



# Guru Nanak Dev University, Amritsar.

(Established by the State Legislature Act No. 21 of 1969 and University with Potential for Excellence recognized by UGC)

(Department of Mass Communication)

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Registered Post

No. 888/DMC

Dated 27/11/2025

## QUOTATION NOTICE

Sealed quotations are hereby invited by the undersigned for the supply of the following items. The quotations should reach the office of the undersigned on or before date **12-12-2025 upto 4:00 pm** which would be opened in the presence of the quotees or their authorized representatives, who may like to be present. **The quotations will be sent by Regd./Speed Post only.**

Sr No	Description of Items	Quantity
1	<p><b>Teleprompter</b> Display Device Specification Display Device Size: 19" LCD/LED Monitor TP Hood with complete tripod mounting assembly Reading Range: Up to 10 meters Video Input: VGA/PAL System Requirement Operating System: Windows XP (32bit or 64 bit) Windows 7 (32bit or 64 bit) Min 2.6 Ghz CPU; 2GB RAM, 1 Free PCI Express Slot(For Desktop), Antivirus licensed for one year. Software: Breaking News, Type N Play, Import RTF/Doc/Html/Txt, Import Run Downs, Reader Management, Anchor Messages, Multi Camera Support, Background Color Selection, Date &amp; Time Display, Bookmarks, Timer, Auto Detect and Import Files, Run Time Script Editing, Run-Time Run order Updation, Block Story, Clip Reference, Multilingual Support, CDAC Software for multi language support. Import.rtf and .doc files into the run orders. USB Hand Control Unit Required cable and media driver should be available to complete the system Professional.19"- Teleprompter with professional version Software + USB desk Control Unit + Tripod mountable accessories + HP 280 G3 Computer + C-DAC Software for multi-language or Higher</p>	01
2	<p><b>Talkback System (Soundcard/ Yamaha/ Behringer or Comparable)</b> <b>16 Channel Audio Mixer</b> 16 Channel, true 7-bus architecture, 2 stereo inputs, 2 stereo returns, talkback facility, +48 phantom power, 12-segment LED metering, 100 mm fader, 6 aux sends, 4 of which are pre/post switchable, group and mix inserts, channel direct outputs</p>	01

### Terms & Conditions :

- 1 While quoting the rates, brand name and model of item to be supplied should specifically be mentioned.
- 2 The rates quoted should be nett inclusive of Octroi, Excise Duty, Packing & Forwarding, Freight, Local carriage etc on F.O.R. Guru Nanak Dev University Campus, Amritsar.

3 GST, as applicable at the time of supply, shall be payable extra.

4 Words "Quotation due on 12-12-2025 for Purchase of Teleprompter and Talkback System" may be noted on the top of the envelop.

5 The undersigned does not bind himself to accept the lowest or any quotation and reserves to himself the right of accepting the whole or part of the quotation and the quotee shall be bound to perform the same at the quoted rates.

6 Head Mass Communication Department reserves the right to reject or accept any quotation or all quotations.

7 The bidder/supplier/Firm must have a valid GST registration number.

8 Quantities can be increased or decreased as per requirement.

9 If the due date falls on a Holiday, then the quotation will be received on the next working day.

10 Variation in size & shape shall be applicable as per specification/ISI code.

11 **Conditional Quotations shall not be entertained.**

12 **No advance payment shall be made. 100% of the payment will be made after supply and installation of the equipment and demonstration of satisfactory working to the satisfaction of the competent authority.**

13 The warranty period should be clearly mentioned on the warranty certificate/document.

14 Delay / loss in postal transit or due to any other reasons will not be University's responsibility.

15 The University will not responsible for accidental opening of the covers that are not properly superscribed and sealed before the time scheduled for opening.

16 Authorized signatory should sign on all the pages. Bids/Quotation without authorized signatures or seal of the firm shall be rejected.

17 In case of dispute, legal matter, if any shall be subjected to Amritsar Jurisdiction only.

18 The Delivery of Material shall be made within time period as mentioned above from issue of supply order, failing which the order will be withdrawn.

19 The offer shall remain open for acceptance for a period of **NINETY** days from the date of opening of the quotation.

20 In case the lowest bidder commits mistakes or fails to comply with the terms and conditions, the matter will be considered by committee constituted by the competent authority for appropriate action viz forfeiting of EMD, Blacklisted the firm or any other action deemed fit by the committee and the decision of committee will be binding on the L-1 firm/ lowest bidder.

21 The University reserves the rights to cancel the order if it is found at any later stage that the supply is not being made as per specification & satisfaction and the payment shall not be made for the received goods.

22 In case of any miss-happening /damage to material and supplies during the carriage of goods the supplier has to replace it with new supplies immediately at his own risk. The **Guru Nanak Dev University, Amritsar** will not be liable to any type of losses in any form.

23 The undersigned does not bind himself to accept the lowest or any quotation and reserves to himself the right of accepting the whole or part of the quotation and the quotee shall be bound to perform the same at the quoted rates.

24 Head Mass Communication Department reserves the right to reject or accept any quotation or all quotations.

Vasudha

Head,  
Department of Mass Communication,  
Guru Nanak Dev University,  
Amritsar

Professor & Head  
Department of Mass Communication  
Guru Nanak Dev University  
Amritsar,