



Central University of Odisha
(Established under the Central Universities Act, 2009)
Sunabeda, Koraput. Odisha Pin.: 763 004.

Ref.:CUO/Admn./PEE/49

Dt.13/07/2020

LIMITED TENDER NOTICE

Sealed quotations are invited from the manufacturers or their distributors / dealers for Supply and commissioning of Digital SLR Camera, Video Camera, Digital Audio Recorder and Editing Software of Make(s): SONY/CANNON/NIKON or other reputed equivalent brand for the University. The sealed quotations are to be submitted on or before Dt.04/08/2020 by 15.00Hrs. as per the prescribed terms and conditions.

For further details please log on to University website: www.cuo.ac.in.

Sd/-
Registrar

TERMS & CONDITIONS:

I. ESSENTIAL QUALIFICATION:

The tenderers shall fulfill the following eligibility criteria, failing which their quotations will be summarily rejected:

- a. The tenderer must possess valid License, Registration etc. issued by the Competent Authority as applicable.
- b. If the quotationer is the authorized dealer / sole distributor of the items, the Certificate to this effect should be attached.
- c. The quotationer must have satisfactorily completed:
 - i. One work Order/Purchase Order of Rs.15.00 Lakhs or more
 - ii. Two works orders/Purchase Orders of Rs.10.00 lakhs each or more or
 - iii. Three works orders/Purchase Orders of Rs.5.00 Lakh or more issued by any Govt. / Autonomous/ PSU Organization (Central or State) for supply of same or similar item / services during the last 03 Financial Years (i.e. 2016-17, 2017-18 and 2018-19).

Note: (i) The work in progress and work which is not satisfactorily completed will not be considered; (ii) Supply / work executed in any private organization will not be considered.

- d. The total turnover of the tenderer shall not be less than Rs.01.00 Crore during the last 03 Financial Years (2016-17, 2017-18 and 2018-19).
- e. The tenderer must deposit Earnest Money (EMD) of Rs.75,000/- (Rupees seventy five thousand only) along with their tender in the form of Demand Draft drawn in favour of Central University of Odisha payable at Koraput.
- f. The tenderer must deposit the cost of tender document of Rs.500.00 (Rupees Five hundred only) in the form of demand draft drawn in favour of Central University of Odisha payable at Koraput. The cost of the tender document is non-refundable.
- g. The tenderer must possess his own Bank Account, PAN, and G. S.T No.

II. DOCUMENTS TO BE ENCLOSED

The tenderer shall submit copies of the following documents along with the tender, failing which their quotation will be summarily rejected:

1. Copy of registration / license issued by the Competent Authority.
2. Work Completion Certificate issued by the authority with reference to Sl.No.C above consisting of the following details:
 - i. Description of items supplied / installed
 - ii. Installation Order No. & Date
 - iii. Value of installation Order
 - iv. Date of commencement of supply / installation
 - v. Date of completion of supply / installation
 - vi. Quantity supplied / installed
 - vii. Whether supply / installation completed or not
3. Copy of income tax returns and / or annual accounts of the last 03 Financial Years.
4. Copies of Bank Account, PAN, and Goods and Services Tax Registration Certificate.
5. Demand Draft of Rs.75,000/- (Rupees seventy five thousand only) drawn in favour of Central University of Odisha payable at Koraput towards value of EMD.
6. Demand Draft of Rs.500.00 (Rupees Five hundred only) towards cost of tender document drawn in favour of Central University of Odisha payable at Koraput which is not refundable.
7. Certificate of dealership / distributorship as applicable.

III. INSTRUCTIONS TO THE BIDDER:

1. **Bid Opening Date and Time:** The tenderers / quotationers may send their quotations by speed post or registered post or in person only addressed to the Registrar, Central University of Odisha, Sunabeda, Koraput, Odisha – 763 004, Odisha so as to reach the University on or before 04/08/2020 by 15.00Hrs. Super-scribed as "Tender for the work of Ref. No.....date....." The bids will be opened at 15.30 hrs on the same day in the presence of representatives of the bidders if any.
2. The rates and specifications quoted by the tenderers shall be strictly as per the Proforma attached as Annexure -02 and 03 otherwise their quote will be liable for rejection.
3. The bids sent through normal post or courier or Fax or e-mail shall not be considered.

