



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(Statutory Body under an Act of parliament)
CMA Bhawan – 12, Sudder Street, Kolkata – 700 016
www.icmai.in

Ref No. TRD/REC/2/2018-19

Dated: 11/01/2019

Tender Notice

Sub: Procurement of Services for Online Classes

Quotations are invited for Procurement of Services for Online Class Recording and Editing for the below mentioned courses-

- 1. Advanced Certificate Course on GST**
- 2. Certificate Course on TDS**
- 3. Certificate Course on Return filling & filing.**

Details are as follows:

- 1. Scope of Work – Record the Class**, edit it as suitable and deliver the class to the Institute (Storage device will be provided by the Institute)
- Estimated days of Recording for the courses – 30 to 35 Days
 - a) Advanced Certificate Course on GST – 14 to 15 Days.**
 - b) Certificate Course on TDS – 8 to 10 Days.**
 - c) Certificate Course on Return filling & filing – 8 to 10 Days.**
- 3. Specification for Equipment necessary:**
 - Full HD Video Camera**
Specification –
Sensor - 1/3.1-inch Sensor
Optical Zoom – 18x (Minimum)
LED Video Light (Built-in)
Effective Pixels – Minimum 5.0 megapixels
Focus – Both (Auto / Manual)
Recording Media - Memory Card or any other suitable media (Digital only)
Audio Compression Method - Dolby Digital
Microphone - Stereo
Optical Zoom – Intelligent zooming as necessary required
Image Stabilizer
 - Wireless Voice Reordering System with Color mike (Wireless Lavalier System)**
Specification –
Modulation - Wideband FM
Frequencies - 960, tunable in 25 kHz steps
Presets - 8 frequency banks
AF Frequency response - 60 Hz – 16 kHz
 - Audio Mixture-**
Specification –
8-Channel Mixing Console (Minimum)

With other equipment /accessories as necessary for recording and editing.

Intended Tenderers are requested to contact CA Neelesh Jain (Deputy Director – Tax Research Dept.) for any further enquiry during the office Hour (Monday – Friday).

Quotation signed by the Tenderer in a sealed envelope is to be submitted strictly as per the following format and positively on or before 12 noon of 16th January 2019 to Mr. Bhavesh Sinha/Ms. Moumita Das, The Institute Of Cost Accountants Of India, CMA Bhawan – 12, Sudder Street, Kolkata – 700 016.

<u>Particulars</u>	<u>Rate (Rs.) per Day</u> (Maximum 6 Hours in a Day)
Recording and Editing	

The Tenderer is to furnish his GST Number/GST Certificate, latest copy of filed GST Return and if the Tenderer does not have any GST Registration, then a declaration in this regard has to be given.

The above quoted rate should be inclusive of all taxes and service charges.

Local Purchase Committee
Convenor