



## DEPARTMENT OF POST GRADUATE STUDIES & RESEARCH

Shreemati Nathibai Damodar Thackersey Women's University  
Maharshi Karve Vidyavihar, Karve Road, Pune-411038. Ph.No.020-25424396

Ref. No. : PGSR/Purchase/2023 – 2024/121

Date: - 12/01/2024

### Subject: - Request for quotation for Video Conferencing Setup (Mic, Camera & Sound System).

Respected Sir/Madam,

The Institute wish to purchase For Video Conferencing Setup (Mic, Camera & Sound System).

Name of Item	For Video Conferencing Setup (Mic, Camera & Sound System)
Venue of Submission	Admin Co-ordinator of Postgraduate Studies, SNDT Women's University, Pune, Campus Pune. 411038.
To be Addressed to	Admin Co-ordinator of Postgraduate Studies, SNDT Women's University, Pune, Campus Pune. 411038.
Contact No.	020-25424396
Deadline of Submission	24 January 2024

Sr.No.	Disscription, Quantity and Specification:
01	<p>Visits must be made before submitting the quotation. For Demo</p> <ul style="list-style-type: none"><li>• Supports sharp video quality of up to 4K Full-HD video output</li><li>• Runs on Android 9.0 operating system</li><li>• Desktop wireless microphone provides full room coverage for up to 5m pickup range</li><li>• Remote video screen real-time control and sharing PC screen functions</li><li>• Advanced camera with 8M pixel CMOS sensor, FOV wide-angle lens, 12x zoom and PTZ for easy camera view adjustments</li><li>• Integrated dual-band Wi-Fi 802.11 a/b/g/n/ac (2.4GHz &amp; 5GHz), supports Wi-Fi Multimedia</li><li>• 5-way 1080P or 9-way 720P</li><li>• 1x HDMI in, 2x HDMI Out, 1x Line in/out, 1x Media.</li><li>• Sound Bar 02 required</li></ul>

**Instructions:** \*Dates mentioned here, are scheduled dates for the University Activities. Any changes in dates of submission and processing shall be notified in Tenders/Quotations' section on the University website ([sndt.ac.in](http://sndt.ac.in)) below the respective quotation.

To view Quotation Notice, kindly visit following website of **SNDT Women's University, Mumbai:** [sndt.ac.in](http://sndt.ac.in)  
Quotations should clearly mention all Technical Specifications mentioned in this document.

The quotations are invited in two parts under Three Envelop System. Technical/Specifications envelop shall be closed and sealed in envelop No. 1. Schedule of Rates shall be filled in and enclosed in Envelop No. 2. Both sealed envelopes shall be kept in Envelop No. 3. Which shall be big enough to contain two envelopes. On each envelop name and address along with contact number of tenderer / Bidder shall be written in block letters. On the top of the envelop name of the tenderer / Bidder should be mentioned.

#### **Procedure for submission of quotation:**

Tender / Quotation shall be opened in the presences of tenderers / bidders who wish to be present and officers of SNDT Women's University, Pune. Sealed Tender / Quotation No. 3 shall be opened first. It must contain two Envelopes – Envelop No. 1 & 2. Envelop No. 1 is technical tender / quotation which will be opened first and if it contains all the papers required then only the Envelop No. 2 containing the schedule of rates shall be opened. If it is found that all the papers are kept together in the single envelop ignoring the instructions given above, the tender / quotation may be rejected forthwith.



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### Envelop No. 1 :

1. Udyam Registration Certificate
2. Pan Card No of the Bidder Company / Firm
3. Certified copy of GST Registration

Or

- 1 Detailed information about Institution (Agency), name of proprietor, telephone no. in case of partnership firm – name and address of partners and copy of Partnership deed.
- 2 Certified copy of GST Registration
- 3 Pan Card No of the Bidder Company / Firm
4. Certified copy of Annual Audited Accounts for three years dully signed by the Chartered Accountant should be enclosed.

### Envelop No. 2 :

Sr. No.	Description of Material	No. of Unit	Rate Per Unit	Applicable Taxes	Total Price
01	Advance Camara	01 Set			
	Microphone				
	Sound Bar 02 required				
	All Accessories with installation				

### General Conditions:

1. The rate must be inclusive of all charges. Taxes are to be mentioned clearly in the quotation.
2. Authorization letter from the manufacturer, authorized dealer, any other (to be specified)
3. Once a contact rate is arrived at, the same shall remain from and shall not be subject to escalation what so ever reason during the performance of the contract.
4. The vendor should adhere with all seriousness to the time schedule provided by the PGSR Department.
5. Payment will be made within 15 days after successful installation. No advance will be paid TDS will be deducted as per rules.
6. **Free Delivery:** At the Materials of PGSR Department SNDT Women's University Pune 411038 on working days between 10.30 am to 4.30 pm.
7. **Penalty:** Will be levied to the maximum 10% if the contract value for the delay in supply of the materials or delivery in the service as per the rules prescribed in the Maharashtra Universities Act. 2016 and the Maharashtra Universities Accounts Code.
8. The rate validity will be upto 45 days from the date of submission deadline.
9. All necessary documents to be handed over to be concerned department.
10. Packing and Transport charges, transit insurance will be inclusive in the quoted rate.

Thank you,

Yours faithfully

Dr. Sheetal More

**Co-ordinator**

Department of Post Graduate  
Studies & Research  
SNDT Women's University  
Karve Road, Pune - 411 038