



दादा लख्मी चंद राज्य प्रदर्शन और दृश्य कला विश्वविद्यालय, रोहतक
D. L. C. State University of Performing & Visual Arts, Rohtak
(A state University established under Haryana Act No. 24 of 2014)
Faculty of Film & Television

Tender Notice

Online tenders are hereby invited through E-tendering for **Hiring of Arri Alexa SXT Camera along with standard Accessories, Camera attendants and Data Manager in Faculty of Film & Television Department (FFTV)**, as per details given in the tender document. The bid document (s) will be available online from 20.03.2025 at 09:00 AM. Last date to fill/upload the tender through e-tendering is 03.04.2025 at 05:00 PM & Technical bids will be opened on 04.04.2025 at 03:00 PM. For submission, please refer detailed NIT on e-tender.

For further details, please visit the website www.etenders.hry.nic.in

Note: Registrar reserves the right to accept or reject any tender without assigning any reason(s).

Registrar

TABLE OF CONTENTS

Sr. No.	Name of Contents	Page No.
1.	Press Notice	01
2.	Table of Contents	02
3.	General / Standard terms & Conditions	03-04
4.	Undertaking from the bidders	05
5.	Key dates	06
6.	Instructions to the bidder for E-Tendering	07-08
7.	Special terms & Conditions of the contract	09
8.	Eligibility Conditions	09-10
9.	Detail of items with specification (Scope of work)	11
10.	Technical bid	12
11.	Financial Bid/PRICE BID	13



दादा लख्मी चंद राज्य प्रदर्शन और दृश्य कला विश्वविद्यालय, रोहतक
D. L. C. State University of Performing & Visual Arts, Rohtak
 (A state University established under Haryana Act No. 24 of 2014)
Faculty of Film & Television

The Registrar, Dada Lakhmi Chand State University of Performing and Visual Arts Rohtak (Haryana) invites Online Bids under (Two Bid System) through e-tendering Portal www.etenders.hry.nic.in:

Sr. No	Name of work	Estimated Cost & Period (Days)	Tender Document fee + E-tendering fee	Earnest money from bidders (In Rs.)	Release of tender	Last date for bid submission
1	Hiring of Arri Alexa SXT Camera along with standard Accessories, Camera attendants and Data Manager	Rs.90,00,000/- 382 days (in One year period)	3000/- +1000/- (18% GST extra)	1,80,000/- (2% of the tender cost)	20.03.2025	(15 days from the publicity of tender)

1. Detailed tender documents are available on the portal www.etenders.hry.nic.in.
2. Uploading of scanned copies of tender process fee of Rs.3,000/- + GST extra (non-refundable) per e-tender - and earnest money for respective e-tender - is must on e-tender portal: www.etenders.hry.nic.in.
3. Earnest money: shown against respective e-tender must be submitted (both hard copy and soft copy).
4. Validity of earnest money (EMD) should be for the period of rate contract.
5. Tender fee: Rs.3000/- + Rs.1000/- (+ GST) per e-tender and must be submitted (both hard copy and soft copy).
6. If the tender opening date happens to be a holiday then next working day will be considered as tender opening date.
7. Other certificate in support of EMD and tender fee will be straightway rejected.

8. The firms are required to upload online soft copy of technical bid offer, scanned copies of earnest money and tender fee of respective e-tender - offer.
9. The validity of rate contract of any e-tender has been shown against each e- tender -.
10. Online uploading of soft copy of technical offer is must (mentioning e-tender - no., closing and opening date of e-tender -, complete address of the tenderer with phone no. / fax no. / e-mail address/ complete bank details (RTGS No. etc.)
11. Hard copy (technical) are not required of respective e-tender - offers.
12. Online submission of financial or price bid offer of any e-tender – is a must.
13. E-tenders without tender fee of Rs.3,000/-per e-tender - (non-refundable) and EMD (refundable) mentioned against each e-tender -, shall be straightway rejected.
14. Any exemption certificate for tender and EMD will not be accepted.
15. The financial bids of technically qualified bidders will only be considered and opened.
16. Any corrigendum regarding above e-tenders will be uploaded on www.etenders.hry.nic.in.
17. The Registrar of the institute reserves the right to cancel / reject /withdraw any e-tender in full or part without assigning any reasons.

