



श्री चित्रातिरुनालआयुर्विज्ञानऔरप्रौद्योगिकीसंस्थान त्रिवेंद्रम, केरल- 695 011
(एकराष्ट्रीयमहत्वकासंस्थान, विज्ञानएवंप्रौद्योगिकीविभाग, भारतसरकार)
SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM
KERALA – 695 011
(An Institution of National Importance, Department of Science and Technology, Govt. of India)
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DAA/12/Convocation/SCTIMST/2021

Date: 20.04.2021

NOTICE INVITING TENDER

Sealed tenders are invited (Techno-commercial and Financial) from Established / Reputed agencies based in India for conducting Video Recording and Live Streaming of the convocation of the Institute to be held on 22nd May, 2021, with the following details.

IMPORTANT INFORMATION

EVENT	DATE
Starting Date for downloading tender documents	20 th April 2021
Last date and time for submission of completed tender Documents	27 nd April 2021, 3.00pm
Date, time and venue for Opening of tender	27 nd April 2021, 3.30pm NH Wadia Hall, 5 th floor, AMCHSS, SCTIMST
Tender Document Fee	Nil

The detailed tender document with specifications and terms & conditions are available in SCTIMST website www.sctimst.ac.in. For more clarifications, contact 0471 2524 269 (email id: regoffice@sctimst.ac.in).

sd/-

Director

SCOPE OF WORK

The Scope of work would include providing of infrastructure (Man-Machine) for the conduct of Convocation of the Institute to be held on 22nd May, 2021.

- Convocation is conducting in hybrid mode (Both Physical and Virtual). Dignitaries will be on the stage of the Auditorium. The respective HoD will come on the stage to read out the names of the candidates in their respective turns. All others, including the Chief Guest and Guest of Honor will join by online and will give their talks on the virtual model, which shall be live telecasted in the Auditorium as well as in the Institute YouTube Channel.
- The graduating students can attend the program in the Zoom link provided. The parents / family can view it in You tube channel. On calling out candidate names, the candidate's photo (in the academic dress) will be displayed in the online meeting, then their face with academic cap and the tassel on the right side will be zoomed in first, following by the tassel on the left side.
- The programme is scheduled to be for 4 hrs (approx) and the video recording and live streaming of the entire programme is to be done. The programme will also include prerecorded videos or powerpoint presentation which must also be mixed with the online live streaming video.
- The video conference should be done preferably using Zoom software. The live streaming should be done through Institute's Youtube Channel.
- High speed internet facility for the live streaming must be provided by the vendor.

Sl.No	Description	TentativeQuantity
1	Full HD Camera with required manpower for Videography	3(One to focus stage, second to podium and third to focus audience)
2	Full HD Video Mixer, Full HD Recorder, Full HD capture Device	1 set
3	Complete audio system for speech(including Mic, Speaker,mixer, etc)	1 set
4	Video conference for outside speakers and Chief guests, displaying candidate photos in the Auditorium and live streaming, Editing, Mixing, Live streaming with required man power	1 set
5	Laptops/Computers for conducting video conferencing and live streaming	Required numbers
6	50" LED TV with stand	1 No
7	Internet connectivity for conducting Video conferencing and Live streaming/high speed internet facility	1 set

Role and Responsibilities of the bidder :

- The complete event including the video conferencing and Live streaming using youtube to be done by the bidder
- All hardware, software required for the smooth conduct of video conferencing and live streaming to be provided. The list of hardware devices provided in the above table is tentative and the bidder to visit the auditorium(if required) and sufficient number of cameras and other devices to be included for the event.
- High speed internet connectivity for video conferencing and live streaming to be provided
- Sufficient experienced manpower with one supervisor for conducting Video conferencing and live streaming to be provided onsite at the venue at SCTIMST
- A complete trial event to be conducted one week before the live programme and a full rehearsal on the previous day.
- Three copies of the Recorded and Edited video to be handed over to the Institute

Eligibility Criteria

- The bidder should have conducted atleast five events of live streaming in hybrid mode in last 2 years.

