

TRANSLATED ENGLISH VERSION

**INVITATION OF OPEN TENDER FOR THE PRODUCTION OF
CD/DVD FROM BILINGUAL CONVERSION GUIDE**

PROFORMA FOR TENDER

Estimated Cost For Production Of Bilingual Conversation CD/DVD

S.No.	Particulars	Rate	Rate quoted (Inclusive of All Taxes)
1	Development of Script by computer		
2	Recording – studio rent		
3	Language dubbing (a) In Hindi (b) Other than Hindi (In Indian Language)		
4	Payment of artists		
5	Master copy (with music and flash)		
6	CD cost (blank)		
7	CD writing cost		
8	CD cost with label and index printing, with monogram		
9	Cost of plastic boxes		
10	Editing (This include animation also)		
11	Miscellaneous Expenditure (If any)		

Central Hindi Directorate
Department of Correspondence Courses

TERMS AND CONDITIONS FOR THE OPEN TENDER

- 1) Open tenders are invited from those firms who prepare CD/DVD under geographical jurisdiction of Delhi/New Delhi and enlisted in latest valid panel of DAVP, Ministry of Information and Broadcasting, Government of India. They must enclose DAVPs latest valid empanelment certificate in this regard.
- 2) The sealed envelop should be superscribed "sealed tender regarding CD/DVD preparation from bilingual conversation guide." The tender should reach by hand or by post to Dr. Anuradha Sengar, Assistant Director, Department of Correspondence Courses, Central Hindi Directorate, West Block-7, R.K.Puram, New Delhi-110066 latest by **18.02.2019** till **05.00 evening** and tender will be opened on **19.02.2019** at **3.00PM**.
- 3) Empanelment on the basis of tender will be valid for three financial years i.e. **2019-20, 2020-2021 and 2021-22** but this does not imply that the Directorate is bound to allot the work to the same firm for three following years. Work will be allotted to the firm/firms on the basis of their last performance at Directorate.
- 4) Directorate is free to allot the work to more than one firm to complete the work as per plan and on time.
- 5) Selected firms shall furnish performance security to the tune of 10% of the total amount inclusive of all taxes in favour of the Director, Central Hindi Directorate, West Block-7, R.K.Puram, New Delhi-110066 in the form of Demand Draft. Please note that the security deposit would be paid back to the firm after two months from the date of successful completion of the assignment fully accepted by the Director.
- 6) The tender and contract for preparation of bilingual conversation CD/DVD based on bilingual conversation guide of 149 pages, however number of pages may vary, time period for completion of work will be 60 days. Thereafter, firms who wish to complete the said job and submit the CD/DVD within the stipulated time period may apply for the same.
- 7) The tender will be opened in the presence of tenderer/representatives of the firms at directed time.
- 8) Cutting and overwriting if any must be duly signed by the proprietor.
- 9) Director, Central Hindi Directorate has reserve the right to reject one or all tenders without assigning any reasons. Further, he is not bound to accept the lowest bid as well.
- 10) Director, Central Hindi Directorate has a power to make an agreement with any other firm till the rate of agreement is finalized.
- 11) Rate in tender shall be quoted in prescribed format/item only. If any firm wants to quote other expenses the firm may mention the same in miscellaneous category.
- 12) Telegraphic Tenders will not be accepted.
- 13) After completion of said work the firm shall handover the following materials to the Directorate.
i) Hard copy of CD/DVD ii) Master CD/DVD iii) Replicated CD/DVD – 100 in numbers
- 14) Rates mentioned in the tender will be inclusive of all taxes. Any demand of extra taxes will not be entertained in any case in future.
- 15) Firm will have to include animation/special effects in CD/DVD as per the requirement of manuscript and no extra payment will be made for this.
- 16) Decision/Order of the Director, Central Hindi Directorate will be final and binding to all.



(Babulal Meena)
Assistant Director

Department of Correspondence Courses
Mob: 8383007297