



भारत सरकार / Government of India
शिक्षा मंत्रालय / Ministry of Education
उच्चतर शिक्षा विभाग / Department of Higher Education
भारतीय भाषा संस्थान / Central Institute of Indian Languages
मानसगंगोत्री, हुणसूर रोड, मैसूर – 570006 / Manasagangotri, Hunsur Road, MYSORE- 570006

F.No.19/19/2022-23/ETU/Video Section

Dated: 8 May 2023

Sub: Invitation of quotation for supply of Camera and Accessories – reg.

Sealed competitive quotations are invited offline or online by the undersigned for the following items of goods/equipment to be supplied with in 15 days of placing the order.

Sl.No	Product Description	Model	Quantity
1.	Video Camera	Sony PXW-Z 280	2
2.	Batteries	Sony BP-U70 Lithium ion battery 72 Wh	4
3.	Memory card	XQD G 120GB	2
4.	Tripod	Manfrotto Nitrotech 612 CF twin leg Tripod	2
5.	Video Lights	GVM 1000D-White LED Light	4
6	Green Mats Floor, Ceiling , Side Walls	20X20 feet	4

TERMS AND CONDITIONS

Delivery : Within 7 days from the date of PO issued at the Institute Campus
Prices : All applicable taxes inclusive.
Warranty: 3 years on-site from the date of successful delivery (or normal warranty if extended warranty is not available)
Last Date: 10 days from the date of advertisement i.e. (18th May 2023).

1. Quoted Price:

- The tenderer shall quote for items in the format of quotation attached and must be include the model as specified above.
- All duties, taxes and other levies payable by the tenderer (including GST on the finished goods) shall be included in the item rate.
- The rates quoted shall be fixed for the duration of the contract and shall not be subject to any adjustment.
- Rates for supply of partial quantity of an item is not acceptable
- Corrections if any shall be made by crossing out, initialling with date and rewriting.

2. Each Tenderer must submit only one quotation

3. The number of items may also increase or decrease if the need is felt and approved the competent authorities.

4. Validity of quotations:

The quotation shall remain valid for a period not less than 30 days after the deadline fixed for submission of quotations.

5. Evaluation of quotations:

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which are properly signed, and conform to the terms and conditions and specifications in the following manner:

- a) The evaluation will be done including the Goods & Service Tax. If the tenderer has not included the GST in his quotation for the item rate, or has not indicated the rate of GST applicable, the quoted rate will be treated as though it is inclusive of the GST and no extra payment for GST will be made;
- b) The Evaluation will be done for all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount computed accordingly. The tenderer who has quoted for partial quantity of any or more items may be treated as non-responsive, if so desired by the purchaser. Purchaser will award the contract to the responsive tenderer, whose total cost for all the items put together is the lowest.

6. Award of contract:

- (a) The Purchaser will award the contract to the tenderer whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 5(b) above.
- (b) The Purchaser reserves the right at the time of contract award to increase or decrease the quantity of any or all of the items indicated in para 1 above by 25% without any change other terms and conditions.
- (c) The Purchaser prior to the expiration of the quotation validity period will notify the tenderer whose quotation is accepted of the award of contract. The terms of the accepted offer shall be incorporated in the Purchase order.
- (d) Payment shall be made after the delivery of the goods and their acceptance.
- (d) Preference to goods having maximum component of made in India will be given as per extant GoI norms.
- (f) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the quotation process and reject all quotations at any time prior to the award of the contract.

7. Last date and time of receipt of quotations:

You are requested to submit the sealed quotations superscribed on the envelope as **“Quotations for the supply of Camera and Accessories”** Due on **18.05.2023 latest by 17:00 hours.**

The quotations may be submitted either offline Via hard copy to **“The Assistant Director (Admn.), Central Institute of Indian Languages, Hunsur Road, Manasagangotri, Mysore-570006 Karnataka”** or it may also send over email to **ada-ciilmys@gov.in.**

We look forward to receiving your quotations.

Yours faithfully,

(Dr. Narayan Choudhary)
Asst. Director (Admin) i/c

Copy to:

1. Prospective vendors (from the list of previous suppliers of similar items and other reputed vendors)
2. Institute Website
3. ETU Unit (for transmission to prospective suppliers)

SAMPLE FORMAT OF QUOTATION

Sl. No.	Description of the Item	Rate	Qty	Amount (inclusive of All applicable taxes)
1.				
2.				

Gross Total cost:Rs:.....(in words.....)

1. We agree to supply the above goods in accordance with the technical Specification for a total contract price of Rs.....(in figures)(Rs..... in words), within the period specified in the invitation of Quotations.
2. We also confirm that the warranty/guarantee of months shall apply to the offered goods.

(Tenderer)

Name:

Signature:

Date:.....