Government of West Bengal
Paschim Banga Society for Skill Development
Department of Technical Education, Training & Skill Development
Karigari Bhawan, AA-III
Rajarhat, New Town, Kolkata-700160

Memo No.: I/751998/2026 Date: 09-03-2026

Notice Inviting Quotation

Sealed quotations are hereby invited by the undersigned from reliable, resourceful, bonafide and experienced Individual/Firm/Agencies for Developing Audio Visuals including Video Recording and Basic Editing for an Online Course. The quotation will be submitted in sealed cover super scribing "Quotation for Developing Audio Visuals on Video Recording and Basic Editing for Online Course" at room no. 326, Karigari Bhawan, 3rd Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160.

The bid should be addressed to the Project Director, PBSSD, Karigari Bhawan, 3rd Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata – 700160 on or before 5.00 P.M. of 12-03-2026.

Scope of Work – Developing Audio Visuals Including Video Recording and Basic Editing for an Online Course

SL No.	Work Description:
1	A. Video recording of lectures along with recording of the presentation material – **6 hours per day for 6 days** B. Basic and required editing of recorded videos as per PBSSD guidelines. Subtitles of English/Hindi. C. Provision of online video switcher with trained operator for real-time multi-camera feed switching, live input mixing and production efficiency, with cordless lapel microphones for the speaker to ensure clear and wireless audio capture. D. Resizing and segmenting the recordings into small videos of approx. 40 mins duration each. E. Filming with Full HD professional camera setup. F. Provision of raw footage to PBSSD.

Terms & Conditions:

1. The intending quotationers will have to quote their rates in the specific schedule of item as per Annexure of this NIQ.

2. Rates are inclusive of cost of all Taxes and any other Charges (if any) in complete stage.
3. The quotationers are required to quote their Rates both in Figures as well as in Words.
4. The rates will be effective from the date of quotation and will be valid till 30.06.2026.
5. Delivery of final audio visual (both raw and final versions) must be in digital format. Pen-drive will be provided.
6. Quoted rate should include basic rate with GST in per Day basis.
7. PBSSD shall retain ownership rights over the final product.
8. Self attested copy of Valid Trade License and PAN must be submitted with the Annexure.
9. Income Tax & GST will be deducted as applicable as per Government Rules.
10. Quotationers must have prior experience in videography for online courses or course material.
11. NIQ must be sealed in an envelope and reference number should be written very clearly on the envelope without which PBSSD is not liable for opening of quotations in any circumstances.
12. Only submission of rates/NIQ doesn't confirm subsequent work order.
13. If required PBSSD may withdraw NIQ at any point of time without assigning any reasons thereof.
14. Submission of the NIQ only or being L1 in NIQ does not bind PBSSD to place the work order in any circumstances and decision of the competent authority will be final & binding on all.
15. Payment on successful work will be made only after receipt of the certified payment voucher.
16. Submission of rates only assumes that party has agreed to all the terms & conditions of PBSSD and will abide by that in all circumstances.
17. The competent authority of PBSSD reserves the right to reject any quotations without assigning any reasons thereof or can cancel the whole NIQ or parts thereof at any point of time without assigning any reasons thereof.
18. No conditional quotation will be accepted in any case, a conditional quotation shall be summarily rejected.
19. The decision of the Project Director, PBSSD is final & binding on all.

25/3/26

Project Director, PBSSD

Copy for wide circulation to:

1. Notice Board of PBSSD
2. PBSSD Website (**https://pbssd.gov.in/**)

Memo No.: I/751998/2026 Date: 09-03-2026

(Must be printed on Quotationer letter head)

Annexure

Scope of Work :- Developing Audio Visuals Including Video Recording and Basic Editing for an Online Course
(Ref:- NIQ vide no. _____ Dated _____)

Sl. No.	Work	Work Description	Rate for per day including all taxes and charges (in Rs.)	Rate in words (in Rs.)
1	Developing audio visual on video recording and basic editing for online course	A. Video recording of lectures along with recording of the presentation material.:-**6 hours per day for 6 days**		
		B. Basic and required editing of recorded videos as per PBSSD guidelines, Subtitles of English/Hindi.		
		C. Provision of online video switcher with trained operator for real-time multi-camera feed switching, live input mixing and production efficiency, with cordless lapel microphones for the speaker to ensure clear and wireless audio capture.		
		D. Resizing and segmenting the recordings into small videos of approx. 40 mins duration each.		
		E. Filming with Full HD professional camera setup.		

I do hereby agree to work and complete the task as per the above-mentioned items and also agree to abide by the terms & conditions of Notice Inviting Quotation (NIQ).

Name of the Agency:
Full Address:
Signature of quotationer:
Contact No:
Date: