

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Bilaspur, Himachal Pradesh

No. AIIMS-BLS/(G)/2024/NIQ/

Dated:

NOTICE INVITING TENDER

Password protected quotations are invited (Technical and Financial bids in separate files) from reputed, experienced and financially sound agencies for Photography, audio-visual coverage of an event of AIIMS Bilaspur, and for Live streaming on AIIMS Bilaspur's YouTube Channel, Facebook Live and other social media channels along with other items as mentioned in scope of work & Task & Responsibilities (**Annexure - 1**) at AIIMS Bilaspur for laying of foundation stone ceremony of Night Shelter by Hon'ble Union Power Minister on dated 23rd February, 2024 (date is tentative). "Technical and Financial" should be sent on email id : Storeofficer@aiimsbilaspur.edu.in before 19-02-2024 up to 11:00 A.M in separate PDF files and files to be named as "Technical bid and Financial bid" separately. The Financial bid must be password protected. The mail has to be sent with the subject "**Quotation No. AIIMS-BLS/Stores/2024/NIQ/** for audio-visual coverage & Live streaming of an event of AIIMS Bilaspur. The bids will be opened in the presence of parties or their authorized representatives at 2.30 P.M on the same day in the office chamber of the undersigned. Financial bids will be opened only for the bidders, whose Technical Bids have been found to be acceptable.

The parties willing to participate in the tender should fulfil following conditions:-

1. The agency should have minimum two similar experience (work order to be enclosed) of providing Webcasting/Live streaming services of the events with INI like other AIIMS, PGI, JIPMER, etc. since last three calendar years.
2. Out of the above, the agency should have minimum one similar experience of providing Webcasting/Live streaming services with the technical specifications mentioned in the scope of work.
3. Agency should have to provide soft copy of sample of their previous videography and photography work of similar events.
4. The bidder should not have been declared blacklisted by PSUs/Govt. Organizations.
5. The agency should have at least a turnover of not less than 10 Lacs per annum during the last three financial years.
6. Should have PAN and GST registration.
7. Bidder is required to forward the documents required in Technical bid duly self-certified, stamped and paginated, incomplete documents liable to be rejected without assigning any reason.
8. The bidder should sign and stamp each page of quotation document as a token of acceptance of the terms & conditions contained therein and submit the same along with the bid.
9. All the documents should be paginated with index giving all the details with page No.

Other terms and conditions will be as follows: -

1. Supply will be F.O.R. at AIIMS-Bilaspur
2. The firm shall not assign or sublet the work/job or any part of it to any other firm.
3. Billing will be in the name of Executive Director, AIIMS-Bilaspur. Payment will be made after the item has been received, inspected & accepted. No advance payment will be made at any stage.
4. Taxes at other government levies will be paid extra as applicable.
5. Venue for quotation opening shall be in conference hall of Procurement & Stores Department, Academic Block, AIIMS Bilaspur, Kothipura, Bilaspur, Himachal Pradesh PIN- 174001.
6. For any query regarding NIT you can email to storeofficer@aiimsbilaspur.edu.in.

PENALTY CLAUSE/LIQUIDATED DAMAGES

In case of non-compliance with any of the terms of the contract or delay in executing services on the part of the bidder, penalty @10% of the total contract value will be deducted from the bidder's bill without prejudice to other terms and conditions of the order.

In case of any damage to the property of AIIMS Bilaspur, bidder has to pay in full of the price of damaged property.

Ownership and Content Rights

- The Licensed and/or copyrighted data shall be governed by the terms and conditions identified in the Contract and AIIMS Bilaspur shall have full rights.
- The ownership and content rights shall be reserved and shall be of AIIMS Bilaspur. The recorded content shall be stored with password protected and with protection from editing or tailoring by any other party/agency/person. The agency shall ensure that the contents are not put to monetize by any agency/channel used to broadcast the events.
- To avoid any social media links to have control of AIIMS Bilaspur's event the agency shall help in ensuring that the event did not cover any violation of copyright law. This shall be done during dry run/test trials before the event goes live. In view of this a backup copy of the video content shall also be kept in another location in consultation with KF and with its access control provided to AIIMS Bilaspur.
- Photos/ Digital Images/ Clippings should not be passed on to any agency/persons without the permission from AIIMS Bilaspur.

INTELLECTUAL PROPERTY RIGHT:

AIIMS Bilaspur will hold the Copyright, Trade Rights and Intellectual Property rights and it may be used for further research and teaching purpose, publicity, marketing, branding, product positioning.

INDEMNITY CLAUSE

The Agency shall indemnify AIIMS Bilaspur for any injury or loss or damage caused to AIIMS Bilaspur on account of any infringement of copyright of another person or persons or on account of any defamatory or otherwise injurious matter contained in the produced video.

For the purpose of technical evaluation, the bidder is required to submit following documents.

Technical Bid:

1. Profile-Name & Full Address of the firm & year of establishment.
2. Copy of permanent GST registration certificate.
3. Copies of supply orders secured during 2022-23 for the similar events.
4. Turnover for last two years (2021-22 & 2022-23).
5. Self-declaration that the firm is not debarred by any government organisation or PSUs.

Technical Evaluation

1. AIIMS Bilaspur reserves the right to select the bidder based on best possible bids received. The decision of the Evaluation Committee arrived at as above shall be final and representation of any kind shall not be entertained on the above. Any attempt by any bidder to bring pressure of any kind may disqualify the bidder for the present quotation and the bidder may be liable to be debarred from bidding for quotations in future for a period of three years.
2. The evaluation of the technical bid will be done by the committee based on the documents furnished by the bidder.
3. The bidders whose technical bids were qualified, will have to give a demo/presentation of their work experience before the designated committee.
4. The financial bids of those bidders whose demo/presentation are found satisfactory by the designated committee, will be opened and evaluated by the evaluation committee and the lowest quote will be selected for the contract.

In case the Technical Committee rejects the bid on technical grounds, the financial bid in respect of that item will not be considered.

Financial Bid: The rates and total cost must be quoted in both words and figures (over writing not allowed). Selection will be made purely on the basis of lowest price quoted by technically qualified firms. Validity of the quotation should be for a minimum period of 90 days in case discrepancy between unit price & total price, the unit price shall prevail.

Deputy Director
AIIMS Bilaspur H.P.

Annexure - 1

Scope of work:

- The current requirement of "live streaming" is for all the events which is going to happen at AIIMS Bilaspur at different sites on occasion of inauguration and foundation ceremony of various facilities of AIIMS Bilaspur on 23rd February 2024.
- The selected agency will have to Photograph, record all the events happening at different site and live projection of the events should be done at auditorium as well as live streaming of this event on AIIMS Bilaspur's YouTube Channel, Facebook Live and other social media channels.
- The scope of work also includes but not limited to Photography, editing/mixing with titles / subtitles / captions and Live Stream the Audio-Visual Events of AIIMS Bilaspur to Streaming platform provider selected by AIIMS Bilaspur.
- The work/period may be extended depending on the requirements of AIIMS Bilaspur.

Task & responsibilities:

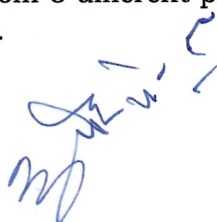
Pre-Event:

There shall be two trials for every event initially one on 3 days before the starting of event day and one with full rehearsal at least one day before the event or as planned by AIIMS Bilaspur.

- Agency to be stationed at the institute from one day prior till the event is over, with all necessary equipment for even last minute changes.
- The entire setup shall be made operational one day before the commencement of event at the auditoriums.
- The Selected agency shall be responsible for creating a safe pathway for any /all cabling at the event venue. It is expected that the doors at the entrance, exit green rooms or access to the stage are kept clear from all cables and as such no cabling & cable ramps shall be used on the floor at this location of the building.
- The event data should in no point be hosted outside India, however the transmission of live stream being on internet should be viewable across the globe.
- The livestreaming of the video recording at server shall be done as per the instructions of the AIIMS Bilaspur and shall not be stored in any form in any type of devices outside AIIMS Bilaspur unless consented by AIIMS Bilaspur.
- The agency should carry own video cameras, cables & patches and all other materials required for the work.

During the Event

- The agency shall Photograph and shoot the events at all sites. (5 sites)
- Audio out may be taken from the mixer output or some time from the camera mic.
- To provide Live telecast from 5 different places (1 Major and 4 Minor places) within the AIIMS Campus.



- Provide live HD adaptive streaming services with live feeds to auditorium, youtube live and other social media platforms.
- AIIMS Bilaspur logo should be added on live streaming.
- Live streaming production should be of full HD - 1920x1080 and the streaming should be done at least in 1280x720 resolution.
- Provide a link to share with the Honourable Ministry to broadcast on their Social Media Platforms.
- At the end of each event, the web streamed data along with required reports, shall be made available within 1 day to the AIIMS Bilaspur in a Hard disk for later retrieval and usage as necessary.
- Once the live stream is complete, the agency shall edit the video as per the instructions of AIIMS Bilaspur for Noise suppression or unwanted clips recorded during the event so as to improve the recorded video for easier viewing.
- The agency shall provide all the raw footage shot and photographs taken before and during the event to the institute.
- The agency must keep the recording of the footage of the complete event minimum for two months. If required, the bidder will have to submit the recording of the original footage of the complete event and separately the web streamed data in a hard disk for which AIIMS Bilaspur will pay for the hard disk only.

Delivery of Services by the agency (Brief Description to the above requirements for livestream)

- Platform Integration and implementation of overall plan for Live streaming
- Set-up the locations/venues appropriately for the event in consultation with AIIMS Bilaspur
- Check for lighting at the venue and advise suitable for HD recording Record audio as direct feed (should not contain echo or ambient noise)
- Live stream the events on the internet and record it online (while live streaming) for on-demand video. Record the events in audio-video format (in Full HD quality)
- Take still pictures (in RAW format) of the events, Edit still pictures and audio/video in consultation with AIIMS Bilaspur and convert in various appropriate formats (for print, for web etc.)
- Arrange for own transport to the event locations and food, drinks, and accommodation for production crew members
- Set up all necessary equipment (laptops, Wi-Fi router, camera, wires etc.) in the premises of AIIMS Bilaspur to conduct digital events (webinar, conferences and meetings, etc.);
- Availability at short notice (24 hours)





ANNEXURE - 2

Technical Bid Part-A
(To be submitted on the letter head of the bidder)

Short notice Inviting Quotations for Photography, audio-visual coverage of an event of AIIMS Bilaspur, and for Live streaming on AIIMS Bilaspur's YouTube Channel, Facebook Live and other social media channels in connection with foundation laying ceremony of Night Shelter by Hon'ble Union Power Minister on dated 23-02-2024.

<u>Name of Bidder</u>			
<u>Correspondence Address</u>			
<u>Tel/Mob No.</u>			
<u>Email ID</u>			
<u>Contact person Name</u>			
<u>Mobile No. (Contact person)</u>			
Sr. No.	Particulars/Documents required	Detail /compliance(Y/N)	If submitted, mention page No.
1.	Name & address of the firm/company with phone number and email		
2.	Registration Number of Firm/company		
3.	PAN & (Income Tax Return latest) Separate		
4.	GST Registration Number		
5.	Certified copy by CA regarding last 3 financial year turnover, which should be more than 10 Lakhs.		
6.	The participants/Firm should have done such event of similar experience of providing Webcasting/Live Streaming services of events with INI like other AIIMS, PGI, JIPMER. Copy of above mentioned Supply orders or verified bills of past events		
7.	Signed copy of Notice Inviting Quotations (NIT) as token of acceptance and submit as part of tender notice with technical bid.		
8.	Link for the Work done previously		
9.	Brief Profile of the firm		

Declaration

I/we.....(Name of the Authorized Representative of Bidder) of _____(Name of the bidder) do hereby declare that the entries made in the technical bid for providing Photography, audio-visual coverage & Live Streaming during Laying of Foundation Stone Ceremony of Night Shelter at AIIMS, Bilaspur are true to the best of my/our knowledge . I/we hereby agree to abide by all terms and conditions laid down in Tender document.

Place & date

(Name & signature with stamp of the bidder)

Annexure - 3

Financial Bid

Short notice Inviting Quotations for Photography, audio-visual coverage of an event of AIIMS Bilaspur, and for Live streaming on AIIMS Bilaspur's YouTube Channel, Facebook Live and other social media channels in connection with foundation laying ceremony of Night Shelter by Hon'ble Union Power Minister on dated 23-02-2024 for items with quantity required is as under: -

Sr. No.	Descriptions/ particulars	
1.	Name, address, contact number & email address of the firm	
2.	Professional Photography, videography and live streaming rates includes the following works	Amount (Rs.)
3.	Professional photography including still photography, drone photography, etc	
4.	Professional videography at atleast three different sites with full HD 1920 X 1080 cameras	
5.	Professional audio-video recording and mixing	
6.	Realtime online editing with captions of the audio video footage and livestreaming of the same at auditorium and on social media platforms	
7.	Acquiring all required facilities an manpower for the aforesaid works including the internet connection for livestreaming.	
8.	Submission of hard disk containing the web streamed data and raw footage in mp4 format	
	Total	

Note: Price to be Quoted inclusive of GST.

The agency must keep the recording of the footage of the complete event minimum for two months after completion of the work. If required, the agency have to submit the recording of the footage of the complete event along with the raw footage and web streamed data in a hard disk (4 TB) should be supplied at free of cost.

Signature of the Bidder with date

Date:

Place:

(Name of the Firm/Agency and stamp)

Undertaking

I(Name & Address of the firm/ Contractor) hereby declare that I have read the tender document thoroughly and understood the scope of work before quoting the rate of each items. I further declare that I have visited the site/ sites as mentioned in tender document before quoting the rates. I also declare that I will perform all the work up to the satisfaction of the Authority and for any violation penal action and / or penalty can be imposed on me as deemed fit and I shall be bound by law to bear the same.

Signature of the firm/ Contractor