



ODISHA KNOWLEDGE CORPORATION LIMITED

INVITATION OF SEALED QUOTATIONS FOR PROCUREMENT OF EQUIPMENT FOR STUDIO

SHORT TENDER CALL NOTICE

OKCL invites sealed quotation submission from experienced and reputed vendors for procurement of equipment for studio on an urgent basis to OKCL Head Office, Bhubaneswar. The short tender document is available in the website of www.okcl.org, which may be downloaded for use. Interested parties may submit their proposal super-scribing as **“Sealed Quotation for Procurement of Equipment for Studio”** to the undersigned through Hand Delivery/speed post /Registered Post/Courier at OKCL office which should reach on or before **12.00 P.M** of **05.08.2026** positively and the same will be opened at **15.00 P.M** of the same date. Alternatively, the documents may be sent by mail to accounts@okcl.org in [password protected format](#). The undersigned reserves the right to reject any or all tender without assigning any reason thereof.

Sd/-
Managing Director
Odisha Knowledge Corporation Limited
24-07-2026

ODISHA KNOWLEDGE CORPORATION LIMITED

Plot no- 108/3607, Behind Pal Heights, Jaydev Vihar, Bhubaneswar-751013

TERMS AND CONDITIONS

1. Tender/Bid Document:

The prospective bidders/agency may download the complete set of the tender documents directly from the website at www.okcl.org and submit the same to OKCL with sign & seal on each and every page. Managing Director, OKCL shall have no responsibility for any delay/omission on part of the bidder. The tender application will be rejected if the bidder changes any clause or Annexure of the bid document downloaded from the website, or not submitted on or before the due date or not supported by necessary documents & Earnest deposit money.

2. Bid Submission:

- a) The short tender shall be submitted in **two bid system** i.e. Technical Bid & Financial Bid. Financial Bid contains only the price Bid as per Annexure – I and Technical Bid contains all other documents as per the terms except Price format. The Technical Bid & Financial Bid will be covered in two separate envelopes clearly written on the top of the envelope as **Technical Bid & Financial Bid** respectively and these two bids will be covered in a big envelope super scribed as **“Tender for Procurement of Equipment for Studio”**.
 - b) The tender shall be for all/partial item(s) as described in the schedule of requirement and specification. The price bid is specified in **Annexure - A**, which should be used at the time of submission of tender.
 - c) The quoted bid price shall be inclusive of all taxes and other incidental charges.
3. Each bidder shall submit tender as mentioned in the tender document. Submission of bid without the Earnest Money Deposit shall be rejected.
 4. The tender paper downloaded from the website should be signed by the bidder at bottom of each pages with their official seal duly affixed.
 5. Bids to be submitted via Hand Delivery/speed post /Registered Post/Courier and should reach OKCL Office by 05th August 2026, 12:00 PM.

6. Bids may also be scanned and submitted through e-mail to accounts@okcl.org with 2 separate folders marking as Technical Bid and Financial Bid. Financial Bid is to be sent in a password protected document. The password for the same shall be made known by the vendor at the time of opening of bid to OKCL. The DD's to be submitted in hard form before the opening.

6. OKCL may give work order to one or many bidders based on the eligibility criteria, L1 price and/or quality specifications.

7. Payment:

Payment shall be released in 3 instalments from the date of delivery of equipment upon submission of invoice and after quality verification of material provided. Necessary statutory deductions and deductions if any subject to Point No. 14 - 16 referred below shall be, made from the invoice amount.

Instalment	% of payment	Timeline
1 st	50%	Within 30 days from the date of delivery & submission of invoice subject to quality verification.
2 nd	30%	Within 60 days from the date of delivery & submission of invoice subject to fulfilment of terms & conditions of the tender.
3 rd	20%	Within 90 days from the date of delivery & submission of invoice subject to fulfilment of terms & conditions of the tender.

8. Eligibility Criteria:

Sl.	Basic Requirement	Specific Requirements	Documents Required
1)	Legal Existence	The Bidder should be a Company registered under the Companies Act 1956/partnership firm/LLP or a proprietorship firm.	Certificate of incorporation, Pan Card, GST & other Registration certificates as per applicability & Other General Details of the Bidder. Annexure-2
2)	Turnover	The bidder should have at least an average turnover of atleast Rs. 50 Lakhs in the last 3 Financial Years.	1. A turnover certificate signed by a Chartered Accountant to be submitted in this regard. 2. Audited Financials of last 3 years ending on 31 st March 2025.
3)	GST Registration & Return	The bidder must have periodically filed GST Return.	Registration Certificate and Latest GST Return
4)	Income Tax Return	The bidder must have periodically filed IT Return.	PAN Card Copy & Last 3 A.Y.s ITR
5)	Non-Blacklisting	A self-certified letter by the authorized signatory of the bidder that the bidder has not been blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices as of date of Bid Submission must be submitted on original letter head of the bidder with signature and stamp.	A Self Certified letter by authorized signatory (Annexure – 3)

9. The bids are liable to be rejected if any of the above conditions are not complied with.

10. Earnest Money Deposit:

Bidder will submit EMD of Rs. 30,000/- (Rupees Thirty Thousand Only) in the shape of Demand Draft/Pay Order from any nationalized bank in favor of **“ODISHA KNOWLEDGE CORPORATION LIMITED”** payable at **Bhubaneswar**. The same will be refunded to the bidders (except selected bidder) without interest after completion of bidding process. The EMD for the selected bidder shall be refunded after the completion of all contractual obligations.

11. In case, the firm fails to execute the order, the EMD will be forfeited and necessary legal action shall be taken to blacklist the firm.

12. In case of any deviation from the specifications of Work order, penalty at such rates as per the decision of the OKCL management shall be levied. Decision of Managing Director, OKCL will be final in this regard.

13. Penalty shall be levied in case the work is not satisfactory. However, MD-OKCL is authorized to waive the delay penalty if the delay is not attributable to the fault of bidder.

14. Any effort by a bidder to influence the purchaser in its decision on bid evaluation may result in rejection of the bidder's offer.

15. Any legal disputes arising out of this are subject to Bhubaneswar jurisdiction only.

16. Bidders may be present in person or their authorized representative during the opening of bids at **03:00 PM on 05.08.2026** at OKCL's Regd. Office, Bhubaneswar.

17. **Pre-Bid Queries** – Bidders can mail their queries with respect to the Tender, to OKCL through e-mail at info@okcl.org latest by 28th July 2026. The clarification for the same shall be mailed to all vendors through mail.

SCOPE OF WORK

The following equipment is required for Studio setup and operational readiness:

STUDIO EQUIPMENT LIST

Sl. No.	Particulars	Quantity in Unit
1.	Hollyland - Lark M2 Combo Wireless Lavalier Microphone	1
2.	Sony Alpha ZV-E10M2K 26 MP Interchangeable Lens Mirrorless	3
3.	Professional Tripod	3
4.	KODAK V225 Video Light with softbox with stand	2
5.	CHIST Gaming Desktop PC, Ryzen 5 5500, 16GB DDR4, 512GB NVMe SSD, RX 580 8GB Graphic Card, Liquid Cooling with RGB Fans,Wi-Fi Bluetooth,Windows 11 pro	1
6.	Samsung 32" (80 cm) S3 1500R Curved Monitor FHD 1920 x 1080 100 Hz 4 ms Ports-HDMI,VGA Game Mode Eye Saver Mode LS32D390GAWXXL Wall Mountable Black	1
7.	APC Back-UPS BX1100C-IN 1100VA / 660W UPS Backup for Desktop PC, WiFi Router & Home Office 4 Power Backup Outlets AVR Voltage Protection	1
8.	Seagate Expansion 8TB Desktop External HDD - USB 3.0 for Windows and Mac with 3 yr Data Recovery Services, Portable Hard Drive (STKP8000400), Black	1
9.	Cable, Connectors & Accessories	As required

Delivery Timeline:

1. The equipment is to be supplied within 10(ten) days from the issue of Work Order.

Replacement:

1. In case of any defect, damage, or malfunction, **replacement shall be provided immediately** maximum within 3 working days without any additional cost.

Warranty:

2. All equipment to be covered under standard of at least 1 year warranty.

Other Terms & Conditions:

1. The equipment shall be delivered in proper and secure packaging, ensuring adequate protection during handling and transportation.
2. All cable work and equipment installation is to be done by bidder.
3. The financial bid is to be submitted in its entirety. Partial bid will not be accepted.