GENERAL INFORMATION TO BIDDERS

Submission of offers

The BIDDERS shall submit their proposals/offers in one single part by including

(i) Techno-Commercial Bid and (ii) Financial Bid

i) The Tender is a single bid document. The Techno-Commercial Bid should contain all the relevant information and desired enclosures in the prescribed format along with Tender Documents and supporting documents (Annexure 1). The Financial Bid should contain only price Bid Form as mentioned in the Annexure- II. Technical bid and financial bid must be included together as a single document. If any documents, technocommercial bid or financial bid, is absent, that tender will be rejected.

ii) All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as "Not Applicable". However the bidders are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the bidder being summarily disqualified.

iii) The Tenders should be typewritten or handwritten but there should not be any overwriting or cutting or interpolation. Correction, if any, shall be made by neatly crossing out, initialling, dating and rewriting. The name and signature of bidder's authorized person should be recorded on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on bidder's letter head.

iv) Bidders must keep their offer valid for a minimum period of 180 days from the date of opening of the tender, within which the bidders cannot withdraw their offer. However, subject to the period being extended further, if required, by mutual agreement from time to time.

v) Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the bidder should be signed and the contact numbers of all such clients should be mentioned. SCTIMST may also independently seek information regarding the performance from the clients.

vi) The bidder is advised to attach any additional information, which the bidder thinks is necessary in regard to his capabilities to establish that the bidder is capable in all respects to successfully complete the envisaged work. Bidder is however, advised not to attach superfluous information. No further information will be entertained after tender document is submitted, unless the Institute calls for it.

vii) Incorrect or misleading information: If the bidder deliberately gives incorrect or misleading information in their tender or wrongfully creates circumstances for the acceptance of the tender, SCTIMST reserves the right to reject such tenders at any stage.

viii) All explanatory remarks and clarifications, which the Bidder may desire to make, must be, incorporated in the offer form, failing which the remarks / clarifications shall be ignored and the tender dealt with as it stands.

ix) Even though bidder may satisfy the qualifying criteria, it is liable to disqualification if it has record of poor performance or not able to understand the scope of work etc.

x) Tender should be sent by email to dean@sctimst.ac.in. The documents must be password protected and password can be sent to the same email id on

22nd April 2021 at 3.00pm but before 3.30pm. The documents can also be sent by Registered Post/Speed Post/By Hand within last date so as to reach us before closing date i.e by 3.00 pmon 22nd April 2021.

xi) Apart from the original quotation to be submitted in the manner detailed above, no copies should be sent to any other office of SCTIMST. Such Tender will not be treated as valid quotations. Tender sent through other than the above mode mentioned and Tender not submitted in the standard formats given in the tender document will be summarily rejected.

xii) The payment shall be in Indian Rupees and shall be paid only after successful completion of work without error and delays. No advance payment shall be made and the successful bidder has to sign an agreement on appropriate non-judicial stamp paper which shall contain clauses related to liquidated damages on account of delays, errors, cost and time over-run etc.

xiii) Bidders are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. In case of detection of such, their bid (s) is/are liable to be rejected. Bidding through consortium is not allowed.

xiv) The Director, SCTIMST reserves right to award the work/cancel the award without assigning any reason. In case of differences, if any, the decision of the Director, SCTIMST shall be final. The work can be awarded to one or more agencies if need arises. Initially the contract will be for one year.

Important Instructions

i. The bidder should be registered in India. The registered bidder should be operating in India for a minimum of 3 years with an objective of offering relevant IT solutions and Service that are subject matter of Bid document.

ii. The bidder shall be single point of contract with SCTIMST and shall be solely responsible for the execution and delivery of the work.

iii. The bidder must have successfully executed similar project(s) on all India basis. The proof in form of work/contract/satisfactory client report shall be enclosed. (Bidder's past achievement in this regard shall be considered for technical evaluation).

iv. The bidder should own the source code of the software being used for conducting the program. The organization should be able to make changes as required in any of the components of the software.

v. The organization should comply with the defined software development cycle processes in the development and maintenance of the system used for conducting the program.

vi. The bidder should follow defined software change management processes to manage changes in the software. Such a process would include change

request management, impact analysis, change approval, change implementation, version control, version labelling, testing, QA certification and deployment into production.

vii. The bidder must employ multiple backup systems including offline backups to securely maintain the software and its corresponding source code.

