



SOUTH ASIAN UNIVERSITY

(A University established by SAARC Nations)

Rajpur Road, Maidan Garhi, New Delhi – 110 068 India

Phone: +91 - 11 - 20862652 | +91 - 11 - 20862806 Website: www.sau.int

INVITATION OF BIDS

For Supply of Production Accessories

Tender No. SAU/ICT/2101202501 Dated 21 January 2025

The South Asian University (SAU) is an International University sponsored by the eight member countries of the South Asian Association for Regional Cooperation (SAARC) viz. Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka.

The University invites sealed Bids from reputed authorized distributors/dealers/retailer, etc. to Supply & Install items as per following specifications:

1. Camera Setup

1.1. DSLR Camera (QTY = 1)

- **24.2 MP Full-Frame Sensor:** Delivers exceptional image quality with rich details.
- **6K Video Recording at 30fps:** High-resolution video with 10-bit color and HDR support.
- **Dual Native ISO Technology:** Clean low-light images with reduced noise.
- **Real-Time LUT Preview:** Allows in-camera color grading for immediate results.
- **5-Axis Image Stabilization:** Smooth handheld shooting in any condition.
- **Weather-Sealed Magnesium Alloy Body:** Rugged design for challenging environments.

Approved Makes / Brands: Panasonic Lumix (S5 series), Sony (A7 series), Canon (R series).

1.2. Lens (Qty=1) - *should match the mount and sensor format for Camera being quoted*

- **24-105mm Focal Range:** Versatile for landscapes, portraits, and close-ups.
- **f/4 Constant Aperture:** Maintains consistent brightness across the zoom range.
- **Nano Surface Coating:** Reduces flare and ghosting for clearer images.
- **Image Stabilization:** Sharp photos even at slower shutter speeds.
- **Silent Autofocus:** Ideal for video recording without noise interference.

Approved Makes / Brands: Same as item 1.1

1.3. Rechargeable Camera Batteries (Qty=2)

- Rechargeable lithium-ion battery (2200mAh-capacity, 7.2V) compatible with specifications prescribed by the manufacturer of item 1.1. being quoted
- **Rapid Charging Capability:** Reduces downtime between shoots.
- **Extended Life Span:** Reliable for long sessions and consistent usage.

Approved Makes / Brands: Panasonic, Sony, Wasabi Power.



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1.4. Camera Backpack Bags (Qty = 2)

- **Dual Compartment Design:** Separates camera gear and personal items.
 - **Reinforced Bottom Padding:** Extra protection for heavier gear.
 - **Weatherproof Zippers:** Adds extra security against water damage.
 - **Ergonomic Back Panel:** Improves airflow and reduces strain during use.
- Approved Makes / Brands:** Lowepro, Manfrotto, Think Tank.

2. Stabilization Tools

2.1. Gimbal (Qty = 1)

- **Payload Capacity Up to 3kg:** Ideal for DSLR and mirrorless cameras with heavier lenses.
 - **Unique Sling Mode Design:** Ergonomic handling for low-angle shots.
 - **Integrated Fill Light:** Adjustable brightness for enhanced video quality.
 - **Quick Release System:** Dual-layer mounting plate compatible with Arca-Swiss and Manfrotto standards.
- Approved Makes / Brands:** DJI (RS 3 series), Zhiyun (Weebill series), Moza.

2.2. Tripod (Qty = 2)

- **Maximum Height of 6 Feet:** Flexible for overhead or eye-level shots.
 - **Pan-Tilt Head with Fluid Movement:** Smooth video panning.
 - **Foldable to 2 Feet:** Compact for travel while maintaining stability.
 - **Rubber Feet with Spikes:** Ensures grip on uneven surfaces.
- Approved Makes / Brands:** Manfrotto, Gitzo, Benro, Digitek.

3. Lighting & Audio

3.1. External Flash (Qty = 1)

- **Guide Number of 60 at ISO 100:** Strong illumination for long-distance lighting.
 - **20-200mm Zoom Range:** Covers wide to telephoto angles.
 - **Wireless Control:** Range up to 30m; supports 15 units in 5 groups.
- Approved Makes / Brands:** Godox (V1), Profoto, Yongnuo.

3.2. OTG Microphone (Qty = 1)

- **Omnidirectional Pickup Pattern:** Captures sound evenly from all directions.
 - **High Sensitivity Capsule:** Ensures crisp and natural audio recording.
 - **Compact Clip-On Design:** Lightweight for interviews.
- Approved Makes / Brands:** Rode (SmartLav+), Shure (MVL), Boya.

4. Media Storage

4.1. Pen Drives 64 GB (Qty = 4)

- **USB 3.1 Interface:** Fast data transfer up to 150MB/s..



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- **Compatible with OTG Devices: Works** seamlessly with smartphones and PCs.
Approved Makes / Brands: SanDisk, Samsung (BAR Plus), Kingston.

4.2. SD Cards

64GB cards suitable for use with camera (Qty = 4) along with USB-A 3.0 & Type C dual port High-Speed Multi-Card Reader (Qty = 2) supporting All Standard SD/SDHC/SDXC and Micro SD/Micro SDHC/Micro SDXC Cards

- **Secure Digital Association Speed - Class 10**
- Capture uninterrupted video with UHS Speed Class 3 (U3) and Video Speed Class 30 (V30)

Approved Makes / Brands: SanDisk, Samsung, Kingston.

4.3. SD Card & Pen Drive Cases (Qty = 2)

- **Water-Resistant Hard Shell:** Protects memory cards and drives from moisture.
- **Holds Up to 12 SD Cards & 6 USB Drives:** Organized and secure storage.

Approved Makes / Brands: Pelican, JJC, Think Tank.

Terms and Conditions for Submission of Bids

1. **ELIGIBILITY:** Bidder must be an authorized distributor/dealer/retailer etc. of the camera brand being quoted. **An OEM issued certificate to this effect must be submitted by the bidder.**
2. **WARRANTY:** Quoted items shall be with standard manufacturer warranty.
3. The Bid must be made in a duly sealed and signed cover with the Contract Name and Tender Number at the top left corner of the envelope and submitted at the Reception of South Asian University. The university assumes no responsibility in respect of a bid not made and/or not submitted as required.
4. The Bid must reach the university no later than **3:00 PM on 31.01.2025**. The purchaser may reject any late submitted Bid. All timely-received bids are scheduled to be opened on the same day **at 3:30 p.m.**
5. In the event of the due date of receipt and opening of the tender being declared as a holiday for the University, then due date of receipt/opening of the tender will be the next working day at the same time.
6. Bids shall remain valid for a period of sixty (60) days after the Bid submission deadline date.



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7. The tenderer while sending their tender should enclose a copy of the conditions stipulated duly certified and attested by them as token of accepting the tender conditions as being understood and accepted by them in full. Tenders received without the certified copy of the conditions are liable to be rejected.
8. The Bid shall be typed or written in English with indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor. Official Stamp should be placed after the signature.
9. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
10. The bid proposal must be properly indexed and bound and all the pages shall be signed and stamped. Any loose document submitted by bidders will be rejected.
11. Unit Price of each item should be indicated in the format of price schedule given in Annexure I. **The applicable Tax/Duty shall be indicated separately.** Any additional charges to be levied should be clearly specified. The vendor shall quote only in Indian Rupees.
12. Alternative offers/partial offers shall not be considered. The vendors are advised not to quote different options for the same item but, furnish the most competitive among the options available to the bidder. A Bid submitted with an adjustable price shall be treated as non-responsive and may be rejected.
13. A firm having any legal suit/criminal case pending against its proprietor or any of its Directors (in the case of Private Ltd. Company) or having been earlier convicted on grounds of moral turpitude or for violation of laws in force shall not be eligible. A self-declaration to this effect shall be furnished by the bidder.
14. The University has the right to reject any Bid, and to annul the process and reject all Bids at any time prior to acceptance, without thereby incurring any liability to bidders and without assigning any reason.
15. The University will accept the Bid of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
16. Goods shall be supplied and installed at South Asian University, Rajpur Road, Maidan Garhi, New Delhi 110068.



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17. Goods shall be supplied within seven working days from the date of purchase order. The date of supply and installation shall strictly be adhered to, failing which the University reserves the right of not accepting the supplies and to charge suitable damages or to effect purchase at the supplier's cost and risk. If the supplier fails to supply and install the goods on or before the above mentioned period, compensation may be recovered at the rate of 1% of the cost of order for every weeks delay or fraction thereof, subject to a maximum of 10% of the cost of goods. If and when required, the extension for date of delivery should be obtained with proper justification. Part supplies will not be accepted.
18. The payment will be made 100% within 30 days after supply and installation of all goods against the particular order to the satisfaction of the University.
19. Matters regarding any dispute shall be referred for arbitration to any Officer appointed by the President of SAU, whose decision shall be binding and final.
20. Please note that South Asian University is an International Organization declared by the Central Government in pursuance of Section 3 of the United Nations (Privileges and Immunities) Act, 1947 (46 of 1947) and is therefore entitled to claim refund of Goods and Services Tax (GST) paid on the procurement of Goods and/ or Services.

We have been allotted UIN: 0717UNO00175UNQ

Please ensure that our UIN is mentioned on all invoices raised on us for the goods and services supplied. The invoice raised should be in conformity with the various provisions of respective GST Acts and should include the following-

- The Invoice should be Tax Invoice;
- Name, address and GSTIN of the supplier;
- Invoice Number;
- Date of issue
- Name, address UIN of the recipient;
- HSN code of goods or Accounting Code of services (SAC);
- Description of goods or services;
- Quantity in case of goods and unit or Unique Quantity Code thereof;
- Total value of supply of goods or services or both;
- Taxable value of supply of goods or services or both considering discount or abatement, if any;
- Rate of tax (central tax, State tax, integrated tax, Union territory tax or cess);



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- Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated Tax, Union territory Tax or cess);
- Place of supply along with the name of State, in case of a supply in the course of inter-State trade or commerce;
- Address of delivery where the same is different from the place of supply;
- Signature or digital signature of the supplier or his authorized representative.



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Annexure I

Price Schedule

S.No.	Item	Make / Brand / Model	Qty	Unit Rate (Rs)	Tax (Rs)	Total price with tax (Rs)
1	Battery		2			
2	Camcorder External Mic		1			
3	Camera Bag		1			
4	Card Reader		2			
5	DSLR Camera		1			
6	External Flash		2			
7	Gimbal		1			
8	Lens		1			
9	Pen Drive 64 GB		4			
10	SD Card & Pen Drive Case		2			
11	SD Card 64 GB		4			
12	Tripod		2			
TOTAL						

DECLARATION

1. This is certified that the rates quoted above are not more than the rates charged from any other Institution / Department / Organization.
2. I / We have gone through the terms & conditions stipulated in the tender document and confirm to abide by the same.
3. No other charges would be payable by the Institute.

Full Name of the Bidder:

Signature of the Bidder: Date:

Official Seal



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DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER

- (I) We are not involved in any litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.
- (II) We are not black-listed by any Central/State Government/Public Sector/Educational Institute Undertaking in India.
- (III) I/we undertake that the documents submitted are genuine/authentic and nothing material has been concealed there from and that I/we are not debarred by any Government organization and are competent to have the contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

(Signature of Authorized Signatory)

Date:

Name of the bidder: _____

Complete Address: _____

Contact Nos. _____



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