

**UNIVERSITY OF CALICUT
(PURCHASE DIVISION)**

No. 151649/PURCHASE-ASST-C5/2025/Admn

Dated. 13.08.2026

NOTICE INVITING TENDER

Sealed superscribed competitive tenders are invited by the Registrar, University of Calicut, for the **Setting up of Digital Archive at the Dept. of Women's Studies**, University of Calicut, under PM-USHA Scheme, from reputed firms as per the details furnished in the schedule given below.

Tender No. 151649/PURCHASE-ASST-C5/2025/Admn Dated: 13.08.2026	
Name of item	Setting up of Digital Archive at the Department of Women's Studies, University of Calicut - Installation, testing and commissioning.
Department to which purchase is made	Department of Women's Studies
Last date & Time for receipt of Tenders	02/09/2026, 04.00 PM
Date of opening of tender	04/09/2026, 04.00 PM
Cost of tender	₹1,239/- (Rupees One Thousand Two Hundred and Thirty Nine only) (Inclusive of GST 18%)
EMD	₹3,700/- (Rupees Three Thousand Seven Hundred only)
Period of firmness of price	120 days from the date of opening of the tender
Place of delivery	Department of Women's Studies, University of Calicut, Calicut University P.O., Malappuram, Kerala - 673 635.
Designation and address of the Officer to whom the tenders are to be sent	The Deputy Registrar, Purchase Division, University of Calicut, Calicut University P.O., Malappuram Dist., Kerala-673635. Ph. 0494-2407130, Email: drpur@uoc.ac.in
Superscription	Tender for the Setting up of Digital Archive to the Department of Women's Studies.
Period of delivery	Within 30 days from the date of supply order
Email id (for technical enquiry) and contact number	wshod@uoc.ac.in HOD : 0490 - 2407366

Schedule of items

Sl No	Software /Equipment	Specifications	Quantity
1	USB Type External Hard Disk Drive (V2)	- External Desktop Hard Drive (HDD) 4 TB, USB 3.0 (backward USB 2.0), up to 5 Gb/s, 3.5" form factor, external AC adapter, AES 256-bit encryption, backup utility, Time Machine compatible, dimensions 139 × 49 × 171 mm, weight ~1 kg. ; CE, FCC, RoHS certified; Preferred brands: WD, Seagate, Toshiba. . Warranty - 3 years on site warranty.	1
2	Memory Card	- MicroSDXC Memory Card 512 GB, read speed up to 130 MB/s, UHS-I, U3, V30, A2, dimensions 15 × 11 × 1 mm, weight ~0.25 g, SD adapter included, operating voltage 2.7–3.6 V, operating temp –25 °C to 85 °C, durability 10,000 cycles. CE, FCC, RoHS certified; Preferred brands: Samsung, SanDisk, Lexar, HP Warranty - 5 years on site warranty.	3
3	Interchangeable Lens Cameras With lens	- Interchangeable-Lens Camera with Lens (Mirrorless Camera with Lens Kit) APS-C CMOS 24.2 MP, DIGIC X processor, ISO 100– 32,000, Dual Pixel CMOS AF II, oversampled 4K (30p), FHD (120p), Wi-Fi, Bluetooth, vary-angle LCD, lenses RF-S 18–45mm f/4.5– 6.3 IS STM + RF-S 55–210mm f/5–7.1 STM, optical IS, STM focus, filter size 49 mm, accessories tripod, charger, bag. Preferred brands: Canon, Nikon, Panasonic, Sony. Warranty - 2 years on site warranty.	1
4	Wireless Microphone	- Wireless Microphone System Compact clip-on, sensitivity – 37 dBV ±2 dB, 2.4 GHz AFH, GFSK modulation, range up to 300 m LOS, omnidirectional, 20 Hz–20 kHz, SNR >70 dB, max SPL 116 dB, 48 kHz/24-bit, TX battery 85 mAh (~9 hrs), RX 145 mAh (~8.5 hrs), charging case 680–1300 mAh, accessories case, cables, windshields. CE, FCC, RoHS certified; Preferred brands: DJI, Audio-Technica, Shure, Sennheiser. Warranty - 1 year on site warranty.	3
		Action Camera System GP2 processor, 1/1.9" CMOS 27.6 MP, f/2.5 lens, focal length 12–39 mm, 5.3K/4K video, Hyper Smooth 6.0 stabilization, HDR video, digital lenses (HyperView, SuperView, Wide, Linear + Horizon Lock), 8-	