viii. The bidder should have an in-house quality assurance and product testing professionals with a robust quality management processes that are followed to test and certify the system used to conduct the program.

ix. Testing should not be limited to system features and functionality. The system used to conduct the convocation must be tested for performance, security, Usability, High availability, Business Continuity and disaster recovery.

x. The bidder should design a highly secure system and conduct security tests to verify that there are no vulnerabilities that can make the system susceptible to attacks. Comprehensive testing of source code, software binaries and the infrastructure must be carried out. Results of such security tests should be made available for each major release of the system used to conduct the convocation.

xi. Suitable emergency management plan toward any crisis situations for server management, node management, additional locations. In case of failure of the system leading to failure of the convocation, leads to reconduct the fuction again, the whole expenses related to re-conduct of the convocation will be charged from the bidder. If the convocation is not conducted due to failure of the system provided by the bidder, compensation will be levied from the bidder.

xiv. At any time before the deadline for submission of bids, SCTIMST may amend the tender document by issuing an addendum / corrigendum in the SCTIMST website only.

xv. If the amendment is substantial, Bidder(s) shall be given reasonable time to make amendment or to submit revised bid and the deadline for submission of bids will be extended by SCTIMST.

GUIDELINES FOR SUBMISSION OF TENDER

The Tender should INVARIABLY BE SUBMITTED IN SINGLE BID SYSTEM CONTAINING TWO PARTS AS DETAILED BELOW:

1. PART-I: TECHNO-COMMERCIAL BID IN ONE SEALED COVER.
 - a) Annexure- I (Declaration) duly signed.
 - b) Prescribed Format mentioned in the Annexure- I along with annexures.
2. Part-II: FINANCIAL BID IN ONE SEALED COVER.
 - a) Prescribed format mentioned in the Annexure- II

PASSWORD PROTECTED/THE SEALED ENVELOPES SHOULD THEN BE PUT IN ANOTHER SEALED COVER INDICATING THEREON:

- A. Name of work and Tender No. : _____
- B. Due date & time for submission of the tender : _____
- C. Name of the firm : _____

The final sealed cover/email should be addressed to:

The Dean (Academic),
Division of Academic Affairs
5TH Floor, AMCHSS, SCTIMST
Medical College PO.,
Thiruvananthapuram, Kerala- 695011.
Email: dean@sctimst.ac.in

THE PRE QUALIFICATION DOCUMENTS INCLUDING SUPPORTING DOCUMENTS AS REQUIRED IN THE TENDER INVARIABLY BE ACCOMPANIED WITH THE TECHNO-COMMERCIAL BID.

NOTE: -TENDERS SUBMITTED WITHOUT FOLLOWING SINGLE-BID SYSTEM PROCEDURE AS MENTIONED ABOVE WOULD BE SUMMARILY REJECTED

RIGHTS TO ACCEPT OR REJECT Tenders:

- A. The Tender is liable to be rejected inter-alia:
- a) If it is not in conformity with the conditions mentioned in the Tender document.
 - b) If it is not properly signed by the bidder.
 - c) If it is received by email or any other mode or other places in SCTIMST other than the address mentioned above.
 - d) If it is received after the expiry of the due date and time.
 - e) If it is not accompanied with valid documents.
 - f) If the affidavit accepting the terms and conditions of the Tender is not submitted along with the Tender.
- B. This office reserves the right to:
- a) Accept / Reject any of the Tenders in full or part thereof.
 - b) Revise the requirement at any time or at the time of placing the order.
 - c) Add, modify, relax or waive any or all of the conditions stipulated in the Tender specifications wherever deemed necessary.

- d) Reject any or all the Tender in part or full without assigning any reasons thereof

STANDARD OF PERFORMANCE

The Bidder shall provide the services and carry out its other obligations under the agreement with due diligence, efficiency, economy, confidentiality, promptness and techniques. The Bidder shall adhere to professional, engineering and consulting standards recognized by international professional bodies while observing sound management, technical and engineering practices. It shall apply appropriate advanced technology and safe and effective methods during execution of this Project and shall always act in respect of any matter relating to this agreement, as faithful advisors to SCTIMST. The Bidder shall always support and safeguard the legitimate interests of SCTIMST, in any dealings with the third party.

