



SOUTH ASIAN UNIVERSITY

(A University established by SAARC Nations)
Gaushala, Maidan Garhi, New Delhi – 110 068 India
Phone: +91 -11-35656572, +91-11-35656615 www.sau.int

INVITATION OF BIDS

For Production equipment to ensure high-quality visual and sound recording

Tender No. SAU/S&P/2025/FAD-01 Dated 29/10 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.

Sealed Tenders are invited for following production equipment is required to ensure high-quality visual and sound recording for various university events, lectures, and creative video projects. These tools will support professional-grade content creation for platforms like YouTube, university websites, and social media, as well as in-house film production, lecture archiving, and event documentation.

1) Mirrorless Camera (Full Frame) (1 Quantity)

Key Features:

- **24.2MP Full-Frame CMOS Sensor** – Delivers exceptional image quality and dynamic range.
- **Dual Native ISO** – Enhanced low-light performance for indoor lectures or events.
- **6K Photo and 4K60p Video Recording** – Perfect for high-resolution content creation.
- **Phase Hybrid Autofocus** – Fast and reliable tracking of moving subjects.
- **Dual SD Card Slots** – Supports relay and backup recording.

Model: Panasonic Lumix S5 Mark II (Body Only)

2) Standard Zoom Lens (28-200mm f/4-7.1) (1 Quantity)

Key Features:

- **Versatile 28-200mm Focal Range** – Ideal for both wide-angle and close-up shots.
- **Constant Aperture f/4-7.1** – Maintains exposure consistency.
- **Built-In Image Stabilization** – Smooth handheld shooting.
- **Silent Autofocus** – Reduces noise interference in audio.

Model: Panasonic Lumix S 28-200mm f/4-7.1 MACRO O.I.S.

3) UV Filters (Assorted Sizes) (4 Quantities)



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Description: UV Protective Lens Filters for 67mm, 77mm, and 82mm threads

Key Features:

- Protects lens surface from dust, moisture, and scratches.
- Reduces ultraviolet light haze for better outdoor shots.
- Multicoated for minimal reflection and flare.

4) Shotgun Microphone (2 Quantities)

Key Features:

- **Lightweight and directional** – Ideal for camera-mounted use.
- **Plug-and-play operation** – No battery required.
- **RFI shielding** – Prevents mobile interference.

Model: Rode Video Mic GO II or equivalent

5) Tabletop Mic (4 Quantities)

Key Features:

- Clear, focused voice pickup with minimal ambient noise
- Ideal for conference rooms, classrooms, seminar setups, and lecture recordings
- Rugged metal body for durability and stability during use
- Phantom power compatible (48V)
- Anti-interference and noise-shielding design for professional-quality audio
- Optional shock mount or windshield for enhanced clarity

Model: Shure MX412D/C

6) Wireless Lavalier Microphones (2 Quantities)

Key Features:

- **Omnidirectional mic** – Captures audio clearly from all directions.
- **Wireless Range up to 75m** – Ideal for movement-based presentations.
- **Quick frequency sync** – Hassle-free setup.
- **Compact transmitter/receiver** – Comfortable for long sessions.

Model: Sennheiser XSW I-M

7) Headphones (2 Quantities)

Key Features:



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- **Closed-back design** – Reduces outside noise.
- **Balanced sound** – Suitable for monitoring and editing.
- **Comfortable ear cups** – Long use without fatigue.

Model: boat Rockerz 450 or AKG K52

8) 128 GB SD Card (4 Quantities)

Key Features:

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

Model: SanDisk

9) 128 GB Pen Card (4 Quantities)

Key Features:

- Fast read/write speeds for transferring large media files (photos, videos, project files)
- Plug-and-play functionality – no drivers required
- Compact design suitable for keychains or pocket storage
- Ideal for secure storage and transport of academic or creative project data

Model: SanDisk

10) External Hard Drive – 5TB (2 Quantities)

Key Features:

- **Storage:** 5TB – ideal for videos, photos, backups
- **Speed:** USB 3.0 – fast data transfer (up to 120 MB/s)
- **Design:** Compact and portable
- **Compatibility:** Works with Windows (can be formatted for Mac)
- **Extras:** Optional backup software and password protection
- **Use:** Media storage, file transfer, and project backups

Model: Seagate Expansion External Hard Drive



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11) Laptop (1 Quantity)

Key Features:

