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20th January 2017

Invitation of quotation for Digitisation of Audio files (National Tape Archive Data) in CIIL – reg.

Sealed competitive quotations are invited by the undersigned for the following Service from experienced Audio Conversion Service Providers:

SI No.	Description	Quantity
1.	Conversion of Legacy Audio Tapes into *.wav format files of (sample rate : 44100, bitrate: 16 bit, Channel:Stereo) without distorting the raw data, onto a reliable External HDD.	Approximately 2000 (Two thousand) hours of audio tapes

1. TERMS AND CONDITIONS

- **Delivery** : Within 120 days from the date of PO issued at the Institute Campus
- **Location** : The digitisation process should be done inside CIIL Campus, as these audio files are of high archival value and will not be given outside. CIIL will provide space, power supply and other related logistic support for the Service Provider. The external HDD should be brand new and it shall be provided by the Service Provider.
- **Prices** : All applicable taxes inclusive
- **Warranty** : Normal on-site from the date of successful delivery
- **Security** : The submitted digital files should be free from any viruses or malwares.

2. Quoted Price:

- a) The tenderer shall quote for items in the format of quotation attached
- b) All duties, taxes and other levies payable by the tenderer (including Sales tax on the finished goods) shall be included in the item rate.
- c) The rates quoted for each item shall be fixed for the duration of the contract and shall not be subject to any adjustment.
- d) Rates for supply of partial quantity of an item are not acceptable.
- e) Corrections if any shall be made by crossing out, initialling with date and rewriting.
 - I. The Specifications should be drafted to permit the widest possible competition and at the same time present a clear statement of the required standards of workmanship, materials and performances of the goods to be procured. Minimum functional specifications should be specified for equipment. Only if this is done will the objective of economy, efficiency and fairness in procurement is realized, responsiveness of quotations be ensured and the subsequent task of evaluation of quotations facilitated.
 - II. Wherever the goods are covered by Bureau of Indian Standards, the reference to the standard should be given.

