

TENDER DOCUMENT

FOR

Live Webcasting of the International Conference
at
India Habitat Centre, New Delhi

To be deposited in the Tender Box at 2nd Floor, B – Block.

The cost of the Tender is Rs. 100/-including GST

Time Schedule for Tender Process:

Date of Publication of Tender notification on official website	2 nd January 2018
Download of Tender Document Commence from	2 nd January 2018
Last Date of download of Tender Document	17 th January 2018
Last Date for Receipt of Duly Filled in Tenders	17 th January 2018 at 12.00 P.M.
Date and Time of the Opening Technical Bids	17 th January 2018 at 12.30 P.M.
Date and Time of the opening Financial Bids	will be notified to the technically qualified Tenderers

Note: This tender document contains 12 pages (Total no. of pages including Annexures) and Tenderers are requested to sign on all the pages

I accept the above terms & conditions

(Full Signature & Stamp of the Tenderer)

Notice Inviting Tender for Live Webcasting of the International Conference

NAME OF WORK - Notice Inviting Tender for Live Webcasting of proceedings of the International Conference of the National Institute of Fashion Technology (NIFT).

1. ABOUT NIFT :

National Institute of Fashion Technology (NIFT) set up by the Ministry of Textiles, Government of India, is a statutory institute governed by the NIFT Act 2006. The 30 year history of the institute is built on the foundation of core values to nurture academic excellence. Ranked consistently as India's premier institute in fashion education, its focus is on integrating and balancing innovation in technology with traditional craft heritage through invigorating thought leadership, research stimulus, industry focus and creative enterprise which have contributed to its distinctive academic repertoire. The curricular thrust and pedagogic practices of NIFT have been instrumental in its pre-eminent status as a beacon of serious critical engagement, and a key enabler in developing competent professionals. The periodic up gradation of curriculum addresses and incorporates the current issues and challenges of the fashion industry fostering innovative thinking with associated skills are testimony to its global standing among peer institutes.

NIFT is going to organise international conference at New Delhi, India from 31st January to 2nd Feb. 2018. The theme of the conference "Rediscovering culture: Transforming Fashion" aims to initiate conversation on fashion, culture, textiles, crafts and sustainability by providing an interdisciplinary platform to share perspective and practice-led research experiences on the issues and concerns, challenges and possibilities of changing existing fashion practices. Trans-global cultural narratives may enable relevant issues to transcend the regional to take on global significance.

2. NOTICE INVITING TENDER:-

- (i) NIFT invites sealed quotations for Live webcasting of proceedings of the NIFT International conference from 1st to 2nd February 2018 at India Habitat Centre, Lodhi Road, New Delhi – 110 003.

(ii)

Estimated Cost	Rs. 4,00,000/- (Four Lakhs)
Contract Period	02 days
EMD	Rs. 20,000/-
Validity of Tender	15 days from opening of Financial Bid
Tender Cost	Rs. 100/- including GST

- (iii) The sealed hard copy of tender should be addressed to "Director-IT" , National Institute of Fashion Technology, 3rd Floor, NRC Block, NIFT Campus, Hauz Khas, Opp. Gulmohar Park, New Delhi-110016. The sealed tender must be dropped in the tender box at 2nd Floor, Head Office, Administrative Block, NIFT Head Office, New Delhi-110016 by 12.00 P.M. on or before 17th January 2018 .Tenders (Technical bids) will be opened on the same date at 12.30 P.M. at NIFT, 3rd Floor, NRC Block, NIFT Campus, Hauz Khas, Opp. Gulmohar Park, New Delhi-110016.

The sealed tender shall be submitted in one envelope super scribed as "Tender for LIVE WEBCASTING of International Conference of National Institute of Fashion Technology" containing two small separate envelopes inside the big envelope (Envelope 1 and Envelope 2) of appropriate size each of which should be sealed.

