

### **Tender Notice**

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

Sealed Bids are invited in the prescribed format for the arrangement of **Live Streaming, Photography, LED Wall, TV Units, Remote interaction, and other allied tech services** at the University of Delhi on 2<sup>nd</sup> May 2025

The bids should be submitted separately for the Technical bid and the financial bid. The envelopes should be addressed to The Director, Delhi University Computer Centre (DUCC), North Campus, University of Delhi, Delhi-110007 and should reach DUCC Office by 11:00 hrs on 01.05.2025. The Tenders will be opened on 01.05.2025 at 12:00 noon 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 before award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder(s) on the grounds of the University of Delhi's action.

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

Director,  
DUCC,  
University of Delhi

## **Sealed Bid Invitations**

### **Arrangement of Live Streaming, Photography, LED Wall, TV Units, Remote interaction and other allied tech services**

No. DUCC/DU/2025-26/PC

Dated:

**Subject: Live Streaming, Photography, LED Wall, TV Units, Remote interaction, and other allied tech services at University of Delhi –Invitation for Request for Proposal (RFP)**

**Dear Sir/Madam,**

Sealed bids are for the requirement of Live Streaming, Photography, LED Walls, TV Units, Remote interaction, and other allied tech services on a two-bid system i.e. (Technical Proposal and Financial Proposal.) The Financial Proposal Format is given in **(Annexure-II)**. The details of the 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 Streaming, Photography, LED Wall, TV Units, Remote interaction, and other allied tech services along with necessary manpower at the 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**

<b>Live Streaming, Photography, LED Walls, TV Units, Remote interaction, and other allied tech services requirements at the University of Delhi</b>	
<b>Sr. No.</b>	<b>Item</b>
1	P 1.9- LED wall (24X10) with processor and switcher
2	55-inch TV unit with stand
3	Live Streaming on DU YouTube Channel
4	Audio Setup with Speakers, Podium Mic, and Cordless Mic
5	Photography
6	2-way interaction over the Zoom Platform
7	UPS for Backup of equipment

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 super scribed as below:

Part I: **Technical Bid** Live Streaming, Photography, LED Walls, TV Units, Remote interaction, and other allied tech services at t h e University of Delhi

Part II: **Commercial Bid** - Live Streaming, Photography, LED Walls, TV Units, Remote interaction, and other allied tech services at t h e 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 the 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 the details given below:

5.2 The payment will be made only against challans, invoices duly acknowledged by t h e 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 of 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 01.05.2025 will be taken up for opening. Bids received after the specified date and time will not be accepted. The Bid will be opened at 12 Noon on 01.05.2025 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 an overall basis.

## **10.0 General Conditions**

10.1 Conditional bids 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 right 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 the technical bid.

11.2 Copy of valid PAN, GST to be attached

11.3 Kindly attach relevant proof of experience 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 the previous three years or Financial Documents like balance sheet, profit and loss statement, or turnover certificates attested by a Chartered Accountant

11.5 Technical Bid per **Annexure-I**

11.6 Bidder must have an office located in Delhi, and 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 :

**Annexure-II**

**Financial Proposal**  
(Items mentioned in 2.0 Scope of Work)

<b>Live Streaming, Photography, LED Walls, TV Units, Remote interaction, and other allied tech services requirements at the University of Delhi</b>				
<b>Sl.</b>	<b>Item</b>	<b>Unit</b>	<b>Required Quantity</b>	<b>Price</b>
1	P 1.9- LED wall (24X10) with processor and switcher	No	01	
2	55-inch TV unit with stand		01	
3	Live Streaming on DU YouTube Channel	No.	01	
4	Audio Setup with Speakers, Podium Mic, and Cordless Mic	No.	01	
5	Photography	No.	01	
6	2-way interaction over the Zoom Platform	No.	01	
7	UPS for Backup		01	

Grand Total Amount (in Words) \_\_\_\_\_

\_\_\_\_\_  
Name of Bidder :

Seal of the Bidder :

Address of the Bidder :