



**THE INSTITUTE OF  
COST ACCOUNTANTS OF INDIA**  
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)  
**CMA BHAWAN**  
**12, SUDDER STREET, KOLKATA – 700 016.**  
DELHI OFFICE-CMA BHAWAN, 3 INSTITUTIONAL AREA,  
LODI ROAD, NEW DELHI- 110 003

Telephones : (033)2252-1301/1034/1035  
: (033)2252-1619/1492/1602  
: (033)2252-7373/7143/2204  
: (011)24622156-58  
E-mail : ccmpgs@icmai.in, [cbc@icmai.in](mailto:cbc@icmai.in)  
Website : [www.icmai.in](http://www.icmai.in)

## **Tender Notice**

**ICMAI/2022/National Seminar\_CCMPGS\_MAY 2022/Bhubaneswar Webcasting, Video & Still Photography**

Date: 02.05.2022.

**Date of Invitation:** May 2, 2022

**Date of Closure:** 15:30 hours on May 7, 2022.

**Date of Tender Opening:** 16:00 hours on May 7, 2022.

The Institute of Cost Accountants of India is organizing 3 Day National Seminar on Cost Management of for Public and Government Services with a theme “Cost Excellence – A Sustainable Business Strategy” at Bhubaneswar on 13<sup>th</sup>, 14<sup>th</sup> & 15<sup>th</sup> May, 2022.

In this connection quotations are invited from reputed printers located at Bhubaneswar for the web casting, live streaming in YouTube, Video & Still Photography for the event for all 3 days.

In case you are interested you may send your quote for the printing job in a sealed envelope mentioning “**Quotation for web casting, live streaming in YouTube, Video & Still Photography** of 3 Day National Seminar on Cost Management of for Public and Government Services May 2022 at Bhubaneswar” to be dropped in the tender box at CMA Bhawan, A 122/2, Nilakanta Nagar, Nayapalli, Unit – 8, Bhubaneswar – 751012, Odisha as per the following specifications latest by 15:30 hours on Saturday, May 7, 2022.

### **SCOPE OF WORK:**

- Live streaming for 3 days of all sessions inside the auditorium.
- OFF- LINE video documentation for 3 days including selected bytes of Dignitaries/Guests
- Still Photography {approx 1500 photos} for 3 days of all sessions. Soft copy is to be provided in Hard disk.
- Post production – Editing and Uploading of selected 50 nos. AV content of total technical session in official You Tube channel of Bhubaneswar chapter after three days completion of programme.
- A daily short clip video (2 minutes) will be provided through whatsapp at the end of the session of every day for 3 days. Daily 2 minutes’ script with voiceover (for short clip video) to be provided by a dedicate person of Bhubaneswar chapter office before 7 pm. Otherwise we will put only background music.
- The total recorded video of 3 days will be provided in your hard drive.
- Live streaming linking to be provided through website of ICAI and official You Tube of Bhubaneswar chapter.

### **Bhubaneswar Chapter of Cost Accountants**

CMA Bhawan, A/122/2, Nayapalli, Nilkantha Nagar, Bhubaneswar – 751012

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#### Technical Details:

- **2 nos. ON-LINE Camera** (Full HD – 1920x 1080) dedicatedly for Live-Streaming inside auditorium. One is for master camera for entire coverage of stage with backdrop and second one is dedicatedly for podium close. So mix output will be telecast.
- **1 no. OFF-LINE Camera** (Full HD) for AV documentation, which will be used for byte zone and guest welcome, registration and for other activities coverage.
- **1 no. Digital multi Camera** for still photography of all session (Dedicatedly for inside auditorium)
- Standing Portal Lights for byte zone and another light equipment for question hour session inside the auditorium.
- Technical manpower (8 nos.) will be provided by the Vendor.

#### Support from the Organiser's end:

- Internet connection will be provided by ICAI and net speed must be minimum 100 mbps speed for uploading and downloading. The internet cable connection to be provided at the auditorium one day before of the programme starting which will be communicated by chapter office.
- Two numbers 2 TB hard disk will be provided by client before the event. Entire video will be handover to client after completion of editing and uploading.
- Selected podium's guest/dignities name and designation will be provided by the chapter office Bhubaneswar to vendor before 5 days of the programme.
- All individual PPT videos of Guest/Dignities need to be in one folder with dedicate laptop in podium for smooth run.
- ICAI logo (in PNG file) must be required before 5 days of the programme.
- One anchor to be provided by chapter office for question to dignities at the byte zone.
- Daily 2 minutes' script with voiceover (for short clip video) to be provided by a dedicate person of Bhubaneswar chapter office before 7 pm. Otherwise we will make through only background music.
- One person will be allotted by the Institute for us for the coordination of programme like flow chart coordination or any other changes with us and finally at editing table.

