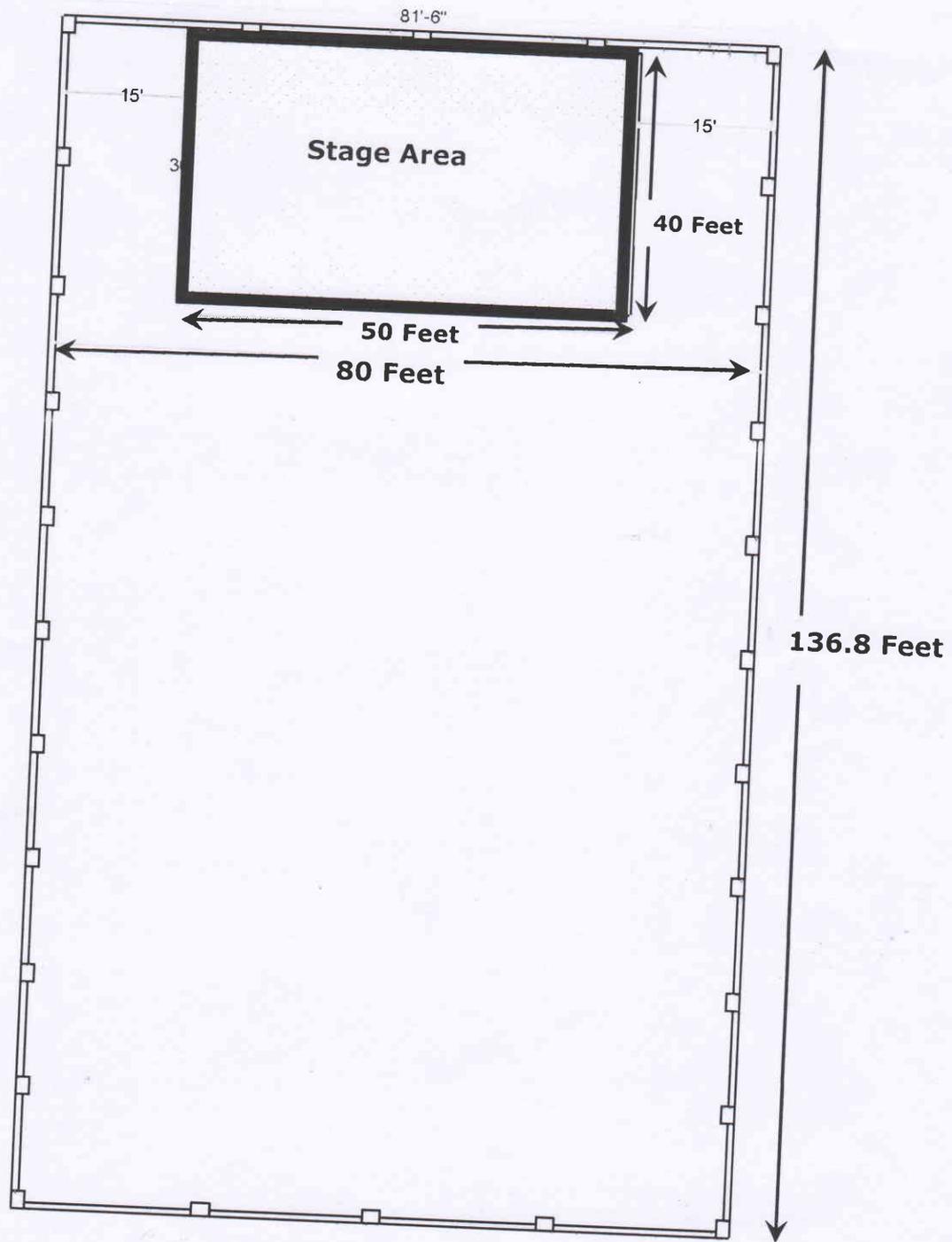
Yours sincerely

  
**(Dr. Aheibam Dinamani Singh)**  
Registrar (i/c), NIT Manipur

Copy to:

- (i) Director, NIT Manipur for kind info, please.
- (ii) Dr. Dushyant Singh, Coordinator, Organizing committee for Stage, Hall, Light & Sound and Gate.
- (iii) Technical Officer, NIT Manipur for uploading in the website.
- (iv) CF/GF

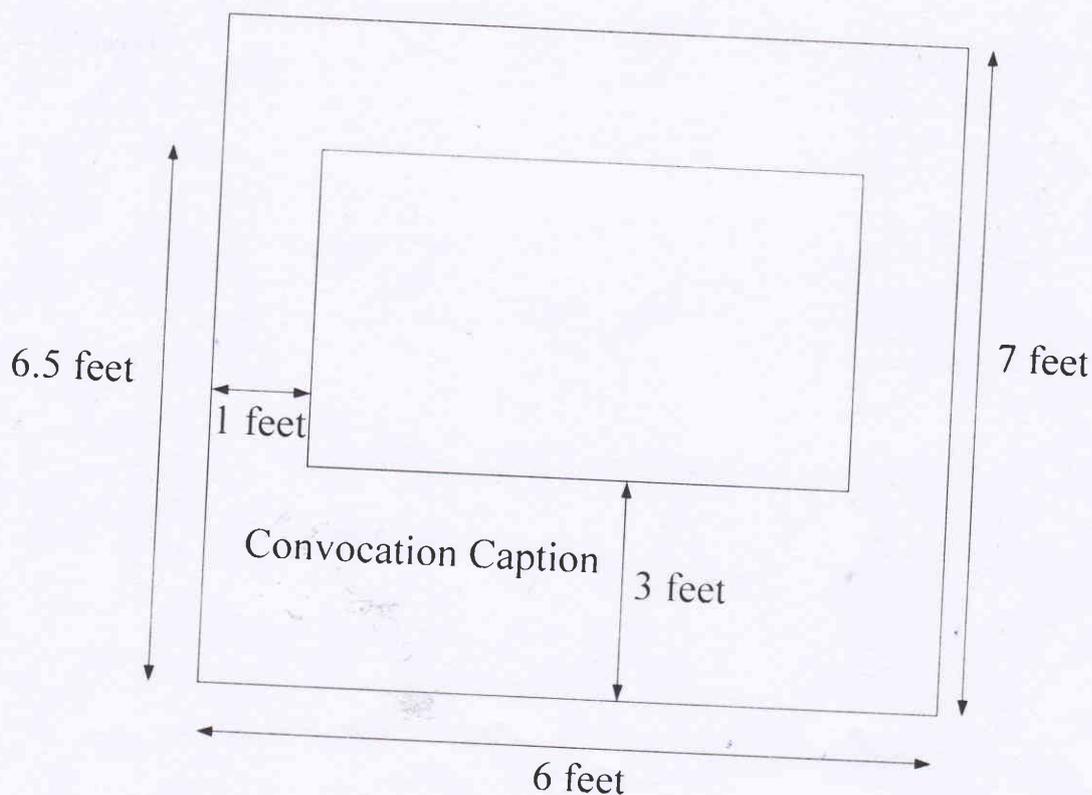
DIMENSIONAL DETAILS OF AUDITORIUM , NIT MANIPUR



## Specification for the Hall Decoration Requirements in Auditorium

1. Requirement of cloth for covering the ceiling of Hall of size (150×80) square feet.
2. Requirement of cloth for covering the four sided walls of size (150×80) square feet and height 15 feet.
3. Requirement of carpet for the covering the floor of Hall of size (150×80) square feet and outside of Hall in the entrance path of size (40×15) square feet.
4. Decoration (with artificial flower, bouquet, hanging flower, artificial garland) at a distance of 5 feet each in four sided walls of Hall.
5. Decoration (with artificial flower, bouquet, hanging flower, artificial garland) at the wall of hall entrance.
6. Requirement of one certificate room of size (15×15) square feet at the left side of stage with two entrances (one near stage and one in the front).
7. Preparation of one photo frame for photo shoots with convocation caption as shown in Figure. 1.
8. Preparation of two convocation stand flex of size (12×10) square feet at the left and right sides of the hall entrance.
9. Requirement of 24 stand fans inside the hall.
10. Chair with cover Min. 400 Number

