



(A Government of Puducherry Institution)
INDIRA GANDHI MEDICAL COLLEGE AND RESEARCH INSTITUTE
(Unit of Perunthalaivar Kamarajar Medical College Society)

Vazhudavur Road, Kathirkamam, Puducherry – 605 009 Ph: 0413-2277289

Email: puducherrymedicalcollege@gmail.com

TENDER NOTIFICATION

Terms and Conditions of Tender for the Supply of a Full Frame Mirrorless Camera with Accessories for the use of academic, clinical and institutional activities at the Indira Gandhi Medical College & Research Institute, Kathirkamam, Puducherry.

Sl. No.	Name of the Items	Qty.
1	Full Frame Mirrorless Camera with Accessories	1 No.
<i>Detailed Specifications are enclosed herewith</i>		

- 01) Tenders should be submitted through on-line in the prescribed form Notice Inviting Tender (NIT) from 28-07-2026 at 11.00 hrs upto on 12-08-2026 at 17.00 hrs in official website www.igmcricri.edu.in as specified therein. The tender details, terms and conditions and specifications, time schedule may also be downloaded from the website <https://igmcricri.edu.in>.
- 02) Tenderers (for Technical Bid) should submit the hard copy in a single cover and details of Tender fee & EMD super scribing "relevant name of Equipment - (Item Name)" (for example: **Supply of Full Frame Mirrorless Camera with Accessories**) in a separate cover and to reach the Chairperson, Tender Committee, Indira Gandhi Medical College & Research Institute, Puducherry, Vazhudavur Road, Kathirkamam, Puducherry-605009 on or before 12-08-2026 at 17.00 Hrs.
- 03) Tenders will be opened on 14-08-2026 at 1st Floor, Admin Wing, Indira Gandhi Medical College and Research Institute, Vazhuthavur Road, Kathirkamam, Puducherry – 605 009.
- 04) The Chairperson, Tender Committee (Director of Indira Gandhi Medical College and Research Institute) is competent to accept the tender in whole or part and also have the right to reject any/all the tenders without assigning any reason there for.
- 05) Every Tenderer must go through the terms and conditions carefully and understand themselves before submitting their tender. Any request that the conditions have not read or understood properly will not be entertained later.
- 06) The Tenderer shall be the manufacturer of the item offered or Authorised Dealer of the manufacturer or Direct Importer of the item. The Authorised Dealer shall enclose a copy of the letter of appointment for Authorised Dealership issued by the manufacturer along with the Tender. The Direct Importer shall enclose tender, a copy of the letter of authorization issued by the manufacturer and also a copy of the valid import license issued by the competent authority along with the tender.
- 07) The Director, Tender Committee/the Indenting Officers of IGMC&RI has the right to increase or decrease the quantity of the articles mentioned in the schedule or not to order any quantity or any number of any such articles at all during the period of tender/contract.

- O8) Any attempt on the part of the Tenderer or their agent to influence the department will disqualify such tender.
- O9) The Companies/Firms which have been blacklisted by any State Government/Central Government/its procurement agencies should not participate in the tender. However the participants should give an undertaking that they have not been blacklisted by any State/Government/Central Government/its procurement agencies. Any violation of Tender norms may lead to blacklisting of the Tenderer by the Institute for 3 years.
- 10) The tenderer must pay Rs.1,000/- as Tender Fee in the form of Demand Draft drawn on any nationalized bank, in favour of the Director, Indira Gandhi Medical College and Research Institute, Payable at Puducherry. The DD will be taken only in the name of the firm without fail. The Tender fee should be submitted along with the submission of Technical Bids.
- 11) The tenderer must pay EMD of Rs.3,500/- (2% of the approximate value of Rs.1.75 lakh) by way of Demand Draft drawn on any nationalized bank, in favour of the DIRECTOR, IGMCR, PUDUCHERRY, Payable at Puducherry. The name & Seal of the firm has to be written on the reverse of the Demand Draft without fail. The EMD should be submitted along with the submission of Technical Bids. No interest will be paid on E.M.D.

Documents to be submitted for EMD Exemption:

- A valid MSME/NSIC registration certificate or equivalent government-authorized exemption document.
 - A formal request letter seeking EMD exemption.
 - Any additional documents specified in the tender conditions.
- 12) The earnest money will be returned to the unsuccessful tenderers, but retained in the case of successful tenderer for adjustment towards security deposit @ 10% required to be paid by the successful tenderer for due fulfillment of the contract.
 - 13) Income Tax Clearance Certificate for the last three years i.e., from 2022-2023 to 2024-2025 should be enclosed with the tender, failing which the tender will be rejected. If the tenderer is not an Income Tax assessee, a non-assessee certificate issued by the Income Tax Department should be enclosed. Permanent Account Number (PAN) of the Income Tax, GST registration/TIN should also be enclosed.
 - 14) The supply should be made at the supplier's own risk, if damages and breakages occurring in transit, the articles thereof should be replaced. No insurance charges will be payable.
 - 15) The firms should quote the basic price of the items separately and the other taxes and duties only as mentioned in the Bill of Quantity (BOQ) of the Tender Schedule.
 - 16) The rate quoted should be valid for a period of one Year from the date of approval of rate by the Government.

THE FIRMS ARE REQUIRED TO QUOTE THEIR LOWEST RATES COMPARABLE TO THE RATE QUOTED FOR OTHER INSTITUTIONS ELSEWHERE. THE QUOTED RATE, IF FOUND AT A LATER DATE TO BE HIGHER COMPARED TO THE RATES OFFERED TO ANY OTHER INSTITUTION, THE DIFFERENCE IN COST WILL BE LIABLE TO BE RECOVERABLE/ADJUSTED FROM THE EMD ETC., OF THE SUPPLIER FIRM.

- 17) Tenderer will not be allowed at any time and on any ground whatsoever, any claim for revision or modification of the rate quoted by them during the currency of the tender/contract period.
- 18) Tenderer not stipulating the period of delivery and tender with price variation clause/subject to prior sale conditions shall be rejected.
- 19) Exact amount/rate, should be quoted in Indian currency, by the firms and no change at a subsequent date is allowed due to the change in the convertibility of Indian rupees.

- 20) The supply should be made within 30 days from the date of issue of supply order. In case of delayed delivery, the order will be treated as withdrawn; unless otherwise the delivery time is extended by the indenting officer.
- 21) Selection of tenders would very much depend upon the efficacy/quality of the products offered. Sample/Demonstration if required, should be produced/arranged before the Director at the expense of the tenderer. The Tenderer shall be bound to deliver all the items in such quantity or numbers and within such time as the Director, Tender Committee/Indenting Officer shall from time to time direct during the currency of the contract. All items shall be subject to inspection and acceptance or rejection by the Director, Tender Committee/Indenting Officer.
- 22) The price to be quoted shall be "Firm" in all respects and for delivery F.O.R destination - PUDUCHERRY and should cover Excise Duty, Packing, Forwarding, Transportation, all incidental charges and insurance etc. No advance payment will be made except, for import items for which Letter of Credit to be submitted.
- 23) All items should be supplied strictly in accordance with the approved specifications. The article supplied by the Tenderer which in the opinion of the Director, Tender Committee/Indenting Officer is found faulty or unfit for use shall be rejected. The opinion of Director, IGM&RI thereon in all respects will be final and conclusive and altogether operative and binding on the Tenderer and shall not be open or subject to question or dispute by the Tenderer on any ground whatsoever. If the items is not satisfactory and do not meet the specification offered by the firm the same will have to be removed from the institution immediately after receipt of intimation at the firm's own expenses. If not, the equipment will be sent to the firm' by this Institute & the charges towards transport and other incidental charges will be recovered from Security Deposit amount paid by the firm.
- 24) The item supplied in lieu of or in substitution of rejected equipment shall in like manner be subject to inspection or rejection and removal as often as the Director, Tender Committee, shall consider necessary.
- 25) The firm (Supplier) shall submit bill (in duplicate) along with an advance stamped receipt immediately after execution of the supply order in full, for arranging payment. The payment will be made on receipt of said equipment at site in good condition/commissioning of the equipment and inspection of the Technical Advisory Committee, subject to fulfillment of all other terms and conditions of agreement to be entered into subsequently.
- 26) **PAYMENT TERMS:** Payment shall be made on receipt of the item on time of supply and complete in all aspects. No advance payment to be paid.
- 27) The tenderer shall invariably furnish the GST & PAN certificates in their bills along with account details for payment.
- 28) In case of any difference or dispute arising in connection with this contract, all legal proceedings relating to the matter shall be instituted only in the court within the jurisdiction of the Union Territory of Puducherry.
- 29) The tenderer should accompany the Questionnaire with the undertaking enclosed duly filled and signed. Failure to do so, will lead to non-consideration of the tender.
- 30) The BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only.
- 31) **EVALUATION OF BIDS:** The Committee constituted by the Department will evaluate the Technical Bid. The specification offered by the companies will be evaluated based on the

specification of the Department. Based on the Technical Evaluation, the Financial Bid of such short-listed companies will be opened for further evaluation. The bidders or their representatives shall be called for opening of the Technical Bid.

