

Request for Proposal
for
Supply and Installation of Video Conferencing, and Webcast system On Rent
for

GCCS 2017

[Global Conference on CyberSpace]
(N-22012/41/2017-NeGD-MeitY)

Last date of submission: 18 Oct,2017

ORGANIZED BY
National e-Governance Division
Ministry of Electronics & IT
Government of India
4th Floor, Electronics Niketan
6. CGO Complex, Lodhi Road
New Delhi-110003

Request for Quotation for Supply of VC and Webcast Solution on Rent for GCCS 2017

Timelines for the RFP		
Item	Date	Time
Last date for Submission of Written Questions by Bidders	11 October,2017	3:00 PM
Pre-Bid Conference	13 October,2017	5.00 pm
Modification in RFP (if any)	14 October , 2017	3:00 PM
Date of Submission of Bids – All bids should have name details and contact information (address, email, telephone, mob, fax) of Agency on the outer envelop	18 October	5.00 PM
Date of Opening of Financial Bids <i>All bid responses should be submitted at the address mentioned in the tender.</i>	19 October , 2017	3:30 PM
Date of Announcement for the selection of Agency	19 October , 2017	

Background

National eGovernance Division (NeGD), Ministry of Electronics and IT, Government of India is organizing Global Conference on Cyber Space (GCCS 2017) in Aerocity, New Delhi on 23-24 Nov 2017. GCCS is a prestigious global event where political leaders, policy makers, think tanks, academia and industry experts will gather to deliberate on the potential and challenges regarding using the Cyber Space. GCCS will be preceded by a huge Curtain Raiser events on 20-21, November 2017 in hotel at Aerocity and post event will take place on 25 November' 2017.

About Global Conference on Cyber Space (GCCS) 2017 India

With the proliferation of internet and the adoption of programs like Digital India, the scale and importance of event like GCCS has grown significantly. GCCS 2017 is expected to witness the participation of around 2000 delegates from more than 100 countries, including scores of ministerial delegation.

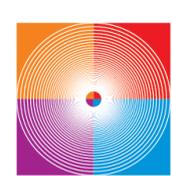
Hon'ble Prime Minister of India has consented to inaugurate the GCCS' 2017, and it will have plenary sessions, parallel sessions, a number of side events and an exhibition, making it one of the largest events in the field of cyber space in entire world.

The theme of GCCS' 2017 is "**Cyber4All: A Safe, Secure and Inclusive Cyber Space for Sustainable Development**". The event is expected to see the participation on of eminent speakers from the domain of cyber security, ecommerce, digital payments, emerging cyber technologies, digital sustainability etc.

Hon'ble Prime Minister of India has consented to inaugurate the GCCS' 2017, and it will have plenary sessions, parallel sessions, a number of side events and an Exhibition, making it one of the largest events in the world in the field of cyber space. This work is to be carried out in Hangar and Hotel Marriott & Hotel Pullman at Aerocity, New Delhi.

1. Proposal

- a. This Request For Proposal (RFP) is to invite proposals from Bidders (System Integrators) for installation, testing and commissioning of Networking, Audio-video, Video Conferencing and Webcast Solution from 09.00 Hrs on 19th Nov till 24:00 Hrs on 25th of Nov, 2017 at identified locations for GCCS2017 on rent.



- b. The proposed services comprises of the following: Installation and commissioning of Networking Setup, High Definition Video Conferencing Equipment, Audio Video and Webcast equipment and peripherals for GCCS2017, New Delhi
- c. All Pre Bid queries are to be submitted by email at the following email addresses sinhapravin@negp.gov.in
- d. The selection of the vendor would be on least cost basis among technically qualified bidder and the bid should be submitted to the following office :

Director (Project Management), NeGD,
4th Floor, M/o, Electronics and Information Technology Electronics Niketan,
6 CGO Complex, Lodhi Road, New Delhi-110003

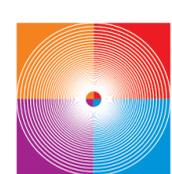
2. DISCLAIMER

The information contained in this Request for Proposal (RFP) document or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of NeGD, is provided to the bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided. This RFP is neither an agreement nor an offer and is only an invitation by NeGD to the interested parties for submission of bids. The purpose of this RFP is to provide the bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice. NeGD makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. NeGD may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

3. INSTRUCTIONS FOR BIDDERS

3.1 General

3.1.1 NeGD proposes to set up network system and install Video Conferencing, Audio Video and Webcast systems in various locations in Hotel Pullman, JW Marriott and Hangar for



multipoint video conferencing and webcasting of events at GCCS 2017 on rent. The quantities of equipment will vary from day to day. NeGD requires that the Bidder offering Networking, VC, AV and webcast solution should co-ordinate with GMR and Network Service Provider (MTNL) for above services.

3.1.2 Broad scope of work:

- i. The events will be at 3 adjoining Locations from. 20-21 Nov 2017 at Hotel J.W.Marriott and on 23-24 Nov 2017 at Hotel Pullman and Hangar Structure nearby.
- ii. Bidder will setup internal network at Hotel J.W. Marriott, Hotel Pullman and Hangar Structure nearby. The tentative equipments requirements are given Annexure 1.
- iii. Bidder will provide VC (Video conferencing facility) at 9 locations (2 locations at Hotel J.W.Marriott for 20-21 Nov 2017 and 6 locations at Hotel Pullman for 23-24 Nov 2017 and 1 Location at Hangar Structure for 23 Nov 2017. Each VC setup would require high definition VC equipments with sufficient 2 backup systems to provide required uptime. The bidder should provide required hardware, manpower and technical expertise for the installation, testing and operation of the setup for the entire period (on 19th Nov 2017 at 09.00 AM at Hotel J.W.Marriott and 22 Nov 2017 at 09.00 AM at Hotel Pullman and Hangar Structure till 24:00 Hrs on 25th of Nov 2017 with varying quantities from day to day. The arrangement will facilitate VC with 30 Universities/institutions spread across the country.
- ii. Bidder will deploy manpower and encoder with HD Video capture for providing live streaming from the venue to NIC media server or as required like facebook, youtube etc.. A/V feed from master switcher/mixer to be provided /taken for live webcast. This deployment should be for each hall where parallel sessions going on. Network of Min. 4 Mbps required for Webcast in each hall. The following are required for webcast
 - Live streaming/encoding from venue/hall and recording in HD quality
 - Live streaming should be done in min. size 640x480
 - Live streaming should be viewable on desktops and mobile devices such as Android and iOS mobiles

- Streaming should be using AAC audio codec for live streaming
- Adequate Operators for encoding, who will be responsible for live streaming from hall to NIC media servers
- As and when the session is over the operator has to upload the recorded video to NIC server
- In case of parallel sessions, encoder with operator should be provided in each hall for above activities.
- Spare encoders available at venue for replacement in case of any failure and there should not be any downtime in live streaming
- It has to be ensured all sessions to be made available as live webcast and recording of all sessions to be handed over to NIC for on-demand webcast.

iii. Bidder will provide feed for Facebook, Google, youtube etc.

iv. The bidder will provide single mode fibre cabling from Network Control Centre to venue(s) in Pullman hotel, Marriot hotel & Hangar.

Single mode fibre cabling has three parts:

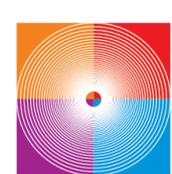
A. Pullman hotel :

- a. From control room (where MTNL will terminate the links) to halls/venues within Pullman hotel.
- b. From GMR box in basement of Pullman to control room for JW Marriot connectivity (2 cores primary + 2 cores standby)
- c. From GMR box in basement of Pullman to control room for Hanger connectivity (2 cores primary + 2 cores standby)

B. Marriot Hotel :

- a. From GMR box to L2 Switch (all fibre ports)
- b. From L2 switch to Halls/ venues

C. Hanger :



- a. From GMR box located near Hanger to Dias (2 cores primary + 2 cores standby)

Bidder should also provide appropriate no. of SM patch cords. CAT 6 cabling is required in Halls/venues in Pullman, JW-Marriot and Hanger to connect VC and other equipment. Appropriate numbers of LC SFPs are to be provided by bidder.