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## **Financial Bid**

S.No.	Description	Nos of days for hiring	Rate	Amount
1	Live Streaming ( 2 nos On-Line camera+ switcher set-up+ Streaming set-up + manpower )	3days		
2	Video Documentation + Still photography (Multi camera+ Manpower+ lights equipments)	3days		
3	Post Production Work - On-Line Editing+ Uploading 50 nos dignities +short clip editing+ Off-Line bytes editing+ video documentation editing	As per standard required time		
A	Sub-Total [1+2+3]			
B	Add: <a href="#">GST@.....%</a> on Sub-total (A)			
C	Grand Total [ A+B ]			

### **Terms and Condition of the tender:**

1. Work order will be communicated to you by email.
2. Arrangement of the items as listed above to execute the total work should be made available at the event site by 12<sup>th</sup> May,2022 within forenoon positively.
3. No delivery charges will be paid extra.
4. Taxes shall be paid as applicable and quoted by the vendor.
5. Quantity given above may vary at the time of placing the work order in consultation with the vendor.
6. Payment will be made within 15 days against the invoice along with duly receipted delivery challans and after receipt of the ordered quantity in full as per the specifications and in good condition.
7. L1 party will be selected based on the financial quote excluding taxes.

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8. For any query/clarification, please contact Shri Tushar Ranjan Mohanty, Asstt. Coordinator, Bhubaneswar Chapter at (0674)-2396622, M-6370813308 during the validity time for receipt of quotations.
9. Possibility of rescheduling of the date of the seminar may happen in case of any notification of the Central Govt./State Govt./Local Authority imposing restrictions on public gathering come into force due to spread of Novel Corona Virus(COVID-19).
10. Considering the same any advance paid to the Vendor to be adjusted with the future delivery of services/goods to be taken on a deferred date of the seminar
11. The committee reserves the right to reject any/ all quotations without assigning any reason there for.
12. Any dispute in awarding of the tender and during execution of the work will be settled mutually between the institute and vendor.
13. The quotation should be in the following format: Part A – Details of the Company, Part B – Financial Bid.

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**Part A: Details of the Company:**

S.No.	Details Requested	Provide Details
1.	Name of the Vendor	
2.	Year of Commencement of business	
3.	Complete Address (with Phone, Mobile, Email)	
4.	Turnover of last three consecutive years	
5.	Whether having In House setup for pre-press and post-press work	
6.	At least 3 Similar Work done for Govt/ PSU / University / Institute/Corporates etc.	
7.	Empanelment with Certified Govt. Agency / Press, if any. (attach proof)	
8.	PAN [Copy to be enclosed]	
9.	GST Registration No. [Copy to be enclosed]	
10.	Details of Bank Account <ul style="list-style-type: none"><li>- Name of the Bank</li><li>- Branch Address</li><li>- Account No.</li><li>- Nature of Bank Account</li><li>- IFSC Code</li></ul>	

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## Part B: Financial Bid

S.No.	Description	Qty	Per unit Price Quoted (Rs.)	GST	Total Price (Rs.)
1	Live Streaming ( 2 nos On-Line camera+ switcher set-up+ Streaming set-up + manpower )	3 Days			
2	Video Documentation + Still photography (Multi camera+ Manpower+ lights equipment)	3 Days			
3	Post Production Work - On-Line Editing+ Uploading 50 Nos. dignities +short clip editing+ Off-Line bytes editing+ video documentation editing				
Sub-total (I)					
GST as applicable II)					
Grant Total (I+II)					
Grand Total (In words)					
<b>Equipment Setup time:</b>					
* Arrangement of the items as listed above to execute the total work should be made available at the event site by 12 <sup>th</sup> May,2022 within forenoon positively					
<b>Any other information</b>					

**Convenor**  
Local Purchase Committee-National Seminar on  
Cost Management of Public & Government Services  
Bhubaneswar

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