The Bidder shall abide by the provisions of the legislation(s), related to the Information Technology, prevalent in this country.

The Hardware, Software and other services provided under this contract shall conform to the standards laid down in the Scope of Work and Technical Specifications requirements and procured through proper channel. The security of the system should be foolproof and shall be treated as “not foolproof”, where unauthorized persons being able to access/infiltrate in to the system. The system may be the application software or a process adopted by vendor/bidder.

INTELLECTUAL PROPERTY RIGHTS

No software or services covered by the contract shall be developed, sold, disposed or done by the Bidder in violation of any right whatsoever of third party, and in particular, but without prejudice to the generality of the foregoing of any patent right, trademark or similar right, or of any charge, mortgage or lien.

The Bidder shall warrant that there is no infringement of any patent or intellectual proprietary rights caused by the supply of IT Infrastructure and Software and the documents, which are subject matter of this project.

PERIOD OF CONTRACT

The tendered rates and the period of contract shall be for a period of One (1) year from the date of tender is awarded.

PRICES

The prices quoted for the items/services shall under no circumstances vary during the period of contract.

SUBCONTRACTS

The award of contract to provide services shall not partly or fully be subcontracted with any one without the prior written consent from Dean/Director, SCTIMST.

FINAL DECISION MAKING AUTHORITY

The Director, SCTIMST reserves the right to accept, or reject any bid and to annul the process and reject all bids at any time, without assigning any reason or incurring any liability to the bidders. No claim whatsoever will be entertained/paid by SCTIMST to the bidder(s).

CONFIDENTIALITY

The Bidder and their personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information relating to the services, agreement or the SCTIMST's business or operations without the prior consent of SCTIMST.

SCTIMST also reciprocally agrees with the Bidder that all information concerning trade secrets, know-how, technical data, research, products, development, inventions, processes, engineering techniques, strategies, internal procedures, employees and business opportunities, its customers either present or prospective and services rendered by the Bidder to such of its customers along with the information pertaining to its businesses and the proprietary information of the Bidder described herein as "confidential information", belonging to the Bidder and which may come into the possession or custody of SCTIMST in the course of providing services by the Bidder hereunder shall not be disclosed or divulged to any third parties or make use or allow others to make

use thereof either for its own benefit or for the benefit of others directly or indirectly.

SUSPENSION

SCTIMST may, after giving a written notice of suspension to the Bidder, and considering the representation, if any, submitted to him within a period of 15 days from receipt of such notice, suspend all payments to the Bidder, if the Bidder fails to perform any of its obligations (including the carrying out of the services) provided that such notice of suspension:

- Shall specify the nature of the failure and
- Shall direct the Bidder to remedy such failure within a specified period from the date of receipt of such notice of suspension by the Bidder.
- SCTIMST may engage some other agency for the completion of suspended work.

PERFORMANCE SECURITY

The Successful Bidder shall furnish performance security of 3% of the total order value as demanded by SCTIMST, valid up to 60 days after the date of completion of the contract.

The proceeds of the performance security shall be payable to SCTIMST, as compensation for any loss(es) resulting from the failure of the Bidder to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by SCTIMST, for failure.

The Bidder has to deposit this security in the form of Bank Guarantee of a Nationalized Bank, in favour of the Director, SCTIMST, which is valid for the entire period. The Performance Security will be discharged by SCTIMST and returned to the Bidder after 60 days following the date of completion of the Bidder's performance obligations.

RISK CLAUSE

1. The bidder shall at all times have standby arrangements for carrying out the work under the contract in case of any failure of the existing arrangement. SCTIMST reserves the right to terminate the contract at any time by giving one month notice in writing, if the services are found unsatisfactory and also has the

right to award the contract to any other selected agency at its choice for which the bidder has no right to question about it.

2. The bidder shall meet Institute representative regularly to take feedback regarding the requirement of services during the contract period.

3. The contractor shall not assign or sublet this Agreement or any part thereof to any third party without the prior approval of the Director of this institute.

CONSORTIUM

No consortium will be entertained by SCTIMST. The bidder shall hold the full responsibility of the contract. Any consortium formed by the bidder at his end which was formed either to gain entry into the agreement with SCTIMST or during the project for the execution of the agreement will be at the sole risk and responsibility of the bidder and would lead to rejection of tender or termination of contract with penalty.

PENALTY CLAUSE

1. If any of the stages specified, either not completed or not completed satisfactorily as per the approved time schedule, forming part of the contract agreement due to reasons solely and entirely attributable to the bidder and not in any way attributable to the delay on the part of SCTIMST, a penalty @ 1% of the bid value of the delayed stage of the work, 1% per day (subjected to maximum 10% for 10 days) may be imposed and accordingly the time for the next stage be reduced by SCTIMST, to account for the delay.

2. If the delay adversely affects conduct of convocation the performance security will be forfeited and other legal action would be initiated as per terms and conditions in the bid. SCTIMST may rescind this part of the contract and shall be free to get it done from any other agency at the risk and cost of the bidder.

3. Penalty will be imposed for the error/loss of data during live streaming and conduct of program.

4. Any other penalty imposed by the Director, SCTIMST as deemed fit.

TERMINATION FOR DEFAULT

Either Party may, without prejudice to any other course of action for material breach of contract, by written notice immediately. If the breach is not curable and by a written notice of 60 days to the other party, if the breach is curable within the said notice period, terminate the agreement in whole or in part. If the breach is not cured within the said notice period, terminate the agreement in whole or in part.

The defaulting party fails to perform any or all of the obligations within the time period(s) specified in the agreement or any extension thereof granted, by the other party.

In the event of SCTIMST terminating the contract in whole or in part, SCTIMST may procure, upon such terms and in such a manner as it deems appropriate, items or services similar to those undelivered, and the Bidder shall be liable to SCTIMST for any excess costs for such similar items or services. However, the Bidder shall continue with the performance of the contract to the extent not terminated.

The Bidder shall stop the performance of the contract from the effective date of termination and hand over all the documents, data, equipment etc. to SCTIMST for which payment has been made. The Bidder may withdraw items, for which payment has not been made. No consequential damages shall be payable to the Bidder in the event of termination.

In case of termination of contract, all Bank Drafts furnished by the Bidder by way of Bid Security shall stand forfeited.

In case of suspension/termination, the Bidder shall be liable to pay compensation for any direct loss or additional liability, if incurred due to completion of work by another agency.

TERMINATION FOR CONVENIENCE

SCTIMST, by written notice of at least 30 days sent to the Bidder, may terminate the contract, in whole or in part thereof, at any time for its convenience. The notice of termination shall specify that termination is for SCTIMST's convenience and also the extent to which performance of the Bidder under the contract is terminated, and the date on which such termination becomes effective.

SCTIMST shall accept the items/services, which are completed and ready for delivery within 30 days after the Bidder's receipt of notice of termination, at the contract terms and prices.

For the remaining items/services, SCTIMST may elect:

- To have any portion completed and delivered at the contract terms and prices; and /or
- To cancel the remainder and pay to the bidder an agreed amount for partially completed items/services and for services previously accomplished by the Bidder.

TERMINATION FOR INSOLVENCY

SCTIMST may at any time terminate the contract by giving notice to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Bidder, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to SCTIMST.

ACCOUNTABILITY

1. The Contractor has to get satisfactory certification from Institute Representatives who will be nominated to each centre as per the directions received from the Competent Authority
2. The contractor is liable for the fullest execution of the contract both work-wise as well as manpower-wise.

DISPUTE SETTLEMENT

If any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives or assignees, in connection with the construction, meaning, operation, effect, interpretation or breach of the contract which parties are unable to settle mutually, the same may first be referred to conciliation through a committee as agreed to by both the parties.

If the parties are not able to resolve the dispute through the committee or do not opt for conciliation through the committee, the aggrieved party may invoke the arbitration clause as provided in the contract.

In the event of any question, dispute or difference whatsoever arising between the parties out of or in relation to the construction, interpretation, application, meaning, scope, operation, performance or effect of this tender contract or the validity or breach thereof, the matter shall be referred to the sole arbitrator agreed to by the parties. The award of the arbitrator shall be final and binding on the parties. The arbitrator may, from time to time, with the consent of the parties, change the time for making and publishing the award. The Arbitration and Conciliation Act, 1996 and the rules made there under, as amended from time to time shall be deemed to be applicable to the arbitration proceedings under this clause.

The proceedings of the arbitration shall be carried out in THIRUVANANTHAPURAM which shall be subject to the jurisdiction of Courts in THIRUVANANTHAPURAM.

RESIDUAL WORKS

Any works/duties that are not specifically defined in this document and entrusted by the Competent Authority to the personnel engaged by the Bidder, the Bidder is liable to get all such works done as directed by the Competent Authority. The right to define and interpret the nature of work lies with the Competent Authority of SCTIMST and the Bidder will have no right to question the authenticity of these rights and shall have to complete the works as specified

without delay failing which he will be liable to pay the penalty which will be decided by the concerned authority of SCTIMST. These works will be carried out by the workman engaged by the Bidder.

CONFLICT OF INTEREST

The Bidder shall not have any conflict of interest. The selected bidder shall not engage in activities that conflict with the interest of the Institute under the Contract and shall be excluded from the continuation of the services under the contract.

RESTRICTION UNDER RULE 144(XI) OF THE GENERAL FINANCIAL RULE

Any bidder from a country which shares a land border with India will be eligible to bid in any procurement whether of goods, services (including consultancy services and non-consultancy services) or works (including turnkey projects) only if the bidder is registered with the Competent Authority, specified in Annexure I of the Order No.F.No.6/18/2019-PPD dtd.23.07.2020 of MoF, GOI

DISCLAIMER

SCTIMST shall not be responsible for late receipt of bids for any reason whatsoever. The bids received late will not be considered and will be returned unopened to the Bidder.

PROFORMA FOR SUBMITTING TECHNO-COMMERCIAL BID

PROFORMA FOR SUBMITTING TECHNO-COMMERCIAL BID		
Sl.No.	Particulars	To be filled in by the Bidder
1.	Name of the Bidder	
2.	Date of establishment of the agency	
3.	Detailed office address of the Bidder with Office Telephone Number,	
4.	Contact Person/s with Mobile no(s).	
5.	Valid E-mail ID	
6.	Whether registered with and holding license from all concerned Government Authorities including registration under Contract Labour(Regulation & Abolition) Act 1970. (Copies of all certificates of registration to be enclosed.)	
7.	PAN/TAN Number(copy to be enclosed)	
8.	Labour License Number (copy to be enclosed)	
9.	Service Tax Registration Number (copy to be enclosed)	
10.	EPF Registration Number (copy to be enclosed)	
11.	ESI Registration Number (copy to be enclosed)	
12.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If yes, provide details)	
13.	Do you own the complete source code of Application software used for conducting the program	
14.	Quality & Security Certification Details (ISO. & SEI- Level etc.)	
15.	Financial capability information	Form-A Enclosed/Not Enclosed
16.	Details of similar projects completed during last three years	Form-B Enclosed/Not Enclosed
17.	Details of work under execution or completed	Form-C Enclosed/Not Enclosed

PROFORMA FOR SUBMITTING TECHNO-COMMERCIAL BID		
Sl.No.	Particulars	To be filled in by the Bidder
18.	Performance/Client Report of work referred in Annexure B & CI	Form -D Enclosed/Not Enclosed
19.	Details of technical and Administrative manpower to be employed for this project work	
20.	Infrastructural availability for the work	Details to be enclosed
21.	Conduct of at least one Indian Professional Academic program in online mode	Related work order to be enclosed
22.	List of programs conducted in prominent cities where the Bidder has conducted similar programs with validated nodes/computers, requisite hardware/software, appropriate technology, unbridled connectivity, trained	Related work order to be enclosed
23.	Approach & Methodology of this Project	Details to be enclosed
24.	Details of technical and Administrative manpower	
25.	Infrastructural availability for the work	
26.	Cameras with model and number	
27.	Mic with model and number	
28.	Mixer with model and number	
29.	Laptop/PC with specifications and number	
30.	Software used for Video conferencing	

Place:

Signature of Bidder with date

Date:

Seal of Establishment

DECLARATION BY THE CONTRACTOR

DECLARATION

1. I,Son/Daughter of Shri..... Proprietor/Partner/Director/Authorized Signatory of competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

3. The information / documents furnished along with the above are true and authentic to the best of my knowledge and belief. I/we, am/ are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage liabilities towards prosecution under appropriate law.

Full Name of Bidder with address

Place:

Date:

Signature of Bidder with date

Seal of Establishment

N.B : The above declaration, duly signed and sealed by the authorized signatory of the **company, should be enclosed with Techno-Commercial Bid.**

ANNUAL TURNOVER STATEMENT

The Annual Turnover of M/s _____ for the past three years and

concurrent commitment for the current financial years are given below and certified that the statement is true and correct (A copy of Income –Tax report/Audit report for each year to be enclosed)

Sl. No.	Year	Turnover in Crores (INR)
1.	2017-2018	
2.	20187-2019	
3.	2019-2020	

Total - INR _____ Crores

Average Turn Over per annum

INR _____ Crores

Dated:

Signature of Auditor / Chartered Accountant

Seal

DETAILS OF SIMILAR PROJECTS EXECUTED DURING LAST 3 YEARS.

Sl. No. 1	Name of Project & Location 2	Cost of Project 3	Name, Designation and Address/ telephone number of officer to whom reference may be made 4	Scope of work	Remarks 5

Place:

Signature of Bidder with date

Date:

Seal of Establishment

PROJECT UNDER EXECUTION OR COMPLETED

SI No 1	Name of Project & Location 2	Cost of Project 3	Name, Designation and Address/ telephone number of officer to whom reference may be made and scope of work 4	Scope of work	Remarks 5

Place:

Date:

Signature of Bidder with date

Seal of Establishment

PERFORMANCE REPORT OF PROJECT REFERRED IN FORM - B & C

(Furnish this information for each individual project from the Employer for whom the work was executed)

- 1. Name of Project and Location**
- 2. Agreement No:**
- 3. Estimated Cost:**
- 4. Tendered Cost:**
- 5. Performance Reports/ assessment by clients**
 - a) Quality of Work: Excellent/ Very Good/ Good / Fair
 - b) Resourcefulness: Excellent/ Very Good/ Good/ Fair

Place:

Signature of Bidder with date

Date:

Seal of Establishment

DETAILS OF TECHNICAL AND ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE PROJECT

Sl. No	Designation	Total number of Employees in that Category	Name	Qualification	Professional Experience and details of projects carried out	In what capacity these would be involved in this work	Remarks
1	2	3	4	5	6	7	8

Place:

Signature of Bidder with date

Date:

Seal of Establishment

CHECKLIST OF DOCUMENTS TO BE SUBMITTED

Sl. No.	Documents to be submitted	Submitted	Not Submitted	Remarks
1	Copy of Registration of the Firm			
2	Copy of Registration Certificate of EPF			
3	Copy of Registration Certificate of ESI			
4	Copy of Labour License			
5	Copy of Service Tax Registration			
6	Copy of PAN/TAN Card			
7	Certificate Regarding the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India.			
8	Approach & Methodology of this Project			
9	Quality & Security Certification Details (ISO. & SEI-CMMi Level etc.)			
10	Financial capability information			
11	Details of similar projects completed during last three years			
12	Copies of work order under execution or completed			
13	Copy of Performance/Client Report			
14	Copy of Details regarding technical and Administrative manpower to be employed for this project work			
15	Infrastructural availability for the work			
16	Conduct of at least one Indian Professional academic program			
17	List of programcentres in prominent cities where the Bidder has conducted similar programs with details.			

Place:

Signature of Bidder with date

Date:

Seal of Establishment

FINANCIAL BID FORMAT

(The rate quoted in this page will be taken into account for evaluation of Financial Bid)

Name of the Work:

Rate (A)	GST/Other Taxes (B)	Total Cost including all taxes (A)+(B)

Total Cost (In Words): _____**SPLIT- UP DETAILS OF RATE QUOTED**

Sl. No.	Details	Amount
1	Infrastructural Price	
2	High speed internet charges	
3	Charge per camera	
4	Live streaming charges	
5	Manpower services	
6	Technical assistance at SCTIMST for monitoring upload/download of data/ live streaming	
7	Any other Charges: _____	
TOTAL		

Total Rupees (in words): _____

Place:**Date:****Signature of Bidder with date****Seal of Establishment**