



Mahatma Gandhi University

Priyadarsini Hills P.O., Kottayam, Kerala - 686 560

(Established by Kerala State Legislature by Notification No. 3431/Leg. C1/85/Law, dated 17th April 1985)

141272/CDOE 1-3/2024/CDOE 1

13.12.2024

SHORT QUOTATION NOTICE

As per University Order No. 11093/CDOE 1/2024/MGU dated 09.12.2024, sealed competitive quotations are invited from reputed firms for the supply of **one Tele-Prompter system** for the use of recording studio to the Centre for Distance and Online Education, Mahatma Gandhi University, Kottayam. The quotations, in sealed envelopes furnished with the reference number, should reach the office of the undersigned not later than 12.30 PM on 18.12.2024. Quotations will be opened at 2:00 PM on 18.12.2024 itself.

Tele-prompter: Specification

Sl No	Item	Description
1	Required Specification	<ul style="list-style-type: none">• 15 Inch Square Display• 70/30 Beam splitter Glass• Compatible with all Tripod• Compatible with all Cameras• Mac/Windows Software• HDMI and VGA Inputs• Supports English and all Indian Languages
2	Software-Features	<ul style="list-style-type: none">• Inbuilt Unicode Fonts• Top To Bottom Scroll• Bottom to Top Scroll• Reverse Mirror Text• Unicode Text format.• Floating Control (Forward, Pause, Reverse, etc)
3	Tripod-Features	<ul style="list-style-type: none">• Load Capacity: 7500 g• Height Range: 860 mm - 1800 mm• Number of Leg Sections: 3• Material: Aluminium
4	Tripod roller - Features	<ul style="list-style-type: none">• 3-inch wheels with individual brakes and pull-buckle lock design.• Legs extend length from 6.89 inches/ 17.5 centimeter to 15.75 inches/40 centimeter to accommodate tripods of various dimensions.• load capacity is 50 pounds/22.68 kilograms



Address for Submission

Sealed envelopes containing quotations shall be addressed to:

**The Director, Centre for Distance and Online Education, Mahatma Gandhi University, Priyadarsini Hills
P.O, Kottayam, 686560.**

Terms and Conditions

1. The quoted price should be inclusive of all taxes, freight, and installation.
2. Taxes/Customs/Excise Duty should also be furnished separately.
3. The quotations should have at least three months of validity.
4. Warranty conditions, nearest servicing centers, user references, necessary supporting catalogues, and demonstration should be provided.
5. The right to accept or reject quotations without assigning any reason rests entirely with the undersigned.
6. If the date of receipt and opening of quotations is declared a holiday, the next working day shall be considered for the same purpose.

Sd/-
DIRECTOR

Copy to:-

1. PS to VC
2. PA to FO/Registrar
3. Director, Centre for Distance and Online Education
4. PRO (For uploading in University Website)
5. AR/DR/JR Finance & Audit