The Bidder should provide an end-to-end solution for the identified locations, including but not limited to supply of the required Video Conferencing ,Audio Video and Webcasting Equipment with accessories and installation, performance testing, commissioning, etc. It would be responsibility of the Bidder to co-ordinate with the Network Service Provider to ensure the VC, AV and webcast solution is properly tested and made to work. The bidder will ensure 99.5% uptime for the solution.

The Bidder should develop a project implementation plan including backup indicating milestones and deliverables to NeGD. The project implementation plan will be monitored regularly and delay in achieving milestones and deliverables will be analysed and corrective action taken.

NeGD will provide necessary infrastructure like electricity in the location to enable the vendor to complete the tasks.

Accessories required if any during installation, operationalization, testing, commissioning of the supplied equipment will be arranged by the Bidder.

The Bidder will be required to provide facility management services for all the equipments supplied by the Bidder by providing sufficient on site Technical Personnel on all days from 09.00 Hrs on 19th Nov till 24:00 Hrs on 25th of November at the location .

The following are the tentative requirement of equipments:-

- a. Network to be provided near dais or in control room of each Conference location with backup arrangements.
- b. HD VC equipment (CISCO/Polycom or equivalent) in each conference location
- c. Additional Video Camera (HD) with operator required for cover Dias and audience. One Camera will cover entire audience and another camera covers

- dais. Camera has to be installed in that manner, eye contact should be matched.
- d. Video Metric switch / distributor compatible with Display systems and VC system (4*8 Ports).
 - e. Laptops with HDMI cable connectivity & Convertors to convert different type ports such as VGA or DVI or HDMI display port etc.
 - f. LED TVs (32 inch or bigger) for control room.
 - g. Any other related document as per design
 - h. To set up a Control room at the basement of Pullman hotel which will be connected to J.W.Marriott & Hangar structure. All network cabling (copper +fibre) among hotels would be done by the bidder. CAT 6 cabling in venues to connect to VC and other equipment.

For the Network control room, the following tentative equipments are required:-

- a. 24 Port, all Fibre Post L2 Switches – 2 No
 - b. Minimum-24 +2 port (fibre) L2 switches, with 100/1000 base T ports—8 Numbers (Cisco/Juniper or equivalent).
 - c. Fibre to connect control room to different locations
 - d. CAT 6 cabling in venues to connect to VC and other equipment
 - e. U. Rack with locker facility to store equipments
 - f. Fibre terminators (LIU)
 - g. Laptop (dedicated for network configuration)
 - h. UPS power -2 KVA
 - i. Proper Earthing (earth to neutral less than 2 KV) to be done in consultation with Hotel administration.
 - j. Any other equipment as per design
- J Provide Live audio-visual coverage to display GCCS 2017 event (maximum three sessions simultaneously) on various Social Media platforms for 2 days (23rd and 24th Nov 2017) for minimum of 3 platforms for all three parallel sessions simultaneously. Live on up to 5 pages (3 FB pages, 1 twitter and 1 Youtube simultaneously)

Note: NIC will provide routers. Bidders are not required to quote rates for the same. NIC will supervise Connectivity, VC and other setups.

4. Eligibility Criteria:

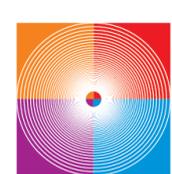
- a. The bidder should have yearly sales turnover of not less than Rs. 1 Crore during last financial year (2016-17).
- b. The bidder must be registering profits for last three years i.e (2014-15, 2015-16, and 2016-17).
- c. The bidder should have permanent office in New Delhi.
- d. The Bidder should have implemented, commissioned, and successfully operationalized Network setup & Video Conferencing solution etc for minimum three Projects.
- e. **Letter from organization(s) where the Projects have been implemented, confirming that Video Conferencing Solution has been implemented in their organization and working satisfactorily.** Following details are required for the successfully implemented networking and VC Projects.

- Name of the Client
- Number of locations
- Nature of the Project
- Scope of the Project
- Project Deliverables
- Architecture of the solution implemented
- Date of award of Contract
- Date of commencement of the Project
- Date of successful commissioning of the Project
- Name of the person who can be referred to from Clients' side, with Name, Designation, Postal Address, Contact Phone and Fax numbers, E-Mail IDs, etc. (Attach copies of purchase orders)

Financial statements i.e. Audited Balance sheet and Profit & Loss accounts for last three years will have to be submitted. The bidder should not have been blacklisted by any Government / Government agency of India in the past. **Self declaration letter on the Company's letterhead should be submitted along with bid.**

5. Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its Bid, and NeGD will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Bidding process.



6. Evaluation of Financial Proposals

Financial Proposals shall be opened by the Evaluation Committee in the presence of the representative of the Bidders, who chose to attend the opening of bids. The quoted fee shall be read out and recorded.

The lowest evaluated Financial Proposal will be selected calculated in Annexure 1.

7. EMD

The bidder will have to submit an EMD of Rs. Fifty Thousand (50,000) in the form of DD in favour of Media Lab Asia-NeGD. The EMD will be retained till the evaluation process is completed.

8. PREPARATION OF BIDS

8.1 Language of Bid

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and NeGD and supporting documents and printed literature shall be written in English.

Each bid shall contain Financial Proposal. The envelope should be super scribed with the name of the Project and “Financial Proposal”

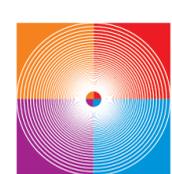
The Bid shall be typed and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The person or persons signing the Bids shall initial all pages of the Bids.

Any inter-lineations, erasures or overwriting shall be valid only if they are initialled by the person signing the Bids. NeGD reserves the right to reject bids not confirming to above.

8.2 Documents Comprising the Bid

Documents comprising the Bid Proposal should contain following:

- 1 Organisational Profile, including copies of PAN number, Copies of Registration of entity, copy of GSTN.
2. Conformity to Eligibility Criteria (all documents as required therein)
3. Bid Security deposit of Rs. 50,000/(Fifty Thousand)



4. Bidders undertaking for support services and that adequate specialized expertise are available to ensure the fault free operation of the proposed Networking, VC and Webcast solution and maintenance during the period from 20th Nov, 2017 till 25th Nov, 2017.
5. A Complete Bill of Materials to be deployed with Part Nos., Quantity, Make, Model, version etc.
6. A full description of the Technical Solution in the form of literature , drawing and data etc
7. A Full Price Schedule of the Solution indicating all the components of the solution and services etc
8. The total price quoted must be inclusive of applicable taxes, duties, levies, charges etc. as also cost of incidental services such as transportation, insurance etc.
9. Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and shall not be subject to variation on any account, including exchange rate fluctuations, changes in taxes, duties, levies, charges etc. A Bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
10. Bids are to be quoted in Indian Rupees only.
11. The Bid proposal envelope should be sealed and should bear the Project Name "RFP- Installation and Commissioning of Video Conferencing and webcast system for GCCS2017 on Rent -Financial Bid". Envelope should indicate on the cover the name and address of the Bidder.
12. All Bids are to be submitted at the following address
Director (Project Management)
National e-Governance Division
Electronics Niketan, 4th Floor
6.CGO Complex, Lodhi Road
New Delhi-110003

8. 3 Deadline for Submission of Bids

Bids must be received by NeGD at the address specified, no later than the date & time specified in the Invitation to Bid. NeGD may, at its discretion, extend this deadline for the submission of Bids by amending the Bid Documents, in which case, all rights and obligations of NeGD and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended. . Any Bid received after the deadline for submission of Bids prescribed, will be rejected and returned unopened to the Bidder.