5	Action Camera	bit/10-bit colour, 120 Mbps bit rate, zoom up to 2×, live streaming 1080p, webcam mode, Wi-Fi 6, BT 5.3, USB-C, dimensions 71.8 × 50.8 × 33.6 mm, weight 159 g, Enduro battery 1900 mAh, dual displays, waterproof. Preferred brands: GoPro, Sony, Insta360, DJI. • Warranty - 1 year on site warranty.	1
---	---------------	---	---

Specific Terms and Conditions :

1. Since the items mentioned above are for setting up of Digital Archive, the bidder is to ensure that the new items are compatible with each other and with the existing items in the lab and theatre.
2. The bidders are to ensure supply, installation, testing and commissioning of the equipment as turn-key system within a period of 30 days.
3. All the items to be supplied are to meet international industry standards and should be of globally recognized brands.
4. Installation shall be done at the site proposed with service support and proper training.
5. Warranty starts from the date of installation service should be provided within 3 weeks of filing the complaint only.
6. Offline services should be provided whenever required.
7. The repair and services shall be provided on the site. The vendors/suppliers should have service centres and services persons in Kerala.
8. Annual Maintenance Contract charges after warranty period should be clearly mentioned.

Terms & Conditions

1. The tender form can be downloaded along with general conditions from the website of University of Calicut (www.uoc.ac.in) and the tender shall be submitted in the tender form along with the general conditions.
2. The payment of tender cost and EMD shall be done through separate Demand Drafts in favour of Finance Officer or through e-payment facility provided in the website of University of Calicut (www.uoc.ac.in) at the link https://iwps.uoc.ac.in/gen_epay/pay1.php. (The e-payment of the tender cost is to be done after selecting the Purpose CTF001-COST OF TENDER FORM and the EMD selecting the Purpose EMD001 EARNEST MONEY DEPOSIT listed in the web page). If payment is done through e-payment facility, the bidders shall submit challan receipts of the payment, along with the tender. The tender cost paid will not be refunded on any account.
3. Sealed tender, tender cost, EMD and the primary agreement in plain paper shall be submitted. The format of the primary agreement is given below. Necessary superscription, due date for the receipt for tenders and the name and address of officer to whom the tender is to be sent, are given in the table above. Any bids received after the time fixed on the last date of submission will be rejected.
4. The prices quoted should be inclusive of all taxes, duties, cess, loading and unloading charges etc.
5. If required, the vendors should provide a physical demonstration at the time of technical evaluation (at no cost to the user).
6. The repair and services should be provided on-site.
7. The vendors/suppliers should have a well-established office in the state of Kerala. The office should be able to send the technical personnel for repair and maintenance of the equipment as per requirement within a day.
8. The tenderers shall possess GST registration, and the GST number shall be furnished in the

tender.

9. All relevant stores purchase rules of Kerala Government will be applicable to the bid.
10. The undersigned reserves the right to reject any tender without assigning any reason thereof.
11. Proof regarding three years experience in the supply of similar items to State or Central Government Organisations and performance certificate from reputed customers.
12. Vendor must provide at least 5 performance certificate of same quoted model in reputed Govt. Institutions within Kerala.
13. The audited balance sheet of the institution towards proof of turnover should be submitted. The statement shall be authenticated by chartered accountant/ Auditor. The bidder's average annual turnover should be more than 14 lakhs during the last three years.
14. Must provide a list of users : at least 10 reputed Govt. institutions within Kerala region.
15. A self declaration from the bidder certifying that the bidder is not a black listed firm by the state/central government/PSU institutions or any other government/ autonomous institutions.
16. Special conditions, if any, printed on the sheets of the tender or attached with the tender will not be applicable to the contract unless they are expressly accepted in writing by the University.
17. A Performance Security equivalent to 5% of the total value of the contract rounded to the nearest rupee shall be submitted by the successful bidder. The EMD and Performance Security are returnable.
18. The approval and payment of the bill will be done by the Government after proper verification.