4. All the documents submitted by the tenderers shall be serially numbered.
5. Central University of Odisha, Koraput reserves the rights to accept / reject any offer in full or in part without assigning any reason thereof.
6. The blank bid documents may be downloaded from the University Website www.cuo.ac.in
7. Tenders / Bids must be valid for 120 days from the date of opening of tender.
8. The quantity required may vary as per the requirement of the University.
9. **Delivery Period:** The items shall be supplied, installed and commissioned within 15 days from the date of issue of Supply Order. Delayed supply / installation will attract levy of penalty/liquidated damages.
10. **Penalty:** If the bidder fails to perform the services by the specified date, penalty at the rate of 1% per week of the total Contract / supply Order value subject to the maximum of 10% will be deducted.
11. **Payment:** 100% payment will be released after satisfactory supply / installation and commissioning stores.
12. **Security Deposit** (Performance Security Deposit): The successful tenderer shall deposit @5% of the total installation / contract value as Security Deposit within 07 days from the date of issue of installation Order, in the form of Demand Draft issued by any Nationalised Bank, drawn in favour of Central University of Odisha payable at Koraput. The same shall remain with the University till two months after the completion of warranty period and will be returned without any interest.
13. **Installation & Warranty:** The tenderers / bidders shall extend comprehensive on-site warranty of at least 02 years from the date of successful installation. The installation shall be free from all defects and shall be of the highest quality.

Any defect arises shall be reinstalled free of cost by the tenderer. Further, the University shall have the right to recover the cost of inconvenience caused to the University for failure to provide uninterrupted service of the installations during the warranty period.

14. **Settlement of Disputes:** In the event of any dispute or differences between the Central University of Odisha and the bidder, arising out of non-supply of material or goods, not found as per specifications or any other cause whatsoever relating to the installation order before or after the supply has been executed, shall be referred to the Vice-Chancellor, Central University of Odisha, Koraput who may decide the matter himself or may appoint Arbitrator under the Arbitration and Conciliation Act, 1996. The decision of the Arbitrator shall be final and binding on both the parties. All disputes shall be subject to jurisdiction of courts at Odisha only.

15. **Return of EMD:** The EMD of the unsuccessful bidders / tenderers will be returned within 15 days after finalization of the tender and issue of installation Order to the successful tenderer. The EMD of the successful tenderer will be returned on submission of Security Deposit of the required value.
16. **Condition of goods:** The bidder / tenderer shall install in good condition without any defect whatsoever to the satisfaction of the university. Any deviation in the material and the specifications from the accepted terms is liable to be rejected and the quotationers need to reinstall on free of cost in the specified form to the satisfaction of the University.

Sd/-
Vice-Chancellor

BIDDERS' PROFILE

1. Name of the Tenderer/ Bidder / quotationer :
2. Full Address of the tenderer / bidder / quotationer :
3. Contact details of tenderer / bidder / quotationer :
 - a. Telephone No.
 - b. Mobile No.
 - c. Fax No.
 - d. E-mail id
4. Details of Earnest Money Deposit :
 - a. Value of DD
 - b. D.D. No. & Date
 - c. Issuing Bank
5. Details of cost of tender document :
 - a. Value of D.D.
 - b. D.D. No. & date
 - c. Issuing Bank
6. List of Documents enclosed :

| Sl. No. | Details of document | | Whether photocopies of the documents enclosed (please √tick) |
|---------|---|---------|--|
| 1. | License / Registration No. | | Yes / No |
| 2. | Dealership Distributorship Certificate No. | | Yes / No |
| 3. | Details of Purchase Orders, Completion Certificate (Name of the organization, value, work / supply completion date) | | Yes / No |
| 4. | Income Tax Return | 2016-17 | Rs. |
| | | 2017-18 | Rs. |
| | | 2018-19 | Rs. |
| | | | Yes / No |

| | | | | |
|----|--|---------|-----|----------|
| 5. | Audited Balance Sheet & Profit and Loss Account Annual turnover during last 03 Financial Years | 2016-17 | Rs. | Yes / No |
| | | 2017-18 | Rs. | |
| | | 2018-19 | Rs. | |
| 6. | Bank Account No. Bank Name & Branch | | | Yes / No |
| 7. | PAN No. | | | Yes / No |
| 8. | GST Reg. No. | | | Yes / No |

7. Validity period of the Bid / Quotation :

8. Additional information, if any proposed to be furnished by the tenderer / quotationer:

Certified that all the terms and conditions of tender document are accepted.

