

**JAMIA HAMDARD**  
**(Deemed to be University)**  
**(Reaccredited by NAAC in Grade 'A')**  
**Hamdard Nagar, New Delhi 110062**

**NOTICE INVITING QUOTATION**  
**JH/PS/Quot- 698 /Jan-2021**

Sealed quotations are invited from Authorized Dealers/Distributors/Manufacturers for reputed brands of the Equipment for Media Studio for the School of Education & Mass Communication, Jamia Hamdard.

Authorized and reputed manufacturers/Indian agents on behalf of their foreign Principals may obtain Request for Quotation from the University website [www.jamiahamdard.edu](http://www.jamiahamdard.edu). Detailed specifications and terms and conditions are given in Annexure-A.

Last date extended and submitted quotation upto 15.07.2021 upto 11.00 A.M.

**REGISTRAR**



**QUOTATION APPLICATION FORM**

Cost of Tender Documents : Rs. 1000.00 (Non refundable)

Quotation form for : **“Equipment for Media Studio”**

Last date of Submission of Quotation : 15.07.2021 **upto 11.00 a.m.**

Date of opening of quotation : 15.07.2021 **at 3.00 p.m.**

Tender Document Fee : DD / Receipt  
No \_\_\_\_\_ Dated \_\_\_\_\_ for  
Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_  
\_\_\_\_\_)

**VENDOR DETAILS**

1. Name of Firm / Company : .....

2. Authorised person : .....

3. Address : .....

Telephone(s): .....

Fax :..... Mobile.....

E-mail .....

4. Income Tax No. / PAN No. : .....

5. GST No. / TIN No. : .....

6. Experience Certificate : .....

(Attached photo copy)

7. Details of Earnest Money (EMD): DD / Banker Cheque  
No \_\_\_\_\_ Dated \_\_\_\_\_ for  
Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_  
\_\_\_\_\_ ) Bank \_\_\_\_\_

I/We agree to abide by the terms and conditions of the contract as laid down under Quotation No. **JH/PS/Quot - 698/Jan-21** .

Signature.....

Name.....

Designation.....

Company Seal



# JAMIA HAMDARD

(DEEMED TO BE UNIVERSITY)

**(REACCREDITED BY NAAC IN GRADE 'A')**

HAMDARD NAGAR, NEW DELHI-110062

Phone: 91-011-26059688 (12 Lines): Telefax: 26059663 Ext.- 5326

Website: [www.jamiahamdard.edu](http://www.jamiahamdard.edu)

## REQUEST FOR QUOTATION

(JH/Quot- 698/Jan-21)

### TERMS & CONDITIONS

Sealed quotations are invited from reputed manufacturers/authorized distributors/resellers for **Equipment for Media Studio** as per Specification given on **Annexure "A"** for. School of Media Education and Mass Communication, Jamia Hamdard on the terms & conditions given as under:

#### **Terms and Conditions:-**

1. Quotations may be submitted latest by 15.07.2021 by upto 11.00 a.m. in an envelope superscribing "**Quotation for Equipment for Media Studio Quotation No. JH/PS/Quot-698/Jan-21**" and addressed to: **Registrar, Jamia Hamdard (University), Hamdard Nagar, New Delhi-110062** and dropped in the tender/quotation box available in the Purchase Section.
2. The Quotation will be opened on 15.07.2021 at 3.p.m.in the Purchase Section in presence of interested parties and University's Committee members.
3. Prices should be quoted inclusive of all taxes and on FOR Jamia Hamdard basis.
4. **Jamia Hamdard will deduct an amount of 0.25% from all the bills for "Jamia Hamdard Relief and Welfare Fund".**
5. The specifications given above should be strictly followed.
6. Delivery Period: Within 3-4 weeks.
7. Payment: 100% on delivery.
8. Warranty: Three Years comprehensive onsite warranty.
9. The **EMD 2.5% of the quoted price** through Demand Draft only in favour of Jamia Hamdard, New Delhi must be attached with the tender form.
10. The Vendors whose near relatives / blood relations are employed at Jamia Hamdard need not apply, and the same will not be considered.
11. The Institute does not bind itself to accept the lowest quotation and reserves the right for accepting any quotation or to reject any or all quotations and also to reduce or enhance the quantity and period of order according to departmental requirement without assigning any reason.
12. The decision of the University will be final in case of any dispute arising in implementation of the terms of the contract.
13. TAN/PAN and GST certificate should be attached with the quotation documents.
14. The manufacturer / supplier should submit the list of Universities/ Govt. organizations/Institutions to whom supplies were made earlier.

15. Correction in the Quotations if any should be initialled otherwise the Quotations will be rejected at the time of the opening, the rates should be quoted in figures and in words as well.
16. No extra payment like carriage freight, loading and unloading, storekeeping, packing, forwarding etc. will be paid.
17. Income tax at source will be deducted from the running bill of supplier from the passed amount as per instruction of Income Tax Department.
18. The Institute takes no responsibility for delay or non receipt of quotation documents sent by post either way and also reserves the right to accept or reject any or all the quotations in part or full without assigning any reason thereof.
19. In case the date of opening of quotation is declared as Public Holiday, the quotation shall be opened on the next working day at the same time.
20. Late and delayed quotations shall not be considered and may be returned unopened to the bidder.
21. Quotations not in proper sealed cover or received telegraphically or by fax will not be entertained.
22. Conditional quotations will be rejected without assigning any reason.
23. The price to be given in the quotation are fixed prices, irrespective of rise in materials prices and increase in taxes etc., till the delivery of the overall consignment. No request in regard to increase in the price will be entertained after the submission of the quotation.
24. The vendor has to certify that these terms and conditions are acceptable to him.
25. All legal disputes, arising if any, would be settled under jurisdiction of Delhi court.

Registrar

The above terms & conditions are accepted.

Signature.....  
Name .....  
Designation .....  
Company Seal .....

**Specification for Media Studio**

S.N.	Items	Make	Qty
1	Video Camera	4K Sony-PWZ Z150	02
2	Tripod with dolly	Menfarto	01
3	Autoque Teleprompter with Computer		01
4	Edit Bay/FCP Apple	Apple	01
5	Speaker	M-Audio	01 pair
6	XLR Cables		02
7	Microphone	SM 58 shure	02
8	TV 105 cm	Sony	02
9	Chrome Cloth- Green+ Hard-Set		01
10	Computer System- Gfx & Sound card supported		03
11	Three point lighting setup		01
12	Miscellaneous ( Cordles Lapel Mic, Camera battery, Memory Card, Headphones, XLR Cables, camera bag)		