



TAMIL UNIVERSITY, THANJAVUR

Tender Document

For

Supply of Photo & Videography Equipments

for Karikarcholan Auditorium at

Tamil University Thanjavur

Tender Notice No.10/2019-20/Grant

November 2019

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TAMIL UNIVERSITY, THANJAVUR

Name of Work: Supply of Photo & Videography Equipments for Karikarcholan Auditorium at Tamil University, Thanjavur

1. INVITATION

On behalf of the Tamil University, Thanjavur, Tender is invited for the Supply of Photo & Videography Equipments for Karikarcholan Auditorium under two cover tender systems (Pre-Qualification Bid & Financial Bid) from reputed firms/ Service Providers / Agencies by the Registrar, Tamil University, Thanjavur. One cover shall contain EMD & Pre-Qualification Documents and the Second Cover shall contain Financial Bid. The Tender submission date is 04.12.2019 at 10.30 Hrs.

2. PRE-QUALIFICATION CRITERIA

- a) The Bidder should have previous experience in Supply of Photo & Videography Equipments for Karikarcholan Auditorium to the Government departments/Universities/other educational institutions/agencies.
- b) The bidder should have got their firm registered with Service Tax Directorate or with the Commercial Taxes Department or any other Government Department.
- c) The bidder should have recorded an average annual turnover of Rs. 6 Lakhs per year during the last three (3) financial years. (2014-15, 2015-2016&2016-2017). The bidder should submit the Annual Report/Audited Accounts Certified by Auditor in this regards.
- d) The bidders should have not been Black listed by any of the Government Agency in the past years for any reasons whatsoever.
- e) The bidder should have to produce FROM-16 for the last 3 financial year .
- f) See Paragraph No.17.2 for further details.

3. SCOPE

The scope of this tender is to Supply of Photo & Videography Equipments for Karikarcholan Auditorium in Tamil University, Thanjavur . The responsibilities of the selected tenderer are given below:

1. Should have a facility/office at Tamil Nadu to provide service and maintenance support. Necessary proof is to be enclosed in this regard
2. Company should have good track record over for the past three years from the date of NIT.

4. PERIOD OF COMPLETION

Within one month against the supply order.

5. EARNEST MONEY DEPOSIT

- An Earnest Money Deposit of Rs.3,000/- (Rupees Three thousand only) should be accompanied along with the Pre-Qualification tender.
- The Earnest Money Deposit should be remitted in the form of Demand Draft issued by any Nationalized or Scheduled Banks drawn in the favour of "The Registrar, Tamil University, Thanjavur 613 010.
- NOTE: The EMD in the form of Bank Guarantee/ Cheque or other form will not be accepted.
- Pre-Qualification Bid without the requisite Earnest Money Deposit will be summarily rejected and treated as Non-Responsive tender.
- The Tenderer should not withdraw from the work after acceptance and received the work order from the university at any cost. Such withdrawal if any, is subject to legal proceedings by the university and cost of damage should be claimed from the tenderer.

6. EMD forfeit

If the successful tenderer fails to Supply of Photo & Videography Equipments within the stipulated period, the Earnest Money Deposit amount remitted by the Tenderer along with the Pre-Qualification Bid will be forfeited and legal procedures by the University and the cost of the damage should be claimed from the Tenderer.

7. LANGUAGE OF TWO COVER TENDER SYSTEM

Tenders shall be offered in the prescribed forms in ENGLISH Language only.

8. VALIDITY OF BID

The Bids shall be valid for a period of 90 days (Ninety days) from the date of opening.

9. SUBMISSION OF BIDS

- a. Tenders should be submitted only through Post (or) in person in the Tender Box placed at the Registrar, Tamil University, Thanjavur –613 010.
- b. A two stage bidding procedure will be followed. Cover-1 shall contain the EMD, Pre-Qualification Bid, Signed Tender Conditions and Bidding document. The Cover-2 shall contain only the Financial Bid i.e., the cost of the components as in the Schedule C.

10. OPENING OF TENDERS.

The Cover-1 containing the original copy of the EMD, Pre-Qualification Bid and Tender Conditions and Bidding document will be opened by The Registrar, Tamil University, Thanjavur at 11.00 Hours on 04.12.2019 itself, in the presence of the Tenderers (or) their Authorized Representatives, who choose to be present. The Pre-Qualification Bids of the Tenderers will be evaluated. The Financial Bids i.e., Cover-2 of the Tenderers will be opened only for the Tenderers, who have cleared Pre-Qualification criteria. The date and time of opening of the Financial Bids will be informed to the qualifying Tenderers, in the Pre-Qualification bids.