### Photo Frame Size Details:



**Figure. 1 Photo Shoot Frame**

### Specification for the Stage preparation in Auditorium

Name of the work	Requirements	Instructions
<p><b>Stage Construction</b></p>	<ol style="list-style-type: none"> <li>1. The stage should be of dimension 50 feet X 40 feet (length X breadth) and height 4 feet from the round</li> <li>2. Floor area should be properly carpeted with quality carpet</li> <li>3. The stage should be covered from four sides as well as sofa with cover/Glass Table.</li> <li>4. (2 sides, back &amp; top) with clothes as well as it should be properly decorated. (Provide the details of the decoration to be done with materials to be used).</li> <li>5. There should be provision in the stage for light and sound system arrangement</li> <li>6. Front portion of the stage should be properly decorated with flowers (fresh/artificial), plants as well as any other decorative items.</li> </ol>	<ol style="list-style-type: none"> <li>1. The vendors are instructed to provide a detailed proposed layout plan/drawing of stage to be constructed</li> <li>2. The vendor should provide the rate for the items to be used while construction and decorating the stage, example:               <ol style="list-style-type: none"> <li>a) Rate of real/fresh flower to be used with variety types &amp; size (if any)</li> <li>b) Rate of Artificial flower to be used with variety type &amp; size (if any)</li> <li>c) Rate of Plant to be used with variety types &amp; size of pot</li> </ol> </li> <li>3. The vendor should provide the material of the stage to be constructed along with rate</li> <li>4. Also, rates for any other relevant items as per the proposal of the vendor.</li> </ol>

**Specification for the Light and Sound Requirements in Auditorium**

Sl. No.	Parameter	Number (approx.)	Specification (Tentative)
1.	Generator	1	As required according to rated loads
2.	Speaker (High /Mid /Low)	15	14", 16"
3.	Wireless handheld microphone system	6	Standard
4.	Podium with stand	2	Standard (preferably 4 ft height x 3 ft wide or better specification)
5.	Robot light	6	7RR, 10 RR, mixed
6.	LED Stage light	20	Standard
7.	LED bulb light for room	40	Standard
8.	Stand fan (For Faculty, Staffs, Invitees, others)	8	Standard
9.	Air cooler / Stand fan for stage (dignitaries)	04 (Cooler) or 08 (Stand fan)	Standard
10.	Wires, plugs, jacks	As required	-

## Specification for GATE Preparation

9<sup>th</sup> Convocation main gate design details:

### 1. Gate Frame

- a. Base – 3 nos. size – 6 ft × 6 ft × 4 ft
- b. Pillar – 3 nos. size – 3 ft × 3 ft × 15 ft
- c. Top portion of Gate – 1 nos. size – 60 ft × 3 ft × 10 ft

