CENTRAL UNIVERSITY OF KERALA
(संसद के अधिनियम, वर्ष 2009 द्वारा स्थापित / *Established under the Act of Parliament in 2009*)तेजस्विनि हिलस,
पेरिये डाक, कासरगोड-671316, केरल / Tejaswini Hills, Periye P.O. KASARAGOD-671 316, KERALA
दूरभाष/ Phone: 0467 -2309495, वेबसाइट/ Website:- cukerala.ac.in, ई-मेल / E mail:- registrar@@cukerala.ac.in

**Notification No.CUK/R&D/MDPG-2025/YSPG(SS-2)/ZNC/LING/219/2026** **Dated: 11.06.2026**

# INVITATION FOR QUOTATIONS

Quotations are invited in single cover system from the reputed and well-established supplier for the supply of the following equipment to the **Central University of Kerala** as detailed below:

| Sl No | Name of the Equipment & Quantity | Last Date for submission of Quotations |
|---|---|---|
| 1 | **Zoom H4 Handy recorder with accessories (furry windshield, tripod stand and storage case) – 1 No** (***as per the Technical Specifications, Annexure I***) | **22.06.2026, 11.30 am** |

The detailed technical specifications and quantities of the equipment shall be provided as per the **Annexure I.** The General Terms and Conditions for submitting quotations and supplying the Scientific Equipment shall be as per **Annexure II** respectively.

The quotations shall be submitted in a sealed cover to **Dr. Zam Ngaih Cing, Principal Investigator, Department of Linguistics, Central University of Kerala, Periya, Kasaragod – 671325**. It is requested that the quotations along with brochures and equipment manuals, if any, may be submitted to the same person on or before the due date. The quotations will be opened on **23.06.2026** ***at 12.00 pm***. If the proposed day happens to be holiday for CUK, the quotations will be opened on subsequent working day.

**कुलसचिव /REGISTRAR (i/c)**

कुलसचिव (प्रभारी) / Registrar (I/c)
केरल केन्द्रीय विश्वविद्यालय
Central University of Kerala
कासरगोड / Kasaragod

*Annexure-I*

## TECHNICAL SPECIFICATIONS OF 'ZOOM H4n handy recorder with furry windshield and storage case'

The offered ZOOM H4n handy recorder with furry windshield and storage case shall be of high quality and suitable for outdoor recordings. The windshield and storage case should be compatible with the recorder. The detailed specifications of ZOOM H4n handy recorder are as follows:

| Sl. No. | Parameter | Specification (Required) |
|---|---|---|
| 1. | Compatible Devices | Laptop, Personal Computer |
| 2. | Hardware Interface | Secure digital card, USB |
| 3. | Microphone Form Factor | Built-in |
| 4. | Format | WAV |
| 5. | Headphones Jack | 3.5 millimeters |
| 6. | Number of Batteries | 2AA batteries required |
| 7. | Screen Size Unit of Measure | 2 inches |
| 8. | Battery Average Life | 20 hours |
| 9. | Digital Recording Time | 1422 hours |
| 10. | Microphone Operation Mode | Stereo |
| 11. | Dimensions DxWxH | 15.6Dx6.7Wx3.8H |
| 12. | Weight | 299g |
| 13. | Brand name | ZOOM |
| 14. | Model number | H4 essential |
| 15. | Warranty | 1 year |

**Signature of the Members:**

*Annexure-I*

## TECHNICAL SPECIFICATIONS OF 'ZOOM H4n Portable recorder Tripod Stand'

The offered ZOOM H4n Portable recorder Tripod Stand shall be sturdy and suitable for any audio recording devices. The detailed specifications are as follows:

| Sl. No. | Parameter | Specification (Required) |
|---|---|---|
| 1. | Compatible Devices | Camera, Zoom H4n |
| 2. | Product Features | Lightweight |
| 3. | Head Type | Ball Heads |
| 4. | Item Weight | 0.66 pounds |
| 5. | Height | 15 centimetres |
| 6. | Folded Size | 5.9 inches |
| 7. | Length | 19 centimetres |

Signatures of the Members:

Annexure-II

# केरल केंद्रीय विश्वविद्यालय
# CENTRAL UNIVERSITY OF KERALA
PERIYA, KASARAGOD-671320

## GENERAL TERMS AND CONDITIONS

1. The duly filled hard copy of the quotation for the scientific equipment shall be submitted in a sealed cover with all equipment manuals and supporting documents to the following address, **Dr. Zam Ngaih Cing, Principal Investigator, Department of Linguistics, Central University of Kerala, Periya, Kasaragod – 671325**. on or before the due date.

