



अखिल भारतीय आयुर्विज्ञान संस्थान, नागपुर

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR

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File No. AIIMS/HA/NCPS/2026/08/NCPS/NIQ/Reg-01

Dt. 14/08/2026

NOTICE INVITING QUOTATIONS

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

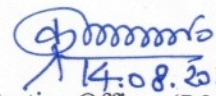
Sr. No.	Item Description	No of day	Total Cost (Excluding GST) (for two days)	GST %	Total Cost with GST
1	Services for Registration National Conference on Patient Safety (NCPS)2026 As per Annexure- I	2 Days (11 th & 12 th Sept. 2026)			
Total -----					

Note:

- The technical specification of the Service is attached as Annexure-I.
- A compiled statement of technical specification against the service needs to be submitted along with quotation.

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 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 service needs to be mentioned.
- Rates of service quoted without including GST. (as mentioned in the above format)
- Taxes livable should be quoted separately.
- Service Period: - 11th & 12th September 2026.
- A declaration by vendor is required to be submitted along with quotation station 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 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 REGISTRATION SERVICES FOR NATIONAL CONFERENCE ON PATIENT SAFETY (NCPS) 2026 FOR OFFICE OF MEDICAL SUPERINTENDENT at AIIMS, NAGPUR WITH NUMBER OF NIQ"** on or before **19. /08 /2026 before 17.00 hrs** which will be opened on **20/08 /2026 at 11.00 hrs.**
- Rights to accept/reject any quotation rests with the AIIMS Nagpur.


14.08.2026
Administrative Officer (P&MM)
AIIMS, Nagpur

विपिन कुमार/Vipin Kumar
प्रशासनिक अधिकारी (पी एंड एमएम)/Administrative Officer (P & MM)
अ.मा.आ.स. नागपुर/AIIMS, Nagpur

Specification for Registration Services for NCPS 2026

Sl. No.	Particulars	Quantity	Strict Specification / Scope of Work	Dimensions / Requirements
1	Registration / Delegate Handling Counters with Registration Stalls	7 Counters	Complete registration counters/stalls for 2 days , including counters/tables, skirting/fascia, chairs, adequate lighting, electrical power points, extension arrangements and all necessary accessories. Counters shall be professionally finished, stable and safe. Each counter shall be suitably labelled as directed by the Engineer-in-Charge/Event Coordinator. Minimum 2 power points per counter shall be provided.	Approx. 3 ft length × 8 ft height or as per approved layout
2	Delegate ID Cards with Lanyards	600 Nos.	ID cards of minimum 300 GSM , digitally printed in high resolution, with good-quality satin-finish/polyester lanyards. Cards shall have proper finishing, rounded corners and suitable punched/eyelet arrangement. Printing, personalization, data entry, proofing, sorting, packing and insertion of delegate details shall be included. One sample/proof shall be approved before bulk printing.	ID Card: approx. 3.5" W × 5" L ; Lanyard: approx. 1 m
3	Conference Brochure – Designing	1 Job	Professional graphic designing of conference brochure, including First Announcement , cover page, programme, institutional information, speaker profiles, photographs, acknowledgements and other contents as provided by the User Department. Minimum 2 design options shall initially be submitted for selection. Final artwork shall be provided after incorporating corrections.	A4 size ; print-ready PDF + editable source file
4	E-Poster Display	5 Nos.	Supply, installation and operation of minimum 55-inch commercial-grade LED/plasma display screens , with suitable stable floor stands, media player/connectivity, HDMI/USB connectivity and required cables. Screens shall be capable of displaying PowerPoint/PDF/JPEG/video content. Minimum Full HD (1920 × 1080) resolution . Complete operation and technical support for the entire 2-day event.	55-inch minimum
5	Flex Banner – Design, Printing & Mounting	16 Nos.	Complete designing, high-resolution digital printing, supply, transportation, fabrication and mounting of flex banners. Flex shall be minimum 300 GSM , UV-resistant and suitable for indoor/outdoor use. Banners shall be mounted on properly fabricated MS/wooden frames with adequate supports. All edges shall be properly finished and banners shall be wrinkle-free and securely mounted. Design shall be approved before printing.	Approx. 3,655 sq ft total
6	Professional Photography Services	2 Personnel	Deployment of 2 professional photographers for complete conference coverage, including registration, inaugural session, technical sessions, dignitaries, presentations, group photographs, cultural/stage events and valedictory/closing session. Photographers shall use professional DSLR/mirrorless cameras with minimum 24 MP sensor , suitable lenses and adequate accessories. Minimum two camera bodies and suitable backup equipment shall be available. All photographs shall be supplied in high-resolution digital format.	8-hour shift/day × 2 days

