



SHRI LAL BHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY

(A Central University)

B-4, Qutub Institutional Area, New Delhi-110016

(Under Ministry of Education, Govt. of India)

Ref. No:F.11 (156)/LBSV/CC/VS-AMC/2002-23/114

Dated: 20.05.2025

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To,
All Vendors

Sub: Quotation for AMC Services for Virtual Class Room Studio at Shri Lal Bahadur Shastri National Sanskrit University.

Dear Sir/Madam,

Sealed quotations are invited for the Comprehensive Annual Maintenance Contract (AMC) Services for the Virtual Classroom Studio for the following items.

SNo	Items	Make	Qty.
1.	Broadcast hand CamCorder	Sony	01
2.	Teleprompter Software & Wireless Remote Mouse	Data Video	01
3.	Teleprompter Tablet	Apple	01
4.	Video Switcher with Virtual Studio (Machine) & External Control Panel	Newtek	01
5.	Integrated recorder with 14" Display	Atomos	01
6.	Amplified Speakers	M-Audio	02
7.	24 TB DAS Storage	G-Tech	01
8.	AV Editing Machine (Desktop)	Apple	01
9.	LED Cool Lights with Dimmer	Soonwell	05
10.	HD Video Camera	Panasonic	01

You are requested to submit the sealed quotations on or before 09/06/2025 addressed to Registrar, Shri Lal Bahadur Shastri National Sanskrit University , B-4, Qutub Institutional Area, New Delhi-110016 along with the following documents:-

- PAN & GST registration certificate
- Duly signed copy of terms & conditions enclosed at Annexure-I.
- Duly signed copy of undertaking enclosed at Annexure-II
- Duly signed Quotation enclosed at Annexure-III
- Experience Certificate for 03 years


REGISTRAR (I/C)

Terms and Conditions:

1. The sealed quotations super scribed with name of contract may be addressed to Registrar, Shri Lal Bahadur Shastri National Sanskrit University, B-4 Qutub Institutional Area, and New Delhi-110016 which should reach in this office by 3:00PM on 09/06/2025. It will be opened on the same day at 3:30 PM.
2. Quotations received after the stipulated date and time/incomplete quotations/unsigned quotations will not be entertained. The interested representatives of the tenderers may be present during the opening of the quotation by the committee.
3. Before quoting the rates, **AMC Services for Virtual Class Room Studio** can be inspected/checked during the office hours in the premises of the University.
4. An amount of Rs. 5867/- towards earnest money in form of Demand Draft drawn in favor of Registrar, Shri Lal Bahadur Shastri National Sanskrit University has to be sent along with the bid. The quotation received without earnest money shall be summarily rejected. The earnest money will be refunded to the bidders only after contract has been awarded to the successful firm. No interest will be payable on the earnest money.
5. The firm should quote the rates of AMC of **AMC Services for Virtual Class Room Studio** per annum. The contract shall be comprehensive in nature and include all parts except consumables.
6. The rates of AMC shall be quoted as per Annexure-I and details of the firm may be provided as per Annexure-II.
7. The successful bidder will be required to deposit 5% of the tendered amount in the form of BG/Demand Draft in favour of Registrar, Shri Lal Bahadur Shastri National Sanskrit University payable at New Delhi as Performance Guarantee after the award of work. It shall be refunded to the agency after satisfactory completion of contract. Performance security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations.
8. No interest will be payable on security money. The security money will liable to be forfeited in case the contractor fails to comply with the terms and conditions of the contract.
9. The contract will be valid for a period of one year w.e.f the date of award of contract.
10. The contract can further be extended on yearly basis for two more years subject to the satisfactory service by the firm & acceptance of the same by University authority.
11. The contract shall be awarded to the firm whose rates are lowest and satisfy the terms & conditions.
12. The firm will service & maintain above mentioned equipment's, the Firm's representative will carry out maintenance of equipment **AMC Services for Virtual Class Room Studio** whenever call is made to the Company's office.
13. The firm shall check basic features and carry out necessary adjustments to the system for the proper functioning of the equipment's at each such inspection.
14. The firm should repair/replace the worn out parts at extra cost.
15. In case of Standby wherein repair is not possible at University premises and can be done at Firm's premises, the Standby of same/other make model also shall be provided by the firm immediately.
16. All type of taxes may be quoted extra.
17. In case the contractor fails to maintain the **AMC Services for Virtual Class Room Studio** in time and in attending the related complaints within 24 hours, the Board shall have the right to get the repaired in any way and the cost of repair will be deducted from the bills of the contractor.
18. The contractor shall not sublet any portion of the contract to any other agency/firm for maintenance of machines without prior consent of the University.

