



केन्द्रीय माध्यमिक शिक्षा बोर्ड

(मानव संसाधन विकास मंत्रालय, भारत सरकार, के अधीन एक स्वायत्त संगठन)

शिक्षा सदन, 17, इन्सटिट्यूशनल क्षेत्र, राउज एवेन्यु, दिल्ली-110002.

CENTRAL BOARD OF SECONDARY EDUCATION

(An Autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)
"Shiksha Sadan", 17, Institutional Area, Rouse Avenue, Delhi-110002



TENDER FOR PRODUCING TUTORIALS AND VIDEOS FOR STUDENTS

The CBSE hereby invites tenders for the shooting, developing and production (including editing and post production work) of videos and tutorials for preparation of teaching materials for school students. The details of requirements are given below -

Total Number of hours of Videos / Tutorials	A minimum 200 hours of tutorials will be made which may go up to 400 hours
Other requirements	<ol style="list-style-type: none">1. Shooting at a given location with two H.D cameras .2. Require voice over3. Editing, digitalization and conversion4. Graphics and scripting as needed

It is expected that the shooting will take place every day with an average of 6 hours of tutorials produced in a day. For 200 hours of tutorials, it is expected that the work will be completed in 30 days. Quality of the tutorials will have to be approved by the concerned authorities and it is expected that the output of every 3 days will be submitted for approval. Submission of final output (approved) will take place every 5 days on an ongoing basis.

Last Date of Submission of Tender - **07th October 2014 by 2-00 p.m.**
Date of Opening of Tender - **07th October 2014 at 3 p.m.**
Date of Delivery of Tutorials - **07th November 2014**

Research Officer (Technology)

TERMS AND CONDITIONS

1. The Technical bid and financial bids should be submitted in separate envelopes super scribing Technical Bid/Financial Bid. These two envelopes should be kept inside another envelope and super scribed with TENDER FOR PRODUCING TUTORIALS AND VIDEOS with the address of the tenderer at the bottom.
2. An EMD of Rs.25,000/- (Rs. twenty five thousand only) may be submitted with the bid in the form a D.D in favor of Secretary , CBSE payable at New Delhi.
3. The rate quoted should be valid for a period of six months from the date of receiving the tender at the CBSE office.
4. Rates should be inclusive of all taxes and should include cost of travel and all sundry costs for shooting on location at the Delhi Public School Faridabad.
5. The documents pertaining PAN, TAN and Service Tax Registration No. of the agency should be enclosed (self attested copies)
6. The video should be high quality while ensuring that they will be streamed live on the internet. Quality and specifications of the video produced should be mentioned when submitting the tender
7. Addition of English / Hindi text will be required at places mentioned by the experts.
8. The Board may require a sample to be created to obtain quality assurance of the product made.
9. The tenderer must have minimum of three years' experience in the field and must have completed at least one high quality video production in the past six months. Please enclose a DVD containing the work as sample with technical bid.
10. Competent authority of the Board may accept or reject the tender without assigning any notice.
11. Sealed tenders must be submitted to the Director (A,R,T and I) CBSE ,17- Rouse Avenue, New Delhi
12. The tenders will be opened at CBSE , 17- Rouse Avenue, New Delhi on the date and time mentioned above.
13. For any clarifications you may contact on 011-23231820

“TECHNICAL BID ”

1. Name of the firm : _____

2. Complete address of the firm : _____

3. Date of establishment: _____

4. Name(s) of the Proprietor/Partner : _____

5. Registration No. : _____

(Enclosed copy)

6. Sales Tax No. : _____ PAN No: _____

(Enclosed copy)

7. Last 3 year turn over :

- 2012 : Rs. _____
- 2013: Rs. _____
- 2014: Rs. _____

8. Last 3 years work experience (Enclose the Work order/Completion certificate)

Sr.No.	Name of the organization	Detail of work executed	Period

9. Earnest Money details :

Bank Draft No. _____ Date _____ for Rs. 25000/-

Name of the Drawee Bank _____

10. Total No. of staff :

i) Technical : _____

ii) Non-Technical : _____

11. Whether firm has been debarred at any time : Yes/No

12. For RTGS/NEFT details

i) Bank Name : _____

ii) Nature of Account : _____

iii) Account No : _____

iv) IFSC Code No : _____

v) Beneficiary Name/Company Name : _____

The terms and conditions and those appended with the tender form are acceptable to me/us. Copy of document in support of information are enclosed herewith. If any, over writing/cutting/non submission of documents found in my said tender, the same be rejected with technical bid.

SIGNATURE OF THE TENDERER

Date:

WITH OFFICIAL SEAL & COMPLETE ADDRESS

“FINANCIAL BID”

I/We/M/s _____ hereby submit tender for the
production of tutorials and videos and quote the lowest rates including all kind of taxes, cartage etc.

Rate quoted: Rs..... per hour (inclusive of all taxes)

* All the terms and conditions mentioned in the tender are acceptable to me/us.

(Signature of the tenderer(s))

Full Address of the agency with pin code

Telephone No(s)_____

Pan No._____ Office/Residence _____

Mobile_____

Date:_____