



REF NO: NESFAS/REC/PROC/AST/218/2020/223(A)

## TENDER INVITATION LETTER

Request: Invitation for Tender for the Provision of Filmmaking Equipment required for the Participatory Video Training Programme.

On behalf of North East Slow Food and Agrobiodiversity Society (hereafter referred to as NESFAS), the Executive Director invites you to submit a tender in relation to provision of Participatory Video Equipment as mentioned below:

Table 1: Required Equipment for PV

S. No	Particulars	Preferred specifications or model
1	Video Camera	Canon 77d, 850d or 800d
2	Extra Batteries for Video camera	Of the above mentioned models
3	High speed SD card 32Gb for Video camera	Class 10, above 90mbps
4	Editing machine (Laptop)	Minimum specs: i5, 8GB Ram, Graphics card
5	Rode microphone	
6	Collar microphone	
7	Headphone	
8	Speaker	
9	External hard drive	1 TB
10	Tripod	
11	Adobe Premiere Pro software	One year package
12	Recorder	Zoom H6 6 Track Portable Digital
13	Projector	LED, portable
14	Wireless mouse	Compatible with selected laptops



Address to: C/o Executive Director,  
North East Slow Food & Agrobiodiversity Society  
Kerie Ville, Arbuthnott Road, Laitumkhrach,  
Shillong 793003,  
Meghalaya, India.

Email: [piusranee.nesfas@gmail.com](mailto:piusranee.nesfas@gmail.com) / [infonesfas@gmail.com](mailto:infonesfas@gmail.com)  
Contact No: +91-9856800587

**Last date for submission of Quotations: 20<sup>th</sup> July, 2020.**

**NB: This tender has been extended till the 27<sup>th</sup> July, 2020**

**Terms & Conditions:**

- 1) Interested firm may submit their proposals to NESFAS office, Laitumkhrach (address as mentioned above) or via email provided above. NESFAS Procurement Committee will evaluate the proposal.
- 2) The Proposal amongst others may ideally contain Profile of the Firm, copy of Registration certificate in case of registered firm.
- 3) In case, interaction is required, the same will be held in the NESFAS office, Shillong in the above mentioned address and the firms attending the interaction session would however do so at their own cost.
- 4) Once a proposal/quotation is received before the due date and time, NESFAS will:
  - Log the receipt of the proposal and the business information.
  - Review all proposals and disqualify any non-responsive ones and retain the business details on file with a note indicating disqualification.
  - Inform respondents within 15 business days of the evaluation decision being made.

**NESFAS reserves the right:**

1. To accept any or reject all proposals, without incurring any liability to the affected respondents or any obligation to inform the affected respondents on the grounds for NESFAS'S actions prior to contract award, and
2. To negotiate - with respondents invited to negotiate- the proposed technical approach and the proposed price based on the respondents proposal.

**Validity of Quotations/Tender:** The tender shall be valid for at least 2 months from the date of the tender.