



भारत सरकार - रेल मंत्रालय  
अनुसंधान अभिकल्प और मानक संगठन  
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Government of India-Ministry of Railways  
Research Designs & Standards Organisation  
Lucknow - 226 011  
DID (0522) 2450115  
DID (0522) 2465310



No. TST-3/GL-30/UIC-518/Execution (Part)

Date: 30.07.2020

To,

M/s .....

.....  
.....

Subject: Quotation for HD Videography including Voiceover in Audio Studio during instrumentation of various IMWs

Dear Sirs,

Testing Directorate of RDSO, Ministry of Railways, Lucknow is looking for HD Videography (including Voiceover) of instrumentation work using 05 nos. of Instrumented Measuring Wheels (IMW) for about 15 days. The minimum no. of days for the Videography will be 05 days i.e. 01 day for each IMW and all the activities will be held either in Sick Line / Northern Railway / Charbagh or Measuring Wheel Lab of RDSO during the period of August, 2020 to January, 2021 in daylight only.

Sealed quotations are invited from reputed and experienced firms for the above work having its own production house and adequate experience in the work. The quotation must be enclosed in a sealed envelope superscribed "**Quotation for HD Videography including Voiceover in Audio Studio during instrumentation of various IMWs**" and must be sent to Director Testing / HQ, RDSO, Manak Nagar, Lucknow - 226011 so as to reach this office not later than **10:30 hrs on 10.08.2020**. The quotations will be opened on the same day at **11.00** hrs in presence of representative of representative of tenderers, who may like to participate in the opening of quotations. In case, the date of opening of quotation happens to be a holiday for any reason, the quotations will be opened on the next working day at specified time and place.

The **Quotation Notice No. TST.3/GL/30/UIC-518/Execution dated 30.07.2020** (03 pages) is attached with this letter.

Thanking you,

Encl: As above

Dy. Director/HQ/Testing

**Quotation Notice No. TST.3/GL/30/UIC-518/Execution dated 30.07.2020**

**Name of work: HD Videography including Voiceover in Audio Studio during instrumentation of various IMWs**

Sealed quotations from reputed and experienced firms are invited for **High Definition Videography including Voiceover in Audio Studio during instrumentation of 05 nos. of Instrumented Measuring Wheels (IMWs)** for about 15 days.

Quotation must be enclosed in a sealed envelope superscribed **“HD Videography including Voiceover in Audio Studio during instrumentation of various IMWs”** and must be sent to Director Testing / HQ, RDSO, Manak Nagar, Lucknow - 226011 so as to reach this office not later than **10:30 hrs. on 10.08.2020**. The quotations will be opened on the same day at **11.00** hrs, in presence of representative of tenderers, who may like to participate in the opening of quotations. If the date of submission / opening of quotation falls on a holiday / non-working day of RDSO, the same shall be executed on the next working day of RDSO

**SCOPE OF WORK:**

HD Videography (including Voiceover) of instrumentation work using 05 nos. of Instrumented Measuring Wheels (IMW) for about 15 days. **The minimum no. of days for the Videography will be for 05 days i.e. 01 day for each type of IMW. If the recording will be required for more than 01 day for any type of IMW, the same will be informed accordingly.**

All the activities related to the instrumentation work of IMWs will be held either in Sick Line / Northern Railway / Charbagh / Lucknow or Measuring Wheel Lab / RDSO / Manak Nagar / Lucknow during the period of August, 2020 to January, 2021 in daylight only. Exact date for videography will be informed to the firm in one day advance by any of the means like Phone call / Email / WhatsApp / SMS. Hence for this the tenderer must inform a valid phone no. / email ID.

The tenderer will have to deploy minimum of One no. HD video camera, One no. collar mic, Operator to handle video camera and also an Artist for voiceover etc.

