Development of e-learning Portal

Course Content in Audio Video (AV) /Multimedia format

for

"Universalization of Traditional Indian Knowledge System-UTIKS"

of

Indian Council for Cultural Relations

Reference #:/e-Learning/RFP/002/2020

Proprietary & Confidential
Issued by

Indian Council for Cultural Relations
Azad Bhawan, I.P Estate , New Delhi-110002

Indian Council for Cultural Relations
Azad Bhavan, I.P. Estate,
New Delhi-110002

Notice Inviting Tender

Indian Council for Cultural Relations invites sealed tender from eligible bidders for Development of e-learning Portal Course Content in AV /Multimedia format for "UTIKS Portal"

1	Tender No. & Date	ICCR/EPROC/2020-21/UTIKS-02
2	Name of the work	ICCR/EPROC/2020-21/UTIKS-02Development of e-learning Portal Course Content in AV /Multimedia format for "UTIKS Portal"
3	Date & Time of tender publication & download	14/09/2020; 11:00 hrs.
4	Last Date and Time of E-submission of tender	25/09/2020 up to 15:00 hrs.
5	Date and Time of E-opening of Technical Bid	28/9/2020 at 12:00 hrs.
6	Date and Time of E-opening of Financial Bid	Date will be intimated later However, bidder to Submit Password Protected Financial Bid proposal in soft copy.
7	Estimated cost put to Tender (Approx.)	Rs. /-
8	Cost of BID Document	Rs2500/-
9	Earnest Money Deposit(EMD)	Rs2,00,000/-

ICCR/EPROC/2020-21/UTIKS-02

REQUIREMENTS FOR VENDORS

- P.C. connected with internet.
- Registration with Service provider portal www.tenderwizard.com/ICCREPROC
- The vendor should possess a Class III Digital Signature certificate (Mandatory).
- (Bids will not be recorded without Digital Signature Certificate.)
- In case of any clarification please contact ITI Ltd., before the schedule time of the e-Procurement.

Contact Helpdesk:-
HELPDESK NO.   **9073677150/151,152, E-mail: bose.kushal2012@gmail.com**

MR. PRAVES MANI :-   **9044314492, helpline18tenderwizard@gmail.com**
MR. PUSHPRAJ:-   **7503347659, helpline14tenderwizard@gmail.com**

a) For registration, Submission procedure and method of correspondence etc. Please visit our website: www.tenderwizard.com/ICCREPROC and click on the link Vendor Help.

b) To obtain the Class III digital signature certificate or further details please visit our website: www.tenderwizard.com/ICCREPROC

c) Registration/Enrolment of Bidder on e-procurement Portal of ICCREPROC:

In order to submit the Bid, the bidders have to get themselves registered online on the e-Procurement portal of ICCR with valid Digital Signature Certificate (DSC) issued from any agency authorized by CCA and which can be traced up to the chain of trust to the Root Certificate of CCA.. The registration should be in the name of bidder, whereas DSC holder may be either bidder himself or his duly authorized person.

The bidders will have to accept unconditionally the online user portal agreement which contains the acceptance of all the Terms and Conditions of NIT including Commercial and General Terms & Conditions and other conditions, if any, along with on-line undertaking in support of the authenticity of the declarations regarding the facts, figures, information and documents furnished by the Bidder on-line in order to become an eligible bidder. No conditional bid shall be allowed/accepted.

The bidder will have to give an undertaking online that if the information/declaration/scanned documents furnished in support of the same in respect of eligibility criteria are found to be wrong or misleading at any stage, they will be liable to be punitive action.

d) Help for participating in e-tender:

The detailed method for participating in the e-procurement is available in the website www.tenderwizard.com/ICCREPROC . The bidders have to Log on to ITI's web site and then click on the specified links to start participating in the e-tendering process.

Bidders are also free to communicate with the contact person of the TenderWizard service provider to get all clarifications regarding the mode of the e-procurement process.

NB: (i.) Please note that there is no provision to take out the list of parties downloading the tender document from the above referred web site. As such, tenderer's are requested to see the website once again before due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender after downloading the tender document. The responsibility of downloading the related corrigendum, if any, will be that of the downloading parties.