- (a) ENVELOPE NO. 1: Should contain
- Technical Bid ANNEXURE – I (a), I (b) duly signed and stamped, EMD & Tender Fee

(b) ENVELOPE NO. 2:

- Should contain the Financial Bid duly signed, stamped and super-scribed as "Financial Bid (Annexure – II).

All the pages of the Tender documents including Annexures should be duly signed and attested by bidders/ Company's authorized official.

- (iv) The technical bid envelope must contain the technical bid in prescribed Proforma as per Annexure 1 (c) along with a demand draft of Rs. 100/- (Rupees One Hundred only) including GST towards cost of tender (non-refundable) and Earnest Money Deposit (refundable but non-interest bearing) of Rs20000/- (Twenty Thousand only) favoring National Institute of Fashion Technology and payable at New Delhi with all relevant documents. The financial bid envelope must contain only the financial bid as per Annexure-II
- (v) The technical bid of the tender will be opened on the same day i.e. on 12.30 P.M. on 17th January 2018. at NIFT Head Office, 3rd Floor, NRC Block, NIFT Campus, Hauz Khas, Opp. Gulmohar Park, New Delhi-110016 in presence of such bidders/ companies their authorized representatives who may wish to be present. The Financial bid will be opened on the date which will be communicated to only those bidders/ companies who are found to be technically qualified after evaluation of technical bids.
- (vi) The interested bidders/ companies are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/ or are found incomplete in any respect will be summarily rejected.
- (vii) Any further clarifications can be sought from the office of Information Technology (IT) Department on Telephone No. 011-26542028/011-26542004, NIFT Campus, Hauz Khas, Opp. Gulmohar Park, New Delhi-110016.

3. SELECTION/ EVALUATION CRITERIA

The selection of company will be based as per following terms and conditions:

I. Technical Bid:-The financial bid will be opened only of those bidders/companies who qualify the below mentioned technical criteria

- (a) The company should have experience for Live Webcasting of educational institutions / University / Government / PSU / Corporate bodies / Private Companies / Sectors from the last 05 (five) years as on 31st Dec 2017
- (b) (i) Minimum 50 (Fifty) nos. of projects of Live Webcasting completed successfully in last 2 financial years i.e. 2015-16 & 16-17.
- (ii) No. of webcasting projects conducted any of the following:

Sl.No	Nos. of completed Projects	Percentage of the Cost Work done	Amount in (Lakhs) Rs.	Last 05 (Five) years as on 31 st Dec 2017
1	3	40% of 4 lakhs	1.6 lakhs each	Last 05 years
2	2	60% of 4 lakhs	2.4 lakhs each	Last 05 years
3	1	80% of 4 lakhs	3.2 lakhs each	Last 05 years

- (c) Average annual turnover of the company should be at least Rs. 10 (Ten) lakhs during last three financial years i.e. 2014-15, 2015-16 and 2016-17
- (d) The work location of the bidder/company should be Delhi/NCR.

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Bidder/ company which does not qualify the above criteria at a,b,c and d will not be considered for opening of Financial Bid

II. **Financial Bid** : Total cost of Live Webcasting of NIFT International Conference should include the total work cost including all applicable taxes to be shown separately.

4. DOCUMENTS REQUIRED :

Following relevant documents shall be submitted with Technical Bids (Annexure 1a) duly certified by authorized representatives of the company:-

- (i) The Balance sheet and Profit & Loss Account Statements as a proof of Average annual turnover of the company of Rs. 10 (Ten) lakhs of last three financial years i.e. 2014-15, 2015-16 and 2016-17 of preceding three years which shall be duly certified by CA ending 31st March 2017.
- (ii) The company should have at least last Five (05) years as on 31st Dec 2017 of experience in Live Webcasting for educational institutions / University / Government / PSU / Corporate bodies / Private Companies / Sectors. (Certificates to be attached).
- (iii) The copy of work orders with proper listing of minimum 50 nos. of live webcasting completed successfully in last 2 financial years i.e. 2015-16 & 16-17.
- (iv) No. of webcasting projects conducted as per the detail to be provided in Sl.No. 3 (I) b (ii).
- (v) Copy of PAN/TAN/ GST number of the firm/ company.
- (vi) Certificates / Undertaking to the effect that the bidder/company had never been blacklisted by any of the Government Organisation / Agencies.
- (vii) Earnest Money Deposit of Rs. 20,000/- in the form of Demand Draft/ Pay Order in favour of "NIFT" payable at New Delhi.
- (viii) Tender cost of Rs. 100/- including GST in the form of Demand draft/ Pay Order in favour of "NIFT" payable at New Delhi.

