



SOUTH ASIAN UNIVERSITY

(A University established by SAARC Nations)

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

Phone: +91 - 11 - 20862652 | +91 - 11 - 35656500 Website: <https://sau.int>

INVITATION OF BIDS

For Supply & Installation of Production Accessories

Tender No. SAU/ICT/2904202501

Dated 11 June 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.

SAU is building a high-end, minimalistic, and fully professional lecture recording studio, designed to deliver top-tier video, audio, storage, and connectivity solutions. This studio will combine cutting-edge technology with a streamlined setup to ensure exceptional quality in lecture recordings, live streams, and educational content production.

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

1. Video & Recording Equipment

1) Broadcast Camera (4K Camcorder – Body + Lens)

Features:

- **1.0" MOS Sensor** – High-quality imaging with excellent low-light performance
- **4K UHD 60p Recording** – Smooth, detailed footage ideal for lectures and live streams
- **24.5mm wide-angle lens with 20x optical zoom:** Provides versatility from wide shots to close-ups without changing lenses.
- **Dual SD card slots with multiple recording modes:** Supports relay, simultaneous, and background recording for uninterrupted shooting.
- **Built-in ND Filters** – Exposure control for various lighting conditions
- **Wi-Fi, LAN & USB-C** – Supports streaming and remote control
- **Hybrid AF with Face Detection** – Accurate, responsive focusing on moving subjects
- **Lightweight & Ergonomic** – Designed for extended handheld or tripod use
- **13-stop V-Log and HLG support:** Enables high dynamic range (HDR) recording, offering greater color grading flexibility.



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2) Main Tripod with Fluid Head (Heavy-Duty – Teleprompter Compatible)

Features:

- **Heavy-duty support:** Designed to hold not just your camera, but additional gear like teleprompters and microphones.
- **Fluid head:** Ensures smooth, cinematic pan and tilt movements for professional-level shots.
- **Quick-release plate:** Allows for fast and easy camera changes without disturbing the setup.
- **Adjustable height:** Versatile for both high and low-angle shots.
- **Sturdy build:** Provides stability and durability for long recording sessions.
- **Spiked feet:** Some models come with spiked feet for extra stability on soft surfaces.
- **4-step counterbalance system:** Allows precise balancing for cameras up to 6.5 kg, enhancing stability.
- **FAST Lever Lock system:** Enables quick and secure setup with 3-angle selection mechanism for versatile positioning.
- **Flat base fluid head:** Offers compatibility with various support systems beyond tripods
- **75mm bowl with S8 PRO head:** Provides robust support for professional video equipment.
- **Twist lock legs with mid-level spreader:** Ensures quick adjustments and stability on uneven terrain.
- **Dual-stage design:** Offers a maximum height of 63 inches, catering to various shooting angles.

3) Secondary Lightweight Tripod

Features:

- **Portable design:** Easy to transport between different setups or locations.
- **Height adjustable:** Can extend up to 6ft for different shooting angles.
- **Rubber feet:** Provide grip and stability on various surfaces, from smooth floors to uneven ground.
- **Compact and lightweight:** Ideal for fast setups in multi-camera environments.
- **Ultra-portable yet heavy-duty:** Constructed from lightweight aluminum, supporting up to 20 kg load.
- **Collapsible design with rotating handle:** Facilitates compact storage and easy transportation.
- **Bubble level indicator:** Assists in achieving precise levelling for professional shots.



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4) Teleprompter with Wide-Angle Beam Splitter Glass

Features:

- **18" Beam Splitter Glass:** Provides a clear, glare-free text display, ensuring that the lecturer can easily read the script while maintaining eye contact with the camera, which is critical for natural delivery.
- **Adjustable Camera Mount:** Compatible with a wide range of camera sizes (from small DSLRs to professional camcorders), ensuring versatile use across different camera setups.
- **Folding Frame Design:** The frame is collapsible for easy packing, making it convenient for both studio and field use.
- **Tablet & Remote Control:** Allows for real-time script control using an integrated tablet or smartphone, providing easy adjustments during a live session or recording.
- **Easy Setup & Adjustment:** Adjustable height and angle for different camera rigs, ensuring perfect alignment of text display for the speaker.
- **Anti-Reflection Coating:** Reduces glare and reflection from lights, ensuring clear visibility of the script in varying lighting environments.
- **Compact & Portable:** Designed for easy transportation, with a lightweight build that's easy to carry to different lecture venues or studios.
- **Wide color temperature range (2900K–6500K):** Adjustable without changing filters, suitable for various lighting conditions.
- **Brightness control from 10% to 100%:** Allows for precise lighting adjustments.
- **Global voltage compatibility (100-240V):** Ensures usability in different regions without voltage

5) High-Speed SD Cards (V90 Rated)

Features:

- **V90 Standard (90MB/s Min Write Speed)** – Supports 4K & 6K video recording.
- **UHS-II Bus** – Ensures rapid file transfers.