11. PAYMENT, SEHEDULE

S.No	Milestone	Payment
1.	Supply of Photo & Videography Equipments	100% after Supply Photo & Videography Equipments

12. NEGOTIATION

If it is felt that the price quoted by the lowest Tenderer is exorbitantly high with reference to the prevailing market rate, negotiation of rates will be made with the lowest Tenderer, for reducing the quoted rates to the reasonable levels. If the tender contains unbalanced items/rates the lowest tenderer must be prepared to furnish the detailed cost break up and other clarifications to the proposals submitted by them, as may be required to adjudge the reasonableness of their price proposals.

13. LIQUIDATED DAMAGES

Liquidated damages will be imposed on the contractor for the lapses/short fall in achieving the rate of progress as per existing schedule.

14. LEGAL JURISDICTION:

Jurisdiction of all legal proceedings, if necessary, relating to the above tender shall be the appropriate court in Thanjavur only.

15. ARBITRATION

Any fact or condition, which may not have been mentioned in Terms & Conditions and may arise after issuing work order, shall be decided as per the State Government policy/rules. In case rules/policies do not provide such situation, the issue will be referred for arbitration. Arbitration for any such dispute shall be conducted in accordance with the provisions of Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof.

16. WHOM TO CONTACT

For any clarifications regarding tendering, the bidders shall contact the Registrar at the following address.

The Registrar,
Tamil University
Thanjavur – 613 010.
Telephone: 04362-226720
Email: tamilunivreg@gmail.com

17. INFORMATION AND INSTRUCTIONS

17.1 FOR SPECIAL ATTENTION

Bids are invited in accordance with Tamil Nadu Transparency in Tenders Act, 1998 & Tamil Nadu Transparency in Tenders Rules, 2000.

17.2 PRE-QUALIFICATION CRITERIA

The bidding tenderer should comply with the following eligibility criteria:

- i. Should be an Income Tax Assessee with PAN Card.
- ii. Should have Supply, Installation and Commissioning of Sound Reinforcement System to the Government departments/Universities/other educational institutions/agencies.
- iii. The bidder should have valid Tamil Nadu GST registration and copy of GST registration must be enclosed along with the tender.

DOCUMENTS TO BE PRODUCED

Copy of the work order and the issued by the concerned Government Department /Agency.

2. The bidder should have got their Firm registered with either Service Tax Directorate (or) with the Commercial Taxes Department or any other Government Department.

DOCUMENTS TO BE PRODUCED

a) Copy of the Service Tax Registration Certificate issued by the competent authority.

3. The bidder should have recorded an average annual turnover of Rs.6.00 Lakhs per year during the last three (3) financial years (2014-15, 2015-16& 2016-2017).

DOCUMENTS TO BE PRODUCED

Copy of the Audited Balance sheet with associated documents duly certified by a Chartered Accountant.

4. The bidders should have not been Black listed by any Government Agency in the past years for the reasons whatsoever.

DOCUMENTS TO BE PRODUCED

A self-declaration in form of an undertaking to the effect that they have not been Blacklisted by any Government Department to be given in Rs.20/- valued India Non – Judicial stamp paper duly notarized.

18. METHODS OF TENDERING

- i. If the Qualification Application is made by an individual, it should be signed by the individual with his full name and his current address.
- ii. If the Qualification Application is made by a sole Proprietary Firm, it shall be signed by the Proprietor along with his full name and full name of the Firm with its current address. Document with regard to Registration as FIRM by the Registrar of Firms should be produced.
- iii. If the Qualification Application is made by a FIRM in partnership, it shall be signed by all the partners of the Firm with their full names and current address or by a PARTNER authorized by the Firm (either as per Articles of the Deed of Partnership or by Power of Attorney) for signing in Tenders, Agreements etc., In which case, certified copy of the Registered Deed of Partnership along with the current address of all the partners and

- a certified Photocopy of the Registered Power of Attorney issued in favour of the Signatory, should be produced.
- iv. If the Qualification Application is made by a "Limited Company" it shall be signed by a duly authorized person holding the power of attorney for signing the application, in which case, the certified copy of the power of attorney shall accompany the application. Such limited company or Corporation shall also furnish satisfactory evidence of its existence along with the Pre-Qualification Application.
 - v. Qualification application from joint ventures is not acceptable.
 - vi. All the Signatures in the Pre-Qualification Bid Application and all the Signatures in the Documents produced **shall be dated.**
 - vii. All the originals of the documentary evidences produced shall be produced, if asked for, for verification at the time of opening of **Pre-Qualification tender** or subsequently.
 - viii. Any clarification on the documents submitted by the bidders may be called for by the Commercial Taxes Department.

19. CAPABILITY OF APPLICANT

The Applicant shall include with the Pre-Qualification Application, details in the prescribed Performa vide Schedule 'A' and 'B'.

