



# 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>

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## INVITATION OF BIDS

### For Supply & Installation of Production Accessories

**Tender No. SAU/ICT/1507202501**

**Dated 15 July 2025**

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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

- **Broadcast Camera (4K Camcorder – Body + Lens): (2 Quantity)**

**Features:**

- **1.0" MOS Sensor** – High-quality imaging with excellent low-light performance
- **4K UHD 60p Recording** – 4K/HDR/10 bit Smooth, detailed footage ideal for lectures and live streams
- **20x Optical Zoom** – Covers wide and close shots without losing clarity
- **Dual SD Card Slots** – Continuous or backup recording for long sessions
- **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
- **Recording formats: MOV, AVCHD, P2 MXF File Formats Supported**
- **Warranty: 3 Years Comprehensive warranty including all spares**



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## Recommended Brands:

- Panasonic AG-X2ED
- Panasonic AJ-UPX360
- Sony PXW-Z90

- **Main Tripod with Fluid Head (Heavy-Duty – Teleprompter Compatible):**  
(1 Quantity)

## 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.
- **Tripod Technical Specifications:** Tripod with 100mm Ball, 6x6 Geared head, Counter Balance: 8, Payload: 18KG, with Ground Spreader, Bubble with light, Head with Sliding Plate.

## Recommended Brands:

- Manfrotto 504X Kit with Aluminium Tripod
- Kratos EN15G-AL

- **Secondary Lightweight Tripod: (1 Quantity)**

## 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.



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- **Tripod Technical Specifications:** Tripod with 75mm Ball Fluid head, Payload: 5KG, with Ground Spreader, Bubble with light

## Recommended Brands:

- Digitek DPTR 605 VD
- Kratos EN5G-AL

## • Teleprompter with Wide-Angle Beam Splitter Glass: (1 Quantity)

### Features:

- **19" 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.
- 19" Monitor, 1280 X 1024, 1000 cd/m2 Brightness, HDMI, VGA & BNC Composite Inputs with prompter software & Wireless Bluetooth Pen.

## Recommended Brands:

- Glide Gear TMP100



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- Cronus deltaPROMPT19-HB

- **High-Speed SD Cards (V90 Rated): (4 Quantity)**

**Features:**

- **V90 Standard (90MB/s Min Write Speed)** – Supports 4K & 6K video recording.
- **UHS-II Bus** – Ensures rapid file transfers.
- **Shock, Water, and X-Ray Resistant** – Built for field use.

**Recommended Brands:**

- SanDisk Extreme PRO 128GB

- **Pen Drive (64–128GB): (4 Quantity)**

**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.

**Recommended Brands:**

- SanDisk Ultra Flair

- **Card Reader: (2 Quantity)**

**Features**

- Multi-format compatibility: Supports **SD**, **microSD**, and **CFexpress** cards
- **USB 3.0 interface** for high-speed data transfer
- Plug-and-play functionality for seamless operation on both Windows and Mac systems



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- Essential for quick and reliable transfer of high-resolution video and photo files

## **Recommended Brands:**

- SanDisk ImageMate PRO Multi-Card Reader/Writer

## • **Video Capture Device (HDMI to USB / PCIe / Thunderbolt): (1 Quantity)**

### **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

## **Recommended Brands/Models:**

- Elgato Cam Link 4K (for USB 3.0)
- Blackmagic Design Ultra Studio Recorder 3G (for Thunderbolt)

## **9) Video Switcher (Multi-Cam Production Switcher): (1 Quantity)**

### **Features:**

- 8 HDMI Inputs – Connect multiple cameras, laptops, or media sources
- 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
- Multiview Output – Preview all sources and program feed on one display
- HDMI output - 3 Nos.



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- XLR Audio Line/Mic inputs- 2 Nos.

