



# **THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY**

(A Central University established by an Act of Parliament)

**Hyderabad, Telangana State, India**

EFLU/SS/2024/44

**“Notice Inviting Tender”**

**For Supply of Audio-Visual Studio Equipment**

## **Tender Document**

The English and Foreign Languages University invites sealed bids for supply of Audio-Visual Studio Equipment for Department of Communication.

### **Details of the Bid**

Bid Reference	Tender No: <b>EFLU/SS/2024/44</b>
Particulars	Supply of Audio-Visual Studio Equipment for Department of Communication at annexure-A
Last date for Tender Submission	By 30 <sup>th</sup> December, 2024 by 03.00 PM
Date and Time of opening of tender	At 30 <sup>th</sup> December, 2024 at 4.00 PM
Delivery and Installation period	Within 30days from the issue of the Purchase Order date.
Address for Communication	The RegistrarI/c, The English and Foreign Languages University, Hyderabad-500007,Telangana, India.
Contact Details	Department of Communication Phone: 040-27689404
Tender Document, and Terms and Conditions	Available on our website <a href="http://www.efluniversity.ac.in">www.efluniversity.ac.in</a>

The tender document shall be dropped in the Tender Box placed at Stores Section or post / courier addressing to The Registrar, The English and Foreign Languages University, Hyderabad-500007, Telangana. The tender documents shall reach within the last date and time or summarily rejected with any reason.

## Annexure-A

### 1) Item specification:

S.No	Description	Specification	Qty
1.	Studio Cameras	Make: Blackmagic Design Studio Camera 4K Plus G2	03 Nos.
		Lenses: Olympus M. Zuiko Digital ED 12-45mm F4.0 PRO Lens	03 Nos
2.	Studio Tripod Kits	Video Tripod, Fluid Head and dolly	03 Nos
3.	Studio Mixer	Black magic Design ATEM SDI Switcher	01 No.
4.	Studio Monitors	Black magic MultiView 4 (to work with existing 4K TV monitor)	01 No.
5.	Studio Intercom (Talkback) System with at least 4 headsets	Data video ITC-100 8-User Wired Intercom System with 4 Headsets	01 No.
6.	Teleprompter attachment	Digitex or any make	01 No.
7.	Audio Mixer (for radio studio)	Sound Craft EPM 12	01 No.
8.	Misc. microphones with stands, headsets for studio	3 lavaliers and 3 handheld mics, 3 studio headsets	09 No.
9.	Microphone Set and Headphones for field production	Set of Cardioid Shotgun mic, lapel mic, boom pole, headphones	04 No.

**ANNEXURE-B**  
**Limited Tender Form**

Name of the Procuring Entity: **THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY**

Firm's Reference		Date	
Firm Registration No. (if any)		PAN (attach photocopy)	
TIN/VAT/GST/CST No.		<b>LIMITED TENDER FORM</b>	Address:
Phone			
Fax			
Email:			

**Item-wise Quotation Format**

Sl. No:	Items Description and Specification Unit	Brand	Qty	Rate per Unit	Taxes & Duties	Total Rate per Unit	Total Value
1							
2							
3							
	Grand Total						

Delivery/Installation Schedule:

Enclosed Specifications/Drawings/Special Conditions of Contract:

Item/Tender Specific Conditions of this Tender:

We engage to supply the material(s) to your office and comply the following:

1. Tender schedule and technical specification indicated.
2. Item/tender specific conditions for this tender.
3. Terms and conditions printed overleaf.
4. General conditions of contract signed by me at the time of supplier registration(for registered suppliers)
5. I/we confirm that set off for the ED,VAT/GST, etc. paid on the inputs have been taken into consideration in the above quoted price and further agree to pass on such additional duties as sets offs as may become available in future under VAT/GST, etc.
6. This offer is valid for 90 (ninety) days from the date of opening of the tender.
7. That we have not been debarred by any Government/Undertaking.
8. That the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking.
9. That the bid submitted by us is properly sealed and prepared so Administration Section to prevent any subsequent alteration and replacement.

Signature & Seal Place & Date:		Name of Authorised Signatory:	
Address:		Tel. No./Fax. No./Mobile No. Email Id:	

## Terms and Conditions of Limited Tender

1. The quotation must be in the form furnished by Procuring Entity and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not the quotation will not be considered. Quotation written in pencil will not be considered.
2. The University reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
3. Participation in this tender is by invitation only and is limited to the selected Procuring Entity's registered suppliers. Unsolicited offers are liable to be ignored.
4. Manufacturer's name and country of origin of materials offered must be clearly specified. Please quote whether your organization is large scale industry or small scale industry. If you have NSIC/MSE/MSI/DGS&D/GEM Certificates, please attach it to the quotation. Mention your registration details.
5. Complete details, OEM Authorization certificates and ISI specification if any must accompany the quotation. Make/brand of the item shall be stated wherever applicable. If you have got any counter offer as suitable to the material required by us, the same may be shown separately.
6. All supplies are subject to inspection and approval before acceptance. Manufacturer/supplier warranty certificates and manufacturer/Government approved lab test certificate shall be furnished along with the supply, wherever applicable.
7. The university reserves the right to modify the quantity specified in this enquiry.
8. The prices quoted should be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should include free delivery at destination including all charges. Otherwise, the quotation is likely to be rejected. Prices included for free delivery at destination will be given preference. If there is no indication regarding the FOR, in the quotation, then it will be considered as FOR destinations. Price quoted should be net and valid for a minimum period of three months from the date of opening of the quotation.
9. In case the items in the enquiry are covered by any rate contract or running contract finalized by the DGS&D or any other state or central Government, should be specified in your quotation and accepted contract rates should also be mentioned. It should be confirmed whether you could supply at the RC rates outside rate contract.
10. Payment of sales tax is primarily the responsibility of the seller and will not be paid unless the percentage value is clearly mentioned in the quotations. If no indication regarding CST/ST/GST is recorded in the quotation, the CST/ST/GST will be considered as included.

11. Delivery period required for supplying the material should be invariably specified in the quotation.
12. In case your quotation is accepted and order is placed on you, the supply against the order should be made within the period stipulated in the order. The University reserves the right to recover any loss sustained due to delayed delivery and installation by way of penalty. Failure to supply and install the material within the stipulated period shall entitle Procuring Entity for the imposition of penalty without assigning any reasons @ ½% (half percent) of the total value of the item covered in order as penalty per day subject to a maximum of 5% (five percent) unless extension is obtained in writing from the office on valid ground before expiry of delivery period.
13. If the deliveries are not maintained and due to that account Procuring Entity is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.
14. Dispute clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Hyderabad only.
15. Our normal payment terms are 100% (hundred percent) within 30 (thirty) days on receipt and acceptance of material at our site in good condition and successful installation.
16. Performance security should be for an amount of 10% of the value of order. Performance security may be furnished in the form of fixed deposit/ bank guarantee from a commercial bank. Performance security should maintain valid for a period of 60 days beyond the date of completion of all contractual obligation of the supplier including warranty obligations.

Sd/-  
Registrar I/c