(ALL DOCUMENTS SHOULD BE ENCLOSED SERIALIZED/ INDEXED IN BOLD AND AS MENTIONED ABOVE DULY SIGNED BY AUTHORIZED PERSON(S).

5. SCOPE OF WORK

LIVE STREAMING

- Streaming in Flash Media format
- Webcast URL creation and Page design
- One month hosting
- Standard Webcast log report – number of hits
- Webcast quality video HD
- Hosting on Digital server of vendor
- Webcasting of parallel sessions in 3/4 halls (as per the tentative programme schedule at Annexure –III.
- All Audio cables and connectors should be pre tested and in good working condition
- Create webcast URLs/ frame for linking to NIFT Website.
- Entire Live Streaming should be recorded and provided in Full HD Format
- Overlay Graphics – logo, speaker names/designations etc.
- Social media feed integration for interactive webcasts

6. NIFT will provide the following at Conference venue (India Habit Centre)

- Internet Bandwidth
- Master Audio Support
- UPS

7. TRADEMARKS & COPYRIGHTS:

- (i) The deliverables and any other documentation materials or transfer of all related intellectual property rights or works commissioned by NIFT and as such will be the sole property of NIFT and the NIFT will be vested with all rights, title and interest therein.
- (ii) The copyright in respect of all works associated with the Live Webcasting for NIFT will be vested with NIFT. All associated patents, copyrights and trade secret rights shall be the exclusive property of NIFT.

8. GENERAL TERMS AND CONDITIONS:

- (i) The bidders/companies shall acquaint themselves fully with requirements of NIFT. No compensation on account of any difficulties will be entertained at a later stage after award of works.
- (ii) The technical bid shall be opened first and only the qualified bidders/companies selected by Tender Committee shall participate in the financial bid which shall be opened on the date fixed.
- (iii) In the event of the Bid being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so or in the case of a company, the tender be signed in the manner laid down in the said Company's Article of the Association. The signatures on the tenders will be deemed to be the authorized signatures.
- (iv) All the pages of the Tender document should be signed by the owner of the company or his Authorized Signatory as token of acceptance of Terms & Conditions. In case the tenders are signed by the Authorized signatory, a copy of the power of attorney/ authorization may be enclosed along with tender.
- (v) The successful bidder/company will be required to deposit performance security @5% of the contract sum in the shape of Demand Draft-in favour of NIFT payable at New Delhi, or else the bidder may opt for conversion of EMD into performance guarantee. This performance security must be deposited within 3 days of the award of the contract. No interest will be paid on the performance security. Refund of performance guarantee will be released after successful completion of live webcasting.
- (vi) The tender for the works shall remain open for acceptance for a period of 15 days from the date of opening of financial bids. The earnest money will be forfeited in case of bidder/ company withdraws his bid during the validity period.
- (vii) The Bid security (EMD) shall be returned to the unsuccessful bidders/companies after finalization of contract without any interest.
- (viii) All offers should be typewritten or written neatly in the legible ink and submitted in duplicate.
- (ix) The bidder/company must ensure that the conditions laid down for submissions of offers are complete and correctly filled. The rates and units shall not be overwritten and shall be in both i.e. figures and words. Any omission to fill the rates and units shall altogether debar the quote from being considered.
- (x) The tender document/ work award is not transferable under any circumstances.
- (xi) Any change(s) w.r.t. this tender will be notified through website only
- (xii) All costs incurred in connection with submission of bids like preparation, submission any personal visits, submitting the bids personally, subsequent processing etc. shall be borne by the bidder. NIFT will not be responsible / liable for the same regardless of the outcome of the tendering process.
- (xiii) NIFT reserves the right to accept or reject any or all the tenders or scrap the whole tender without assigning any reason.
- (xiv) The Rates and Units shall not be overwritten. Amount shall be both in figures and words..
- (xv) The tenders not strictly in accordance with the conditions / specifications as per Tender Document are liable to be rejected.
- (xvi) (a) A bidder/company shall have the right to be heard in case it is felt that proper procurement process is not being followed and/or his or her tender has been rejected wrongly.
(b) The bidder/company may be permitted to send written representation which may be examined by NIFT.