Dada Lakhmi Chand State University of Performing and Visual Arts, Rohtak

E-TENDER NO. DUE ON
..... UPTO..... AND WILL BE OPENED ON AT

Name and address of the party in whose favour the Tender form has been issued:

1. I/We hereby submit our tender for the_____.
2. I/We have gone through all terms and conditions of the tender documents before submitting the same.
3. I/We hereby agree to all the terms and conditions, stipulated by the institution, in this connection including delivery, warranty, penalty etc.
4. Tenders are duly signed (No thumb impression should be affixed).
5. I/We undertake to sign the contract/agreement, if required, within 15 (fifteen days) from the date of issue of the letter of acceptance, failing which our/my security money deposited may be forfeited and our/my name may be removed from the list of suppliers at **PLCSUPVA, ROHTAK.**

NOTE: GST HAS TO BE INCLUDED IN THE PRICE QUOTED, FAILING WHICH IT WILL BE PRESUMED THAT THE RATES ARE INCLUSIVE OF GST AND OTHER TERMS AND CONDITIONS ARE ALSO AS PER YOUR REQUIREMENTS.

1. WITNESS _____

Yours faithfully,

2. WITNESS _____

Signature of Tenderer/Tenderer(s) with full Address

Key Dates:

The Bidders can submit their tender documents (online) as per the dates mentioned in the key dates:-

Sr. No.	Department Stage	Bidder Stage	Start Date and Time	Expiry date and time
1.	Downloading of the tender online & bid preparation & submission	Tender Documents Download and Bid Preparation/Submission	20.03.2025 at 09:00 AM	03.04.2025 at 05:00 PM
2.	Technical bids opening	---	04.04.2025 at 03:00 PM	
3.	Financial bids opening	---	As decided by the Committee	

Important Note:**IMPORTANT NOTE:**

- 1) The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage on scheduled time as mentioned above. If any Applicant / bidder failed to complete his / her aforesaid stage in the stipulated online time schedule for this stage, his / her Application/bid status will be considered as Applications / bids not submitted'.
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time-frame of the Applicant/Bidder Stage.

INSTRUCTIONS TO BIDDER ON ELECTRONIC TENDERING SYSTEM:

These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

1. Registration of bidders on Portal:-

All the bidders intending to participate in the tenders process online are required to get registered on the centralized Portal www.etenders.hry.nic.in. Please visit the website for more details.

2. Obtaining a Digital Certificate:

- 2.1** The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.
- 2.2** A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a Digital Certificate can be issued. For more details please visit the Portal www.etenders.hry.nic.in.
- 2.3** The bidders must obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or must obtain information and application format and documents required for the issue of digital certificate from.
- 2.4** The bidder must ensure that he/she comply by the online available important guidelines at the portal www.etenders.hry.nic.in for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.
- 2.5** Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).
- 2.6** In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

2.7 In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

2.8 The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

3. Opening of an Electronic Payment Account:

For purchasing the tender documents online, bidders are required to pay the tender documents fees online using the electronic payments Gateway service shall be integrated with the system very soon Till then it will be submitted manually. For online payments guidelines, please refer to the Home page of the Portal: www.etenders.hry.nic.in.

4. Pre-requisites for online bidding:

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website www.etenders.hry.nic.in. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

5. Online Viewing of Detailed Notice Inviting Tenders:

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal on the Home Page at www.etenders.hry.nic.in.

6. Download of Tender Documents:

The tender documents can be downloaded free of cost from the portal www.etenders.hry.nic.in.

7. Key Dates:

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

8. Bid Preparation (Technical & Financial) Online Payment of Tender Document Fee, eService fee, EMD fees.

8.1 The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/ contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT.

The secure electronic payments gateway is an online interface between contractors and

Debit card / online payment authorization networks.

Hence, the bidders have to provide information and credentials related to manual payment submission at single portal e - Procurement system, under Technical Envelope of the respective tenders.

- 8.2** The bidders shall upload their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries, and all other terms and conditions except the rates (price bid).

The bidders shall quote the prices in price bid format.

