

भारतीय सूचना प्रौद्योगिकी, अभिकल्पना  
एवं विनिर्माण संस्थान, कांचीपुरम



INDIAN INSTITUTE OF INFORMATION  
TECHNOLOGY, DESIGN AND  
MANUFACTURING, KANCHEEPURAM

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तारीख/Date: 11 March 2026

**Minutes of Pre-Bid Meeting**

Tender Notice No.	IIITDMK/2025-26/GSS/Savāra 2026/01 dated 05.03.2026
Brief Description of Tender	Stage Arrangements for “Savāra 2026”( Techno-Cultural event)
Date and Time of Pre-bid meeting	11.03.2026 at 16.00 Hrs
Venue pre-bid meeting	D3 Hall, Admin Building, IIITDM Kancheepuram

Representatives of the following agencies attended the meeting: -

1. DAC Events, Chennai

NIL Points were raised by the agency/firm.

Updated requirement in Commercial Bid is placed as **ANNEXURE – 1** to this minutes.

**COMMERCIAL BID**

Rate should be quoted for work mentioned below for the event scheduled on 29 – 31 March 2026

S.NO	PARTICULARS	SQFT/FT	QUANTITY
<b>STAGE AND OTHERS</b>			
1	Main Stage	60*40	1
2	Stage Grey Carpet	60*40	1
3	Stage Side Black Masking - 3 Sides		1
4	Stage Steps		2
5	Main Stage Ramp	16*8	1
6	Console Stage Riser	16*16	1
7	Console Stage carpet and masking	16*16	1
8	Sound System Platform	4*4	4
9	Ground Red Carpet	2500	1
10	Armless Chairs		1500
11	Barricades		120
12	VIP Double Seater Sofa		4
13	Stalls (1 light + 1 table + 2 chairs + 1 socket 15A + 1 Fan)		
14	Main Entrance Flux Backdrop	10*8	3
15	Main gate Entrance Arch	20*10	1
<b>SOUND SYSTEM</b>			
1	RCF HDL 20A or DAS Series Top Speakers		12
2	RCF HDL 20A or DAS Series Bass Subwoofer		6
3	Delay Speakers		As Reqd
4	QSC Stage monitors		4
5	Front fills		2
6	Cordless Mic (Shure)		6
7	Cordless Mic (Shure SM58)		6
8	Digital Audio Mixer Board (48 channel )		1
9	DJ Console (DJ Mixer DJM A9 4 Channel Mixer)		1
10	Sound Engineer		1
11	Cables and Miscellaneous		As Reqd
12	System Engineer		1
<b>TRUSSING</b>			
1	Box Truss (60*40)		1
2	Truss Pillars		4
3	Corters and Pulleys		As Reqd

<b>LIGHTING SYSTEM</b>			
1	Moving Head Sharpy		30
2	Moving Head LED wash		20
3	Face Light		20
4	LED Wash		40
5	LED Parcan		40
6	Avolite Tiger Touch controller board		1

7	Blinders RGB (2 eye)		16
8	Blinders (4 eye)		6
9	Strobe		4
10	Follow Spot		1
11	Smoke Machine		1
12	Haze machine		1
13	Dimmer Pack		1
14	Light Engineer		1
<b>LED WALL &amp; GENSET</b>			
1	LED Wall	700	
2	Truss LED Wall	20	
3	LED Fabrication	As Reqd	
4	Processors and Laptops	As Reqd	
5	Visual Artist	1	
6	Genset (65KV)	1	
7	Genset (125KV) (Diesel included)	2	
<b>SPECIAL EFFECTS</b>			
1	Cold Fire (shots)		10
2	CO2Confetti		2
3	Sparcular Machine		4
4	CO2 jet		2
5	lightworks		
<b>OTHERS</b>			
1	DJ (Proshow +Console)		1
2	Labor		
3	Transportation (Up & Down)		
4	Drone		1

### Additional Sound System Required on 30.03.2026 for Band Performance

S.NO	PARTICULARS	SQFT/FT	QUANTIT Y
<b>BAND REQUIREMENTS</b>			
1	Line Array Top Speakers (Three-way professional line array – L-Acoustics K1/K2 / D&B KSL/GSL/J Series / Adamson E15/E12 or equivalent)		12
2	Bass Subwoofers (Dual 18" Subwoofers, compatible with main PA system)		6
3	Delay Speakers		
4	Stage Monitors (Professional Stage Wedges – D&B / L-Acoustics / Martin Audio / Meyer or equivalent)		2
5	Front Fill Speakers		2
6	In-Ear Monitoring System (Shure PSM 1000 Stereo IEM System)		10
7	Drum Sub Monitor (Single 18")		1

8	Digital Audio Mixer Board (Avid Venue S6L 24D/32D or DiGiCo Quantum 5/338 – min. 60 inputs & 48 outputs)		1
9	Cordless Microphones (Shure Axient / Shure SM58)		6
10	DI Boxes (Active DI Boxes – BSS AR133 or equivalent)		25
<b>BACKLINE REQUIREMENTS</b>			
1	<p>Drum Kit</p> <p>Drum:</p> <p>Gretsch USA Custom PEARL Reference or YAMAHA Oak Custom or TAMA Star</p> <ul style="list-style-type: none"> <li>• 1 x Kick - 22 inches</li> <li>• 1 x Snare - 14 x 6.5 inches</li> <li>• 2 x Rack toms - 10 &amp; 12 inches</li> <li>• 1 x Floor tom - 14 inches</li> <li>• 1 x Floor tom - 16 inches</li> </ul>		
	<p>Hardware</p> <p>1 x Hihat stand</p> <p>2 x Snare stand</p> <p>2 Rack Tom stand</p> <p>8 x Boom cymbal stand (6 separate Boom Cymbal Stands)</p> <p>Good quality adjustable Throne</p> <p>Carry an extra multi-clamp to mount the toms on the cymbal stand.</p>		
	<p>Cymbals</p> <p>Meinl Cymbals:</p> <ul style="list-style-type: none"> <li>●14" Byzance Traditional Hi-Hats</li> <li>●15" Byzance Traditional Crash</li> <li>●17" Byzance Dark Crash</li> <li>●22" Byzance Dark Ride</li> <li>●20" Byzance Dark China</li> <li>●10" Byzance Dark Splash ●8" Byzance Dark Splash</li> </ul> <p>Pedals:</p> <p>DW 9000 Double Pedal ONLY!</p>		
2	<p>Keyboard</p> <p>1 x Yamaha Montage M6 or M7</p> <p>1 x Sustain pedal</p>		
3	<p>Percussion</p> <p>a. 1 x LP / Meinl Bongo set with stand</p>		
4	<p><b>Miscellaneous</b></p> <ol style="list-style-type: none"> <li>1. Guitar Stands (x 4)</li> <li>2. Plexiglass Shield - For Drums</li> <li>3. Long Link TRS cables from Drums to Keys</li> <li>4. 1 x Single Keyboard Stands</li> <li>5. 1 x UPS near the playback and drums</li> <li>6. 1 x Dual Tier Keyboard Stand - ULTIMATE SUPPORT or K&amp;M SPIDER PRO</li> </ol>		

AMOUNT QUOTED FOR THE ENTIRE EVENT MANAGEMENT SERVICES IN LUMSUM INCLUSIVE OF TRANSPORT, LABOUR AND OTHER CHARGES

Rate quoted: Rs. \_\_\_\_\_ + GST

Note:

- The bidders are required to quote one rate for the whole work.
- **50% payment on supply and setting of stage in the campus by 1200 Hrs (noon) on 29<sup>th</sup> March 2026 and 50% payment after Completion of Work and completion of all the events Successfully.**
- The services will be availed as per situational requirement and the payment will be made accordingly as per actual work done. The services may be increased or decreased on the basis of the requirement.
- Payment to the agency will be made as per actual work/service done for various services based on requirement of the institute for which prior order/instructions approval has to be obtained by the agency.
- The payment for those areas which are not asked for shall not be paid by the Institute.
- **Any additional items required, IF ANY, will be paid as per rate agreed by the HOSTEL AUTHORITIES.**

SIGNATURE OF THE BIDDER WITH SEAL

**Note:**

The terms & conditions of this notice issued on our IIITDM Kancheepuram website [www.iiitdm.ac.in](http://www.iiitdm.ac.in) will remain unchanged. No more correspondence in this regard will be entertained.

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**कुलसचिव / Registrar**

**भा सू प्रौ अ ए वं वि सं कांचीपुरम / IIITDM Kancheepuram**