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- **Shock, Water, and X-Ray Resistant** – Built for field use.

6) Pen Drive (64–128GB)

Features:

- **USB 3.1/3.2 Gen 1** – High-speed data transfer (up to 150MB/s).
- **Metal Body** – Heat-resistant and durable.
- **Compact for Sharing & Backup** – Great for transferring lectures quickly.

7) Video Capture Device (HDMI to USB / PCIe / Thunderbolt)

Features:

- **Up to 4K 60fps Input Support** – Ideal for capturing high-resolution footage from 4K cameras
- **Low Latency** – Ensures smooth, real-time streaming and recording
- **Plug-and-Play USB 3.0 or Thunderbolt Interface** – No driver installation needed
- **Compatibility** – Works with OBS, Zoom, Microsoft Teams, Stream labs, and other streaming platforms
- **Loop-Through Output** – Allows signal to be sent to a monitor while capturing

8) Video Switcher (Multi-Cam Production Switcher)

Features:

- 4–8 HDMI Inputs – Connect multiple cameras, laptops, or media sources
- Multi-camera live production switcher: Supports up to 8 HDMI inputs for professional streaming setups.
- Live Switching & Transitions – Seamless cuts, fades, and effects
- Audio Embedding & Mixing – Sync audio with video feeds directly on the switcher
- Picture-in-Picture / Keying – Supports overlays, logos, and chroma key (green screen)
- USB Output – Appears as a webcam source for any streaming software



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- Multiview Output – Preview all sources and program feed on one display
- Built-in hardware encoder: Enables direct streaming via Ethernet without needing additional software.
- ISO model records individual inputs: Facilitates post-production editing with separate video files for each source.

2. Audio Equipment

8) Wireless Lavalier Microphones

Features:

- Omnidirectional Capsule: Picks up clear sound from all directions, making it perfect for lecturers moving around the room.
- Auto Frequency Sync: Automatically adjusts frequency settings for quick and hassle-free setup.
- Long Range (up to 75m): Ideal for large classrooms or outdoor settings where the speaker may wander.
- Hands-Free & Compact: Small and lightweight design for comfortable, unobtrusive use during long lecture sessions.
- Crystal Clear Sound: Excellent sound quality with low latency, even in environments with heavy interference.
- Rechargeable Batteries: High capacity for extended use during long recording sessions.
- Digital UHF transmission: Offers robust signal stability and audio clarity.
- Smart Assist app compatibility: Enables remote control and setup via Bluetooth.
- Extended battery life: Provides up to 12 hours of operation with lithium-ion batteries.

10) Channel Audio Mixer with USB Interface

Features:

- **Multiple Mic Inputs:** Accommodates up to 15 microphones, ideal for panel discussions or multi-lecturer sessions.



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- **Built-In Effects (EQ, Compression, Reverb):** Tailor the sound to perfection with real-time adjustments to enhance vocal clarity and reduce noise.
- **USB Interface:** Can be connected to a computer directly, enabling seamless recording or streaming of live events.
- **Metal Chassis:** Provides durability and robustness for constant studio use, making it a solid choice for professionals.
- **Gain Control & Fader System:** Fine-tune the levels of each microphone for optimal sound quality.
- **Monitoring & Routing Capabilities:** Monitor individual audio channels and route them to specific outputs or streaming setups.
- **15-channel mixing console:** Features studio-grade preamps and built-in SPX digital effects.
- **1-knob compressors:** Simplifies dynamic control on select channels.

11) Studio Monitoring Headphones

Features:

- **Flat Sound Signature:** Designed to provide neutral, accurate sound for monitoring audio without coloration, perfect for post-production work.
- **Closed-Back Design:** Isolates ambient noise, providing a private listening experience during critical audio work.
- **Padded Headband & Earcups:** Comfort for extended listening sessions, ideal for long days in the studio.
- **Durability:** Built to last through high-intensity use in production environments.

12) Tabletop Mic Stand

Features:

- **Compact & Portable** – Best for podcast-style or seated lecture setups.
- **Weighted Base** – Prevents tipping even with heavier condenser mics.
- **Height Adjustable** – Allows fine-tuning for voice level alignment.
- **Non-Slip Padding** – Minimizes vibrations and surface noise.



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3. Storage & Connectivity

13) External Hard Drives (5TB+)

Features:

- **USB-C or Thunderbolt Interface:** Ensures lightning-fast file transfers, perfect for large video files or backup of recorded lectures.
- **5TB+ Capacity:** Provides ample storage space for hours of 4K/6K lecture footage, raw footage, and backups.
- **Rugged Build:** Designed to handle fieldwork and heavy-duty studio use without compromising data integrity.
- **Data Encryption & Security:** Ensures your footage is protected from unauthorized access.

