

**Indian Institute of Public Administration
New Delhi**

Quotations Invited for Video Production, Recoding, Editing Services

29.07.2026

Indian Institute of Public Administration (IIPA), New Delhi is premier training and research institute under Department of Personnel & Training (DoPT), Government of India.

Quotations are invited from qualified companies/vendors for the Videography, Editing, Animation, Recording services located in Delhi/NCR.

Eligibility of the Company/Vendor:

1. Certificates – Registration, Trade License, GST, PAN
2. Work Experience – Video recording, editing, animation, video production, voice recording services done for Government Organization/PSU in last three financial years of the minimum value of Rs 5 Lakhs.
3. Head Office located in Delhi NCR. Technical persons located in Delhi NCR.

Documents to be submitted online:

1. Registration Certificate, PAN, GST
2. Work Experience Certificate
3. Non-blacklisting Declaration
4. Financial Statement of last three years (2025-26, 2024-25, 2023-24)
5. Financial Proposal in the format

Scope of Work:

IIPA has seven complete videos in English language with the following durations:

- Video 1 - 15 minutes 26 seconds
- Video 2 - 15 minutes 46 seconds
- Video 3 - 14 minutes
- Video 4 - 19 minutes 9 seconds
- Video 5 - 21 minutes 15 seconds
- Video 6 - 15 minutes 16 seconds
- Video 7 - 13 minutes 15 seconds

The above seven videos need to be converted into Hindi and Bengali languages. The translation and voice over in Hindi and Bengali will be done by the staff/resource of IIPA. The scope of work is as below:

1. Recoding of the translation
2. Voice-over in the videos

MBanna
29/07/26
Mithun Barua
Deputy Registrar (AS)
Indian Institute of Public Administration
I.P. Estate, Ring Road, New Delhi-110002

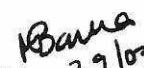
3. Animation in the videos
4. Editing of the videos
5. Any other work which is technically required.

The total duration of the engagement will be for one month. The videos and other digital material will be the property/ownership of IIPA and the company/vendor will have no ownership rights.

6. Financial Proposal Format:

SL No.	Particulars	Amount (Rs.) (Including GST)
1.	Recoding of the translation, Voice-over recoding and production, Animation, Video Editing and any other technical work.	
	GST	
	TOTAL (Rs.)	

The eligible and interested companies/vendors shall mail their complete documents to iipapublication@iipa.education on/by 3rd August 2026 (5.00 PM). For any further information, the undersigned may be contacted.


 (Mithun Barua)
 Deputy Registrar (AS)
 Tel: 011-23468305

