

Brainware University
BARASAT: KOLKATA-700 125
TELEPHONE NO: 033-69010654

Notice inviting quotations (Including WEBSITE publication)

ENQUIRY No: BWU/MSJ/INST/EVEN (25-26)/0028 Date: 13.11.25
(To be quoted in all Correspondences)

Dear Sir,

University will be pleased to receive your lowest possible quotation in a SEALED COVER with our ENQUIRY NUMBER and the DUE DATE duly superscribed on the COVER, and on the face of the offer letter for the supply of the mentioned goods and articles, subject to the terms and conditions outlined below.

The last date of submission of QUOTATION is 24.11.2025 (4:00 pm)

Sr.	Name of the item	Maker (if applicable)	Detailed Specification of item (if applicable)	UOM	QTY Required
	Gr. A: Instrument/Equipment				
1	Western Digital WD 8TB My Book Desktop External Hard Disk	Western Digital	The hard drive will be used to store all the footage of student projects. As we will be using a cinema camera to capture the footage, a storage of large capacity will be necessary.	No	1
2	LTGEM EVA Hard Case for WD	LTGEM	The case will be used to protect the hard drive during transport and for safe storage while not in use.	No	1
3	SanDisk Extreme Pro SD UHS I 128GB Card	SanDisk	An SDXHS will be used to capture footage from the camera. The department has 3 cameras of different utilities and these cards will be used to record the work of the students.	No	2
4	Silicon Power Cinema Pro 128GB CFast 2.0 Memory Card	Silicon Power	Cfast cards are an essential part of the filmmaking module as it record the footage that is being recorded, which allows the students to learn about the production and post-production process.	No	2
5	D950 Battery Memory Card Protective Protector Case Box	HIFFIN	The battery and card case will be used to transport memory cards and batteries from the university to the shoot location/locations.	No	2
6	Cfast ans SD Card Reader	Yeemie	A card reader is necessary for transferring the footage from the card to the post-production system.	No	1
7	KODAK 77mm Camera Lens VND Filter Pro Series 11 Stops	KODAK	An ND Filter will be beneficial to show the students the correlation between exposure & depth of field and the aesthetic functionality in cinema	No	1
8	AA Rechargeable Batteries 2500 mAh (Pack of 4)	Amazon Basics	AA rechargeable batteries will be used primarily for sound equipment. They will be used in equipment that will record sound.	No	13(Pack of 4)
9	Panasonic Eneloop CC55N Smart and Quick Charger for AA & AAA	Panasonic	The Quick charger will be used to recharge the above-mentioned batteries.	No	4

Sr.	Name of the item	Maker (if applicable)	Detailed Specification of item (if applicable)	UOM	QTY Required
	Gr. A: Instrument/Equipment				
10	NP-F570 batteries	Black Magic	NP-F570 batteries will be used to power the Black Magic camera during students' shoots. The batteries will help sustain the duration of the project.	No	5
11	NP-F570 Dual charger	Watson	NP-F570 batterie charger will be used to charge the Black Magic camera batteries during students shoots. The batteries will help sustain the duration of the project.	No	2
12	(NP F750 C USB) Lithium-ion Rechargeable Battery	DIGITEK	The NP-F750 Battery will be used to power portable lights and feed monitors that are equipment utilised in the field while shooting.	No	6
13	NP-F970 Dual Channel Digital Camera Battery Charger	ELBME	The dual-channel charger will be used to charge the above-mentioned chargers.	No	2
14	2TB External HDD	Seagate	The hard drive will be used to store all the footage of student projects. As we will be using a cinema camera to capture the footage, a storage device of large capacity will be necessary.	No	1
15	Gizga essentials 2.5 Inch External Hard Drive Case 1680D	Gizga	The case will be used to protect the hard drive during transport and for safe storage while not in use.	No	1
16	(DWM-111 4 Channel Wireless Microphone System, 360° Ultra Voice Capture & 2.4GHz, Plug & Play, 50m Range, Noise Reduction	Digitek	A wireless mic setup will be used to teach the students about recording audio with multiple subjects.	No	1
17	Cinema Difussion Gel- 216	Rosco	Cinema gels are used to manipulate the lights in ways that suit the situation's needs.	No	1
18	Cinema Difussion Gel-250	Rosco	Cinema gels are used to manipulate the lights in ways that suit the situation's needs.	No	1
19	Cinema Colour temperature Gel- CT Blue (Half)	Rosco	Cinema gels are used to manipulate the lights in ways which suite the situations needs.	No	1
20	Cinema Colour temperature Gel- CT Straw (Half)	Rosco	Cinema gels are used to manipulate the lights in ways that suit the situation's needs.	No	1
21	Gigabyte AMD B550 Ultra Durable MicroATX Motherboard Socket AM4 DDR4	Gigabyte	The motherboard as part of an editing setup, will be used to edit ongoing projects and teach students the importance of footage processing.	No	1
22	AMD 5000 Series Ryzen 7 5700X Desktop Processor 8 cores 16 Threads 36 MB Cache 3.4 GHz Upto 4.6 GHz AM4 Socket 500 Series Chipset	AMD	The Desktop Processor as part of an editing setup will be used to edit ongoing projects and teach students the importance of footage processing.	No	1