14) Cable Extenders & Studio Adapters

Features:

- **HDMI / SDI / USB-C Extension Cables:** Essential for extending video and audio signals between devices in large studios.
- **Shielded Build:** Prevents electromagnetic interference (EMI), ensuring the integrity of the signal over long distances.
- **Flexible Lengths:** Available in various lengths to suit your specific setup needs, from camera to mixer or monitor.

15) Surge-Protected Power Strips

Features:

- **6-8 Sockets:** Allows you to power multiple devices (cameras, audio equipment, lights) at once.
- **Overload Protection:** Safeguards sensitive equipment from power spikes that could damage electronics.



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- **LED Indicator & Switch:** Provides easy control and visibility of power status across your equipment.

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. **SUBMISSION OF RESPONSES:** This is a two-bid tender and each submission should contain:
 - (a) **Technical Bid / Proposal** – should contain all such details as mentioned in the Bid Document along with all required forms, enclosures, product specification sheets and compliance documents.
 - (b) **Financial Bid / Proposal** – All admissible taxes, duties and levies etc. must be indicated separately. The financial quote must be in the format specified. Financial bids of only technically qualified bidders will be opened.
 - (c) **Earnest Money (security) Deposit** – An EMD of Rs 25,500 must be deposited directly into the following bank account of the university:
 - Account Number: 30796569318
 - Bank Name: State Bank of India
 - Bank Address: New Mehrauli Road, Delhi-110067, India
 - IFSCCode: SBIN0001624
 - Branch Code: 01624

South Asian University (SAU) is a self governing international educational institution which has been accorded the privileges & immunities contained in the UN Act of 1947. Any proposal submitted without EMD, mentioned above, will be summarily rejected. No EMD exemption shall be permitted regardless of the category of the applicant being MSE, startup, or otherwise. EMD of all unsuccessful bidders would be refunded by SAU after finalization of tender process and issue of Purchase order to successful bidder. The EMD of the successful bidder would be returned upon submission of requisite Performance Security. SAU will not be liable to pay any interest on bid security deposits. SAU will be entitled to forfeit and appropriate the bid security as a mutually agreed loss and damage payable to SAU and without prejudice to SAU's any other right or remedy under the following conditions:

- i. If a bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice;
- ii. If a bidder withdraws its Proposal during the period of its validity as specified in this tender and as extended by the bidder;
- iii. In the case of the selected bidder, if the selected bidder fails to sign the contract or provide the Performance Security within the specified time limit, or If the bidder commits any



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breach of the terms of this tender or is found to have made a false or misleading representation to SAU.

These three parts should be submitted in separate sealed and appropriately superscripted envelopes. Type or print clearly EMD/Technical/Financial, due date and the vendor name/address on all the envelopes. All the three sealed envelopes shall be submitted in a larger envelope with vendor name and address and marked with tender no and name and submitted to the Stores & Purchase Section, South Asian University, Rajpur Road, Maidangarhi, New Delhi 110 068 during normal office working hours up to the proposal due date. Tenders will be opened thereafter in the presence of the bidders' representatives who choose to attend.

4. PROPOSAL DUE DATE: The Bid must reach the university no later than **3:00 PM on 23.06.2025**. SAU 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 ninety (90) days after the Bid submission deadline date.
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.



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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.
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 & Model	Units	Unit Price (INR)	Tax (INR)	Total (INR)
VIDEO & RECORDING EQUIPMENT						
1.	Broadcast Camera (4K Camcorder – Body + Lens) with Camera Battery Kits & Chargers		2			
2.	Heavy-Duty Tripod – Main		1			
3.	Lightweight Tripod – Secondary		1			
4.	Professional Teleprompter		1			
5.	Video Capture Device		1			
6.	SD Cards (High-Speed)		4			
7.	USB Pendrives		4			
8.	Video Switcher (Multi-Cam Production Switcher)		1			
AUDIO EQUIPMENT						
9.	Wireless Lavalier Microphones		2			
10.	Channel Audio Mixer with USB Interface		1			
11.	Monitoring Headphones		1			
12.	Tabletop Mic Stand		2			
STORAGE & CONNECTIVITY						
13.	External Storage Drive		2			
14.	Cable Extenders &		Various			



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S.No	Item	Make & Model	Units	Unit Price (INR)	Tax (INR)	Total (INR)
	Adapters					
15.	Surge Protectors / Power Strips		2			

DECLARATION

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

Full Name of the Bidder:

Signature of the Bidder: Date:

Official Seal

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER

- 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.
- We are not black-listed by any Central/State Government/Public Sector/Educational Institute Undertaking in India.
- 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. _____