



**Directorate of Distance Education,  
University of Jammu, Jammu, Jammu and Kashmir - 180006.**

**Expression of Interest (EOI)**

**Last date of submission : August 30, 2022**

Directorate of Distance Education (DDE), University of Jammu intends to establish 2 no. of Digital Studios with Recording and e-resource creation facility at DDE, University of Jammu on turnkey basis.

The objectives of this EOI are as under:

1. Development of state-of-the-art recording studio with storage and archiving facility at DDE, University of Jammu.
2. The purpose of digital audio video recording studio is to facilitate live lectures as well as to record academic lectures of Senior Officers, Guest Lecture, Academia, Panel discussions and demonstrations . The audio video recorded file will be used for students undergoing different courses in University of Jammu.
3. The purpose is to create digital/e-resource for use of faculty, students and other stake holders.
4. To identify suitable firms for design, development, implementation and maintenance of this studio on the turnkey based project which would also include supply, installation, testing, commissioning, training, operationalization and technical support for infrastructure, technical equipment and software.
5. The faculty will be housed in the premises of Directorate of Distance Education, University of Jammu, J&K.
6. The EOI invitation is on a non-committal basis. Thereafter, at second stage, bidding may not be restricted only to shortlisted vendors of EOI stage and subsequently E-procurement procedure as per GFR shall be followed.
7. Presentation should focus on plan layout, interiors, technical requirements etc.
8. The tentative date for presentation shall be in the first week of September in the Office of the Directorate of Distance Education (DDE), University of Jammu.

9. The Vendor should submit a document indicating all the equipments & other accessories with detailed specification necessary for the establishment of Digital-cum-recording studios as per the presentation.
- 10.2 Digital studios (1<sup>st</sup> at Ground Floor and 2<sup>nd</sup> at First Floor) with waiting area space in the Ground Floor & storage area & other allied apartments required for this purpose.
- 11.No sublet of the work shall be allowed
- 12.Manpower for operationalization of the Studios for a period of 1 year.

Firms including interested OEM, authorized distributors/ or Company dealing with such nature of work and fulfilling the following Pre-Qualification Criteria may submit their EOI duly enclosing product brochure, detailed budgetary quote and other connected documents. The concerned firms may also send their comments on objective and scope of the equipment projected in the enquiry. The firm are also required to provide details of the capabilities to undertake the installation & maintenance of subject equipment keeping in future requirements.

## 1. PRE QUALIFICATIONS CRITERIA

Vendors are advised to submit documents as per table below with index. The minimum pre-qualification criteria for the vendors to be eligible is as follows:

| S.no | Pre-Qualification Criteria   | Supporting Documents to be attached  | Page No. |
|------|--|--|----------|
| 1.   | Brief profile of Company   | Max. 10 pages.   |          |
| 2.   | The vendor must be the Indian Registered company.  | A Certificate of Incorporation.  |          |
| 3.   | The vendor must have valid GST Registration and PAN number allotted by the respective authorities.   | Copy of the same must be attached.   |          |
| 4.   | Company should have a minimum of 5 years of working experience related to establishment of Digital-cum-Recording studios on turnkey basis. | Agreement Copy of Ist project (Establishment of Recording Studios & its completion certificate.) |          |

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| 5.  | The vendor should neither have been blacklisted by any Central Government/ State Government/ PSU/ Government Bodies/ Autonomous Bodies/ Equivalent HEIs with regard to the work executed by it in the last three years. | The vendor shall furnish an undertaking.   |  |
| 6.  | Vendors should have implemented similar works in Educational Institutes of National importance.   | Agreement Copy & their Completion Certificates.  |  |
| 7.  | The Vendor must be OEM, exclusive authorized distributor or company having experience & dealing with such nature of work of establishment of Recording-cum-Digital Studios on turnkey basis                             | Self-declaration of being the OEM/ authorization certificate from OEM. Authorization Certificate of major components shall be attached |  |
| 8.  | The Vendor should be having an average Annual turnover of at least INR 50 lakhs in the last three Financial years (FY 2019-20 2020-21 2021-22)  | Audited/ Certified financial statements by chartered Accountant or firm on a single page for the last three years.                     |  |
| 9.  | Mention setup time required once the agreement is signed.   | (Undertaking by the firm on letter head) with milestones.  |  |
| 10. | Requirement from University for setting of aforementioned Studio.   |  |  |