- | | | |
|----------------------|---|--|
| (i) Schedule – 'A' | - | Affidavit |
| (ii) Schedule – 'B' | - | Self-Declaration on –Black Listing Certificate |
| (iii) Schedule – 'C' | - | Technical Quote |
| (vi) Schedule – 'D' | - | Commercial Quote |

20. OPENING OF BIDS

- i. Bids received in sealed cover up to **10.30** hours on **04.12.2019** will be opened on the same day at **11.00** hours by the Registrar, Tamil University, Thanjavur in the presence of the Applicants or their authorized representative.
- ii. The Pre-Qualification bid and Financial Bid received belatedly on account of any reasons whatsoever, will not be opened or considered and will be returned unopened to the applicant.
- iii. Telegraphic Applications will not be entertained.
- iv. The date of opening of Financial Bid will be notified to the qualified applicants after evaluation of Pre-Qualification Bid well in advance.

SCHEDULE "A"

AFFIDAVIT

(To be furnished in Twenty Rupees Non – Judicial Stamp paper duly certified by Notary public)

- 1) I/WE the undersigned solemnly declare that all the statements made in the documents records etc., attached with this application are true and correct to the best of my knowledge.
- 2) I/WE, the undersigned do hereby certify that neither our firm/company nor any of its constituent partners have abandoned any work / works of similar nature and magnitude in India, during the last "FIVE" years.
- 3) I/WE, the undersigned do hereby certify that any of the contracts awarded to me / us has not been terminated rescinded, due to breach of contract on my / our part, during the last "FIVE" years.
- 4) I/WE, the undersigned authorize and request any bank / person/ firm/ Corporation / Government departments to furnish pertinent information deemed necessary and requested by the Registrar, Tamil University, Thanjavur to verify the statements made by me / us or to assess my / out to assess my / our competence and general reputation.
- 5) I/WE, the undersigned, understands that further qualifying information / clarification on the statements made by me / us may be requested and agrees to furnish such information / clarification within "**Five Working days**" days from the date of receipt of such request from the The Registrar, Tamil University, Thanjavur -10.

Dated Signature of Applicant with Seal.

(To be signed by the officer authorized by the Firm Company to sign on behalf of the Firm/Company with Company's Seal)

Note: In case of sole proprietary concern, affidavit should be signed only by the sole Proprietor.

(Title of the Firm/Company)

(Date)

The above named deponent has understood the contents well and solemnly and sincerely declared and affirmed by the deponent in my presence at and signed before me on this day of

(Seal)

(Signature of the Notary public)

SCHEDULE "B"

Self-Declaration on Black Listing Certificate.

SCHEDULE "C"

TECHNICALSCHEDULE

Name of the Work : **Supply of Photo & Videography Equipments for Karikarcholan Auditorium at Tamil University, Thanjavur.**

Sl.NO	Items	Qty	Amount
1	Video Camcorder 4K HDR (HLG) ¹ recording .29.0 mm wide-angle ZEISS Vario-Sonnar T* lens .Up to 273-point phase-detection AF .Versatile manual settings .Up to 960(NTSC)/1000(PAL) fps super slow motion Sensor type 1.0-type (13.2 mm x 8.8 mm) stacked Exmor RS CMOS sensor Effective Pixels (Video) Approx. 14.2 M pixels (16:9) ² Lens type ZEISS Vario-Sonnar® T*. Optical zoom 12x. Clear Image Zoom. 4K: 18x, HD: 24x. Screen type 8.8 cm (3.5 type) Extra Fine LCD™ display (1,555 K) Wide (16:9) SONYFDR-AX-700-4K-HDR /Equivalent	1	
2	Camcorder Rechargeable Batteries SonyNP-FV100A V-Series /Equivalent	4	
3	Remote Control Tripod Lightweight, compact, aluminium frame,Control panning and zoom remotely,Grid line button for precise alignment, Quick shoe for fast Handycam® attachment, Multi-interface cable for attaching other cameras SonyVCTR VPR1/Equivalent	2	
4	AC Adaptor /Charger <input type="checkbox"/> Multi-voltage operation, ideal for worldwide travel (AC 100-240 V, 50 Hz / 60 Hz) <input type="checkbox"/> Charging status indicated by 3-step LED – takes the guesswork out of knowing how much power you've got available <input type="checkbox"/> Compatible with V / H / P battery series SonyBC-TRV /Equivalent	2	
5	DVD Player Connect and play content via USB <input type="checkbox"/> Multi-format DVD and CD media playback <input type="checkbox"/> Multi-disc resume gets you back to the action quickly <input type="checkbox"/> Fast and slow playback speeds for quick navigation <input type="checkbox"/> Progressive scan mode for smoother images SonyDVP SR660P /Equivalent	1	
6	Digital Voice Recorder Record in MP3/LPCM with a high-sensitivity S-Microphone <input type="checkbox"/> Up to 4 GB of built-in storage, expandable via MicroSD (SDHC/SDXC) cards	2	