- (c) The bidder/company could make such representation within one month from the date of placement of contract and the said representation shall be decided / replied within one month from the date of its receipt.
- (xvii) After technical evaluation of the bids by the Committee, only bidders/companies found to be eligible will be short listed for opening of the financial bids. Only the bidders/companies or their duly authorized representative carrying the letter of authorization will be permitted to attend the opening of bids. Incomplete, unsigned pages, non-submission of required documents or evidence as specified by the NIFT will be treated as non-compliance and the bidder/ company s' bid will be liable for rejection.
- (xviii) The bidder/company is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the tender prior to submitting the proposal. Requests for clarifications should be sent to E-mail: director.it@nift.ac.in
- (xix) Compliance with NIFT's Requirements: The indicated work specifications given in the tender document should be strictly complied with without any qualification. Insufficient, incorrect or invalid information provided by the bidder or his representative, if any will disqualify the bidder and bidders quotation will not be considered valid. NIFT reserves the right to accept or reject any/all the tender without assigning any reason.
- (xx) Total Payment will be released after the successful completion of Webcasting as per the scope of the tender document.

9. CANCELLATION / ARBITRATION

- (i) If any dispute(s) or difference of any kind whatsoever arise between the parties, the parties hereto shall negotiate with a view to its amicable resolution & settlement through a Committee appointed by DG-NIFT
- (ii) In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to & settled by the sole Arbitrator to be appointed by DG-NIFT.
- (iii) The Arbitration proceedings shall be in accordance with the preventing Arbitration & Canalization Act, 1996 & Laws of India as amended or enacted from time to time.
- (iv) The venue of the Arbitration shall be New Delhi.
- (v) The Arbitrator will give the speaking & reasoned award.

10. APPLICABLE LAW & JURISDICTION

All matters connected with this shall be governed by the Indian law both substantive & procedural for the time being in force & shall be subject to the exclusive jurisdiction of Indian Court at Delhi.

NIFT reserves the right to annul the bidding process at any time period to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder/company or any obligation to inform the affected bidders/companies on the ground of NIFT action.

11. VALIDITY

- (i) The bidders/companies should satisfy themselves before submission of the tender to NIFT that they meet the qualifying criteria and capability as laid down in the Tender document.
- (ii) Your rates should be valid for a period of 15 days from opening of Financial Bid.
- (iii) The tender should be submitted and signed by a duly authorized person, giving full name of the company with its current business address.
- (iv) The bidders/companies should satisfy themselves before submission of the tender to NIFT that they meet the qualifying criteria and capability as laid down in the Tender document.