9. Payment Conditions

- i. The selected agency will be required to submit a Performance Bank Guarantee/ Performance Security equivalent to 10% of the overall contract value upon acceptance of LOI/Work Order.
- ii. Final payment will be made upon satisfactory completion of work and submission of bills

10. Termination

The contract shall stand terminated for following reasons:-

In case of non-performance of work due

- (a) Due to Force Majeure
- (b) Due to non-performance of contract

a) In case of Termination due to Force Majeure

Force Majeure shall mean occurrence in India of any act of God, such as rain, fire, flood, earthquake or other natural calamity causing the cancellation of the event. In such a case, the Agency shall be paid only for the time actually spent planning the event. In case of any material and equipment cost, the same shall be paid on actual basis.

b) In case of Termination by NeGD/MeitY

Time is the essence of this event and in case of delay of any activity of this event, NeGD/MeitY reserves to terminate the contract and forfeit PBG submitted by the selected agency and recover other reputational losses from the agency and in such case no payment shall be made to the agency.

If the NeGD/MeitY terminates this agreement 5 days before the event for reasons other than Force Majeure or reasons mentioned above, the NeGD/MeitY shall refund the Performance Security to the Agency and the NeGD/MeitY may reimburse the Agency for reasonable outstanding expenses.

10.1 Non-Conforming Bid

Any bid may be construed as a non-conforming bid and ineligible for consideration, if it does not comply with the requirements of this RFP or do not appear to address the particular requirements of the task may also be disqualified.

10.2 Award Criteria

NeGD will award the Contract to the successful Bidder whose Bid has been determined to be responsive, and is the lowest evaluated Bid.

10.3 Notification of Award

Prior to expiration of the period of Bid validity, the Bank will notify the successful Bidder by e-mail, that its Bid has been accepted.

The notification of award will constitute the formation of the Contract.

11. Signing of Contract

At the same time as NeGD notifies the successful Bidder that its' Bid has been accepted, NeGD will send the Bidder the Contract. Within 7 days from the date of receipt of the Form of contract, the successful Bidder shall sign and date the Contract and return it to NeGD.

12. Disqualification

The bid is liable to be disqualified in the following cases:

- a) Bid not submitted in accordance with this document
- b) The bidder qualifies the bid with his own conditions
- c) Bid is received in incomplete form
- d) Bid is received after due date and time
- e) Bid is not accompanied by all requisite documents

13. Forfeiture of Bid Security

The Bid Security can be forfeited, if a Bidder:

- i. Withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form or
- ii. During the bid process, if a Bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization.

The decision of the client regarding forfeiture of the Bid Security shall be final & shall not be called upon question under any circumstances.

- iii. Violates any such important conditions of this RFP document or indulges in any such activity as would jeopardize the interest of the client. The decision of the client regarding forfeiture of the Bid Security shall be final & shall not be called upon question under any circumstances.
- iv. In case of the successful Bidder, if the Bidder fails
 - a. To sign the Contract in accordance with RFP or
 - b. To furnish Performance Bank Guarantee (PBG)

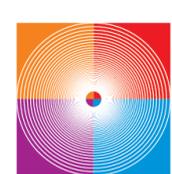
14. For any dispute, the place of jurisdiction shall be New Delhi, India only.

15. Penalty clauses

Delivery installation, commissioning of the Network , VC and Webcast solution and performance of solution shall be made by the Supplier in accordance with the time schedule and performance parameters as prescribed by NeGD. A delay by the Supplier in the performance of its obligations shall render the Supplier liable to the imposition as below:

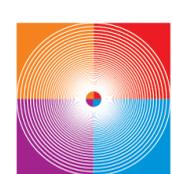
1. Delay in commissioning of Video Conferencing and Webcasting solution by 2-5 hours - 10% of the project cost.
2. Delay in commissioning of Video Conferencing and Webcasting solution by more than 5 hours - 15% of the project cost.
3. Delay in commissioning of Video Conferencing and Webcasting solution by more than 5 hours - 25% of the project cost.
4. Uptime between 95 to 99.5%– 10% of Project cost.
5. Uptime less than 95 % – 15% of Project cost.