	<input type="checkbox"/> Focus and wide microphone modes to suit lectures or meetings <input type="checkbox"/> Direct USB built-in for easy connection to PC <input type="checkbox"/> FM radio to listen to or record radio broadcasts SonyICD-UX560F /Equivalent		
7	Still Camera Camera (Black) with AF-S VR Nikkor 18-105mm VR Lens Kit, 16GB Class 10 SD Card and Carry Case NikonD7500 With 18-105mm VR Lens /Equivalent	1	
8	Still Camera Battery NikonEN-EL 15A /Equivalent	1	
9	Flash Speed Light NikonSB-700/Equivalent	1	
10	Rechargeable NI-MH Batteries Batteries 2300 MAH NikonEN-MH2-B4 Set /Equivalent	2	
11	Battery Charger NikonMH73/Equivalent	1	
	Total		

SCHEDULE “D”

COMMERCIAL QUOTE

Name of the Work : **Supply of Photo & Videography Equipments for Karikarcholan Auditorium**

Sl.NO	Items	Qty	Rate without Taxes
1	Video Camcorder 4K HDR (HLG) ¹ recording .29.0 mm wide-angle ZEISS Vario-Sonnar T* lens .Up to 273-point phase-detection AF .Versatile manual settings .Up to 960(NTSC)/1000(PAL) fps super slow motion Sensor type 1.0-type (13.2 mm x 8.8 mm) stacked Exmor RS CMOS sensor Effective Pixels (Video) Approx. 14.2 M pixels (16:9) ² Lens type ZEISS Vario-Sonnar® T*. Optical zoom 12x. Clear Image Zoom. 4K: 18x, HD: 24x. Screen type 8.8 cm (3.5 type) Extra Fine LCD™ display (1,555 K) Wide (16:9) SONYFDR-AX-700-4K-HDR /Equivalent	1	
2	Camcorder Rechargeable Batteries SonyNP-FV100A V-Series /Equivalent	4	
3	Remote Control Tripod Lightweight, compact, aluminium frame,Control panning and zoom remotely,Grid line button for precise alignment, Quick shoe for fast Handycam®	2	

	attachment, Multi-interface cable for attaching other cameras SonyVCTR VPR1/Equivalent		
4	AC Adaptor /Charger <input type="checkbox"/> Multi-voltage operation, ideal for worldwide travel (AC 100-240 V, 50 Hz / 60 Hz) <input type="checkbox"/> Charging status indicated by 3-step LED – takes the guesswork out of knowing how much power you've got available <input type="checkbox"/> Compatible with V / H / P battery series SonyBC-TRV /Equivalent	2	
5	DVD Player Connect and play content via USB <input type="checkbox"/> Multi-format DVD and CD media playback <input type="checkbox"/> Multi-disc resume gets you back to the action quickly <input type="checkbox"/> Fast and slow playback speeds for quick navigation <input type="checkbox"/> Progressive scan mode for smoother images SonyDVP SR660P /Equivalent	1	
6	Digital Voice Recorder Record in MP3/LPCM with a high-sensitivity S-Microphone <input type="checkbox"/> Up to 4 GB of built-in storage, expandable via MicroSD (SDHC/SDXC) cards <input type="checkbox"/> Focus and wide microphone modes to suit lectures or meetings <input type="checkbox"/> Direct USB built-in for easy connection to PC <input type="checkbox"/> FM radio to listen to or record radio broadcasts SonyICD-UX560F /Equivalent	2	
7	Still Camera Camera (Black) with AF-S VR Nikkor 18-105mm VR Lens Kit, 16GB Class 10 SD Card and Carry Case NikonD7500 With 18-105mm VR Lens /Equivalent	1	
8	Still Camera Battery NikonEN-EL 15A /Equivalent	1	
9	Flash Speed Light NikonSB-700/Equivalent	1	
10	Rechargeable NI-MH Batteries Batteries 2300 MAH NikonEN-MH2-B4 Set /Equivalent	2	
11	Battery Charger NikonMH73/Equivalent	1	
	Total		

Sl.No	Addition / Reduction to Basic Rates	% Amount on Basic/ Any other Base	Any condition applicable for calculation
1.	GST		
2.	Packing & Forwarding charges		
3.	Transportation charges upto the Destination		
4.	Discount		
5.	Warranty if Any		
6.	Payment Terms		

Note: (1) If there is any correction it should be counter signed.

(2) Rate should be quoted in figures and words.

Signature of the Bidder