NOTE:-

- (A) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>.
- (B) For help manual please refer to the 'Home Page' of the eProcurement website at <https://etenders.hry.nic.in>, and click on the available link 'How to...?' to download the file.
1. The agency shall get the bank Guarantee of Earnest Money verified from the concerned issuing bank branch and submit the Confirmation letter of Bank Guarantee alongwith the bank Guarantee. The Confirmation letter should contain the land line telephone no. Fax No. of the issuing Bank branch and land line telephone No. Fax No., of the regional office of the Bank. The Bank Guarantee should contain full names & designation of the two officers signing the Bank Guarantee alongwith their code number.

FINANCIAL or PRICE BID PROPOSAL shall be submitted mandatorily online under Commercial Envelope and original should not to be submitted manually.

9. SPECIAL TERMS & CONDITIONS:

9.1 VALIDITY OF RATES:

The contract (lowest) will be valid for **One Year** from the date of allotment of work, may be extended for another year with mutual consent of both parties on approved rates.

9.2 PAYMENT:

The Payment will be made on Actual days of filming/Shooting and travel days will not be considered.

10 Eligibility Conditions

- 10.1 EMD should be in form of online system in favour of **Registrar, SUPVA, Rohtak** for respective tenders
- 10.2 The tenders/offers received after the due date & time and without earnest money (EMD) shall be rejected outrightly.
- 10.3 Rates be quoted **on daily basis (per day)**.
- 10.4 Within 15 days of receipt of the letter of acceptance the firm shall deliver to the Registrar a performance security in the shape of bank guarantee/FDR of nationalized bank for an amount equivalent to 5% of the contract price. The performance security will be valid upto the end of tender period/ contract duration + 90 days.
- 10.5 Accommodation (Room facility), and food (meal) at University Campus (free of charges) shall be provided by the University only for **Arri Alexa SXT Camera along with Standard Accessories, Attendants and Data Manager**. The Rooms will be given per unit camera setups.
- 10.6 The above required **Arri Alexa SXT Camera along with Standard Accessories**, should be in good condition and same will be inspected in the University.
- 10.7 State University of Performing & Visual Arts reserves the right to reject the allotted work without assigning any reasons.
- 10.8 No increase in quoted price will be allowed during the validity of contract agreement.
- 10.9 In case of continuation of service etc. the periodical payment may be made on pro-rata basis.
- 10.10 The contract (lowest) will be valid for **One Year** from the date of allotment of work but may be extended for another year with mutual consent of both parties on approved rates.
- 10.11 The firm will have to provide the replacement of the **Arri Alexa SXT Camera along with Standard Accessories, Attendants and Data Manager** immediately on demand in case of sudden breakdowns due to any reasons.
- 10.12 The firm will supply the **Arri Alexa SXT Camera along with Standard Accessories, Attendants and Data Manager** after the supply order as per specifications.
- 10.13 The shooting schedule of the University should not be disturbed due to non-functional of any equipment provided by the firm. In case of any problem, it should be replaced within 48 hours. If it fails to do so, a penalty of Rs.25,000/- will be imposed per day for 4 days. Thereafter, the process of blacklisting the firm will be initiated by the University.
- 10.14 Security and transfer of the shooting data shall be the responsibility of the vendor/ firm until they handover the same to the Editing Department of FFTV of the University after the completion of each student's shoot or within 15 days of the completion of the shoot.

- 10.15** In case of failure of the supply of **Arri Alexa SXT Camera along with Standard Accessories, Attendants and Data Manager** as per the terms and conditions and to the full satisfaction of the University, the security deposited by the firms shall be forfeited.
- 10.16** The security deposit will be forfeited in case of violation of any condition.
- 10.17** In case the bill is found having over- writing/cutting, the bill submitted against such work order will not be entertained.
- 10.18** In case of any dispute, the decision of the State University of Performing & Visual Arts, Rohtak will be final.
- 10.19** The State University of Performing & Visual Arts, Rohtak shall not be responsible for any loss/ damage/theft caused to the **Arri Alexa SXT Camera along with Standard Accessories**, during the hiring period.
- 10.20** Insurance of Equipment and Manpower will be responsibilities of the supplier/Vendor
- 10.21** Payment will be made on Actual days of filming/Shooting and travel days will not be considered.
- 10.22** The transport Expenditure of equipment and manpower from Vendor's/Supplier's place to SUPVA Rohtak and back will be at Vendor/supplier's cost and responsibility.
- 10.23** **SCOPE OF WORK:** Supply of **Arri Alexa SXT Camera along with Standard Accessories** in Faculty of Film & Television Department (FFTV). Detail of all items, with specifications are given in **Annexure- I**.
- 10.24** **TECHNICAL BID:** The bidder shall submit the PAN No. and fill-up the Technical Bid on prescribed format given at **Annexure- II**. All copies of certificates/documents duly signed shall be enclosed with the Technical Bid.
- 10.25** **FINANCIAL BID:** The performa for Financial Bid is placed at **Annexure-III**.
- 10.26** **Right to Bid rejection:-**The University reserves the right to reject any or all offers without assigning any reason.
- 10.27** **Jurisdiction:-**All disputes shall be subject to Rohtak jurisdiction.