- 32) The bidder shall submit a detailed Technical Compliance Report against each specification prescribed in the tender document, clearly indicating compliance or deviation with supporting documentary evidence, product brochures, catalogues and technical literature. Failure to furnish the Technical Compliance Report or submission of incomplete or misleading information shall render the bid liable for rejection during technical evaluation.


Dr. C. UDAYASHANKAR
CHAIRPERSON,
TENDER COMMITTEE

QUESTIONNAIRE

1	Name & Designation of the contact person with signature	
2	Name and Address of the Tenderer	
3	Name/ Address of the Tenderer to which supply order to be made and bills to be settled	
4	Phone No: Land line number (functional between 9 am and 5pm)	
5	Mobile No of contact person (available from 9am to 6pm)	
6	Fax No of the Tenderer	
7	Email ID of the Tenderer	
8	Email ID of the contact person	
9	Local supplier/Distributor in Chennai/Puducherry or any other place (complete address must be written)	

If there is any change in the above details, I will immediately intimate you by speed post or fax or email

I..... hereby declare that the details given above are true to the best of my knowledge and I have thoroughly read and understood the terms & conditions of the tender and shall abide by the rules.

Signature

Dated:(Name with designation and seal)

LIST OF DOCUMENTS TO BE ENCLOSED

Sl. No	Name of the Document	Whether enclosed
1	Company/Firm Licence	
2	Authorized Dealer authorization letter (if applicable)	
3	Last 3 Years Supply Details	
4	Performance Certificates	
5	Hard copies of all the Tender Documents	
6	Tender Fee and EMD by way of Demand Draft	(Please provide details)
7	Copy of acknowledgement of Income Tax return for the year 2022-23 to 2024-25 (3 Years)	
8	Copy of Pan card	Please provide details
9	Copy of GST	Please provide details
10	Questionnaire (Whether submitted Yes/No)	
11	The Terms and Conditions of the e-tender should be sealed and signed by the tenderer and to be attached with the Technical bid	
12	Tender should submit the Technical Specifications with compliance report along with your Offer Model full Specification (Seal & Signature in every page) with Product Catalogue	

Other Terms & Conditions:

- *Demonstration: Representative from the bidder or seller before finalization of tender should be able to demonstrate the model offered when called for by the administration.*
- *Availability of service Centre: Must have a functional service center within consignee location.*
- *OEM or Authorized Seller of OEM should have a registered office in Puducherry to provide after sales service support in India.*
- *Wherever Authorised Distributors are submitting the bid, Manufacturers Authorization Form (MAF)/Certificate with OEM details such as name, designation, address, e-mail Id and Phone No. required to be furnished along with the bid.*
- *The bidder or the OEM of the offered products must have CE and ISO certification.*
- *Before supply the items, the preview/demo is must, if requested by the Department/Section.*

***Tender will not be considered if any or all of the documents mentioned above is/are not submitted.**

TENDER DETAILS

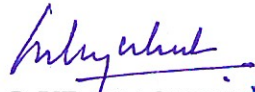
S. No.	Subject	Timeline
1.	Downloading of Documents	From 28-07-2026 @ 11.00 hours To 12-08-2026 @ 17.00 hours.
2.	Last date for Submission of Hard Copy i.e. NIT Document, Tender Document Fee, EMD, Technical Bid	12-08-2026 @ 17.00 hours.
3.	Date for "Opening of the Tender" by the Committee	14-08-2026 @ 11 hours.
4.	Date for Opening of "Technical and Financial Bid" online by the Committee	Will be intimated Later
5.	Pre Bid meeting	-

Place of opening of Tender : First Floor, Admin Block, IGMC&RI
Puducherry-605009.

Address for Communication : The Director,
Indira Gandhi Medical College & Research Institute,
Kathirkamam
Puducherry - 605009.

✉ : puducherrymedicalcollege@gmail.com

Contact for any clarification & assistance in floating tender : Establishment Section
First Floor, Admin Block, IGMC&RI
Puducherry-605009


Dr. C. UDAYASHANKAR
CHAIRPERSON,
TENDER COMMITTEE

ANNEXURE - DETAILED LIST OF CAMERA WITH ACCESSORIES

Sl. No.	Description	Qty.
1	Full Frame Mirrorless Camera with Zoom Lens Kit (28-70 mm)	1 No.
2	External Flash Unit with Battery (with additional battery - 1 No.)	1 No.
3	Rechargeable Lithium-ion Battery for Flash	1 No.
4	Memory Card - 64 GB Ext. Pro 200 MB/s	3 Nos.
5	Camera Sling Bag	1 No.
6	55 mm UV Filter	1 No.
7	4 TB External Hard Disk	1 No.

Note: Detailed Technical Specifications for each of the above items shall be enclosed separately as Annexure-I to this Tender Document.


