

TENDER NOTICE

Date: 26.11.15

Subject: Tender notice for purchase of DSLR Camera Equipment for Centre for Early Childhood Education and Development, Ambedkar University Delhi

Director, CECED, Ambedkar University Delhi invites sealed tenders in **two bid systems** (Technical bid and Financial bids separately) from eligible and qualified tenderers for supply of goods listed below:

SN	ITEM/ SPECIFICATIONS	QUANTITY
1	CANON DSLR 5D Miii Kit	1
	Canon EF 75 - 300 mmf/4-5.6 III USM Lens (Black, Telephoto Zoom Lens)	1
	Battery	2
	Battery charger & Cable	1
	Micro SD card (class 10 90mbps/high speed)	2
	Camera Bag	1
	DSLR Mic	1

You are requested to submit the sealed tenders for the above items in the form of separate Technical and Financial bids describing the detailed technical specifications, budgetary specifications, payment, installation schedule as well as other terms and conditions of after-sales services on or before 3rd December, 2015 to the undersigned:

To,

The Director,
CECED, Ambedkar University Delhi
Room No. 307, 2nd Floor, Admin Block
Ambedkar University Delhi
Lothian Road, Kashmere Gate Campus,
Delhi-110006

TERMS OF REFERENCE (TOR) FOR SUBMISSION OF TENDER:

1. Sealed tenders must be submitted by bearer or sent by post so as to reach the office latest by **5.00 PM on 03.12.2015**.
2. Tender should indicate the **'total rate for each item'** which **should be inclusive of all applicable Taxes (see Annexure B)**, as well as all charges including installation charges.
3. CECED, AUD Administration reserves the right to accept or reject any offer and modify the total requirement at any stage without assigning any reason.
4. Sealed envelope containing quotations should be super scribed with the words: **"TENDER FOR THE SUPPLY OF CANON 5D CAMERA & ACCESSORIES"**.
5. Late receipt of bids (i.e. after due date and time) will not be considered.
6. Rates must be quoted in figures & words in INR with all levies and taxes.
7. Each page of the tender document should be signed by the tenderer and duly stamped.
8. Special discount/rebate admissible to Education Institution/ University may be specifically indicated in the quotation.
9. **Payment Terms:** 100 % payment on completion of supply, installation, & testing subject to satisfactory clearance certificate by Director, CECED within one month from the date of submission of bills complete in all respect.
10. **Earnest Money Deposit:** A fixed amount of Rs. 10,000/- (Rupees Ten Thousand only) in the form of crossed demand draft drawn in favour of **"Registrar, Ambedkar University Delhi"** will have to be deposited by the Agency as EMD with the tender application. No interest shall accrue on this amount. **Tenders received without prescribed Earnest Money shall not be considered.**
11. **Non submission of EMD along with the Technical Tender Bid** will lead to rejection of the concerned tender.
12. The Company/Agency will have to submit the sealed tenders with required details and submit along with Technical and Financial proposal (Annexure A & Annexure B) separately.

Technical Bid Format (ANNEXURE A)

TECHNICAL REQUIREMENTS AND SPECIFICATIONS FOR PURCHASE OF CANON 5D DSLR CAMERA & ACCESORIES

- 1) Name of Bidder :
- 2) Address :
- 3) Telephone No. : Fax Number :
- 4) Branch(s) At : Mobile No. :
- 5) Contract Persons : E-mail :
- 6) PAN No. :
- 7) Service Tax No. :
- 8) Enclose copy of IT returns filed for the last 02 years:
- 9) Year since when providing IT services:
- 10) No. of days required to deliver the goods empanelment:
- 11) EMD enclosed (Yes/No):
- 12) DD No : Date: Amount:

Technical Specification Requirement of Canon 5D DSLR Camera & Accessories (to be given on firm/company letters only)

ITEM/PARTICULARS	Offered by Bidder (please tick)	
	YES	NO
CANON DSLR 5D Miii Kit Canon EF 75 - 300 mmf/4-5.6 III USM Lens (Black, Telephoto Zoom Lens) Battery Battery charger & Cable Micro SD card (class 10 90mbps/high speed) Camera Bag DSLR Mic		

Place:

Date:

Name & Signature of Tenderer _____

Seal of the Tenderer _____

Financial Bid format (ANNEXURE B)

Price to be quoted on firm/company letters only

ITEM	MODEL	QUANTITY	BASEPRICE (in Rs.)	TAXES (in Rs.)	TOTAL PRICE (in Rs.)
CANON DSLR Camera Kit	5D Miii Kit	1			
Lens	Canon EF 75 - 300 mmf/4- 5.6 III USM Lens (Black, Telephoto Zoom Lens)	1			
Battery	Canon Battery	2			
Battery charger & Cable	Canon Battery Charger	1			
Micro SD card	Canon (class 10 90mbps/h igh speed)	2			
Camera Bag		1			
DSLR Mic		1			

Total Tender price (in Rs.):

In words:

Note:

- All applicable taxes must be mentioned against each item. Rate of each applicable tax must be mentioned in financial bid.
- Charges for installation other services etc. are to be mentioned clearly in financial bid.

Certified that we are quoting the above rates after having gone through the specifications of each item individually in addition to 'Terms & Conditions' & 'Terms of Payment' mentioned above, which are agreed by us.

Place:

Date:

Name & Signature of Tenderer_____

Seal of the Tenderer_____