

# SNDT WOMEN'S UNIVERSITY, MUMBAI

Ref No.: IQAC/2025-26/02

Date: 4 June 2025

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## NOTICE INVITING QUOTATIONS & PROPOSALS

### For Live Streaming Services during EXPERT Visit - June 2025

SNDT Women's University invites sealed quotations and detailed proposals from reputed and experienced service providers for **professional live streaming services** to support the forthcoming **EXPERT Committee Visit**, scheduled to take place on **any three days between 17 to 21 June 2025** across the University's three campuses located at **Churchgate (Mumbai), Juhu (Mumbai), and Pune**.

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### Scope of Work:

- Provide **live audio-visual capture and streaming** of the EXPERT Peer team's visit proceedings.
- The live feed should be **relayed on the Microsoft Teams platform**.
- Service provider must operate **independently**, without relying on the University's infrastructure for internet, AV equipment, or technical human power

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### Campus Details:

- **Churchgate Campus:** One C-shaped, wing-1: 4 floors, wing-2: 5 floors and wing-3 floors
- **Juhu Campus:** Approximately 16 acres, multiple buildings
- **Pune Campus:** Approximately 15 acres, multiple buildings

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### Tentative Deployment Plan:

- **Day 1:**
  - **Churchgate Campus:** 2 Units
    - 1 stationary unit
    - 1 mobile unit to cover the entire building as per EXPERT requirements
- **Day 2:**
  - **Churchgate Campus:** 1 stationary unit
  - **Juhu Campus:** 2 mobile units covering the full campus
  - **Pune Campus:** 2 mobile units covering the full campus
- **Day 3:**
  - **Churchgate Campus:** 2 Units
    - 1 stationary unit
    - 1 mobile unit to cover the entire building as per EXPERT requirements
    - Both units for complete coverage of proceedings

**Requirements:**

- High-definition AV equipment with wireless mobility support (where required).
- Technical team to manage streaming, mobility, switching, and platform integration.
- **Seamless integration with Microsoft Teams**, including pre-testing and troubleshooting support.
- Complete **recording of streamed sessions** for archival and compliance purposes.

A **sample equipment and manpower plan** is enclosed for reference. Service providers are permitted to modify or improve upon this sample based on their technology stack and capabilities.

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**The application is invited in a bigger sealed envelope consisting of two sealed envelopes inside:**

**Part I: Technical Information**

**Part II: Commercial Proposal**

The above labels, (Part I and II), Full name of the individual/company, address, and the contact number should be written on all 3 sealed envelopes. All envelopes should be titled as "Audio-Video Live Streaming".

**Part I: Principal Information of the Applying Party**

1. Official Name of the Individual or the Company with Registration documents
2. Type of Business (if a company) with official documents as proof
3. Current designation in case of an Individual, if any
4. PAN and AADHAR Card, GST Registration
5. Address with Proofs
6. Details of Experience (Clients, Years, with proofs such as Challans, Experience Letters, etc.)
7. Annual Turnover for the last 3 years (audited statements as proof) (average not less than Rs. 10 Lakh)

(More details are provided in the 'Selection Criteria' section)

**Part II: Commercial Proposal**

The Commercial Proposal will be in another sealed envelope. The proposed consultancy is to be provided in the following format:

Both envelopes should be sealed and inserted into one big envelope.

## Sample Requirement

Particulars of Services		Period			
	Item	Qty Day -1	Qty Day - 2	Qty Day - 3	
1	Backpack Wireless live	2	5	2	9
2	LU Server system (in laptops to stream in Microsoft Teams)	2	5	2	9
3	Videographers	2	5	2	9
4	Video Camera Equipment	2	5	2	9
5	Lights + Other Equipment	2	5	2	9
6	Wireless Audio System	2	5	2	9
7	Switcher & Setup with 300 mtr cable	2	5	2	9
8	Production Coordinator	1	1	1	3
9	Internet	3	3	3	9
10	Travel + Hospitality	3	3	3	9
11	Miscellaneous	1	1	1	3
12	Demo setup hiring Charges for one day	One day demo			

## Submission Guidelines:

- The **last date for submission** of the proposal along with quotation is **10June 2025**.
- Proposals must include:
  - Detailed **technical approach and equipment list**
  - Manpower deployment plan
  - Streaming & backup strategy
  - **Commercial quotation** (inclusive of taxes)
  - Relevant **past experience and client references**
  - Any **deviation or enhancement** to the suggested plan

## Evaluation Criteria:

Selection will be based on:

1. **Cost-effectiveness**
2. **Quality and reliability and Technical capability as demonstrated during live system demo**

L1 out of the shortlisted applicants will be called for a **demonstration**, and if the quality is not satisfactory, the University reserves the right to go for L2 or L3 subsequently.

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**Submission Address:**

**The Registrar**

SNDT Women's University  
1, Nathibai Thackersey Road  
Churchgate, Mumbai 400020

For any further clarification, please contact  
Phone: 9819323217, 9820779375



**(Dr. Vilas Nandavadekar)**  
**Registrar**