



Institute of Infrastructure, Technology, Research And Management

(An Autonomous University established by Government of Gujarat)

IITRAM Campus, Near Khokhra Circle,

Maninagar (East), Ahmedabad – 380026, Gujarat.

Phone: 079-67775430

E-mail: purchase@iitram.ac.in

Website: www.iitram.ac.in

No. IITRAM/EOI/8TH CONVO. /2026/1981

Date: 24.08.2026

EXPRESSION OF INTEREST (EOI)

Name of Item(s)	Expression of Interest (EOI) for Providing services of Photography, Videography, Webpage design, Live Streaming on social media for IITRAM's 8 th Convocation-2026
EOI Issue Date	24.08.2026
EMD	Rs. 5000/- (Rupees: Five Thousand Only) (Refundable)
Last date & time for bid/offer submission	07.09.2026 till 05:00 PM
Date & Time for bid/offer opening	08.09.2026 at 11:30 AM
EoI Inviting Authority and Address	I/c. The Registrar Institute of Infrastructure, Technology, Research And Management, Near Khokhra Circle, Maninagar (East), Ahmedabad – 380026, Gujarat. E-mail: purchase@iitram.ac.in Website: www.iitram.ac.in

INSTITUTE OF INFRASTRUCTURE, TECHNOLOGY, RESEARCH AND MANAGEMENT

EXPRESSION OF INTEREST (EOI)

SHORT NOTICE

Invitation for “Expression of Interest (EOI) for Providing services of Photography, Videography, Webpage design, Live Streaming on social media for IITRAM’s 8th Convocation-2026”– reg.

Dear Sir(s),

Interested supplier(s)/vendor(s) may visit the Institute’s website i.e., www.iitram.ac.in and download the EOI BID FORM and documents. Filled in form complete in all respects may be forwarded to The I/c.Registrar, Institute of Infrastructure, Technology, Research And Management, Near Khokhra Circle, Maninagar (East), Ahmedabad – 380026, Gujarat, in a sealed envelope containing the documents and EMD (DD / Electronic Transfer) as stated in this EOI notice and super scribed **“Expression of Interest (EOI) for Providing services of Photography, Videography, Webpage design, Live Streaming on social media for IITRAM’s 8th Convocation-2026”**, so as to reach at IITRAM office by post or in person during office hours on or before **07.09.2026 till 05:00 PM.**

Introduction:

The Institute of Infrastructure, Technology, Research And Management has been established by the Government of Gujarat as an Autonomous University vide Act No. 05 of 2013 Institute of Infrastructure, Technology, Research And Management has been established by the Government of Gujarat as an Autonomous University and has been mandated to bring about significant change in Engineering Education with respect to Technical and Managerial knowledge in the area of Infrastructure.

1. GENERAL TERMS AND CONDITIONS (GTC):

- 1.1 The bidder should quote the rates/price for all the item(s) as per specifications mentioned in Annexure – II.
- 1.2 The bid/offer is to be quoted for full quantity mentioned in this document as per Annexure – II. Part quantity will not be accepted.
- 1.3 The items for which quotations have been submitted must be in accordance with the specifications given in Annexure – II.
- 1.4 The offer shall be valid up to 90 days from the date of opening of EOI bid.
- 1.5 The EOI is liable to be rejected if complete information is not given therein or if the particulars and date (if any) asked for in the scheduled EOI are not fully filled in. Particular attention must be paid to the satisfactorily work/delivery completion and also to the particulars referred to in the conditions of this EOI notice and purchase order.
- 1.6 The EOI not complying with the terms & conditions mentioned in this EOI are liable to be rejected at the sole discretion of IITRAM without any further reference / communication.
- 1.7 The order placed shall be non-transferable.
- 1.8 IITRAM reserves the right to choose, accept or reject any or all requests/deviations/offers, in full or part and also reserves the right to reduce or increase the quantity and split/cancel the order at any stage.
- 1.9 The bidder has to submit photocopies of following documents along with duly signed & stamped manner:
 - a) PAN Card
 - b) Firm’s Registration Certificate
 - c) GST Registration Number

