



अखिल भारतीय आयुर्विज्ञान संस्थान, नागपुर

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR

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Dt. 20/08/2026

NOTICE INVITING QUOTATIONS

The Executive Director, All India Institute of Medical Sciences, Nagpur invites quotations from the reputed agency for Hiring of Awards & Decoration Services for National Conference on Patient Safety (NCPS) 2026 at AIIMS, Nagpur details are given below:

Sr. No.	Item Description	Qty.	Unit Cost	Total Cost	GST %	Total Cost with GST
Category-1 (Goods to be provided)						
1	Memento- Category 1	84 Nos				
2	Memento- Category 2	3 Nos				
3	Memento Category 3 VVIP	10 Nos				
4	Shawl and Shriphal	50 Sets				
Total -----						
Category-2 (Service to be provided)						
1	LED Wall & Complete PA / AV System (2 Days)	1 (Complete Set)				
2	Flower Decoration Stage	1 (Complete Set)				
Total -----						

Note:

- The technical specification of the Goods/Service is attached as Annexure-I.
- A compiled statement of technical specification against the service needs to be submitted along with quotation.
- The contract will be awarded to the vendor quoting the lowest price (L1) in each category individually.

TERMS OF CONDITIONS:

- All quotations to be submitted in the name of **Executive Director, AIIMS Nagpur** only. Quotations not addressed to Executive Director, AIIMS, Nagpur will not be opened and rejected summarily.
- Copy of NIQ along with compliance of Annexure – I duly signed and stamped by the vendor to be submitted along with quotation by accepting all the terms and conditions of NIQ.
- HSN Code of the Goods/service needs to be mentioned.
- Rates of service should be quoted without including GST.
- (as mentioned in the above format)
- Taxes livable should be quoted separately.
- Service Period: - 11th & 12th September 2026 for services & Good to be submitted with 07 days from the date of Supply order.
- A declaration by vendor is required to be submitted along with quotation stating that vendor is not debarred by Department of Commerce or Ministry/ Department concerned. The date of declaration should not be before the date of NIQ and after the last date of submitted of quotation.
- In the Event of the seller's failure to do service appropriate action will be taken as per the decision of competent Authority as per GFR/mentioned of procurement rules.
- Payment will be released on inspection of Service found satisfactory by the concerned department as regard to quality of Good/services.
- Bank details such as Account Number, IFSC Code etc. should be furnished so as to facilitate payment on line, if any.
- Interested parties should submit their quotations in sealed envelope in store office, super scribing "QUOTATION FOR HIRING OF AWARD AND DECORATION SERVICES FOR FOOD AREA FOR NATIONAL CONFERENCE ON PATIENT SAFETY (NCPS) 2026 FOR OFFICE OF MEDICAL SUPERINTENDENT at AIIMS, NAGPUR WITH NUMBER OF NIQ" on or before 24/08/2026 before 17.00 hrs which will be opened on 25/08/2026 at 11.00 hrs.
- Rights to accept/reject any quotation rests with the AIIMS Nagpur.



Administrative Officer (P&MM)
AIIMS, Nagpur
अ.भा.आ.स. नागपुर

Specification for Stage Decor & Felicitation Arrangement Services for NCPS 2026

Sl. No.	Particulars	Quantity	Specification / Material - Minimum Mandatory Requirement	Dimension / Technical Details
1	LED Wall & Complete PA / AV System - 2 Days	1 Complete Set	LED WALL: P2 SMD LED display, high-brightness, seamless modular screen, minimum refresh rate ≥ 3840 Hz, high-definition display, suitable for indoor conference/event use. Complete with LED cabinets/modules, sending/receiving cards, LED video processor/controller, processor inputs, power and signal cables, supporting structure/truss, installation and dismantling. PA SYSTEM: Professional digital PA system comprising 2 stage speakers + 4 delay speakers, professional digital mixer, amplifiers/DSP, equalizer, speaker stands, speaker cables and all required accessories. MICROPHONES: 1 podium microphone, 4 cordless microphones and 2 headset/head-on microphones, with suitable receivers, stands, batteries and accessories. Wireless microphones shall be frequency coordinated to avoid interference. AV SYSTEM: 1 Plasma/LED TV, multi-window display facility, video switching system, 4 laptops, professional camera with cameraman/operator, preview/display facility, console/masking and complete video/audio signal distribution. Technical Support: Dedicated sound/AV operator and cameraman throughout the programme. Complete installation, testing, operation and dismantling included.	LED Wall: 30 ft x 10 ft. Pixel Pitch: P2. Operation: 2 Days
2	Memento - Category 1	84 Nos.	Customized clear acrylic memento, laser/CNC cut, with high-quality UV printing on reverse side. Smooth polished edges, stable acrylic base, professional finish and customized event/institute details. Applicable for 30 Chairpersons + 30 Moderators + 12 Experts + 12 Panelists.	12 x 6 inches; minimum 3 mm thickness
3	Memento - Category 2	3 Nos.	Customized circular glass memento, high-quality clear glass with polished edges and high-resolution UV printing on reverse side. Supplied with suitable stable display stand/base. Applicable for 1 Oration + 1 Best Poster + 1 Best Paper.	8 x 8 inches; minimum 5 mm thickness
4	Memento - Category 3 - VVIP	10 Nos.	Premium-quality presentation box memento, rigid box construction with suitable velvet/fabric lining and secure closure. Customized gold/silver-finish metal plate with engraving/printing as approved. Premium presentation suitable for VVIP felicitation.	Box: approx. 13.5 x 10.5 inches



