



Dr. P.K Baby
Director, Students Welfare

No. YW/Purchases/2024-25/182

18.01.2025

TO WHOMSOEVER IT MAY CONCERN

Sub: Inviting Limited Tenders for DSLR camera with kit lens – Reg.

Ref: (1) No. CUSAT/PL(A).A3/DYW/2023-24 Dated: 18.09.2024

(2) No. CUSAT/PL(A).A3/DYW/2023-24 Dated: 16.01.2025

Sealed tenders are invited from various firms for the supply of Canon R6- Mark II, mirror less camera body and 24-105 f/4 lens as specified for the use in the Department of Youth Welfare, Cochin University of Science and Technology.

No	Item	Description
1.	Tender Number and date	No. YW/Purchases/2024-25/182, dated 18.01.2025
2.	ITEM and its Description Specification & Quantity	EOS R6 Mark II (RF24-105mm f/4L IS USM) with Charger and additional battery, plain filter– 1 Number
3.	Tender form Cost	Form Cost - ₹ 600 (0.2% of the cost of tender rounded to the nearest multiple of 100, subject to a minimum of ₹ 500 + 18% GST as applicable
4.	How to obtain tender forms	Available in the Department Office on any working days between 09.30 a.m to 3.00 p.m by payment of the tender form Cost. Forms can be downloaded from the websites www.cusat.ac.in , http://welfare.cusat.ac.in
5.	Last date of submitting tender	on or before 12.30 p.m on 31.01.2025 (by post only)
6.	Date of opening	02.00 p.m on 31.01.2025
7.	Please note the following	
	Tenders must be sent as by post / courier only to the ' Director, Department of Youth Welfare, Amenity Centre, Cochin University of Science and Technology, CUSAT P.O, Kochi, Ernakulam Dist. Kerala, India, Pin- 682022 '.	
	The above-mentioned points are only brief guidelines. Tenders must be in full in the Tender Form attached, duly signed in all papers, with all the relevant documents specified in the Tender Form.	

GENERAL CONDITIONS

Sealed tenders are invited for the supply of DSLR camera and lenses as specified in the schedule above.

1. The tenders should be addressed to the officer mentioned below in a sealed cover with the tender number and name duly super scribed on the cover. The tenders should be sent by post / courier only. Tender sent through personal delivery will be summarily rejected.
2. The tenders should be in the prescribed form which can be obtained from the office mentioned on payment of the price. The cost of tender forms once paid will not be refunded. Tenders which are not in the prescribed format are liable to be rejected.
3. Intending tenderers should send their tenders so as to reach the officer mentioned below, on due date and time (noted). No tender received after the specified date and time will be accepted on any account. The rates will be considered firm for acceptance till the date mentioned. Tenders not stipulating period of firmness and tenders with price variation clause and/or 'subject to prior sale' condition are liable to be rejected.
4. The tenders will be opened on the appointed day and time in the office of the Head of the concerned department, in the presence of such of those tenderers or their nominees who may be present at that time.
5. The tenderers shall invariably specify in their tenders the delivery conditions including the time required for the supply of articles tendered for.
6. (a) The tenderer shall clearly specify whether the articles offered bear Indian Standards Institution certification Mark or not. In such cases, they shall produce copies of certification mark along with their tender in support of it.

(b) The University reserve the right to reject offers for import of goods if the Import Trade Control Policy in force at the time of award of the contract prohibits or restricts such imports.
7. The final acceptance of the tenders' rests entirely with the university who do not bind themselves to accept the lowest or any tender. But the tenderers on their part should be prepared to carry out such portion of the supplies included in their tenders as may be allotted to them.
8. In the case of materials of technical nature, the successful tenderer should be prepared to guarantee satisfactory performance for a definite period under a definite penalty.
9. Communication of acceptance of the tender normally constitutes a concluded contract. Nevertheless, the successful tenderer shall execute an agreement for the

due fulfillment of the contract within the period to be specified in the letter of acceptance. The contractor shall have to pay all stamp duty, lawyer's charge and other expenses incidental to the execution of the agreement. Failure to execute the agreement within the period specified will entail the penalties.

10. The tenderer shall undertake to supply materials according to the standard sample and/or specifications.
11. Telegraphic quotations will not be considered unless they give details of prices and are immediately followed by confirmation with full relevant details posted before the due date of the tender.
12. **The prices quoted should be inclusive of all taxes, duties, cess, etc.** which are or may become payable by the contractor under existing or future laws or rules of the country of origin/supply or delivery during the course of execution of the contract.
13. Special conditions, if any, of the tenderers attached with the tenders will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.
14. The general conditions for this Purchase will be applicable as per the Store Purchase Manual of the Kerala Government.
15. Cochin University of Science and Technology is registered under the provisions of GST Act having Registration No. 32AAALC0844J1ZJ. The items should be billed against this GST number.

Address of Officer from whom tender forms are to be obtained and to whom tenders are to be sent:

The Director
Department of Youth Welfare
Students Amenity Centre
Cochin University of Science and Technology,
2nd Floor, Students Amenity Centre,
Cochin University P.O
Cochin – 682 022.

18.01.2025



Babypal
Director.

TENDER FORM

From

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Date of Tender Notice: - 18.01.2025.

Tender No : No. YW/Purchases/2024-25/182.

Due on : 31.01.2025, 12.30 p.m.

Date of opening: 31.01.2025,02.00 pm

Date :

To

The Director

Department of Youth Welfare

Cochin University of Science & Technology

Cochin – 22.

Sir,

I/We hereby tender to supply, as per the general conditions of contract stipulated under Annexure 2 of the Store Purchase Manual; the whole of the articles referred to and described in the attached specification and schedule, or any portion thereof, as may be decided by Government, at the rates quoted against each item. The articles will be delivered within the time and at the places specified in the schedule.

No	Description#	Quantity	Rate including GST and Transportation		Remarks
			Rupees	Paisa	
1.	EOS R6 Mark II (RF24-105mm f/4L IS USM) with Charger and additional battery.	1			

Details can be attached in separate sheet if necessary.

We have understood the terms and conditions of the contract and the instructions to tenderers annexed to the invitation to tender and have thoroughly examined the specifications/drawing and/or pattern quoted or preferred to herein and are fully aware of the nature of stores required. Our offer is to supply the stores strictly in accordance with the requirements subject to the terms and conditions contained in the purchase order communicating the acceptance of this tender either in whole or in part.

Yours faithfully,

Signature

Address... ..