19. The service of **AMC Services for Virtual Class Room Studio** will be done four times after the completion of every 3 months during the period of contract in a year. If any complain received within the mentioned 03 month period, the same needs to be attended immediately.
20. No charges will be payable like transportation etc. for providing the services for attending complaints covered under AMC.
21. Charges, if any, spent by the contractor during the period of contract, will be borne by the firm. All material required for repairs etc. shall be arranged by contractor at site himself and no extra amount will be payable on this account.
22. The payment of AMC shall be made half yearly. The bills should be submitted along with services and satisfactory working report.
23. Proper record of servicing and repair etc. of the breakdown/maintenance should be kept with the firm.
24. In the case of any tender where unit rate of any item/items appear unrealistic, such tender will be considered as unbalanced and in case the tenderer is unable to provide satisfactory explanation such a tender is liable to be disqualified and rejected.
25. Any additional work not covered under AMC contract will be paid on the agreed rates after doing the work.
26. The contractor should make good any damages done during AMC of the system.
27. The firm will be entirely responsible for any damages caused on account of negligence/bad work-ship on the part of the firm's employee, the loss/damage thereto will be recovered from the firm will abide by all labor laws, in vegue and will not transfer any liability on this account to the University.
28. No conditional bids will be accepted and such bids are liable to the summarily rejected by the competent authority at its discretion.
29. The disputes, if any, arising out of this contract will be subjected to the jurisdiction of the courts in delhi only.
30. The University reserves the right to reject any or all the tender without assigning any reason thereof.
31. The Bidder must submit the 03 years work orders for similar services of reputed Organization.
32. The Bidder must Submit the certificate of Authorization form service centre for major equipment i.e. Video Switcher.



UNDERTAKING

1. I _____, Son/Daughter/Wife of Shri/Smt. _____
Proprietor/Director/Authorized signatory of the agency/firm, mentioned above is competent to sign this declaration and execute this quotation.
2. I have carefully read and understood all the terms and conditions of the quotation and undertake to abide by them.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we am/are well aware of the fact that furnishing of any false information/fabricated documents, would lead to rejection of my/our tender at any stage beside liabilities towards prosecution under appropriate law.
4. Our agency/firm has not been blacklist by any of the government agency.
5. I understand to provide services, if required beyond office hours and/or holidays.
6. My firm/agency is working for AMC job in at least one government office.
7. I will deploy experienced engineer for preventive maintenance/ resolving the issues related to software/hardware in Virtual Classroom Studio and fully responsible for resolving any defect arises in equipments during AMC period.
8. I have continuously minimum 03 years' experience for AMC (Documents Attached).
9. My office is situated in Delhi/NCR and I am a registered vendor having Service Tax Number/ PAN Number and any other document.
10. I have filed the last year service tax return(Premium Paid Certificate attached)

Signature of authorized person

Full Name: _____

Seal : _____

Date: _____

Place _____

QUOTATION FOR COMPREHENSIVE MAINTENANCE SERVICE CONTRACT OF VIRTUAL CLASS ROOM STUDIO INSTALLED AT SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY.

Name of Firm:

Address:

Phone/Mobile No:

SNo	Items	Qty.	Comprehensive AMC Rate
1.	Broadcast hand CamCorder	01	
2.	Teleprompter Software & Wireless Remote Mouse	01	
3.	Teleprompter Tablet	01	
4.	Video Switcher with Virtual Studio (Machine) & External Control Panel	01	
5.	Integrated recorder with 14" Display	01	
6.	Amplified Speakers	02	
7.	24 TB DAS Storage	01	
8.	AV Editing Machine (Desktop)	01	
9.	LED Cool Lights with Dimmer	05	
10.	HD Video Camera	01	
Total			
GST As applicable			
Grand Total			

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the concern shall be blacklisted and shall not have any dealing with the department in future.

Date:-

Place:-

(Signature of Authorized Signatory with Date & Stamp)