

Bihar State University Service Commission

8th Floor, BSEB Academic Building,, Buddha Marg, Patna-01

MOST URGENT SHORT NOTICE INVITING TENDER NO 01/2026

The Bihar State University Service Commission (BSUSC) invites tenders from the reputed Experienced and technically qualified Agencies/Firms (Empaneled from IPRD, Bihar) for providing Videography and related Audio-Video Recording services of Interviews of Contractual Assistant Professor scheduled to be held from **20.07.2026 to 27.07.2026**.

Interested Agencies/Firms having adequate experience and necessary technical infrastructure may submit their Tenders in Two Bid Systems (Technical and Financial) along with relevant credentials within the prescribed time.

Important Dates	
Publication of Tender	10.07.2026
Pre-Bid Meeting (if any)	11.07.2026
Last Data & Time for Online Submission of Bids	15.07.2026
Opening of Technical Bid	16.07.2026
Opening of Financial Bid (For Only Technically Qualified Bidders)	16.07.2026

SCOPE OF WORK

The successful bidder shall:

1. Record complete interview proceedings on all interview days.
2. Provide professional Full HD/4K video recording with synchronized audio.
3. Deploy adequate number of professional videographers as directed by BSUSC.
4. Ensure uninterrupted recording throughout the interview sessions.
5. Provide backup cameras, batteries, memory cards and lighting arrangements wherever required.
6. Submit all recorded footage in external hard disk and pen drive after each day's recording or as instructed.
7. Maintain date-wise and panel-wise folders with proper indexing.
8. Hand over raw footage without editing along with one indexed copy.
9. Ensure confidentiality and security of all recorded data.
10. Be available before commencement of interviews for testing and equipment setup.

SCHEDULE OF WORK

- **Interview Period:** 20 July 2026 to 27 July 2026
- **Daily Timing:** As notified by BSUSC.
- **Location:** Venue decided by the Commission.

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ELIGIBILITY CRITERIA

- Producer/Production Company should be empanelled with IPRD, Bihar
- The agency must possess adequate videography equipment and trained manpower.
- The bidder should have previous experience of Government documentation in the past 03 Years. Work Orders to be enclosed.
- The Producer/Production Company should have valid GST and PAN number with latest GST and TDS filing details.
- The Producer/Production Company should have previous experience with proven abilities for executing large scale working assignments in short period of time.
- The bidder shall not Be blacklisted by any Government Department, PSU, or Autonomous Body. A self-declaration or Affidavit regarding non-blacklisting must be submitted.
- The bidder shall submit the Technical Bid and the Financial Bid (**Annexure-I**) separately in two different sealed envelopes. Only technically qualified bidders shall be eligible for the opening and evaluation of the Financial Bid.

Technical Requirements

The agency shall provide:

- Professional Full HD/4K Cameras
- Tripods/Monopods
- External microphones/Inbuilt microphones
- Sufficient storage media
- Backup cameras
- Backup batteries
- UPS/Power backup wherever necessary
- External Hard Disk (minimum 2 TB or as required)
- Pen Drive/DVD (if required)
- Professional videographers and technical assistants

Deliverables

The agency shall submit:

- Raw footage.
- Indexed folder structure.
- Day-wise recording.
- Panel-wise recording.
- External Hard Disk containing complete data.
- One backup copy.
- Certificate stating that no copy has been retained.

Terms and Conditions

1. Recording shall remain the exclusive property of BSUSC.
 2. The agency shall maintain absolute confidentiality.
 3. Copying, sharing or publishing any footage is strictly prohibited.
 4. The Commission reserves the right to inspect equipment at any stage.
 5. Any interruption due to agency negligence shall attract penalty.
 6. Replacement manpower/equipment shall be arranged immediately in case of failure.
 7. All staff deployed shall carry valid identity cards.
 8. No additional payment shall be made for standby arrangements.
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9. The Commission may increase or decrease the duration of work without assigning reasons.
10. The Commission reserves the right to cancel the tender without assigning any reason.

Penalty Clause

- Failure to report on time: ₹5,000 per instance.
- Failure to record any interview: Recovery of actual loss and additional penalty up to ₹25,000.
- Poor quality recording requiring re-recording: Penalty up to 10% of contract value.
- Breach of confidentiality: Immediate termination, forfeiture of security deposit and legal action.

Earnest Money Deposit (EMD)

- The bidder shall submit EMD of Rs-62,500/- (Sixty Two Thousand and Five Hundred Only) in the form of Demand Draft/Banker's Cheque in favour of "Secretary, Bihar State University Service Commission", payable at Patna.
- Bidders who are registered with the National Small Industries Corporation (NSIC) or hold a valid Micro, Small and Medium Enterprises (MSME/Udyam) registration for the goods or services covered under the tender shall be eligible for exemption from the payment of the Tender Fee and/or Earnest Money Deposit (EMD), as applicable, in accordance with the prevailing Government of India procurement policies. To claim the exemption, the bidder must submit a valid NSIC certificate or Udyam/MSME Registration Certificate along with the bid.
- EMD of unsuccessful bidders shall be refunded without interest.
- EMD of the successful bidder shall be refunded after submission of Performance Security.

EMD may be forfeited if:

- The bidder withdraws the bid during the validity period.
- The bidder refuses to sign the agreement.
- The bidder fails to furnish Performance Security.
- Any false declaration is detected.
- Failure to furnish the Performance Security shall result in cancellation of award and forfeiture of EMD.

Performance Security

- The successful bidder shall deposit Performance Security equal to 5% of the contract value before commencement of work.

Jurisdiction

All legal disputes shall be subject to the jurisdiction of competent courts at Patna, Bihar.

Right of the Commission

BSUSC reserves the right to:

- Accept or reject any bid.
- Cancel the tender.
- Modify the scope of work.
- Increase or decrease the number of interview days.
- Split the work among agencies if considered necessary.

The decision of BSUSC shall be final and binding.

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10.7.26
Secretary

Bihar State University Service Commission,
Bihar, Patna

Bihar State University Service Commission

8th Floor, BSEB Academic Building,, Buddha Marg, Patna-01

Financial Bid Format (Annexure-I)

Financial Bid for providing Videography and related Audio-Video Recording services of Interviews of Contractual Assistant Professor scheduled to be held from **20.07.2026 to 27.07.2026**.

Sl. No.	Description of Work	Unit	Rate (₹) (Inclusive of GST)
01	Videography of Interview Proceedings with HD Camera, Camera person, Audio Recording, Lighting (if required), Data Backup and Delivery of Final Recording and technical requirements as mentioned in Terms and Conditions of the Tender.	Per Day/ Per Board	₹ _____

In Words Rs.

Declaration

- The above rates are inclusive of all taxes (GST), transportation, manpower, equipment, lodging, boarding, loading/unloading, and all incidental expenses.
- No additional payment shall be claimed beyond the quoted rates.

Name of Bidder: _____

Authorized Signatory: _____

Seal of Firm

Date: _____

Place: _____

 