Date :

Authorized Signatory

Place :

Full name :

Designation:

Seal:

DETAILS OF TECHNICAL SPECIFICATIONS OF THE TENDERED ITEMS

Name of the work: "Supply and commissioning of Digital SLR Camera, Video Camera, Digital Audio Recorder and Editing Software in Central University of Odisha."

Specification:

| Sl. No. | Items | Minimum Specifications Required by the University | Qty | Specification Proposed to be Supplied by the Tenderer |
|----------------|------------------------------------|--|------------|--|
| 01 | Digital SLR Camera | Nikon D3300 (Black) with AF-S DX 18-55mm VR II and AF- S DX 55 – 200mm VR II, Double Zoom Kte with 2 Extra Carry Bag | 02 | |
| 02 | Video Camera | | | |
| | Sony ENG PXW – X 180 & ACCESSORIES | Sony PXW – Z 190 – 4K and HD single camera shoots with an all-new 1/3-type 3CMOS sensor. A powerful 25x zoom lens. It supports a wide range of formats including XAVC-Long, DVCAM, MPEG HD422/ MPEG HD* and Proxy 1080i | 01 | |
| | | BP- U60 – Sony Info – Lithium Rechargeable Battery | 01 | |
| | | BC – U2 – Sony Battery Charger | 01 | |
| | | Memory Card, 64 GB | 01 | |
| | | Memory Card, 64 GB | | |
| | | Card Reader | 01 | |
| | | Carry Case | | |
| | ENG Microphone with Complete Set | Sennheiser EW 100 ENG – G3 – Sennheiser ENG Set | 01 | |
| | Tripod | Miliboo –MTT 601A | 01 | |
| | Monopod | Miliboo –MTT705AS | 01 | |
| | Lights | HVL – LBPC – Sony LED Battery Video Light | 01 | |
| 03 | Digital Audio Recorder | Sony ICD-UX560 Stereo Digital Voice Recorder w/Built-in USB (Pendrive or any external storage) | 01 | |
| 04 | Editing Software | Adobe Premier Pro CS5.5 McIntosh Final Cut Pro X Adobe-Page Maker 11.0 Adobe Photoshop 11.0 Adobe-Quark Xpress 11.0 Adobe – Corel Draw 11.0 Adobe Indesigh (CS3)Akruti Dreamweaver Apple Final Cut Pro X | 01 | |

Date:
Place:

Signature of authorised person
Full name & designation:
Seal:

BILL OF QUANTITIES

Name of the work: "Supply and commissioning of Digital SLR Camera, Video Camera, Digital Audio Recorder and Editing Software in Central University of Odisha."

| Sl. No. | Description | Unit | Qty | Rate (Rs.) | Amount (Rs.) |
|----------------|------------------------------------|-------------|------------|-------------------|---------------------|
| 01 | Digital SLR Camera Nikon | No. | 02 | | |
| 02 | Video Camera | | | | |
| | Sony ENG PXW – X 180 & ACCESSORIES | No. | 01 | | |
| | ENG Microphone with Complete Set | No. | 01 | | |
| | Tripod | No. | 01 | | |
| | Monopod | No. | 01 | | |
| | Lights | No. | 01 | | |
| 03 | Digital Audio Recorder | No. | 01 | | |
| 04 | Editing Software | No. | | | |

1. Validity period of the bid :
2. Delivery Period :
3. Warranty Period :
4. Installation Period :

Note: Quote with special conditions having additional financial implications on the University will not be entertained.

Certificate: Certified that we accept all the terms and conditions of the tender documents.

Date :

Signature of authorized person

Place :

Full name :

Designation:

Seal:

