

**Indian Council of World Affairs
Sapru House, Barakhamba Road
New Delhi**

ICWA/Res/Trans/01/2011

Dated 25-3-2011

Quotations for Audio transcription Work

The Indian of World Affairs is invites quotations for the job of transcription from reputed organizations dealing in the field. The scope of work and terms & conditions are as under:

Scope of Work	Total length of Audio	Charges per Cassettes (Rs.)
7 audio cassettes (90 min approx each)	4,20 min (approx.)	

Terms and Condition:

1. Payment will be made after satisfactory completion of work.
2. No advance/running payment will be made.
3. Last date for submitting the quotations is 2nd April 2011.
4. Sealed quotation should be addressed to: Director, Indian Council of World Affairs, Sapru House, Barakhamba Road, New Delhi-110001.
5. For any information regarding above, Director, Indian Council of World Affairs, Sapru House, Barakhamba Road, New Delhi could be contacted on any working day i.e. Monday to Friday, 9.00 am to 5.30pm.
6. Time frame within which the work shall be completed should be mentioned clearly.