

CCRT/23011/4/2018-19

May, 14<sup>th</sup> 2018

**Subject: Quotations for Hiring of Audio – Video Equipments**

Sir,

The Centre for Cultural Resources and Training (CCRT) is an autonomous organization under the administrative control of Ministry of Culture, Govt. of India.

The CCRT would like to utilize the Professional HD format Video Camera and editing facilities from the companies, based in New Delhi. In this regard you are requested to quote your rates for the hiring of the following equipments of format-per day/shift/per hour; the quoted rates may be valid up to **31 March, 2019**.

	Descriptions
<b>1.</b>	<b><u>Package – A Equipments for video filming in HD format.</u></b>
	1. Sony Digital Camcorder PMW 300K HD format, Camera with one 64 GB and two 32 GB Sony Card, with attendant and good quality standard necessary accessories.
	2. Canon 5D Mark IV Camera with three lances:- one 50 mm usm , one 24-105 usm and one 70-200 usm, and two nos of 32 GB CF Card, with attendant and good quality standard necessary accessories.
	3. Canon 5D Mark III Camera with three lances one 50 mm usm , one 24-105 usm and one 70-200 usm, and two nos of 32 GB CF Card, with attendant and good quality standard necessary accessories.
	4. Portable Battery operated 4- 6 channels Audio Mixer with required Batteries in a shift.
	5. Other accessories (Cordless Lapel Mike Shure/Scnheiser, Zoom H5 recorder, Shure 416 Mike with Boom stand.
	6. Battery Operated LED Light 1’x1’ sqft.
<b>2.</b>	<b><u>Package – B Equipments for the following combination of editing in HD format.</u></b>
	1. Non-Linear editing Final cut pro X latest version with Motion for 2D text and graphic and animation and compressor for integrated conversions, with Editor having 5-10 years experience, any other format/system will not be consider.
	2. Digital sound studio for voice recording only.

• **GENERAL TERMS AND CONDITIONS**

1. The Company should have turnover of at least ₹ 20, 00,000/- (₹ Twenty Lakh) per year.
2. The Firm should submit a Copy of Last Three Years ITR, PAN Card Copy and a Copy of GST registration certificate alongwith the tender, In complete tender in any form will not be accepted.
3. The **sealed envelope** should be **superscribed** with “**Tender for hiring of the Video Equipments Package- A, Package – B, Last date 04.06.2018, up to 3.00 PM.** and it should be addressed to **Director, Centre for Cultural Resources and Training, Plot no. 15-A, Sector 7, Dwarka, New Delhi-110075.**
4. The quoted rates should be inclusive of all taxes. The quoted rates will be valid up to **31 March, 2019**.
5. No tender will be accepted after the due date and time. Firm will be responsible for Postal or any other delay.
6. **Kindly note that quotation should not be sent through e-mail or by any such means that it becomes a public document before the due date and stipulated time.**
7. Director, CCRT reserves the right to accept or reject the tender in full or a part thereof, without assigning any reason(s) to the firm and the same is not questioned on any ground whatsoever it is.
8. For further queries, Please contact, Production Section of CCRT, Phone No. 25309379, and 25309300 Ext. **334**.

**(Harish Palsule)**  
Deputy Director  
(Adhoc)  
CCRT New Delhi