

Tender Notice

No. DUCC/DU/2025-26/PC/2025

Sealed Bids are invited in the prescribed format for arrangement of **Live Webcast, Photography, Photo Albums with on the spot printing, TV Units and other allied tech services** at University of Delhi on 22nd and 23rd April 2025.

The bids should be submitted separately for Technical bid and financial bid. The envelopes should be addressed to Director, DUCC, University of Delhi and should reach by 11:00 hrs on 21.04.2025. The Tenders will be opened on 21.04.2025 at 12:00 hrs in the presence of authorized representatives of the firms who wish to participate.

The University of Delhi reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder(s) on the grounds of University of Delhi's action.

The detailed Tender document can be downloaded from University of Delhi's Website <https://www.du.ac.in/>

Director,
DUCC,
University of Delhi

Sealed Bid Invitations

Live Webcast, Photography, Photo Albums with on the spot printing, TV Units and other allied tech services

No. DUCC/DU/2025-26/PC

Dated:

Subject: - **Request for Proposal (RFP) Live Webcast, Photography, Photo Albums with on the spot printing, TV Units and other allied tech services**

Dear Sir/Madam,

Sealed bids are for requirement of Live Webcast, Photography, Photo Albums with on the spot printing, TV Units and other allied tech services on two-bid system i.e. (Technical Proposal and Financial Proposal.) Financial Proposal Format is given in **(Annexure-II)**. The details of assignment are provided in the enclosed Terms of Reference (TOR).

Term of Reference

1.0 Background

UNIVERSITY OF DELHI proposes to invite sealed bids from the eligible vendors to provide services arrangement of Live Webcast, Photography, Photo Albums with on the spot printing, TV Units and other allied tech services requirements along with necessary manpower at University of Delhi. The invitation for RFP document is now being issued to enable vendors to submit their responses to the University of Delhi

2.1 Scope of Work

Live Webcast, Photography, Photo Albums with on the spot printing, TV Units and other allied tech services requirements at University of Delhi	
Sr. No.	Item
1	Videography with Live webcast
2	65 Inches TV units with stand
3.	Photography
4.	Albums (Leatherite)
5.	Printing (On the Spot)

All required manpower and additional technical resources as required to successfully manage the visit.

3.1 BID SUBMISSION PROCEDURE

3.2 The RFP shall be submitted in two parts in separately sealed envelopes and superscribed as below:

Part I: **Technical Bid** Live Webcast, Photography, Photo Albums with on the spot printing, TV Units and other allied tech services at University of Delhi

Part II: **Commercial Bid** - Live Webcast, Photography, Photo Albums with on the spot printing, TV Units and other allied tech services at University of Delhi

4.1 The RFP document is available on the University of Delhi's website <https://www.du.ac.in/>. Any Bid not submitted in accordance with above shall be treated as non-responsive and shall be rejected.

5.1 Payment Schedule

University of Delhi will make payment for the contracted items / services under this RFP as per details given below:

5.2 The payment will be made only against challans, invoices duly acknowledged by University of Delhi.

6.0 Price Offer

6.1 The Price bid should be quoted separately.

6.2 It is mandatory for the bidders to quote the rates of all the items of the Bid. If a bidder quotes nil/Zero charges, unrealistic or does not quote for all the items of the Bid, the bid shall be treated as unresponsive and will not be considered.

6.3 The price bid should be prepared as per **Annexure-II**, for detailed items required (please refer point 2.0 *Scope of Work*). The rate should be quoted keeping in mind the conveyance charges, transportation charges, assignment charges, labour charges, installation and dismantling charges etc. which a bidder may incur while executing work order.

6.4 The rate quoted by the bidder shall be kept firm for a period specified in the Bid from the date of opening of the Bid. Escalation of rate will not be permitted during the said periods or during any period while providing services whether extended or not for reasons other than increase of taxes payable to the Governments in India within the stipulated period.

6.5 The price should be neatly and legibly written both in figures and words.

6.6 In case of discrepancy between the prices quoted in words and figures, lower of the two shall be considered.

6.7 Price bid should not contain any commercial conditions. Variation in the commercial terms and conditions of the Bid will not be accepted

7.0 Opening And Evaluation Of The Bid

7.1 The Bids received up to 11.00 AM on 21.04.2025 will be taken up for opening. Bids received after specified date and time will not be accepted. The Bid will be opened at 12.00 PM on 21.04.2025 in the presence of the available Bidders/ representatives of the Bidders who choose to be present. The Bidders or their authorized agents are allowed to be present at the time of opening of the Bids.

7.2 Any adverse/not satisfactory remarks on the performance from the clients of previous works will entail disqualification of the Bid and price bids will not be opened.

7.3 The bidders fulfilling the Technical criteria will be informed accordingly and the price bid will be opened thereafter in their presence.

7.4 Decision of the Bid Committee shall be final in this regard and binding on all the participating bidders. No correspondence to this effect shall be entertained.

8.0 Evaluation Of The Price

8.1 The bidder meeting the eligibility criteria who has quoted the lowest rate including applicable taxes will be adjudged successful.

9.0 Award of Contract

9.1 The entire contract for work will be given only to the L1 bidder on overall basis.

10.0 General Conditions

10.1 Conditional Bid in any form will not be accepted.

10.2 Conditions of this Bid are subject to provisions of GFR, CVC guidelines and other statutory financial guidelines issued by the Competent Authority from time to time.

10.3 The University of Delhi reserves the right to relax or waive or amend or modify or revise any terms/conditions of the Bid at any time.

10.4 The right of final acceptance of the Bid is entirely vested with the University of Delhi and the University of Delhi reserves the right to accept or reject any or all the bid in part or in totality or to negotiate with the bidder or to withdraw /cancel / modify this Bid without assigning any reason whatsoever.

10.5 University reserves the rights to avail any of the services mentioned in the bid and not accept all the services for which the prices have been asked for.

11.0 Eligibility Conditions :

11.1 Duly signed all papers of this tender invitation and all requested documents to be submitted with technical bid.

11.2 Copy of valid PAN, GST to be attached

11.3 Kindly attach relevant proof of experiences for audio video, live streaming, video conferencing or similar services award letters/ performance certificates from Central/State Government, PSU, or other government educational institutions.

11.4 Copies of ITR for previous three years or Financial Documents like balance sheet, profit and loss statement or turnover certificates attested by Chartered Accountant

11.5 Technical Bid per **Annexure-I**

11.6 Bidder must have office located in Delhi, valid proof must be submitted.

Technical Bid

Sr. No.	Details	Description
a	Name of the Bidder	
b	Registered Office Address	
c	Email Address	
d	Telephone Number	
e	Year of Establishment	
f	GST Number	
g	PAN Number	
h	Average Annual Turnover of Last Three Financial Year	

Seal and Sign of the Bidder :

Financial Proposal

(Items mentioned in 2.0 Scope of Work)

Live Webcast, Photography, Photo Albums with on the spot printing, TV Units and other allied tech services at University of Delhi (For 2 Days - 22 nd and 23 rd April 2025)				
Sl.	Item	Unit	Required Quantity	Price
1	Videography with Live webcast	No	1	
2	65 inches TV units with stand	No	7	
3	Photography	Camera with Manpower	2	
4	Albums	No	10 (5 on each day)	
5	Photographs (5 X 7) with on the spot Printing	No	400 (200 each day)	

Grand Total Amount (in Words) _____

Name of Bidder :

Seal of the Bidder :

Address of the Bidder :