TECHNICAL BID SUBMISSION FORM
Application for Tender
(To be printed on Bidder's letterhead)

Date:

To,
The Managing Director,
Odisha Knowledge Corporation Limited,
Bhubaneswar – 751013

Subject: Application for Tender “Procurement of Equipment for Studio”

Sir,

1. I, the undersigned, offer to provide the services for the proposed assignment in respect of **INVITATION OF SEALED QUOTATIONS FOR PROCUREMENT OF EQUIPMENT FOR STUDIO**, Dated: 24-07-2026.
2. We have examined and have no reservations to the Bidding Documents and its Terms & Conditions. We offer to execute the work in conformity with the Bidding Documents for **ODISHA KNOWLEDGE CORPORATION LIMITED, Jaydev Vihar, Bhubaneswar: 751013**.
3. Our proposal will be valid for acceptance up to **120 Days** and I confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.
4. All the information and statements made in this technical proposal are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our proposal.
5. If negotiations are held during the period of validity of the proposal, I undertake to negotiate on the basis of the proposal submitted by us. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.
6. We also declare that as on the date of bid submission, we have not been blacklisted or not under active blacklisting period/active debarred list by any of the Central or State Government Organisation / Public Sector Undertaking / Autonomous Body etc. on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature.
7. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that OKCL is not bound to accept highest ranked bid / lowest bid or any other bid that it may receive.
8. I, hereby declare that our company shall be responsible for compliance of all laws, rules, regulations and ordinances applicable in respect of its employees (including but not limited to Minimum Wages Act, Provident Fund laws, Workmen's Compensation Act, Labour Law etc.)

I understand you are not bound to accept any proposal you receive.

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation:

Address of Bidder:

Seal:

ANNEXURE-2**GENERAL DETAILS OF THE BIDDER
Application for Tender**

Sl. No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Email id:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No.: Email id:	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Odisha If Yes, Please furnish details : Address: Odisha GST Number:	
6	EMD Amount: BC/DD No.: Date: Name of the Bank:	
7	PAN Number	
8	Goods and Services Tax Identification Number (GSTIN)	
9	Willing to carry out assignments as per the scope of work of the RFP	
10	Willing to accept all the terms and conditions as specified in the RFP	

Authorized Signatory with Date and Seal:

Name and Designation:

Address of Bidder:

Contact Details:

Seal:

Self-Declaration: Not Blacklisted (in company letterhead)

Date:

To,
The Managing Director,
Odisha Knowledge Corporation Limited,
Bhubaneswar - 751013

In response to the Tender titled **“(Invitation of Sealed Quotations for Procurement of Equipment for Studio)”**, as an owner/ partner/ Director of (organisation name)_____

_____ I/ We hereby declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices, black listed either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Authorized Signatory with Date and Seal:

Name and Designation:

Address of Bidder:

Contact Details:

Seal:

ANNEXURE - A**Requirement and specification along with Format for submission of Bid Price**

Sr. No.	Particulars	Quantity (in Unit)	Brand Name	Amount
1	Hollyland - Lark M2 Combo Wireless Lavalier Microphone	1		
2	Sony Alpha ZV-E10M2K 26 MP Interchangeable Lens Mirrorless	3		
3	Professional Tripod	3		
4	KODAK V225 Video Light with softbox with stand	2		
5	CHIST Gaming Desktop PC, Ryzen 5 5500, 16GB DDR4, 512GB NVMe SSD, RX 580 8GB Graphic Card, Liquid Cooling with RGB Fans,Wi-Fi Bluetooth,Windows 11 pro	1		
6	Samsung 32" (80 cm) S3 1500R Curved Monitor FHD 1920 x 1080 100 Hz 4 ms Ports-HDMI,VGA Game Mode Eye Saver Mode LS32D390GAWXXL Wall Mountable Black	1		
7	APC Back-UPS BX1100C-IN 1100VA / 660W UPS Backup for Desktop PC, WiFi Router & Home Office 4 Power Backup Outlets AVR Voltage Protection	1		
8	Seagate Expansion 8TB Desktop External HDD - USB 3.0 for Windows and Mac with 3 yr Data Recovery Services, Portable Hard Drive (STKP8000400), Black			
9	Cable, Connectors & Accessories	As required		

10	Installation Charges			
	TOTAL			
	GST (specify rate)			
	GRAND TOTAL (in figures)			
	GRAND TOTAL (in words)			

In case of mismatch between words and figures, the amount indicated in words shall prevail.

Authorized *Signatory with Date and Seal*:

Name and Designation:

Address of Bidder:

Contact Details:

Seal:
