



**Telecom Regulatory Authority of India**  
Mahanagar Doorsanchar Bhawan, J.L.Nehru Marg, New Delhi-2

No. 5-2/2013-PR

Dated: 06.03.2013

To

M/s \_\_\_\_\_

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Sub: Quotation for transcription of audio recording

Sirs,

The undersigned is directed to invite sealed quotations for transcription of audio recordings of proceedings of conference/Seminars on the terms and conditions mentioned below. In case you are interested to do the job, you are requested to submit your rates to the undersigned in a sealed cover. The sealed quotations clearly marked 'Quotation for transcription of audio recordings' should reach this office by 3.00 pm on 21.03.2013. The quotations will be opened by the Tender Evaluation committee (TEC) on the same day at 3.30 pm in Room No 203, Mahanagar Doorsanchar Bhawan in the presence of the tenderers who wish to be present. The scope of work and other of specifications may be ascertained from the undersigned between 11.00 am to 3.00 pm any working day on or before 20.03.2013.

Terms and conditions

1. Quotation received after due date and time, those received without sealed cover and rates not quoted in the proforma given bellow, will not be accepted.

Name of Item	Rate per 60 minutes	Tax Rate (if any)	Total Rate per 60 minutes including Tax
Transcription of audio recordings			

2. No request for change in rates quoted/accepted will be entertained for any reason.
3. Canvassing in any case or form is strictly and rate quotation of tenderer who resorts to canvassing will be summarily rejected.

4. Rates should be quoted without erases and overwriting. Any correction in rates is required to be signed by the tenderer otherwise the tender may be summarily rejected.
5. TRAI reserves the right to reject any or all the rate quotations without assigning any reason thereof. TRAI is not bound to accept the lowest tender.
6. Tenderer must have the experience of transcription work for Govt./PSU/Autonomous Organisations/Reputed Companies and required to submit the copy of work order.
7. A panel of two or three tenderer, as required by the competent authority will be created from the successful tenderers and the contract will be awarded initially for a period of two years, which can be extended further.
8. Successful tenderer will have to deposit performance bank guarantee of Rs. 5000/- through Bank Draft in favour of TRAI.
9. Audio Cassettes/CDs should be collected from TRAI office and transcription to be delivered to TRAI office by the firm, within time frame given by TRAI, without any extra charges.
10. The payment will be released after receipt of satisfactory report from the concerned user division of TRAI. In case not found satisfactory, deductions will be made from the bill amount as decided by the competent authority.
11. TRAI reserves the right to terminate the contract without assigning any reason at any time.

(Yogender Kumar)  
Sr. Research Officer (Comm)  
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