Dr. C. UDAYASHANKAR
CHAIRPERSON,
TENDER COMMITTEE

Technical Specification for Full Frame Mirrorless Camera with 28-70 mm Zoom Lens Kit

Sl. No.	Specification	Requirement
1	Camera Type	Full Frame Mirrorless Digital Camera
2	Image Sensor	35mm Full Frame CMOS Sensor
3	Effective Resolution	Above 24.2 Mega Pixel
4	Lens	Standard Zoom Lens 28-70 mm or better
5	Lens Mount	Proprietary Mirrorless Lens Mount
6	Autofocus System	Above 6,693 Phase detection point, Above 425 contrast detection point
7	Focus Modes	AF-S, AF-C, Manual Focus, DMF
8	Continuous Shooting Speed	Minimum 10 fps
9	Image Stabilization	In-body 5-Axis Image Stabilization
10	Viewfinder	Above 2.35 million dots
11	Viewfinder Resolution	Minimum 2.3 Million Dots
12	LCD Monitor	Minimum 3.0-inch Tilting Touch-screen LCD
13	LCD Resolution	Minimum 900,000 Dots
14	Video Recording	4K HDR
15	Recording Format	JPEG and RAW
16	Storage Media	SD/SDHC/SDXC Cards (UHS-I/UHS-II Compatible)
17	Memory Card Slots	Dual Memory Card Slots
18	Wireless Connectivity	Built-in Wi-Fi, Bluetooth and NFC
19	USB Interface	USB Type-C
20	HDMI Output	HDMI Output Port
21	Microphone Input	External Microphone Input
22	Headphone Output	Headphone Monitoring Port
23	Battery	Rechargeable Lithium-Ion Battery
24	Battery Performance	Minimum 600 Shots per Charge
25	Operating Temperature	0°C to 40°C
26	Weight	Not more than 700 grams including battery and memory card
27	Accessories	Camera Body, 28-70 mm Lens, Battery, Charger/ AC Adapter, USB Cable, Lens Hood, Lens Caps, Shoulder Strap and all standard accessories
28	Warranty	Minimum 3 Years Comprehensive Warranty

Additional Accessories

Sl. No.	Description	Qty
1	Full Frame Mirrorless Camera with 28-70 mm Zoom Lens Kit	1 No.
2	External Flash Unit with Additional Battery	1 No.
3	Rechargeable Lithium-Ion Battery for Flash	1 No.
4	4 TB External Hard Disk	1 No.
5	Memory Card 64 GB (Minimum 200 MB/s Transfer Speed)	3 Nos.
6	Camera Sling Bag	1 No.
7	55 mm UV Filter	1 No.

Authorized

Terms and Conditions

1. The bidder shall quote for the complete system including all accessories, software, cables, batteries, chargers, lens, flash unit and other components required for satisfactory operation of the camera system.
2. The offered equipment shall be brand new, unused and of the latest available model. Refurbished or discontinued models shall not be accepted.
3. The bidder shall submit detailed technical specifications, product brochure/catalogue and compliance statement against each specification prescribed in the tender document.
4. The equipment shall be supplied, installed, tested and commissioned at IGM&RI, Puducherry, at no additional cost.
5. The successful bidder shall provide onsite demonstration and basic operational training to the users after installation.
6. The equipment shall be covered by a minimum comprehensive warranty of three years from the date of successful installation and commissioning.
7. During the warranty period, all defects, repairs, replacement of defective parts and service visits shall be attended free of cost.
8. The bidder shall have an authorized service support facility either directly or through an authorized service partner in India.
9. Delivery, installation and commissioning shall be completed within 30 days from the date of issue of the Purchase/Contract Order.
10. The bidder shall furnish the manufacturer's authorization certificate, wherever applicable.
11. Payment shall be made only after satisfactory supply, installation, commissioning and submission of all relevant documents.
12. The Institute reserves the right to accept or reject any bid, wholly or partly, without assigning any reason thereof.
13. The bidder shall provide warranty certificates, user manuals, technical literature and all necessary documents along with the equipment at the time of delivery.

Product Demonstration

The bidder shall arrange a physical demonstration of the quoted camera system, including the camera body, lens, flash unit and other essential accessories, if required by the Institute. The demonstration shall be conducted at IGM&RI, Puducherry, at the bidder's own cost. Failure to arrange the demonstration within the stipulated time may result in rejection of the bid.

Authorized Service Centre/Local Service Support

The bidder shall have an Authorized Service Centre/Authorized Service Partner in Puducherry. Documentary proof such as Authorization Certificate, Service Centre Address Proof, Contact Details and Service Support Undertaking shall be submitted along with the technical bid. Failure to furnish the required proof may render the bid liable for rejection during technical evaluation.

Subyubul