

**NATIONAL SCHOOL OF DRAMA**  
**(An autonomous Institute under Ministry of Culture, Govt. of India)**  
**Bahawalpur House, 1, Bhagwandas Road, New Delhi-110001**

**INVITING QUOTATIONS FOR WEBCAST/LIVE STREAMING OF 8<sup>TH</sup> THEATRE**  
**OLYMPICS**

1. Sealed Quotations are invited from eligible and reputed Delhi based Agencies for hiring of **“Webcast/Live streaming of Selected Programs Audio-Video and its Recording” for 8th Theatre Olympic festival** at National School of Drama, Bahawalpur House, Bhagwandas Road, New Delhi-110001 for the period w.e.f. **17<sup>th</sup>February to 08<sup>th</sup>April, 2018**. Agencies shall have relevant experience of having provided similar services to Govt., PSUs, and Ministries only. **The agency will also cover live streaming of Opening at LalQuila, Delhi & Closing Ceremony at MUMBAI.**
2. The bids are invited into two parts, i.e., Qualifying/Technical Bid and Financial Bid. The Qualifying/Technical Bid should be consisting of all technical details along with commercial terms and conditions as per the proforma at Annexure-I. The financial bid in proforma at Annexure–II.
3. The Qualifying/Technical Bid and Financial Bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed **“Quotation for Webcast/Live Streaming of 8<sup>th</sup> Theatre Olympics Selected Programs Audio-Video and its Recording”**.
4. The Qualifying/Technical Bid and financial bid should be addressed to **The Registrar, National School of Drama, Bahawalpur House, 1, Bhagwandas Road, New Delhi-110001** so as to reach the office on or before 20.02.2018 till 3:00 A.M.
5. If an Agency qualifies in the technical bid, then only its financial bid shall be opened. The financial bid in proforma at Annexure–II. The financial bids shall be opened by a Committee constituted by the office.
6. The Director, National School of Drama reserves the right to accept or reject any & all quotation(s) without assigning any reason(s) thereof. No bidder shall have any cause of action or claim against the NSD for rejection of his quotation.

**A. SCOPE OF WORK**

The current requirement of "Webcast/live streaming" is for the following events

- i) Directors meet from 21.02.2018 to 28.02.2018 in the morning (3 Hours session).
- ii) Two days living legend, two days master class and one day interface (2 Hours session). These 5 days activities will be organised during the period from 21.02.2018 to 28.02.2018.

This Live streaming will be on **NSD’s social media account i.e. Facebook/YouTube** and on Theatre Olympics Website.

The work/period may be extended depending on the requirements of NSD.

**Task & responsibilities:**

- Provide live HD adaptive webcast/streaming services with live feeds for multiple websites and NSD's existing social media platforms
- Integrate Power Points, Videos as may be required simultaneously
- Theatre Olympics, NSD & ministry of culture logo should be add on live channel
- Webcast production should be full HD – 1920x1080
- Professional video HD switcher with (SDI) input (hardware/software) to switch videos of max 4 cameras. Software switcher prefer.
- Redundant streaming server having global CDN, sufficient bandwidth, hosted in India, high reliability.
- Company should carry own video camera output (SDI) cables & patches to connect with NSD's engaged HD cameras on the auditorium.
- **There may be 2 events in different auditoriums on same day & time. Agency need to stream both in different streaming at the same time.**
- Audio out may be taken from the mixer output or some time from the camera mic.

Complete setup shall be installed one day before and test check to be conducted on the same day i.e. one day prior to the event starting day with the official site. The entire setup shall be made operational one day before the exam starting day at any cost at the event auditoriums. But the Core Team with one Project Leader shall start working prior to every days so that they can interact with Festival Co-ordinator to edit matters of each day event.

**B. ELIGIBILITY CONDITIONS FOR TECHNICAL BID – Annexure-I.**

1. PAN No.
2. Goods & Service Tax (GST) Registration No.
3. The agency should have two similar experience of providing Webcasting/Live streaming services of the events in Delhi state with Govt., PSUs & Ministries only, for last three year i.e. 2014-15, 2015-16, 2016-17 upto till date.
4. Undertaking/certificate on letter head that the firm has not been declared blacklisted by PSUs/Govt. Organizations.
5. The agency should have atleast a turnover of not less than 10 Lacs per annum during the last two financial year i.e. 2015-16 & 2016-17
6. 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.
7. All the document should be page no. with index giving all the details with page no.

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. The agency must keep the recording of the footage of the complete event minimum for two month. If required, the bidder will have to submit the recording of the footage of the complete event in the hard disk for which NSD will pay for the hard disk only.

#### **C. EVALUATION OF QUOTATION:-**

1. The NSD reserves the right to select the bidder on the basis of 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.