5	Shawl & Shriphal	50 Sets	Good-quality cotton ceremonial shawl, neatly finished and suitable for dignitary felicitation, along with 1 decorated coconut (Shriphal) per set. Coconut shall be clean, properly decorated and securely packed/presented.	Shawl: suitable ceremonial size for adult; Shriphal: standard size
6	Flower Décor on Stage	1 Complete Set	Professional floral decoration using fresh flowers of good quality. Includes stage-front floral border, podium flower mala/garland and Samai decoration with flower mala/garland. Arrangement shall be aesthetically coordinated with stage theme and shall remain fresh throughout the programme. Includes flowers, foliage, stands/supports, fixing materials, manpower, transportation, installation and removal.	As per approved stage layout and actual stage dimensions

Additional Mandatory Technical Requirements

A. LED Wall

1. LED wall shall be **P2 pixel pitch**; P2.5/P3/P4 or lower-resolution display shall not be accepted.
2. Minimum refresh rate: **3840 Hz or higher**.
3. LED modules shall have uniform brightness and colour reproduction.
4. The display shall be capable of showing **PowerPoint presentations, videos, photographs, live camera feed and multi-window content**.
5. Complete LED wall shall be free from visible gaps, defective pixels and significant colour/brightness variation.
6. Appropriate **video processor/scaler** shall be provided for multiple input sources.
7. **HDMI/DisplayPort/VGA** or equivalent connectivity shall be provided as required for laptops and camera feed.
8. Proper structural support, anchoring and safety arrangements shall be provided.
9. All power and signal cables shall be properly routed and secured to prevent tripping hazards.

B. PA/ Sound System

1. Minimum **2 main stage speakers** and **4 delay speakers** shall be provided.
2. Delay speakers shall be positioned to ensure **uniform sound coverage** throughout the audience area.
3. Professional **digital audio mixer/console** with adequate input channels shall be provided.
4. System shall include required **DSP/equalizer/amplifier** arrangement.
5. Sound output shall be clear and distortion-free, particularly for speeches and panel discussions.
6. All microphones shall be tested and frequency coordinated before the event.
7. Adequate **spare batteries** shall be provided for all wireless microphones.
8. At least **one spare cordless microphone** should be kept available as standby.
9. Complete sound system shall be operated by a **qualified sound engineer/technician** throughout the programme.

C. Camera & Live Feed

1. Professional digital video camera suitable for event/conference recording shall be provided.
2. **Dedicated cameraman/operator** shall remain available throughout the programme.



3. Camera feed shall be integrated with the LED wall/video processor for live display wherever required.
4. Necessary tripod, cables, power supply and accessories shall be included.

D. Laptop & Presentation Facility

1. **4 laptops** shall be provided with chargers and necessary accessories.
2. Laptops shall be capable of running **PowerPoint presentations, PDF files, videos and standard office applications.**
3. All laptops shall be tested with the LED/video processor before the event.
4. One laptop shall preferably be kept as **backup/presentation control system.**

E. Electrical & Safety

1. All equipment shall be connected through appropriate **MCB/RCCB-protected power distribution.**
2. Proper earthing shall be ensured for all electrical/AV equipment.
3. All temporary electrical cables shall be properly insulated, routed and secured.
4. The agency shall provide necessary extension boards, connectors, adapters, power distribution boxes and cable ramps wherever required.
5. The agency shall be responsible for **installation, operation, dismantling, transportation and removal** of all temporary equipment.

Memento quality-control requirements

- A sample of each category of memento shall be submitted for approval before bulk production.
- Names/designations/event details shall be checked and approved before printing.
- UV printing/engraving shall be **permanent, sharp and legible.**
- No scratches, cracks, bubbles, chipped edges or printing defects shall be accepted.
- All mementos shall be individually packed in protective packaging.
- **100% quantity verification** shall be carried out at the time of delivery.