- **Processor:** Intel Core i9-13980HX / AMD Ryzen 9 7945HX
- **RAM:** 32GB DDR5 (Expandable up to 64GB)
- **Storage:** 1TB NVMe SSD (Additional M.2 slot for expansion)
- **Graphics:** NVIDIA GeForce RTX 4070 / RTX A2000 (8GB VRAM)
- **Display:** 16" 4K OLED HDR (3840 x 2400)
- **Operating System:** Windows 11 Pro
- **Connectivity & Ports:**
 - 2 × Thunderbolt 4 / USB-C
 - 2 × USB 3.2 Gen 2 Type-A
 - HDMI 2.1
 - Full-size SD Express 7.0 card reader
 - Ethernet (RJ-45), 3.5mm combo audio jack

12) Desktop System (1 Quantity)

Key Features:

- **System Type:** Custom-Built High-Performance Editing Desktop
- **Processor:** Intel Core i9-14900K (24 cores, 32 threads, up to 6.0 GHz)
- **RAM:** 64GB DDR5 (5600 MHz or higher, expandable to 128GB)
- **Primary Storage:**
 - 1TB NVMe SSD (for OS, software, and cache)
 - 2TB SATA SSD or HDD (for project storage and backups)
- **Graphics Card:** NVIDIA GeForce RTX 4070 or RTX 4080 (12GB/16GB GDDR6X VRAM)
- **Motherboard:** Professional Creator Series with Thunderbolt 4, PCIe 5.0, and USB 3.2 Gen 2x2 support
- **Power Supply:** 850W – 1000W, 80 Plus Gold Certified
- **Cooling System:** Advanced liquid cooling or dual-fan tower air cooling (silent operation)
- **Operating System:** Windows 11 Pro (64-bit)



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- **Monitor (Recommended):** 27" or 32" 4K UHD display with 100% Adobe RGB or DCI-P3 color gamut

13) Mobile TV Stand with Laptop Shelf (1 Quantity)

Key Features:

- Fits TV sizes: 32" – 70" (some models support up to 86")
- Weight capacity: 40–50 kg (TV)
- Adjustable height for TV mount
- Detachable laptop/AV shelf (holds up to 5–10 kg)
- Heavy-duty steel frame
- Four lockable caster wheels for easy mobility
- Cable management system to hide wires

Model: FITUEYES Mobile TV Cart TT207001MB

14) Camera Cleaning Kit (2 Quantity)

Key Features:

- **Includes:** Air blower, soft brush, microfiber cloths, lens cleaning solution, sensor swabs
- **Use:** Safely removes dust, smudges, and fingerprints from camera lenses and sensors
- **Safe Materials:** Alcohol-free, non-abrasive, suitable for DSLR and mirrorless cameras
- **Portability:** Comes in a compact pouch or box for easy carry

Terms and Conditions for Submission of Bids

1. Tenderer shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs.24000/- (Rupees Twenty Three Thousand Only) in the form of Demand Draft Banker's cheque/Bank Guarantee which is refundable. The demand draft shall be drawn in favour



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of South Asian University. No interest is payable on EMD. After obtaining the contract PBG equal to 3% of total cost may be deposited.

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 in the Purchase Section of South Asian University during office hours. 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 4th November, 2025**. SAU may reject any late submitted Bid. All timely-received bids are scheduled to be opened on the next 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.



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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.
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. Payments will be made on post quarterly basis against proper invoices.
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);



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- 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);
- 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.

21. For any clarifications contact the Purchase Section – Email: procurement@sau.int Phone: 011-35656615

Price Schedule

S.No.	Item	Make / Brand / Model	Qty	Unit Rate (Rs)	Tax (Rs)	Total price with tax (Rs)
1	Mirrorless Camera (Full Frame)	Panasonic Lumix S5 Mark II (Body Only)	01			
2	Standard Zoom Lens (28-200,, f/4-7.1)	Panasonic Lumix S 28-200mmf/4-7.1	01			
3	UV Filters (Assorted Sizes) (4 Quantities)		04			
4	Shotgun Microphone (2 Quantities)	Model: Rode Video Mic GO II or equivalent	02			
5	Tabletop Mic (4 Quantities)	Shure MX412D/C	04			
6	Wireless Lavalier Microphones	Sennheiser XSW I-M	02			
7	Headphone		02			
8	128 GB SD Card	SanDisk	04			
9	128 GB Pen Card	SanDisk	04			
10	External Hard Drive - 5TB	Seagate Expansion External Hard Drive	02			
11	Laptop		01			
12	Desktop System		01			
13	Mobile TV Stand with Laptop Shelf	FITUEYES Mobile TV Cart TT207001MB	01			
14	Camera Cleaning Kit		02			
TOTAL						

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.



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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

1. 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.
2. We are not black-listed by any Central/State Government/Public Sector/Educational Institute Undertaking in India.
3. 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. _____