- d) Income Tax Return (Last two years' i.e. 2024-25, 2025-26)
 - e) With seal and signature of EOI bid and all documents, Annexures, etc.
 - f) Any other required documents as mentioned in this EOI at any place
- 1.10 All or any Claim(s), dispute(s) or difference(s) arising out of or in connection with this agreement shall be subject to the Jurisdiction of the Courts at Ahmedabad only.
- 1.11 The bidder shall have to enter into the agreement (Contract Form) in the prescribed Performa provided by IITRAM.
- 1.12 If the firm is blacklisted by Central Government or State Government or any other Government body then its submitted EOI will be rejected.
- 1.13 **It shall be deemed that the bidder is fully aware about the scope of work, requirement for the item(s)/goods prior to the submission of this EOI document.**
- 1.14 The EOI/bid will be opened on **08.09.2026, 11:30 AM** at IITRAM Ahmedabad Premises. No separate information shall be given to individual bidders.
- a) The bidders or their authorized representative may also be present at their own expenses during the opening of the bid/ offer, if they desire so. The required technical specifications for the cited item(s) is mentioned in Annexure-II.
 - b) The EOI committee nominated by IITRAM reserves the right to select or reject any or all of the item(s) mentioned above without assigning any reasons.
- 1.15 Any effort by a bidder to influence IITRAM's EOI evaluation, EOI comparison or contract/order award decisions may result in the rejection of the bidder's EOI and forfeiture of the bidder's EMD.
- 1.16 After opening of bids, information relating to the examination, clarification, evaluation and comparisons of bids and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.
- 1.17 No bidder shall withdraw his rates after the EOI is opened. If a bidder does so, his EOI related deposit(s) shall be forfeited and such bidder shall be considered ineligible for work/contract in future.
- 1.18 If there happens to be a holiday on any date indicated in this EOI notice, the transaction shall be performed on the next working day.
- 1.19 In any case the decision of IITRAM authority will be considered as final and binding to all bidder(s).

2. SUBMISSION OF BID/OFFER:

- 2.1 The bidder should download the EOI document from the Institute's website (i.e. <https://iitram.ac.in/eoi>). The bidder(s) are required to submit the entire EOI documents (Page 1 to 10) endorsed by seal and signature as acceptance of terms and conditions of this EOI. Incomplete EOIs, amendments and additions to EOI after opening or late EOIs are liable to be ignored and rejected.

The fully filled in and complete in all respect EOI documents must be submitted at the address specified in this EOI notice within time frame mentioned in this EOI notice.

2.1.1 EMD should be submitted **Rs. 5,000/- (Rupees: Five Thousand Only)** as per following:

- In form of Demand Draft in favor of the “**INSTITUTE OF INFRASTRUCTURE, TECHNOLOGY, RESEARCH AND MANAGEMENT**” payable at Ahmedabad. Please mention EOI number and name of Firm’s on back side of DD.

OR

- Electronic Transfer in following Bank Account. Details of Bank Account is as follows:

Bank Name: INSTITUTE OF INFRASTRUCTURE, TECHNOLOGY, RESEARCH AND MANAGEMENT Account No.: 923010019592531 Account Type: Saving Bank Name: AXIS BANK LTD Branch Name: Hatkeshwar Ahm GJ, Ahmedabad - 380026 IFSC Code: UTIB0002645

**If electronic transfer the EMD amount, please submit the transaction details with bid document.*

- 2.1.2 The EMD is refundable.
- 2.1.3 The bid/offer received without EMD will not be considered.
- 2.1.4 The EMD of unsuccessful bidder(s) will be returned ‘without any interest’ within 30 (thirty) working days from the date of award of offer.
- 2.1.5 The EMD of successful bidder will be returned ‘without any interest’ within 30 (thirty) working days after satisfactorily completion of work/delivery of ordered item(s)/goods.
- 2.1.6 The EMD shall be forfeited:
 - i. If the bidder withdraws his bid during the validity period of the bid.
 - ii. If the bidder does not complete the 100% order.