The terms & conditions of tender have been read and I/we certify that I/We clearly understand the same and undertake for its compliance.

Place _____
Date _____

Signature of Authorized Person

SPECIFICATIONS: Scope of Work

Sr. No	Item	Specification (for one Camera set Up)	Preferred Brand/ Model	Qty. (Nos.)
1	Hiring of Arri Alexa SXT Camera along with standard Accessories , attendants and Data Manager	<p>The basic Setup Will Consist of:</p> <ol style="list-style-type: none"> 1. Arri Alexa SXT Camera (Camera Body) 2. OLED View Finder 3. PL Mount Ultra Prime Lenses of following Focal Length 4. 12 mm, 16mm, 24mm, 32mm, 50mm, 85mm, 100mm, 135mm & 25-250 mm zoom 5. Standard ND (.3, .6, .9, 1.2) & IR Filters (IRND 1.2, IRND .6 & Ultra Polarizer filters) 6. Memory Cards for Recording 7. Memory Card Reader 8. Data Cards – 0.5 TB x 4 nos. 9. Li-ion Rechargeable Battery pack x 03 (with battery charger) 10. On Board OLED Monitor with Battery 11. Matte Box with Camera Base, Gear Ring and Follow Focus Unit 12. Camera Head with Panning Rod 13. Tall Tripod with Adapter and Soft Case 14. Baby Tripod Adapter and Soft Case 15. High Hat/Low Base with Adapter and Patals 16. 17” Battery Operated OLED Field Monitor 17. Connecting Cables 18. 04 TB Hard Disks x 2 nos. 19. Laptop installed with Data Transfer Software. <p>Note: upto 04 Camera Unit Setup may be required at once</p>	Arri Alexa SXT Camera	One unit camera setup or more units camera setup as per project schedule

Time period: Approximately 382 days (in an academic year). No. of days of shooting may increase or decrease. No. of days may be decreased if the shooting run parallel.

TECHNICAL BID

Sr. No.	Particulars	Copy enclosed (Yes/No)	Page No. From To
1.	Name of the Entity/Firm/Consortium & Contact Person		
2.	Reg. Office/ Business Address/ Contact for the entity		
3.	Date of incorporation of the entity, whether it is Partnership/ or Proprietorship or others (Specified)		
4.	PAN No. of the Entity (Please attach a copy)		
5.	GST Registration No. (Attach copy of registration certificate)		
6.	Affidavit of Non-Blacklisting of the firm (Please attach a copy)		
7.	Self-attested copies of previous five years' work orders for similar work/programs		

Yours Faithfully

Signature and Name of the
authorized Designation
Signatory
Name of the company
(Tenderer)

Annexure -III
(Referred in para- 10.24)

PRICE BID

Sl. No.	Description	Specifications with Make & Model	Preferred Brand/Model	Qty.	Rate (Rs.) (Per day)	GST Amount (Rs.)	Total Amount including GST
1.							

NOTE:

1. Certified that the specifications of all items shall be same as given in “Scope of work” Annexure- I.
2. After the date of floating of tender, if there is any upgradation/latest model of the same make has been launched in the market, the rate of such items along with the specifications may be quoted in the financial bid separately.

Certificate:

1. I/We.....submit the bid for e-Tender No.....for “Rate Contract for the Hiring of _____” for Dada Lakhmi Chand State University of Performing And Visual Arts Rohtak (Hayana).
2. I/We have thoroughly examined and understood instructions to tenders, scope of work, terms & conditions of contract given in the tender document and those contained appendix of Terms & Conditions of contract and agree to abide by them.

Signature

(Name of Tenderer)

Seal of the Firm.....

Name & Address.....