



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY
(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)
(A Central University established by an Act of Parliament)
कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR
नपाम :: तेजपुर - 784028 :: असम
NAPAAM :: TEZPUR - 784028 :: ASSAM

**NOTICE INVITING TENDER (NIT)
EDITING OF VIDEO
FOR**

TEACHING LEARNING CENTRE

TU/11-24/Pur/Qtn/2018-19/502-A Dated: 3.5.2018

Teaching Learning Centre, Tezpur University, Tezpur invites sealed price bids from experienced, reputed and professionally run digital editing houses/individuals possessing requisite technical capabilities and in-house setup with state-of-art facilities for editing (*complete with subtitle & transcript writing, noise reduction and any other digital maintenance*) of pre-recorded videos of academic discussions. The interested participants may express their willingness and quote rates in Rupees for editing of each one and half hour of raw videos. The length of the final outcome shall depend on the content, which will be decided and communicated by the Teaching Learning Centre or its authorized person(s) during the execution of the work.

Last date for submission of the bid: **May 21, 2018**

TERMS AND CONDITIONS:

1. The bidder should have minimum three years' experience in the field of production of videos with in-house facilities & support for editing, content writing, multi-language support etc.
2. The Agency should be registered with the concerned tax authorities and should possess GSTN and PAN as applicable. Proof of such registration should to be submitted along with bid.
3. The agreement will be valid for one year and can be extended further based on the performance and requirement.
4. The work must be completed in a time-bound manner.
5. The University reserves the right to accept or reject any or all the quotations without assigning any reason.
6. Apart from the above terms and conditions the University has the right to include any other terms and conditions as and when felt necessary.
7. **Quotation should be submitted in the DROP BOX placed in the reception of the Administrative Building of the University within the last date of submission i.e. 21.05.2018. If posted/couriered, should reach within the last date addressed to "The Assistant Registrar (GA), Tezpur University". The Quotation Notice No. and date should be clearly superscribed in the envelope/packet containing the quotation.**

Upam 03/05/18
Assistant Registrar (GA)
Tezpur University

Memo No, TU/11-24/Pur/Qtn/2018-19/ 502-A

dated:- 3.5.2018

Copy for information to:

1. Webmaster, Tezpur University for uploading the notice in the website.
2. Director, TLC, Tezpur University.
3. File

Upam 03/05/18
Assistant Registrar (GA)

Encl.: format of Bid



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FORMAT OF BID

1. Name of the Bidder:
2. Full Address of the Bidder with Pin Code, Telephone number, Fax number, e-mail address:
3. Local Address of the Bidder, (if any) with Pin Code, Telephone number, Fax number, E-mail address:
4. Average annual turnover in last 3 years:
5. GSTN & place of registration (Document to be attached):
6. PAN no. & place (Document to be attached):
7. Detail profile of bidder including experience of successfully editing digital video content:
8. Price Bid for editing etc. for 90 minutes of raw video (in Rupees in figure and in words):
9. Approximate time period required for completing approximately 35 hours of raw video:
10. Any other information the bidder feels necessary to attach:

Signature & Stamp