The penalty for delay in commissioning and failure to meet uptime can run concurrently.



16. Annexure 1: Financial Template (On Bidder's letterhead)

SI No	Items spec	Tentative Qty(Final Quantity may change)	Unit Rate (No/Mtr)	Amount(Rs)
1	<p>Network Connectivity & Infrastructure :- – as per dates and locations given in Scope of Work</p> <ul style="list-style-type: none"> • 24 port L2 switch all fibre ports • 24 Port L2 switches 100/1000 base T ports + 2 port (fibre) (Make: Cisco/Juniper or equivalent) • Fibre terminators (LIU)- as per requirement • UPS power -2 KVA (Earthing to neutral facility less than 2 KVA) <p>(*Note:-Routers will be provided by NIC)</p>	2 9 6 9		
2.	Fibre from Control Room at Pullman/Basement to all Halls	1		
	Indoor Cable(SM Fibre) for Marriot and GMR Box to HANGAR	1		
3.	Network Manpower	4		



4	<p>VC equipment facility - as per dates and venue given in scope of work.</p> <ul style="list-style-type: none"> • Camera (HD) Setup <ul style="list-style-type: none"> a. Camera (HD) with talk back system b. Mixer with HDMI Output • Display <ul style="list-style-type: none"> a. One LED 32 Inch (Control Room) b. Matrix Switcher (4X8) • HD VC System • Audio in from PA/ With Echo Control 1 <p>Manpower for handle Camera , audio/mixer mixer and VC system in Hangar</p> <ul style="list-style-type: none"> • VC system Technical Manpower 	<p>16</p> <p>8</p> <p>7</p> <p>8</p> <p>8</p> <p>8</p> <p>16</p> <p>8</p>		
5	<p>Webcast Facility - as per dates and venue given in scope of work.</p> <ul style="list-style-type: none"> • Laptop with Video capture cards for providing webcast facility. Live A/V feed is required in each hall for live encoding. Network of Min. 4 Mbps required in each hall. Deploy Hardware encoder with HD quality Audio/Video capturing device (1080p) 	<p>9</p>		

L1 = Unit Rates (1) + Unit Rate of (2) * 500 + Unit Rate of (3) + Unit Rate of (4) + Unit Rate of(5)

(Authorized Signatory)*

Name:

Designation:

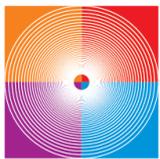
Email:

Telephone:

(Seal)

**Authorized signatory should be a person duly approved by the board resolution of Head of the Organization.(a copy of the document to be enclosed)*

Notes: The main event will be for two days i.e. 23-24th Nov 2017 in Aerocity, New Delhi. The selected agency will have to handover the complete site one day prior 22nd Nov 2017 (09:00 Hrs) for SPG inspection at Hangar. The bidder should keep in mind preparatory time and cost while submitting financial bid



To be signed and submitted by bidder (Annexure 2)

Declaration regarding Acceptance of Terms & Conditions contained in the RFP Document
To,

Director (Project Management)
National e-Governance Division
Electronics Niketan, 4th Floor
6.CGO Complex, Lodhi Road
New Delhi-11000

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document (N-22012/41/2017-NeGD-MeitY) for the selection of Video Conferencing and Webcast solution service provider **for GCCS 2017**. I declare that all the terms and condition contained in the RFP are acceptable to my company.

I further certify that I am an authorised signatory of my company and am, therefore, competent to make this declaration.

Yours Truly,

Name: _____

Designation: _____

Company: _____

Address: _____

.....End of document.....