CHECKLIST

Sl.No	Documents to be submitted	Proof Required
1	The Balance sheet and Profit & Loss Account Statements as a proof of Average annual turnover of the company of Rs. 10 (Ten) lakhs of last three financial years i.e. 2014-15, 2015-16 and 2016-17 of preceding three years which shall be duly certified by CA ending 31 st March 2017.	Copy of Balance sheet along with Profit & Loss Account Statements etc
2	The company should have at least last Five (05) years as on 31 st Dec 2017 of experience in Live Webcasting for educational institutions / University / Government / PSU / Corporate bodies / Private Companies / Sectors. (Certificates to be attached).	Copy of atleast one Work order of each year for last 05 yrs with proper listing of the same.
3	The copy of work orders with proper listing of minimum 50 nos. of live webcasting completed successfully in last 2 financial years i.e. 2015-16 & 16-17.	Copy of Work orders with proper listing of the same
4	No. of webcasting projects conducted as per the detail to be provided in Sl.No. 3 (l) b (ii).	Copy of Work orders with proper listing of the same
5	Copy of PAN/TAN/GST number of the firm/ company.	To be attached
6	Certificates / Undertaking to the effect that the bidder/company had never been blacklisted by any of the Government Organisation / Agencies.	To be attached
7	Earnest Money Deposit of Rs. 20,000/- in the form of Demand Draft/ Pay Order in favour of "NIFT" payable at New Delhi.	To be attached
8	Tender cost of Rs. 100/- including GST in the form of Demand draft/ Pay Order in favour of "NIFT" payable at New Delhi.	To be attached

Signature & Seal of Company :.....

Name of Authorized Signatory:.....

Name of Company :.....

Seal of the Company:.....

Address of Company:.....

Contact No. of Company:.....



ANNEXURE – 1(a)

TECHNICAL BID FOR LIVE WEBCASTING

TO BE SEALED IN ENVELOPE SUPERSCRIBED “TECHNICAL BID”
(Signature and Stamp of the Bidder)

1. Name of Company
2. Name of the Authorized Person(s)
(WHO SIGNS ON THE TENDER DOCUMENT)
3. Address of the company
4. Phone No-
5. Email- Address
6. Mobile No-
7. Fax:-

Technical Evaluation

Sl.No	Details	Information to be filled Documents to be attached by bidder/ company
1	The Balance sheet and Profit & Loss Account Statements as a proof of Average annual turnover of the company of Rs. 10 (Ten) lakhs of last three financial years i.e. 2014-15, 2015-16 and 2016-17 of preceding three years which shall be duly certified by CA ending 31 st March 2017.	
2	The company should have had at least last (05) years of experience in LIVE Web casting of educational Institutions/University/Government/PSU/Corporate bodies/Private Companies.	
3	The copy of work orders with proper listing of minimum 50 nos. of live webcasting completed successfully in 2 financial years i.e. 2015-16 & 16-17	
4	No. of webcasting projects conducted as per the detail to be provided in Sl.No. 3 (I) b (ii).	
5	Coy of PAN/TAN/GST number of the firm/ company.	
6	Certificates / Undertaking to the effect that the bidder/company had never been blacklisted by any of the Government Organisation / Agencies.	
7	Earnest Money Deposit of Rs. 20000/- in the form of Demand Draft/ Pay Order in favour of “NIFT” payable at New Delhi.	
8	Tender cost of Rs. 100/- including GST in the form of Demand draft/ Pay Order in favour of “NIFT” payable at New Delhi.	

Signature & Seal of Company :.....
Name of Authorized Signatory:.....
Name of Company :.....
Seal of the Company:.....
Address of Company:.....
Contact No. of Company:.....



ANNEXURE – I (b)

National Institute of Fashion Technology

Read and Accepted (Signature and Stamp of the Bidder)

DECLARATION BY THE TENDERER:

It is hereby declared that I/We the undersigned, have read and examined all the terms and conditions etc. of the tender document for which I/We have signed and submitted the tender under proper lawful Power of Attorney. It is also certified that all the terms and conditions of the tender document are fully acceptable to me/us and I/We will abide by all the terms and conditions. This is also certified that I/We/our principal firm have no objection in signing the Work Order for live web casting National Institute of Fashion Technology against this tender is given to me/us.

Signature & Seal of Company :.....

Name of Authorized Signatory:.....

Name of Company :.....

Seal of the Company:.....

Address of Company:.....

Contact No. of Company:.....