### 2. Banner

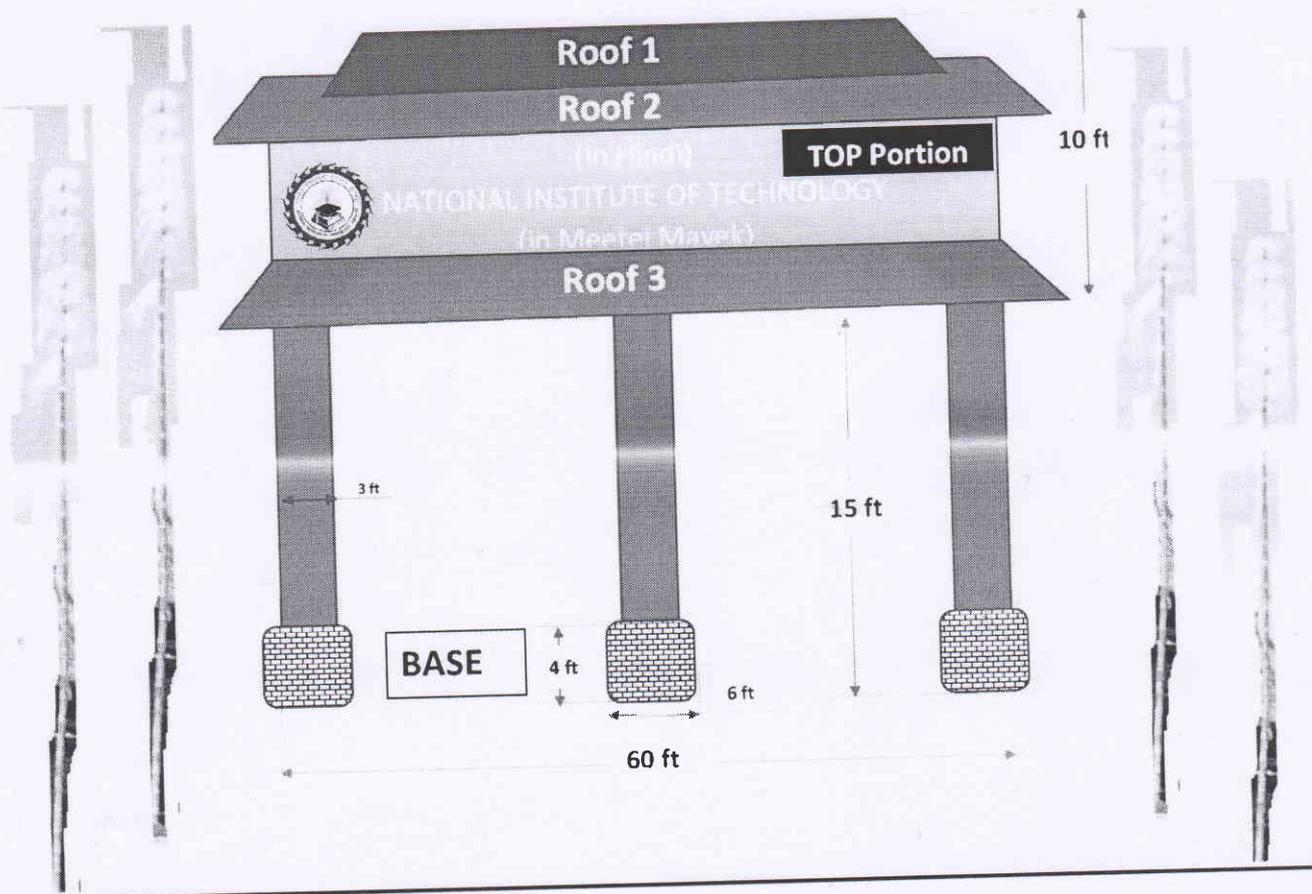
- a. Pillar Banner - 6 nos. (for front and back side)
- b. Top Portion Banner - 2 nos. (for front and back side)

### 3. Covering Material

- a. Pillar & Base - New and clean cloth
- b. Base - Printed material (look should be bricks style)
- c. Roof - Straw/hay (preferred) or Cloth
- d. Top portion - New and clean cloth

### 4. Decoration

- a. All the border of the roof should be decorated in Manipuri traditional style
- b. All the top of the roof 1, a Manipuri traditional style should be there (not in the Figure. 2.)
- c. 6 colourful satras of appropriate size compared to the gate should be the front sides of the gate.



**Figure . 2 GATE Preparation style**