

**F.No. 1-1/2015-CCRAS/Admn./Store**

**CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES  
Jawahar Lal Nehru Bhartiya Chikitsa Evam Homoeopathy Anusandhan Bhawan,  
No. 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi – 110058**

**Sub: Tender for transcription work in CCRAS Hqrs. Office at New Delhi'.**

The CCRAS invites sealed quotations for undertaking of transcription work regarding 20 hours of video recording of proceedings of World Ayurved Congress and proof reading of the same. The proceedings are in English and the transcribed material is required to be in English.

**2. General information about the tender:-**

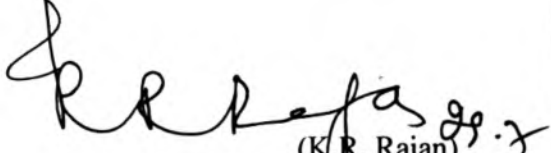
a)	Tender Reference No.	<b>F. No. 25-2/2015-CCRAS/Tech./Hqrs.</b>
b)	Last date and time for receipt of Tenders	13 <sup>th</sup> August, 2015 upto 4.00 PM
c)	Time and date of opening of Tenders	14 <sup>th</sup> August, 2015 at 3.00 PM
d)	Place of opening of Tenders	Conference hall Room No. 223, 2 <sup>nd</sup> Floor, CCRAS HQs Office, No. 61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058

3. The Tender shall be submitted in sealed envelope clearly super scribing on the envelope "Bid for transcription work". The sealed Tenders may be sent by speed post put in the Tender Box placed on the 2<sup>nd</sup> floor near of the chamber of Deputy Director (Admn.), CCRAS, by due date and time. Tenders received late will be rejected outright.

4. The tenders shall be subject to the following condition:-

- i) The rates should be firm for a period of two months from the date of opening of tender.
- ii) Each bidder should submit an EMD of `2,000/- alongwith the quotation. EMD should be in the form of Demand Draft, drawn in favour of Director General, CCRAS, New Delhi. The E.M.D. will be returned to the unsuccessful bidder after the bids are finalized. In case of successful bidders the EMD amount will be retained by the Council as Performance Security till two months after expiry of the contract period.
- iii) The firm should not handover execution of order to any other/sister firm(s) and in such a case it will amount to violation of contract and may entail cancellation of contract/forfeiture of Performance Security.
- iv) In case the firm is unable to complete the work with in stipulated time or becomes insolvent, the loss incurred to the Council will be borne by the defaulting firm.

- v) The tenders will be opened on stipulated date and time in the presence of the tenderers or their authorized representatives who may like to be present.
- vi) Quotation is to be submitted alongwith the firm's PAN/TIN/Service Tax no.
- vi) If any tenderer withdraws his tender before the expiry of the period fixed for keeping the rates firm for acceptance, the earnest money, if any, deposited will be for-feited and no correspondence in this regard will be entertained thereafter.
- vii) Communication of acceptance of the tender constitutes concluded contract and all legal consequences regarding rights and liabilities shall follow.
- viii) The performance security shall be returned on satisfactory completion of work.
- ix) No enhancement of rates will be considered during period of contract.
- x) The Director General has every right to reject/accept any bid without assigning any reasons.

  
(K.R. Rajan)  
Administrative Officer (Admin.)  
For Director General