2.2 The bidder has to submit financial quotation as per Annexure – IV (Format of Quotation).

2.3 The bidder has to provide Annexure(s), and as the documents mentioned in this EOI notice (**at any place of this EOI notice**) in duly signed, stamped & sealed manner on all pages of it. Without this information, EOI/bid(s) submitted by the bidder will be rejected.

3. EVALUATION OF QUOTATIONS:

The EOI evaluation committee of Institute will evaluate and compare the received quotation(s) to determine the substantially responsive EOI i.e. (i) EOI is complete (ii) properly signed (iii) confirm the terms/conditions and specifications. Further, the financial evaluation will be done only for the substantially responsive EOI based on the following parameter(s):

- Total Price quoted in Annexure – IV (Format of Quotation).

4. AWARD OF CONTRACT:

- 4.1 IITRAM will award the contract to the bidder(s) whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price for the required item(s)/goods.
- 4.2 Notwithstanding the above, IITRAM reserves its right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract without giving any reason.
- 4.3 The bidder whose bid is accepted will be notified of the award of contract by IITRAM prior to expiration of the quotation validity period. However, the final terms of the accepted offer shall be incorporated in the Purchase Order.

5. WORK COMPLETION PERIOD & PENALTY:

- 5.1 **Work Completion Period:** The allotted work has to be done on **19th September 2026 (During the Convocation event)**. The convocation venue **(Shyama Prasad Mukherjee Auditorium, Vastral)** will be available from the evening of 18th September, 2026. The final work order will be issued to the concerned supplier well in advance before the event.
- 5.2 **Penalty:** Time allowed for completion of work shall be strictly followed; otherwise, the supplier shall be liable to be penalized at the rate of 10% of the order value. In case any default occurred by the supplier, no payment shall be released and Institute will take appropriate action.

6. TERMS OF PAYMENT:

- 6.1 **Payment:** 100% payment shall be released within 30 (thirty) working days on satisfactorily receipt service(s), submission of clear tax-invoice(s) and supporting documents.
- 6.2 Advance payment will not be made under any circumstances.
- 6.3 Recoveries as per the Institute's norms shall be made while making payment (if any) without prior intimation to the supplier.

7. Address for submission of physical bid/offer:

The I/c. Registrar
Institute of Infrastructure, Technology, Research And Management
Near Khokhra Circle, Maninagar (East),
Ahmedabad – 380026, Gujarat.

-SD-
I/c. Registrar

ANNEXURE – I

Application to BID for Expression of Interest (EOI) for Providing services of Photography, Videography, Webpage design, Live Streaming on social media for IITRAM's 8th Convocation-2026"

Name of the Firm : _____

Address of the Firm : _____

To,
The I/c. Registrar
Institute of Infrastructure, Technology, Research And Management
Near Khokhra Circle, Maninagar (East),
Ahmedabad – 380026, Gujarat.

Sir(s),

I/We have read and understood the instructions and the terms and conditions contained in the Invitation for Expression of Interest (EOI) for Providing services of Photography, Videography, Webpage design, Live Streaming on social media for IITRAM's 8th Convocation-2026, hereby declare that the information furnished in the application and in the supplementary sheets from pages _____ to _____ are correct to the best of my / our knowledge and belief.

The undersigned if fully authorized to sign and submit this application from on behalf of the organization, he / she represents.

