Notice No. 216

CENTRAL SANSKRIT UNIVERSITY

Ekalavya Campus, Lembucherra, Tripura (West)

QUOTATION CALL NOTICE

No.: CSU-ELC/Y-1/2026-27/

Date: 29/10/2026.

Subject: Invitation of quotations from registered and reputed firms/agencies for live streaming and video recording of cultural and sports events during the Inter-Campus Youth Fest–2026 (East Zone), scheduled from 19 to 21 November 2026.

Central Sanskrit University, Ekalavya Campus, Lembucherra, Tripura (West), invites sealed quotations from registered and reputed firms/agencies having proven experience and adequate technical capacity to provide professional live-streaming and video-recording services for all cultural and sports events scheduled from 19 to 21 November 2026. Coverage shall include the venues at (i) Central Sanskrit University, Ekalavya Campus; (ii) ICFAI University; and (iii) Fishery College.

1. Scope of Work

1. Live-stream all cultural and sports events at the three designated venues during 19–21 November 2026 through platform(s)/accounts approved by the University. No unauthorised public broadcast shall be made.

2. Provide suitable cameras, camera operators, production crew, switching/streaming equipment, audio interface and other technical facilities required for clear and continuous coverage.

3. Record the complete events in high-definition digital format with intelligible audio and proper audio-video synchronisation.

4. Arrange stable internet connectivity and adequate backup arrangements at each venue; conduct a prior site inspection, technical check and rehearsal in coordination with the University's authorised nodal officer.

5. Provide adequate crew and equipment at all venues according to the event schedule, without obstructing participants, officials, judges or spectators.

6. Organise and label recordings venue-wise, date-wise and event-wise. At the conclusion of the event, hand over all recordings to the University on suitable storage media supplied by the agency, or by another secure method approved in writing.

7. Submit the live-stream links, where applicable, and complete raw/original recordings at the end of the event, or within the handover timeline specified by the University. State the proposed delivery timeline and storage media in the quotation.

8. Include all incidental arrangements such as equipment, cables, personnel, transport, installation, testing, connectivity, power accessories and storage media in the quoted price, unless an exclusion is expressly stated.

2. Eligibility and documents

1. The bidder shall be a legally registered firm/agency with relevant experience in live streaming and event video recording. Proof of registration/constitution shall be enclosed.

2. Enclose self-attested copies of PAN, GST registration (where applicable), details of authorised signatory, contact information and bank details.

3. Provide details of similar assignments completed, supported by work orders, client certificates or completion certificates, wherever available.

4. Submit a brief technical proposal stating camera/equipment specifications, crew strength, streaming and recording formats, internet and backup arrangements, storage capacity and delivery method.

5. Clearly disclose exclusions, additional charges and assumptions. Incomplete quotations or quotations containing undisclosed charges may be treated as non-responsive.

3. Financial quotation format

Quote a consolidated amount for the complete assignment and provide a venue-wise/day-wise breakdown. All amounts shall be quoted in Indian Rupees.

Sl. No.	Description	Quoted amount (₹)	GST rate/amount (₹)	Total incl. taxes (₹)
1	Live streaming and video recording of all cultural and sports events at all three venues for 19–21 November 2026			
2	Optional/additional service (specify in detail)			
	GRAND TOTAL			

4. Terms and Conditions

1. Submit the quotation in a sealed envelope superscribed "Quotation for Live Streaming and Video Recording – Inter-Campus Youth Fest–2026 (East Zone)", bearing the bidder's name, address and contact details.

2. Last date and time of submission: 02/11/2026 up to 05.00 PM. Place: Office of the Director, Central Sanskrit University, Ekalavya Campus, Lembucherra, Tripura (West). Opening date/time: 03/11/2026 at 11.00 AM, subject to administrative convenience.

3. The quotation shall remain valid for at least 90 days from the last date of submission. Late, unsigned, incomplete or conditional quotations may be rejected.

4. Rates shall include all costs for equipment, personnel, travel, transportation, installation, testing, connectivity, recording media, data transfer, taxes and incidental expenses, unless an exclusion is clearly identified and accepted in writing.

5. Technical suitability and financial competitiveness shall be evaluated. Award shall not be based solely on the lowest price; compliance, experience, equipment adequacy, reliability, deliverables and value for money may be considered under applicable rules.

6. Procurement shall be governed by the General Financial Rules, 2017, applicable Government of India instructions, CSU rules and the approved procurement procedure.

7. The successful agency shall deploy sufficient trained personnel and suitable equipment at all venues and follow the instructions of the University's authorised nodal officer and venue authorities.

8. The agency shall comply with security, safety and venue rules and shall be responsible for damage to University/venue property caused by its personnel or equipment.

9. The University shall retain the right to use, reproduce, archive and publish the recordings for institutional, academic, publicity and archival purposes without additional royalty or usage fee. The agency shall not publish, sell, distribute or otherwise use recordings or participants' images/audio without prior written permission from the University.

10. Recordings shall be complete, playable, properly labelled and free from avoidable technical defects. Missing, corrupted or defective files attributable to the agency shall be restored or re-submitted at its cost.

11. Payment shall ordinarily be made after satisfactory completion, verification and acceptance of deliverables and submission of a proper GST bill/invoice and required documents, subject to applicable rules and statutory deductions. No advance shall be payable unless specifically approved under applicable rules.

12. Failure to provide agreed coverage or timely handover may result in proportionate deduction, cancellation of the work order or other action permissible under applicable rules, after consideration of the circumstances.

13. The University reserves the right to seek clarification, accept or reject any or all quotations, or cancel/modify the process in accordance with applicable rules. Submission of a quotation shall not create any right to award of work.

14. Disputes shall be dealt with under applicable law; jurisdiction shall lie with the competent courts in Tripura, subject to law.

5. Declaration by bidder

I/We certify that the information furnished is true and correct, the rates quoted are valid for the specified period, and I/we have read and accepted the conditions of this notice. I/We understand that submission of a quotation does not confer any right to award of work.

Name of firm/agency: _____

Name and designation of authorised signatory: _____

Signature with seal: _____ Date: _____

Place: _____

29.10.2026

Director
Central Sanskrit University
Ekalavya Campus, Lembucherra, Tripura (West)

निदेशक / Director
केन्द्रीय संस्कृत विश्वविद्यालय / Central Sanskrit University
एकलव्य परिसर, अगरतला / Ekalavya Campus, Agartala