#### **D. SCHEDULE OF SUBMISSION OF QUOTATION:-**

- I. Time and last date of submission of quotation documents : 20.02.2018 till 3:00 P.M.
- II. Procedure for submitting the bids : Two bid systems

#### **E. GENERAL CONDITIONS OF THE CONTRACT:-**

1. National School of Drama does not bind itself to accept the lowest or any other quotation and reserves the right to reject any or all the quotations. Quotations in which any of the prescribed conditions are not fulfilled, shall be summarily rejected.
2. Canvassing whether directly or indirectly, in connection with the quotation is strictly prohibited and the quotations submitted by the Contractors who resort to canvassing will be liable to rejection.
3. NSD will have no liability whatsoever concerning the persons deployed by the bidder during the hiring of Webcasting/Live Streaming Service.
4. The bidder shall be responsible for payment of any compensation/settlement of any liability arising out of any death or injury caused to the persons employed by him during rendering the services under the agreement. No claim will be entertained by NSD.
5. The Bidder shall at their cost take necessary insurance cover in respect of his employee(s) and other persons employed or engaged in connection with the process of rendering the services job.
6. Bidder shall not sub-let or sub-contract any part of this contract/job without the expressed written consent of the NSD. The Contractor shall also be responsible for any act of omission or commission on the part of his supervisors/workers. Any damage done/caused to the existing structure/furniture/fitting/equipment by the workers of the Contractor shall be got rectified by the Contractor at his own risk or will be deducted from contractor's bill.
7. NSD is an International level theatre (culture) Institute, therefore, the works are to be carried out as per norms/standards and in such a manner that all premises always look neat & Clean.

8. The rates should be inclusive of all taxes except GST which should be quoted extra.
9. For any accident occurred during the working period at NSD, the NSD will not hold any responsibility. Any damage made to the building has to be re-stored in good condition by the Firm without any extra cost.
10. The complete system should be of standard brand /quality and weather proof and the maintenance system will be the complete responsibility of the bidder.
11. The bidder will have to make a pre-event-demonstration of the coverage of the event to the satisfaction of concerned authorities of NSD.
12. Event for which the quotation is invited. Pre decision of the completion of the work/event will be taken by the concerned authorities of the NSD.
13. Payment will be made after the completion of the event for which the quotation is invited.
14. In case, the service is not found satisfactory. The Contract may be terminated without assigning any reason at any stage.

**F. DISPUTE RESOLUTION:-**

In case of any dispute with regard to the interpretation of any clause(s) of this agreement, the same shall be referred to the sole arbitrator appointed by NSD (Ist Party), whose decision will be final and binding on both parties.

**G. VALIDITY:-**

The Quotation shall be valid for the scope of work as mentioned in the documents. However, The work/period may be extended depending on the requirements of NSD.

**(To be kept duly signed in Envelope 1 – Qualifying/Technical Bid)**

**QUALIFYING/TECHNICAL BID**

**BIDDER IS REQUIRED TO FORWARD THE FOLLOWING DOCUMENTS FOR QUALIFYING DULY SELF-CERTIFIED, STAMPED WITH PAGE NO.:-**

- |     | <b><u>DETAILS</u></b>   | <b><u>PAGE NO.</u></b> |
|-----|---|------------------------|
| 1.  | Name & address of the registered Firm/Agency :<br>(with Tel no., Fax & Email)   |                        |
| 2.  | Contact Person(s) (with mobile no.) :   |                        |
| 3.  | PAN No. :   |                        |
| 4.  | Goods & Service Tax (GST) Registration No. :  |                        |
| 5.  | Undertaking/certificate on letter head that the firm has not been declared blacklisted by PSUs/Govt. Organizations  |                        |
| 6.  | The agency should have two similar experience of providing India culture Web casting/Live streaming service in Delhi state with Govt., PSUs & Ministries only, for last three year i.e. 2014-15, 2015-16, 2016-17 upto till date.               |                        |
| 7.  | The agency should have atleast a turnover of not less than 10 Lacs per annum during the last two financial year i.e. 2015-16 & 2016-17  |                        |
| 8.  | Bidder is required to forward the documents required in Technical bid duly self-certified, stamped and page no. Incomplete documents liable to rejected without assigning any reason.   |                        |
| 10. | All the document should be page no. with index giving all the details with page no.   |                        |
| 11. | 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.   |                        |
| 12. | The agency must keep the recording of the footage of the complete event minimum for two month. If required, it has to submit the recording of the footage of the complete event in the hard disk for which NSD will pay for the hard disk only. |                        |

**Signature of the Bidder with date**

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**(Name of the Firm/Agency and stamp)**

(To be kept duly signed in Envelop 2 – Financial Bid)

**FINANCIAL BID**

1. Name & address of the Registered Firm/Agency : (with Tel. No., Fax & E-mail)

S. No.	Description/Particulars	Total Amount
1	<b>Professional Webcast unit for one day event for the following:</b> i) Directors meet from 21.02.2018 to 28.02.2018 in the morning (3 Hours session). ii) Two days living legend, two days master class and one day interface (2 Hours session). These 5 days activities will be organised during the period from 21.02.2018 to 28.02.2018. <b>Rates includes the following items</b> <ul style="list-style-type: none"><li>• Professional HD switcher</li><li>• Broadcast Recorder</li><li>• Audio / Video optimizer</li><li>• Audio mixer for final audio</li><li>• Graphics overlay systems for event name to display on webcast.</li></ul>	
2	4TB cloud storage to save broadcast	
3	Streaming server setup fee	
4	Manpower cost per day	
5	Special webcasting for <b>opening</b> ceremony	
6	Local transportation	
		GST:
		Grand Total:

Grand Total amount in words:

The agency must keep the recording of the footage of the complete event minimum for two month. If required, I have to submit the recording of the footage of the complete event in the hard disk for which NSD will pay for the hard disk only.

**Signature of the Bidder with date**

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**(Name of the Firm/Agency and stamp)**