2. Submitting quotations by any other means other than specified above shall not be considered. The University is not responsible for any postal/courier delay.

3. The invitation notice, technical specifications of the scientific equipment, schedule of quantities and other necessary documents can be seen and downloaded from the University official website **https://cukerala.ac.in/**.

4. The supplier should be a well-established professional organizer and must have an experienced background in supplying scientific equipment to Universities and research institutes.

5. The quoted price must be in Indian rupees and shall include GST, service tax, duties, transportation of materials, custom clearance etc. and no additional claim will be entertained by University in this regard.

6. The supplier shall submit compliance certificate against each technical specification of this scientific equipment and any deviation invites disqualification from the competition.

7. The successful supplier shall be required to comply with all the instructions of the University. The decision of the University is final.

8. The successful supplier shall be required to supply the scientific equipment as per the time period stated in the purchase order. Delay in supply of the equipment shall invite Liquidated Damage charges as per GFR, Govt. of India rules.

9. Selection of a supplier is decided based on evaluation of technical specifications, eligibility, past performance/experience and followed by offer price (lowest price, L1). However, University reserves the right to place purchase orders to L1. Further, the L1 supplier may be called for price negotiation.

10. On receipt of the purchase order, the L1 firm shall submit the Performance Bank Guarantee of 5% of the total equipment cost within the stipulated time as per GFR, Govt. of India. The PBG shall be valid for 38 months from the date of installation of the equipment in the University.

11. Terms of Payment:

**(a). Terms of payments for Domestic Goods:**

Out of the total cost of the equipment, 80% payment shall be released on submission of proof of delivery of complete goods (stores/consignee receipt), inspection report and on certification of satisfactory installation of the equipment at the consignee's premises and after "ensuring verification of the Performance Security". Balance 20% of the payment shall be released upon successful Test run of the equipment at least for a month and after ensuring that already furnished Performance Security is valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder / supplier including comprehensive maintenance THREE years warranty obligations.

**Documents for Payments of <u>Domestic Goods</u>:**

i. Supplier's Invoice in triplicate indicating, inter alia description and specification of the goods, quantity, unit price, total value;
ii. Packing list;
iii. Insurance certificate, if applicable;
iv. Railway receipt/consignment note;
v. Manufacturer's guarantee/warranty certificate;
vi. Inspection and installation certificate duly signed by the service engineer of the supplier and University official; and
vii. Copy of cancelled cheque/Bank account detail for making payment.
viii. Any other document as may be required by the GFR and Central University of Kerala norms

**(b). Terms of payments for <u>Imported Goods</u>:**

The Central University of Kerala releases the payment to the supplier through the following method:

Out of the total cost of the equipment, 80% of the value of the imported goods will be paid against inspection certificate (where applicable) and shipping documents to the University through letter of credit (LC). Balance 20% will be released within 30 days after due certification by the Purchaser/University for successful commissioning of the equipment at the premises and also, after ensuring that the furnished Performance Security is valid for a period of 60 days beyond the date of completion of all contractual obligations of the bidder/supplier including comprehensive maintenance warranty obligations.

**Documents for Payments of Imported Goods:** Documents, which the supplier is to furnish while claiming payment, are specified in the Letter of Credit, but usually are:

i. Supplier's original invoice in triplicate giving full details of the goods including quantity, value, and so on;
ii. Packing list;
iii. Certificate of country of origin of the goods to be given by the seller or a recognized chamber of commerce or another agency designated by the local Government for this purpose;
iv. Manufacturer's test certificate and guarantee;
v. Certificate of insurance;

vi. Bill of lading/airway bill/rail receipt or any other dispatch document, issued by a Government agency (like the Department of Posts) or an agency duly authorized by the concerned Ministry/Department, indicating:

   a. Name of the vessel/carrier;
   b. Bill of lading/airway bill;
   c. Port of loading;
   d. Date of shipment;
   e. Port of discharge and expected date of arrival of goods; and any other document(s) as and if required in terms of the contract.
   f. Any other as may be required by the GFR and Central University of Kerala norms

12. University shall recover the GST, TDS, any other statutory taxes as per Govt. of India norms.

13. In case of any dispute, the decision of Registrar, whose decision is final and binding on the supplier.

14. In the interest of the Central University of Kerala, additional terms & conditions may be imposed or introduced to the conditions as stated above.

कुलसचिव /REGISTRAR (i/c)

कुलसचिव (प्रभारी) / Registrar (I/c)
केरल केन्द्रीय विश्वविद्यालय
Central University of Kerala
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