General Conditions

1. 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 with price variation clause and/or 'subject to prior sale' condition are liable to be rejected.
2. **All the MSMEs with Udyog Aadhar Registration or any other body specified by the Ministry of Micro, Small and Medium Enterprises working within the state of Kerala will be exempted from the payment of Tender Fee and EMD.**
3. The tenders will be opened on the appointed day and time in the office of the undersigned.
4. If any tenderer withdraws from his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money if, any, deposited by him will be forfeited to University or such action taken against him as University think fit.
5. 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) Tenderers shall clearly specify whether the goods are offered from indigenous sources, from imported stocks in India or from foreign sources to be imported under a license. The University reserves 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. Communication of acceptance of the tender normally constitutes a concluded contract. Nevertheless, the successful tenderer shall also execute an agreement for the due fulfilment 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 charges and other expenses incidental to the execution of the agreement. Failure to execute the agreement within the period specified will entail the penalties set out in para 9 below.

9. (a) The successful tenderer shall, before signing the agreement and within the period specified in the letter of acceptance of his tender deposit a sum equivalent to 5 per cent of the value of the contract as security for the satisfactory fulfilment of the contract. The amount of security may be provided in Fixed Deposit Receipts endorsed in favour of the Finance officer. Letters of guarantee in the prescribed form for the amount of security from an approved Bank will also be considered enough at the discretion of University. If the successful tenderer fails to deposit the security and execute the agreement as stated above, the earnest money deposited by him will be forfeited to University and contract arranged elsewhere at the defaulter's risk and any loss incurred by University on account of the purchase will be recovered from the defaulter who will, however, not be entitled to any gain accruing thereby. If the defaulting firm is a registered firm their registration is liable to be cancelled.

(b) In cases where a successful tenderer, after having made partial supplies fails to fulfil the contracts in full, all or any of the materials not supplied may at the discretion of the Purchasing Officer, be purchased by means of another tender/ quotation or by negotiation or from the next higher tenderer who had offered to supply already and the loss, if any, caused to the University shall thereby together with such sums as may be fixed by the University towards damages be recovered from the defaulting tenderer. (c) Even in cases where no alternate purchases are arranged for the materials not supplied, the proportionate portion of the security deposit based on the cost of the materials not supplied at the rate shown in the tender of the defaulter shall be forfeited and balance alone shall be refunded.

(d) If the contractor fails to deliver all or any of the stores or perform the service within the time/period(s) specified in the contract, the purchaser shall without prejudice to its other remedies under the contract, deduct from the contract price as liquidated, damages, a sum equivalent to 0.5% or 1% of the delivered price of the delayed stores or unperformed services for each week of delay until actual delivery or performance, up to a maximum deduction of 10% of the contract prices of the delayed stores or services. Once the maximum is reached, the purchaser may consider termination of the contract at the risk and cost of the contractor.

10. The security deposit shall, subject to the conditions specified herein, be returned to the contractor within three months after the expiration of the contract, but in the event of any dispute arising between the Department concerned and the contractor, the Department shall be entitled to deduct out of the deposits or the balance thereof, until such dispute is determined the amount of such damages, costs, charges and expenses as may be claimed. The same may also be deducted from any other sum which may be due at any time from University to the contractor. In all cases where there are guarantee for the goods supplied the security deposit will be released only after the expiry of the guarantee period.

11. Ordinarily payments will be made only after the supplies are actually verified and taken to stock but in exceptional cases, payments against satisfactory shipping documents including certificates of Insurance will be made up to 90 percent of the value of the materials at the discretion of University. Bank charges incurred in connection with payment against documents through bank will be to the account of the contractor. The firms will produce stamped pre-receipted invoices in all cases where payments (advance/final) for release of railway receipts/shipping documents are made through banks. In exceptional cases where the stamped receipts of the firms are not received for the payments (in advance) the unstamped receipt of the Bank (i.e., counterfoils of pay-in-slips issued by the Bank) alone may be accepted as a valid proof for the payment made.

12. The contractor shall not assign or make over the contract on the benefits or burdens thereof to any other person or body corporate. The contractor shall not underlet or sublet to any person or persons or body corporate the execution of the contract or any part thereof without the consent in writing of the purchasing officer who shall have absolute power to refuse such consent or to rescind such consent (if given) at any time if he is not satisfied with the manner in which the contract is being

executed and no allowance or compensation shall be made to the contractor or the sub- contractor upon such rescission. Provided always that if such consent be given at any time, the contractor shall not be relieved from any obligation, duty or responsibility under this contract.

13. In case the contractor becomes insolvent or goes into liquidation, or makes or proposes to make any assignment for the benefit of his creditors or proposes any composition with his creditors for the settlement of his debts, carries on his business or the contract under inspection on behalf of or his creditors, or in case any receiving order or orders, for the administration of his estate are made against him or in case the contractor shall commit any act of insolvency or case in which under any clause or clauses of this contract the contractor shall have rendered himself liable to damages amounting to the whole of his security deposits, the contract shall, thereupon, after notice given by the Purchasing Officer to the contractor, be determined and the University may complete the contract in such time and manner and by such persons as the University shall think fit. But such determination of the contract shall be without any prejudice to any right or remedy of the University against the contractor or his sureties in respect of any breach of contract therefore committed by the contractor. All expenses and damages caused to University by any breach of contract by the contractor shall be paid by the contractor to University, and may be recovered from him under the provisions of the Revenue Recovery Act in force in the State.

14. (a) In case the contractor fails to supply and deliver any of the said articles and things within the time provided for delivery of the same, or in case the contractor commits any breach of any of the covenants, stipulations and agreements herein contained, and on his part to be observed and performed, then and in any such case, it shall be lawful for University (if they shall think fit to do so) to arrange for the purchase of the said articles and things from elsewhere or on behalf of the University by an order in writing under the hand of the Purchasing Officer put an end to this contract and in case the University shall have incurred, sustained or been put to any costs, damages or expenses by reason of such purchase or by reason of this contract having been so put an end to or in case any difference in price, compensation, loss, costs, damages, expenses or other money shall then or any time during the continuance of this contract be payable by the contractor to the University under and by virtue of this contract, it shall be lawful for the University from and out of any moneys for the time being payable or owing to the contractor from the University under or by virtue of this contract or otherwise to pay and reimburse to the University all such costs, damages and expenses they may have sustained, incurred or been put to by reason of the purchase made elsewhere or by reason of this contract having been so put an end to as aforesaid and also all such difference in price, compensation, loss, costs, damages, expenses and other moneys as shall for the time being be payable by the contractor aforesaid. (b) In case any difference or dispute arises in connection with the contract, all legal proceeding relating to the matter shall be instituted in the Court within whose jurisdiction the Purchasing Officer voluntarily resides.

15. Any sum of money due and payable to the contractor (including security deposit returnable to him) under this contract may be appropriated by the Purchasing Officer or University or any other person authorized by University and set off against any claim of the Purchasing Officer or University for the payment of a sum of money arising out of or under any other contract made by the contractor with the Purchasing Officer or University or any other person authorized by University. Any sum of money due and payable to the successful tenderer or contractor from University shall be adjusted against any sum of money due to University from him under any other contracts.

16. Every notice hereby required or authorized to be given may be either given to the contractor personally or left at his residence or last known place of abode or business, or may be handed over to his agent personally, or may be addressed to the contractor by post/e-mail at his usual or last known place of abode or business and if so addressed and posted/e-mailed, shall be deemed to have been

served on the contractor on the date on which, in the ordinary course of post, a letter so addressed and posted would reach his place of abode or business.

17. The tenderer shall undertake to supply materials according to the standard sample and/or specifications.

18. (a) No representation for enhancement of rates once accepted will be considered. However, in exceptional cases if University is convinced of any compelling need for enhancement of rate, it may do so. (b) In the case of imported goods, when the price accepted is the ex-site price quoted by the tenderer, the benefit of any reduction in the C.I.F. price should accrue to the University.

19. Any attempt on the part of the tenderers or their agents to influence the University in their favour by personal canvassing with the Officers concerned will disqualify the tenderers.

20. Tenderers should be prepared to accept orders subject to the penalty clause for forfeiture of security in the event of default in supplies or failure to supply within the stipulated period.

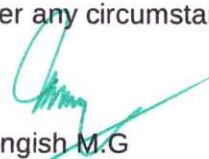
21. Tenderers whose samples are received late will not be considered. Samples should be forwarded under separate cover duly listed and the corresponding number of the item in the tender schedule should also be noted in the list of samples. Tenders for the supply of materials are liable to be rejected unless samples, if called for, of the materials tendered for are forwarded.

22. (a) The prices quoted should be inclusive of all taxes, duties cesses, 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. (b) In case payment of customs/excise duty is to be made by the Purchasing Officer, the Purchasing Officer will pay the duty on the "unloaded invoice price" only in the first instance, any difference being paid when the tenderer produces, the final assessment orders later.

23. 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.

24. In its evaluation of the bids, University shall give due weightage, as determined by the University in its sole discretion to the technical competency, delivery schedule, previous performance record and any other matter that University consider relevant.

25. Right to Accept or Reject Bid and Costs: University of Calicut reserves the right, in its sole discretion, to accept or reject any Bid, wholly or in part, or to annul and cancel the bidding process and reject all Bids at any time, without assigning any reason for the same. University of Calicut will not assume any liability for rejection of any Bid or cancellation of the bidding process. All costs associated with the preparation and submission of bids, answering, clarification and further information requests and carrying out all other activities related to the Bid process will be at the account of Bidders, and no claim for the same will be entertained by University of Calicut, under any circumstances.



Jengish M.G
Deputy Registrar
Purchase Division
(For Registrar)

(III) FORMAT FOR AGREEMENT

Articles of agreement executed on this the day of
..... between the Registrar, University of Calicut (hereinafter referred to as
"the University") of the one part and Shri.....
..... (name and address of the tenderer) (hereinafter referred to
as "the bounden") of the other part.

WHEREAS in response to the Notification No..... dated the bounden has
submitted to the University a tender for the specification therein subject to the
terms and conditions contained in the said tender;

WHEREAS the bounden has also deposited with the University a sum of
..... as earnest money for execution of an agreement undertaking the
due fulfillment of the contract in case his tender is accepted by the Government. NOW THESE
PRESENTS WITNESS and it is hereby mutually agreed as follows:

1. In case the tender submitted by the bounden is accepted by the University and the contract for
..... is awarded to the bounden, the bounden shall within days of
acceptance of his tender execute an agreement with the Government incorporating all the terms and
conditions under which the University accepts his tender.
2. In case the bounden fails to execute the agreement as aforesaid incorporating the terms and
conditions governing the contract, the University shall have power and authority to recover from the
bounden any loss or damage caused to the University by such breach as may be determined by the
University by appropriating the earnest money deposited by the bounden and if the earnest money is
found to be inadequate the deficit amount may be recovered from the bounden and his properties
movable and immovable in the manner hereinafter contained.
3. All sums found due to the University under or by virtue of this agreement shall be recoverable from
the bounden and his properties movable and immovable under the provisions of the Revenue
Recovery Act for the time being in force as though such sums are arrears of land revenue and in such
other manner as the University may deem fit.

In witness whereof Shri..... (H.E. name and designation) for and
on behalf of the University of Calicut and Shri. Bounden have
hereunto set their hands the day and year shown against their respective signatures.

Signed by Shri. (date)

In the presence of witnesses:

1.
2.

Signed by Shri. (date)

In the presence of witnesses:

1.
2.