Sl. No.	Particulars	Quantity	Strict Specification / Scope of Work	Dimensions / Requirements
7	Conference 3D Branding - MDF	1 Job	Design, fabrication, finishing, transportation and installation of 3D conference-name branding using minimum 12 mm MDF or approved equivalent , with raised 3D lettering, smooth finishing and suitable mounting/support system. Branding shall be professionally finished and securely installed. Final design shall be approved before fabrication.	Approx. 10-12 ft L × 3 ft H
8	Online Certificates	600 Nos.	Design, generation and online distribution of personalized certificates to delegates/participants. Certificate shall contain conference name, participant name, category, date/venue, authorized signatures and other approved details. Each certificate shall have a unique identification/serial number . The system shall permit bulk generation and individual download. Final certificate shall be supplied in PDF format .	A3 size
9	Master of Ceremonies (Female Anchor)	1 Person	Deployment of a professional female Master of Ceremonies/Anchor experienced in conducting institutional/academic conferences. Anchor shall coordinate stage proceedings, introduce dignitaries/speakers, make announcements, coordinate sessions, maintain programme schedule and liaise with the Event Coordinator. Anchor shall attend mandatory briefing/rehearsal before commencement.	2 days

TERMS & CONDITIONS OF TENDER

1. Scope of Work

The work shall be executed on a **complete turnkey basis** and shall include design, development, supply, transportation, loading/unloading, installation, testing, operation, manpower, maintenance, dismantling/removal and submission of final deliverables, as applicable to each item.

The contractor shall provide **all materials, accessories, consumables, equipment and manpower necessary for satisfactory completion**, whether specifically mentioned in the BOQ or not.

2. Event Duration

All services and facilities specified for the conference shall remain operational for **two complete days of the event**.

The successful bidder shall complete all installations and arrangements sufficiently in advance and shall ensure that the entire setup is **fully functional and ready for inspection at least 12 hours before commencement of the event**.

3. Pre-Event Inspection

The successful bidder shall conduct a joint site inspection with the Engineer-in-Charge/Event Coordinator before commencement of the work.

The contractor shall verify:

- Site dimensions.
- Access and entry arrangements.
- Electrical requirements.
- Location of registration counters.
- Location of LED displays.
- Banner locations.
- Branding location.
- Photography requirements.
- Stage/venue arrangements.

No additional claim shall ordinarily be entertained on account of failure to inspect the site.

4. Approval of Designs

The contractor shall submit **design proofs/mock-ups/layouts** for approval before production/fabrication of:

- ID cards.
- Brochure.
- Flex banners.
- 3D branding.
- Online certificates.
- Registration counter fascia.

No bulk printing/fabrication shall be undertaken without approval of the designated Event Coordinator/Engineer-in-Charge.

5. Registration Counters

Each registration counter shall be:

- Stable and properly finished.
- Professionally branded.
- Provided with adequate lighting.
- Provided with minimum **2 electrical power points**.
- Provided with safe cable management.
- Provided with suitable chairs/tables as required.

Electrical cables shall not be left exposed in pedestrian areas.

6. ID Cards

The contractor shall obtain the delegate database from the authorized representative and shall prepare a **digital proof/sample** before printing.

Any error in:

- Name,
- Designation,
- Institution,
- Photograph,
- Category,
- QR/barcode, if applicable,

shall be rectified/reprinted **at no additional cost**.

At least **5% additional blank/spare cards** shall be kept available for emergency requirements, without additional financial implication.

7. Brochure Designing

The contractor shall provide:

- Minimum two initial design concepts.
- Unlimited reasonable corrections before finalisation.
- Print-ready PDF.
- High-resolution images/graphics.
- Editable source file in the original design format.

The complete editable source material shall be handed over to the Institute after completion.

8. E-Poster Display

Each display shall be:

- Minimum 55 inches.
- Full HD or better.
- Free from dead pixels or visible screen defects.
- Commercial-grade and suitable for continuous operation.
- Provided with stable stand.
- Provided with necessary HDMI/USB/connectivity arrangements.

The contractor shall deploy **one technical person/representative** to operate and troubleshoot the displays during the conference.

A standby display/equivalent replacement arrangement shall be available in case of failure.

9. Flex Banners

All banners shall be checked for:

- Correct dimensions.
- Correct spelling.
- Correct logos.
- Correct colours/design.
- Print quality.
- Proper mounting.

Any incorrectly printed or damaged banner shall be **reprinted/replaced immediately at the contractor's cost.**

10. Photography

The photographers shall report **at least 30 minutes before the start of each day's programme.**

The contractor shall provide:

- Professional DSLR/mirrorless camera.
- Suitable wide-angle and telephoto lenses.
- External flash where required.
- Spare batteries.
- Adequate memory cards.
- Backup camera/equipment.

The contractor shall ensure that important moments are adequately covered and shall not leave the venue without approval during the assigned shift.

