



EDUCATIONAL MULTIMEDIA RESEARCH CENTRE (EMRC)
THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY
HYDERABAD – 500 007

EFLU/EMRC/2026/01

“Notice Inviting Tenders”

For supply of Equipment for EMRC

Tender Document

The English and Foreign Languages University invites sealed bids for supply of Equipment for EMRC

Details of the Bid

Bid Reference	Tender No.: EFLU/EMRC/2026 /1
Particulars	Equipment for EMRC at Annexure-A and the total value of the tender should not exceed Rs.21.00Lakhs.
Last date for Tender Submission	By 26 th February-2026 by 05.00 pm
Date and Time of opening of tender	At 26 th February- 2026 at 5.30 pm
Delivery and Installation period	Within 21 days from the issue of the Purchase Order date.
Address for Communication	The Director I/c, Educational Multimedia Research Centre (EMRC), The English and Foreign Languages University, Tarnaka, Hyderabad-500007, Telangana, India.
Contact Details	040- 27098314, 040-27689494
Tender Document, and Terms and Conditions	Available on our website www.efluniversity.ac.in

The tender document shall be dropped in the Tender Box placed at Educational Multimedia Research Centre (EMRC), EFL University or post/courier addressing to The Director I/c, EMRC, The English and Foreign Languages University, Tarnaka, Hyderabad-500007, Telangana. The tender documents shall reach within the last date and time or summarily rejected without any reason.

Annexure-A

S.No.	Equipment	Specifications	Quantity
1	Camcorder	4K/UHD resolution, one inch sensor, 10-bit depth, HDMI and SDI video output. Extra batteries & Charger. 5KG payload Tripod One dolly	3
2	Video Switcher HD	SDI & HDMI min 6 input and min 4 output Chroma key min 4	1
3	Studio – PCR Talkback System	8 Way talkback and Telly indicators Should provide communication to individuals and all channels simultaneously	1
4	Audio Mixer	High-Performance analogue 16- channel Line and Mic inputs Mic preamps with ultra-low noise performance Main output with L&R channels (Stereo) Monitor output with L&R channels (Stereo) Aux output	1
5	Lapel Microphone	Lavalier microphone with omnidirectional polar pattern	1
6	Studio Recorder	Should record on Chip/ memory card/hard disk/SSD 4k with 6 video input and output Support SDI, HDMI With balance XLR 8 channel input and output analogue audio Video Recording & Playback Stereo analog audio output Headphone monitoring output	1
7	Multiview monitor	43 inches professional display monitor with 4k	2
8	Cables	XLR Cables with male and female jacks Each cable should be 25 meters of length	4
9	Installation of the above equipment	Complete installation of the above equipment	1

ANNEXURE – B**Tender Form**

Name of the Procuring Entity: **Educational Multimedia Research Centre (EMRC), THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY, Tarnaka, Hyderabad.**

Firm's Reference		Date					
Firm Registration No. (if any)		PAN (attach photocopy)					
TIN/VAT/GST/CST No.		TENDER FORM	Address:				
Phone							
Fax							
Email:							
Item-wise Quotation Format							
Sl. No:	Items Description and Specification Unit	Brand	Qty	Rate per Unit	Taxes & Duties	Total Rate per Unit	Total Value
1							
2							
3							
	Grand Total						
Delivery/Installation Schedule:							
Enclosed Specifications/Drawings/Special Conditions of Contract:							

Item/Tender Specific Conditions of this Tender:

We engage to supply the material(s) to your office and comply the following:

1. Tender schedule and technical specification indicated.
2. Item/tender specific conditions for this tender.
3. Terms and conditions printed overleaf.
4. General conditions of contract signed by me at the time of supplier registration (for registered suppliers)
5. I/we confirm that set off for the ED, VAT/GST, etc. paid on the inputs have been taken into consideration in the above quoted price and further agree to pass on such additional duties as sets offs as may become available in future under VAT/GST, etc.
6. This offer will be valid for 90 (ninety) days from the date of opening the tender.
7. That we have not been debarred by any Government/Undertaking.
8. That the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking.
9. The bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

Signature & Seal Place & Date:		Name of Authorized Signatory:	
Address:		Tel. No./Fax. No./Mobile No. Email Id:	

Terms and Conditions of Tender

1. The quotation must be in the form furnished by Procuring Entity and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not the quotation will not be considered. Quotation written in pencil will not be considered. Tenders will be considered only if they comply with the technical specifications. The firm submitting the tender should have experience in supplying electronic media equipment.
2. The University reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
3. Manufacturer's name and country of origin of materials offered must be clearly specified. Please quote whether your organization is large scale industry or small scale industry. If you have NSIC/MSE/MSI/DGS&D/GEM Certificates, please attach it to the quotation. Mention your registration details.
4. Complete details, OEM Authorization certificates and ISI specification if any must accompany the quotation. Make/brand of the item shall be stated wherever applicable. If you have got any counter offer as suitable to the material required by us, the same may be shown separately.
5. All supplies are subject to inspection and approval before acceptance. Manufacturer/supplier warranty certificates and manufacturer/Government approved lab test certificate shall be furnished along with the supply, wherever applicable.
6. The EMRC-EFL university reserves the right to modify the quantity specified in this enquiry.
7. The prices quoted should be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should include free delivery at destination including all charges. Otherwise, the quotation is likely to be rejected. Prices included for free delivery at destination will be given preference. If there is no indication regarding the FOR, in the quotation, then it will be considered as FOR destinations. Price quoted should be net and valid for a minimum period of three months from the date of opening of the quotation.
8. In case the items in the enquiry are covered by any rate contract or running contract finalized by the DGS&D or any other state or central Government, should be specified in your quotation and accepted contract rates should also be mentioned. It should be confirmed whether you could supply at the RC rates outside rate contract.
9. Payment of sales tax is primarily the responsibility of the seller and will not be paid unless the percentage value is clearly mentioned in the quotations. If no indication regarding CST/ST/GST

is recorded in the quotation, the CST/ST/GST will be considered as included.

10. Delivery period required for supplying the material should be invariably specified in the quotation.
11. In case your quotation is accepted and order is placed on you, the supply against the order should be made within the period stipulated in the order. The University reserves the right to recover any loss sustained due to delayed delivery and installation by way of penalty. Failure to supply and install the material within the stipulated period shall entitle Procuring Entity for the imposition of penalty without assigning any reasons @ $\frac{1}{2}\%$ (half percent) of the total value of the item covered in order as penalty per day subject to a maximum of 5% (five percent) unless extension is obtained in writing from the office on valid ground before expiry of delivery period.
12. If the deliveries are not maintained and due to that account Procuring Entity is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.
13. Dispute clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Hyderabad only.
14. Our normal payment terms are 100% (hundred percent) within 30 (thirty) days on receipt and acceptance of material at our site in good condition and successful installation.

Sd/-
Director I/c