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ANNEXURE – II

FINANCIAL BID FOR LIVE WEB CASTING

TO BE SEALED IN ENVELOP SUPER SCRIPING "FINANCIAL BID"

Price Schedule

Sl.No	Description for HD format from 4 parallel Sessions as per scope of the tender	HD Cost in INR for single day	No of Days	No. of Hall	Total cost in INR
1	Live Webcast on NIFT website: <ul style="list-style-type: none"> • Streaming in Flash Media format • Webcast URL creation and Page design • One month hosting • Standard Webcast log report – number of hits • Webcast quality video HD • One day prior network and LIVE Streaming testing. . Etc. 		Day 1 Day 2	3 4	
2	Single HD camera with cameraman on the event day		Day 1 Day 2	3 4	
3	GST applicable *				
	Total				
	Grand Total Amount in Rs including all Taxes				
	Amount in Words				

** Applicable as per GST Act should be clearly indicated*

Signature & Seal of Company :.....

Name of Authorized Signatory:.....

Name of Company :.....

Seal of the Company:.....

Address of Company:.....

Contact No. of Company:.....

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ANNEXURE – III

CONFERENCE PROGRAMME AT A GLANCE

DAY 1: Wednesday, 31 January 2018 Venue- Crafts Museum, PragatiMaidan, New Delhi

SESSION	TIME
Curated walk in the Museum Gallery	5.00 – 6.00 pm
Inaugural Event	6:00 – 6:45 pm
Keynote address by Mr.Narendra Kumar	6:45 – 7:00 am
Fashion Show	7.30 – 9.00 pm

DAY 2: Thursday, 1 February 2018, Venue- India Habitat Center (IHC), Lodhi Road, New Delhi (Stein Auditorium, Silver Oak & Gulmohar)

SESSION	TIME
Registration Hours	8.30 am onwards
Address by Dean (A)	9.15 – 9:30 am
1st Plenary session - Keynote addresses by <ul style="list-style-type: none"> • Prof. Valerie Steele • Mr. David Abraham 	9.30 – 11.00 am
Tea Break	11.00 – 11.30 am
Technical Sessions (Three concurrent sessions) <ol style="list-style-type: none"> 1. Altering the Script – Cultural metamorphosis 2. Synergies in Design 3. Technovation 	11.30 – 1.00 pm
Lunch	1.00 – 2.00 pm
Technical Sessions (Three concurrent sessions) <ol style="list-style-type: none"> 1. Global Business models 2. Fashion Retail 3. Crafting Identities 	2.00 – 3.30 pm
Poster presentation and Networking session	3.30 – 4.30 pm
Tea break	4.00 - 4.30 pm
2nd Plenary session - 'Design Journeys' – Interactive session with designers <ul style="list-style-type: none"> • Mr. Manish Arora • Ms.Renuka Reddy 	4:30 - 5:30 pm
Cultural Evening and Dinner	6.30 – 8:30 pm

DAY 3: Friday, 2 February 2018, Venue- India Habitat Center (IHC), Lodhi Road, New Delhi (Silver Oak, Jacaranda & Gulmohar)

SESSION	TIME
3rd Plenary session - Keynote addresses by <ul style="list-style-type: none"> • Prof. Kate Fletcher • Ms.RadhaChadha 	9.30 – 11.00 am
Tea Break	11.00 – 11.30 am
Technical Sessions (Four concurrent sessions) <ol style="list-style-type: none"> 1. Sustainability Pathways 2. Emerging narratives of change 3. Pedagogy of Craft –Fashion Linkages 4. Innovating Digital Retail 	11.30 – 1.00 pm

Lunch	1.00 – 2.00 pm
Technical sessions (Four concurrent sessions) 1. Tradition and Contemporaneity in Fashion 2. Co Creation 3. Sustainable Business Practices 4. Fashion Education	2.00 – 3.30 pm
Networking session and Tea break	3.30 – 4.00 pm
4th Plenary session- 'Design Journeys' – Interactive session with designers <ul style="list-style-type: none"> • Ms. Swati Kalsi • Mr. Shani Himanshu 	4.00 – 5.00 pm
Valedictory Session	5.00 -5.30 pm

Craft Demonstration & Crafts Showcase – 1st & 2nd February 2018 at Silver Oak Patio

B.K. Pat