11. Photography Deliverables

The contractor shall provide:

- All selected/high-resolution photographs in JPEG format.
- Event-wise/day-wise folders.
- Photographs of important sessions and dignitaries.
- Group photographs.
- Edited photographs wherever required.

All original/high-resolution photographs generated under the contract shall be handed over to **AIIMS Nagpur.** The Institute shall have unrestricted rights to use the photographs for institutional, archival, publicity and official purposes.

12. 3D Branding

The 3D branding shall be securely mounted and shall not cause damage to walls, flooring or existing infrastructure.

All supports, fasteners, adhesive systems, frames and installation accessories shall be included in the quoted rate.

13. Online Certificates

The contractor shall:

- Generate individual certificates.
- Incorporate delegate details accurately.
- Provide unique certificate numbers.
- Provide downloadable PDF certificates.
- Maintain a secure database of generated certificates.
- Provide the final database and certificate records to the Institute.

The system shall remain accessible for **at least 30 days after the event** for downloading certificates.

Any certificate containing incorrect delegate information shall be regenerated **without additional cost.**

14. Master of Ceremonies

The Anchor shall:

- Attend pre-event briefing.
- Understand the complete programme.
- Coordinate with the Event Coordinator.
- Maintain programme sequence.
- Introduce speakers/dignitaries.
- Make stage announcements.
- Coordinate transitions between sessions.
- Handle minor programme deviations professionally.

The Anchor shall be appropriately dressed and maintain **professional institutional decorum** throughout the event.

15. Manpower Replacement

All personnel deployed by the agency shall be suitably trained and experienced.

In case of absence, illness or unsatisfactory performance of any deployed personnel, the contractor shall provide a **suitable replacement immediately**, without additional cost.

16. Breakdown / Emergency Support

The contractor shall maintain adequate technical manpower during the event.

Any failure relating to:

- LED/display systems,
- Electrical supply,
- Registration counters,
- Lighting,
- Branding,
- Digital certificate system,
- or other supplied facilities

shall be attended to **immediately**.

Where repair is not possible, the equipment/service shall be replaced with an equivalent or better facility.

17. Electrical Safety

All temporary electrical installations shall be carried out safely using properly rated cables, MCBs/RCCBs and suitable distribution arrangements.

Open joints, loose wiring and unprotected cables shall not be permitted.

All cables crossing pedestrian areas shall be suitably protected with **cable ramps/covers**.

18. Cleanliness

The contractor shall maintain all supplied items in a **clean, presentable and hygienic condition** throughout the event.

Waste generated from printing, packaging, installation and dismantling shall be removed by the contractor.

19. Intellectual Property / Source Files

All designs, artwork, editable files, photographs, certificate databases and other digital deliverables specifically created under this contract shall be handed over to **AIIMS Nagpur** upon completion.

The contractor shall not commercially reuse confidential delegate information, photographs or institutional data without written permission.

20. Data Confidentiality

Delegate information supplied for ID cards/certificates shall be treated as **confidential**.

The contractor shall not share, publish, sell or otherwise disclose delegate data to any third party.

21. No Additional Payment

The quoted rates shall be **all-inclusive**, including:

- Transportation.
- Loading/unloading.
- Installation.
- Dismantling.
- Labour.
- Manpower.
- Electrical accessories.
- Cables.
- Stands.
- Mounting arrangements.
- Tools and equipment.
- Consumables.
- Maintenance.
- Backup arrangements.

No additional payment shall be admissible for items/accessories reasonably necessary for satisfactory completion of the specified work.

22. Quality of Materials

All materials supplied shall be **new or in excellent serviceable condition**, free from defects and suitable for professional institutional events.

The Engineer-in-Charge/Event Coordinator shall have the right to **reject any substandard, damaged or unsuitable material/equipment**.

Rejected material shall be replaced immediately at the contractor's cost.

23. Penalty / Recovery for Deficiency

In case of:

- Late installation.
- Non-availability of required manpower.
- Failure of equipment.
- Poor-quality printing.
- Incorrect ID cards/certificates.
- Failure to provide technical support.
- Inadequate photography coverage.
- Non-functional displays.
- Failure to rectify defects promptly.

the competent authority shall be entitled to make **proportionate recovery from the contractor's bill**, apart from other contractual remedies available under the tender.

24. Completion and Dismantling

After completion of the event, all temporary installations shall be dismantled and removed as directed.

The contractor shall ensure that:

- No damage is caused to Institute property.
- All waste/material is removed.
- The venue is left clean.
- Electrical connections are safely isolated.
- No temporary structure/material remains at the site.

25. Payment

Payment shall be released after **satisfactory completion of the work/services for the entire 2-day event**, submission of all stipulated deliverables and certification by the authorized representative of AIIMS Nagpur.