Signature _____

Name of Signatory _____

Place :

Date :

Seal of the Company

(SCHEDULE OF QUANTITY)

Sr. No.	Name of Item(s) & Specifications	Unit	Qty. (Approx.)
1	Scope of Work for the Videography & Photography of IITRAM Convocation: - The bidder should have 3 HD video camera setups along with 3 individual HD cameras with a professional camera team and an HD video feed mixer. - For demonstration bidder should have arranged pre-event testing with 1 HD Camera. - The bidder must have a dedicated project manager on site - All types of required cables arrangement by the supplier/bidder, like Mixer, camera, and camera Add-on mic related connectivity - During setup bidder should reserve one video 4k out port in the mixer with high-quality audio for livestreaming. - Video bytes of students (on site) with 1 HD Camera set up and a personalized mic. 10 Students Video Byte Editing to be done. - A cinematographer for Creating Highlights of the Event - Bidder responsible for capturing all angles and moments photos in HD resolution. - After the end of the event bidder must provide selected photos for media coverage by EOD - All the above recordings in digital form/uncompressed/unedited in a pen drive within 2 days of the event	Nos.	01
2	Scope of Work for the Livestreaming of IITRAM Convocation: - Professional Live streaming services at 4K resolution on IITRAM's Facebook page, YouTube Channel, Instagram, and Twitter handle (optional). - The bidder should include event creation on pages, transition slides incorporation during streaming, and continuous IITRAM logo branding. - The bidder must have a dedicated project manager on site - All types of required cables and device arrangement by the supplier/bidder for livestreaming - For demonstration bidder should have arranged pre-event testing before the day of the event - Providing a dedicated internet leased line 100Mbps primary line and Live U Device Backup for Internet 40Mbps or above.	Nos.	01

ANNEXURE-III**FORMAT FOR SUBMISSION OF COMPANY DETAILS (DATA SHEET)**

Sr. No.	Particulars	Details to be filled by the Firm
1	Name of the Company	
2	Registered Office Address Telephone Number Fax Number e-Mail	
3	Correspondence Address Telephone Number Fax Number e-Mail	
4	Details of the authorized person (Name, designation, address) Telephone Number Fax Number e-Mail	
5	Is the firm - • Government/ Public Sector Undertaking • Proprietary Firm • Partnership firm (if yes, give partnership deed) • Limited company or Limited Corporation • Member of a group of companies (if yes, give name and address and description of other companies) • Subsidiary of a large corporation (if yes give the name and address of the parent organization) If the company is subsidiary, state what involvement if any, will the parent company have in the project.	
6	Goods & Service Tax Number (GST):	
7	Permanent Account Number (PAN) of the firm.	
8	<u>Particulars of Bank Account</u> Name of the Bank: Name of the Branch: Branch Code: Address & Contact Details: IFSC Code: Type of Bank Account: Bank Account No.:	

Signature & Company Seal

ANNEXURE-IV**(Format of Quotation)**

Sr. No.	Name of Item(s)	Unit	Qty. (Approx.)	Rate (Without GST)	Total Amount
1	Photography, Video Conference & AV Setup Services	Nos.	01		
2	Live Streaming and Internet Connection	Nos.	01		
NET AMOUNT					
ADD. GST@ _____					
TOTAL AMOUNT (INCL. GST)					
RUPEES IN WORDS: _____ _____					

Declaration:

I/We hereby declare and affirm that I/We have read and understood the terms and conditions of the contract as stipulated in this EoI.

Signature & Company Seal

Date :

Place :

(To be printed on Firm's Letter Head)

APPENDIX-V

FORM

PARTICULARS FOR RTGS/National Electronic Fund Transfer (NEFT)

1.	Name of the Bidder:
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2.	Permanent Account No (PAN):
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Particulars of Bank Account:

a)	Name of the Bank:
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b)	Name of the Branch:
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c)	Branch Code:
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d)	Telephone No.:
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e)	IFSC Code:
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f)	Type of Account:
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g)	Account No.:
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3.	Email id of the Bidder:
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Seal & Signature of Company