## Recommended Brands:

- Blackmagic Design ATEM Extreme ISO
- Roland V-1HD+ Video Switcher

## 2. Audio Equipment

### 10) Wireless Lavalier Microphones: (2 Quantity)

#### 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.

## Recommended Brands:

- Sennheiser EW-D ME2

### 11) Channel Audio Mixer with USB Interface: (1 Quantity)

#### 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.

## Recommended Brands:

- Yamaha MG16XU
- Behringer Xenyx X2222USB

## 12) Studio Monitoring Headphones: (2 Quantity)

### 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.

## Recommended Brands:

- HD 280 PRO



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## 13) Tabletop Mic Stand: (2 Quantity)

### 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.

### Recommended Brands:

- On-Stage DS7200B
- Gator Frameworks GFW-MIC-0821

## 14) Tabletop wired Mic: (2 Quantity)

### Features:

- Uniform cardioid pickup pattern isolates the main sound source and minimizes background noise
- Pneumatic shock-mount system cuts down handling noise
- Effective, built-in spherical wind and pop filter
- Supplied with break-resistant stand adapter which rotates 180 degrees
- Legendary Shure quality, ruggedness and reliability
- Cardioid (unidirectional) dynamic
- Frequency response: 50 to 15,000 Hz
- Output Connectors 3 Pin XLR
- Sensitivity dBV/Pa -54.50

### Recommended Brands:

- Shure SM-58S
- Sennheiser E945





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## 3. Storage & Connectivity

### 15) External Hard Drives (5TB+): (2 Quantity)

#### 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.

#### Recommended Brands:

- SanDisk Professional G-DRIVE

### 16) Cable Extenders & Studio Adapters: (2 Quantity)

#### 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.

#### Recommended Brands:

- Manhattan HDMI Cables



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- **Canare Audio Cables**
- **Neutrik Audio Connectors**

## 17) Surge-Protected Power Strips: (2 Quantity)

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

### Recommended Brands:

- Belkin 6 Socket + Surge-Protected

## 18) 24" FHD monitor for Multiviewer: (1 Quantity)

### Features:

- **Resolution:** 1920x1080
- **Inputs:** HDMI/DP Port

### Recommended Brands:

- **HP/Dell**



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## **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.

These two 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 25.07.2025**. 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. **Performance Security / Guarantee**
  - (a) Performance Security / Guarantee in the form of a Bank Guarantee (PBG) / FDR equivalent to 10% of the total cost of the work awarded shall be furnished by the successful bidder within 15 days from the Notification of award.
  - (b) The Performance Security must be valid until fourteen (14) months from the date of the work order.
  - (c) In case the selected bidder fails to submit performance guarantee within the time stipulated, SAU at its discretion may cancel the order placed on the selected bidder without giving any notice. SAU shall invoke the performance guarantee in case the successful bidder fails to discharge their contractual obligations during the period or SAU incurs any loss due to successful bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.
  - (d) No interest will be payable by SAU on the Performance Guarantee.



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6. 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.
7. Bids shall remain valid for a period of ninety (90) days after the Bid submission deadline date.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.



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17. Goods shall be supplied and installed at South Asian University, Rajpur Road, Maidan Garhi, New Delhi 110068.
18. 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.
19. 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.
20. 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.
21. 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);
- Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated Tax, Union territory Tax or cess);



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- 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.	Card Reader		2			
9.	Video Switcher (Multi-Cam Production Switcher)		1			
AUDIO EQUIPMENT						
10.	Wireless Lavalier Microphones		2			
11.	Channel Audio Mixer with USB Interface		1			
12.	Monitoring Headphones		1			
13.	Tabletop Mic Stand		2			



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S.No	Item	Make & Model	Units	Unit Price (INR)	Tax (INR)	Total (INR)
14.	Tabletop wired Mic		2			
STORAGE & CONNECTIVITY						
15.	External Storage Drive		2			
16.	Cable Extenders & Adapters		Various			
17.	Surge Protectors / Power Strips		2			
18.	24" FHD monitor for Multiviewer		1			

## 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.





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**(Signature of Authorized Signatory)**

**Date:**

Name of the bidder: \_\_\_\_\_

Complete Address: \_\_\_\_\_

\_\_\_\_\_

Contact Nos. \_\_\_\_\_