

TENDER

Sealed tenders are invited by **ActionAid Association**, from videographers cum editors or production firms that are equipped to cover events and make videos for a round-table discussion titled **“Improving Conditions of Work and Living for Circular Migrants in India”** organised by **WORKERS SOLIDARITY NETWORK (WSN)** supported by **Rosa Luxemburg Stiftung** and facilitated by **ActionAid’s** knowledge hub, Citizen’s Rights Collective in the first week of June, 2019.

WSN is a collective of experts and practitioners engaged in improving the lives and working conditions of labour in India and abroad. Formed in 2017, it aims to broaden the discourse on labour issues by facilitating dialogues between workers and other stakeholders on the most pressing issues of the day.

The round-table is a 3-day multi-stakeholder discussion between civil society organisations, Trade Unions, academicians and journalists on key issues related to migration and labour market dynamics as well as the strategies adopted to address the same.

The quoted price shall be inclusive of all taxes (VAT & Insurance). Sealed tenders should be posted to **Purchase Committee, ActionAid, R 7, Hauz Khas Enclave, New Delhi, Delhi 110016** on or before 15th May, 2019 by 5.00 pm. All the submitted tenders will be opened on 16th May, 2019 at 11.00 am. Only selected proposals will be informed through phone and email.

Bidders from all across India are encouraged to participate. ActionAid does not bind itself to accept the lowest of any tender or assign any reasons for non-acceptance. It further reserves the right to accept any tender wholly or in part or not to accept all offers at its option; it also reserves to itself the right to procure materials placed against this enquiry with specific intervals (15 days- 1months) over a period of 2 months.

Important Note:

1. The video assignment must capture all the sessions of the round-table shot over three days in New Delhi. Following deliverables must be provided:
 - Short video (3 min) showcasing the event
 - Long video (10 min) with sound bites from few participants
 - Edited videos for each session
2. The following documents need to be enclosed in a sealed cover containing the 1) Price bid along with 2) Attested copy of income tax returns for the last three years 3) certified/ declaration copy of PAN/TIN/No and sales tax No/ GST if applicable.
3. Links to some relevant previous work must also be included.

All tenders should be accompanied with above mentioned, duly signed documents, failing which tenders may not be considered.