**TERMS AND CONDITIONS:**

1. Tenderer must have its own production house, adequate experience in the work, facility and trained staff. Director Testing / HQ / RDSO, Manak Nagar, Lucknow at his discretion may visit or depute his official (s) to visit the facilities of the tenderer.
2. The recorded Video quality should be full HD (1920x1080) and the Sound quality should be on dual track (stereo). Necessary content for voiceover in sound recording studio and Titling/sub-titling (if any) for each day's videography will be provided by RDSO. The voiceover should be done by a professional voiceover artist in a sound recording studio.
3. Instrumentation work of IMWs in Sick Line / Northern Railway / Charbagh / Lucknow may involve pit line. Necessary care for safe handling of video camera etc. will be ensured by the firm himself.
4. RDSO will assist the firm in obtaining gate pass from Sick line In-charge for the video camera etc.
5. The single rate shall be quoted and shall be inclusive of all taxes.
6. All the pages of the offer shall be signed by the bidder duly stamped failing which the offer will be rejected.
7. The offer shall be valid for minimum of 30 days from the date of quotation opening.

8. All the equipment, material and labor which would be required to complete the work have to be arranged by the contractor.
9. Necessary power supply to run the video camera will be arranged by the tenderer.
10. The quality and content of the final video prepared should be acceptable by competent authority.
11. Work has to be completed within 30 days after last day of videography handing over of content for voiceover, titling and sub-titling.

#### **DELIVERABLES**

12. Two master copies for instrumentation of all type of IMWs in Pen drive or any other suitable storage device.

#### **WARRANTEE:**

13. Not applicable.

#### **PAYMENT TERMS:**

14. The minimum no. of days for the Videography will be for 05 days i.e. 01 day for each type of IMW. If the recording will be required for more than 01 day for any type of IMW, the same will be informed accordingly. Hence payment shall be made as per actuals i.e. per day basis for videography and or voiceover.
15. Payment shall be made only after successful completion of the work i.e. submission of content duly accepted by competent authority.
16. No advance or part payment will be made during the period of work.
17. No security / performance bank guarantee is required to be deposited.
18. The tenderer shall furnish Bank Account details i.e. Name of bank, Branch, Account number, IFSC code and PAN enabling payment through ECS and GST details with the offer failing which the offer may be rejected.
19. The bill will be verified and forwarded for payment to Finance and Accounts Directorate of RDSO after deduction of taxes in vogue etc.

#### **SPECIAL CONDITIONS:**

20. The entire work as mentioned in the quotation notice shall be complete responsibility of the tenderer participating in quotation.
21. In case of any dispute that may arise concerning the subject work or the quotation, the decision of ED/Testing/RDSO shall be final and binding upon the contractor upon whom work order is placed. The contractor and his men would abide by the lawful instructions conveyed to him by RDSO administration or its supervisory officials.
22. Copy of recorded material cannot be displayed or loaned to any other agency in part or full without prior permission of DG/RDSO/LKO.
23. The Ministry of Railways, Government of India acting through Director Testing / HQ reserves the right not to proceed with the work without assigning any reasons(s).

Dy. Director/HQ/Testing  
Manak Nagar, Lucknow – 226011

### Schedules of Rates

S. No.	Work description	Total cost of work inclusive of all taxes (in ₹)
<b>A</b>	<b>High Definition Videography during instrumentation set up for various IMWs in respective stocks</b>	
.1	Cost of videography for 01 day (for 01 stock)	
.2	Cost of videography for 05 days (for 05 stocks)	
<b>B</b>	<b>Voiceover in Voice studio, Mixing and editing of the recorded Videos per day,</b>	
.1	Cost of voiceover for 01 day's videography (for 01 stock)	
.2	Cost of voiceover for 05 day's videography (for 05 stocks)	
Total cost of work for 01 day videography and voiceover for 01 stock (A.1+B.1)		
Total cost of work for 05 days videography and voiceover for 05 stocks (A.2+B.2)		
Total cost of the work for 05 days videography and voiceover for 05 stocks inclusive of all taxes (in words)		

**Note:**

1. The rates quoted should be strictly as per above format and inclusive of all taxes and should be in figures and words both.
2. In case of any difference in the rates quoted in figures and words the rates quoted in words only will be considered as correct. Rate quoted is inclusive of all taxes.

Signature with seal of  
Tenderer's authorized signatory with date

### Tenderer's Details

Name of the tenderer		
Address of the tenderer		
Name of authorized signatory		
Contact details	Email ID:	
	Whatsapp no.:	
	Other Mobile no.:	