



**CENTRE FOR INTERNATIONAL COOPERATION AND
TRAINING IN AGRICULTURAL BANKING, PUNE**

No. CICTAB/Digital Lab/2023-24/

Date : 08.03.2024

**Expression of Interest for setting up of Digital Lab /
Video Recording Studio in VAMNICOM Campus**

Introduction:

This Expression of Interest seeks response from registered organizations, companies, societies having experience in the relevant field of setting up Digital Studio.

Scope of Work:

CICTAB, is working towards developing a Digital Lab in CICTAB Secretariat at VAMNICOM Campus, Pune for developing course materials for the online classes and uploading of the same on CICTAB website and all its social media platforms. The detailed specifications for the requisite Digital Lab are as follows :

Sl. No	Items Description	Specification
1	Acoustic Wall Panel	Cover all side of room including doors and windows
2	Computer	i5/1TB/8GB/4GB Graphics Card
3	Camera	Nikon 5600D
4	Carpet	
5	Tripod	
6	Green Backdrop with Stand	
7	Paper Stand	
8	Webcam	

Terms and Conditions:

1. The rates quoted should be consolidated quote, based on which L1 bidder will be ascertained.
2. The quotes shall be valid and firm for the period as specified and completed with reports delivered.
3. The payment will be done only after completion of work.
4. 90% of bill amount will be paid within 15 days after completion of work and submission of bill.
5. 10% of the bill amount will be retained until the warranty period of one year is completed.

6. The vendor should also include the quote for Annual Maintenance Contract(applicable post the Warranty period) on yearly basis.

Time Line:

The work is to be completed within 45 days.

Interested Organizations and companies with a national network and having prior experience in setting up of digital lab may send response.

The response need to be accompanies with details on following:

- Company background
- Profile of the organization / company
- PAN No.
- GSTIN Number
- List of Qualified persons with their profile
- Relevant proof of setting up of Digital Studio

The interested Prospective Bidder(s) shall ensure that their response along with acceptance of following are received by **CICTAB on or before 18.03.2024**

- (i) Scope of work
- (ii) Technical and financial quotation

Governing Laws and Jurisdiction:

The EoI process shall be governed by and construed in accordance with, the laws of India and the Courts at Pune (India) shall have exclusive jurisdiction over all disputes arising under, pursuant to and / or in connection with the EoI process.

Contact details :

The respondent shall submit their responses through email with all Annexures duly signed to the following official:

The Director,
Centre for International Cooperation &
Training in Agricultural Banking (CICTAB),
VAMNICOM Campus,Savitribai Phule Pune University Road,
Near Chaturshringi,Pune, Maharashtra, India – 411 007

For any query kindly contact:

Email : cictab@hotmail.com / cictab1983@gmail.com

Telephone No. : 020-25528642 / 25528164 / 25701000