Sr.	Name of the item	Maker (if applicable)	Detailed Specification of item (if applicable)	UOM	QTY Required
	Gr. A: Instrument/Equipment				
23	GIGABYTE GeForce RTX 3050 WINDFORCE OC V2 8GB	Gigabyte	The Graphics Card as part of an editing setup will be used to edit ongoing projects and teach students the importance of footage processing.	No	1
24	Corsair Vengeance LPX 8GB (1x8GB) DDR4 3600	Corsair Vengeance	The RAM as part of an editing setup will be used to edit ongoing projects and teach students the importance of footage processing.	No	2

* **N.B.: Authorisation letter from the Manufacturer or Manufacturing Certificate from the appropriate authority is required, if applicable.**

- 1. Quotation shall be accepted only from GST-registered vendors/dealers/manufacturers, etc.** The GST registration number must be mentioned on the quotation.
- 2. Validity of the quotation must be for 30 days from the date of submission.**
- 3. The last date of submission of tender is,, 24.11.2025 within 4 p.m.** at the Purchase Section, Building-III/RR-112, **to be opened at 5 p.m.** Vendors are requested to attend.
- 4. The party is requested to keep in touch with the HOD of the Department of Media Science and Journalism of the University. Before quoting the rate, for better Knowledge of the specification & quality of materials asked.**
- 5. The University reserves the right of selection.**
- 6. We will accept only those tenders that will maintain the Make and Last date of tender submission strictly as mentioned in " Notice inviting quotations "**

Last date for submission of quotation is 24.11.2025 within 4.00 P.M. to be opened at 5:00 P.M.

SD/-
Purchase Officer
Authorised Signatory

TERMS & CONDITIONS OF NOTICE INVITING QUOTATIONS

- 1. Quotation should be for FREE DELIVERY at the University campus, unless otherwise agreed.**
- 2. Prices quoted should be net, and the minimum period of validity of the quotation should be for one month from the closing date & should be free from CORRECTIONS.**
- 3. Sample must be attached with quotation in all possible cases & when asked for, before the DUE DATE of Enquiry.**
- 4. The University does not bind itself to accept the lowest or any tender or assign any reason for non-acceptance. It further reserves the right to accept any tender in part or in whole at its option.**
- 5. If the University finds that the materials supplied are not of the contract quality or not according to the specification required by the University or otherwise not satisfactory owing to any reason, of which the University shall be the sole judge, the University shall be entitled to refuse the acceptance of the said materials, cancel the order and buy its requirement elsewhere at supplier's responsibility.**
- 6. Tenderers must, as far as possible, arrange to supply the materials according to the terms of delivery specified in the orders. This delivery time must be strictly adhered to. Failure to supply within the specified time will lead to cancellation of the order without notice, or**
- 7. If the deliveries are not regular and if, on that account, the University is forced to buy the materials elsewhere, any loss or damage that the University may sustain thereby will be recovered from the supplier for non-delivery at the scheduled periods.**
- 8. THREE consecutive failures to supply within the scheduled time or times will entail the removal of the Tenderer's name from the Approved List of Suppliers.**
- 9. If any tenderer charges GST, in addition to their quoted rates, this fact should be stated specifically in their quotation. In the absence of such a statement, the rate quoted will be deemed to be inclusive of GST. Payment of a Tax Invoice is dependent on the checking of the regularity of GST returns of a vendor, as applicable.**
- 10. Non-compliance with an order may lead to cancellation of enlistment, and no enquiry will be issued in future.**
- 11. Up to 10% of the bill value may be deducted for default and/or delay in delivery @1% per week of delay, without prior confirmation from the University.**
- 12. In all cases of disputes, the decision of the university shall be final & binding on you.**
- 13. Vendor is to complete delivery first, then raise the Tax Invoice; thus, against one order, only one Tax Invoice will be accepted. If delivery is made in parts, there may be more than one challan (say Three/Four) challans.**
- 14. The vendor must update the delivery status of all individual orders in the mail, as per our schedule and committed dates, for better tracking, including the submission of the original Tax Invoice/bill.**
- 15. For new vendors, PTPC is a must; it should be intimated to all.**

By Order