



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)
12, SUDDER STREET, KOLKATA – 700 016

Telephones: +91-33-2252-1031/34/35
+91-33-2252-1602/1492/1619
Fax: +91-33-2252-1723/7993/1026
Website: www.icmai.in

TENDER NOTICE

Ref.No.:Tender/BoAS/2020-21/0116thOctober,2020

Subject: Tender for Video Editing and Uploading of the BoAS Video Lectures

Quotations are invited only from Video Editing and Uploading of the Video Lectures for the Courses of Board of Advanced Studies:

Sl. No.	Item	Quantity (No. of Hours of Lectures)	Rate/ Hour	Taxes	Total Price
1	<ul style="list-style-type: none">Video Editing of Video Lectures for the Courses of BoASUploading the Edited Video Lectures in the You Tube Platform	800 Hours (maximum)			

Submission of Bids :

Quotation signed by tenderer transformed in a password secured pdf file along with this tender documents signed and stamped have to mailed into the mail id finance.so3@icmai.in with carbon copies (cc:) marking to trd.ad1@icmai.in & hr@icmai.in.

The last date of bid submission will be **3.00 p.m. of 22nd October 2020**, after that no bid will be acceptable.

The subject of the mail will be captioned “**Tender for Video Editing & Uploading of the BoASVideo Lectures**”. Complete official address of the bidder along with the contact details must be mentioned in the body of the email.

After expiry of the bid submission date, if the tender not further extended, all the participated vendor will asked to provide passwords of their submitted secured bids which will be provided to the same email ids mentioned above. Any email related to password unless it is not asked or after the time frame drawn for submission of password will be liable to bid cancellation. (Time Frame for sending passwords will be 3 working days from the date of the email sent for approaching passwords).Format of submission of bid must be followed strictly failing which lead to rejection of bid. No hard copy tender would be entertained. Any clarification requires only for submission of bids may be clarified from @ finance.so3@icmai.in .

Term & Condition:

1. The tenderer must submit the latest document about their work experience in video editing and work order of similar nature.
2. The tenderer must show the last three years turnover.
3. The tenderer must have experience of video editing for last three years in Government/Statutory Organization.
4. All Payments will be made through Electronic Mode to the Bank Account of the selected Tenderer. Please mention Bank Details [(i) Name of the A/c., (ii) A/c. No., (iii) Type of A/c., (iv) Name of the Bank, (v) Name of the Branch with address, (vi) IFS Code No. and (vii) MICR No.] in the Quotation.
5. The price quoted by the Tenderer should remain valid **for a period of one year** from the date of submission of tender.
6. The contract period may be extended for another one year based on satisfactory performance and on the same price and same terms and conditions.

For any further clarification/information please contact CMA Ria Chowdhury, Assistant Director on any Working Day (Mon-Friday) during Office Hours.

The Institute is not bound to accept the lowest offer and reserves the right to cancel any or all the Tenders without assigning any reason thereof.

Local Purchase