(ii.) No separate intimation in respect of corrigendum to this NIT(if any) will be sent to tenderers who have down loaded the document of ICCR.

e) The offer should be submitted (uploaded) as per the terms and conditions and procedures laid down in the website of M/s ITI Ltd www.tenderwizard.com/ICCREPROC tender document failing which the offer is liable for rejection.

Bidders should download the complete NIT including the Annexure and read carefully before filling the details and uploading the documents.

f) The bidder must upload all the documents required as per the terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.

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ICCR/EPROC/2020-21/UTIKS-02

Development of e-learning Portal Course Content in AV /Multimedia format for "UTIKS Portal"

INDIAN COUNCIL FOR CULTURAL RELATIONS AZAD BHAVAN, IP ESTATE,

NEW DELHI-110002

Dated: 14/09/2020

NOTICE INVITING TENDER FOR Development of Capsule Courses e-Contents for UTIKS Portal

1.0   Indian Council for Cultural Relations, under the administrative and financial control of Ministry of External Affairs, invites tenders from reputed, well established and financially sound Agency registered as a Company in India for the Council, as per details given in the tender document.

2.0   Indian Council of Cultural Relations intends to get **Development of e-learning Portal Capsule Course Content in AV /Multimedia format for "UTIKS Portal**" and has prepared the attached RFP.

(Vinay Vohra)
Sr. Programme Director(Admn.)
Tel. No : 011-23379309, (Extn.3300)
e-mail : spdadmn.iccr@gov.in

Section-I

GENERAL INSTRUCTION TO BIDDERS

1.0   INTRODUCTION

1.1   The Indian Council for Cultural Relations (ICCR) was founded in 1950 by Maulana Abul Kalam Azad, independent India's first Education Minister. Its objectives are to actively participate in the formulation and implementation of policies and programmes pertaining to India's external cultural relations; to foster and strengthen cultural relations and mutual understanding between India and other countries; to promote cultural exchanges with other countries and people, and to develop relations with nations.

1.2   ICCR has planned to launch an online e-Learning Portal UTIKS, for capsule courses on Traditional Indian Knowledge to disseminate knowledge about Indian Culture.

1.3   With the spread of Covid-19 pandemic and the challenges that it has brought in its wake, develop e-learning Virtual Class rooms. We believe that learning needs to be:–

- *Tacit knowledge exercise (reading only) to on line session based implicit Knowledge (interactive) exercise.*
- *Spreading Knowledge crossing geographic borders through digital platforms*
- *Reaching the learners in remote places, across globe.*
- *Books to e-books,*
- *Learning through Local Gurus to National Gurus*
- *From Cities, Towns, Villages and across globe*
- *Pen and paper to online assessment*

2.0   Objective

The main objective of UTIKS e-Learning Portal is that;

i.   It shall disseminate authentic information about India
ii.   It shall seek the deeper meaning of Indian culture and not get swayed by superficial definition
iii.   To fuel the curiosity of people who are inquisitive about India possessing inadequate knowledge about our country
iv.   To provide all relevant information about the culture of India in the broadest version that encompasses every aspect of the same.
v.   To provide easy access to all relevant information in one common place at the click of a button

3.0   Project

3.1   The project will be a complete turnkey assignment under which capsules of total 50-70, however ensuring to assign at least 50 courses for development consisting of having video contents of at least 30 minutes duration and overall course contents including presentation, quizzes, pdf material, etc., of at least 2 hours. The capsules may be divided into smaller capsules each with video contents, reading material, quizzes. The content in AV/Multimedia format shall be created along with inputs from respective domain experts. The copyright free content is to be delivered for hosting and implementation in the e-portal and with a possibility of subsequent enhancement as and when necessary.

3.2   The development of e-learning Portal Capsule Course Content in AV /Multimedia format for "UTIKS Portal" is to broadly cover short-term courses that may range from those on Indian Art & Culture to gender issues, freedom struggle, Indian Epics, Ramayana, Mahabharata, Indian wild-

life, temple architecture, folk art and traditions, Yoga, Indian Cuisine, Traditional Dances of India, Panchatantra tales, arts like making Sky Lanterns, art appreciation, Ayurveda, music system, historical etc., but not necessarily limited to only these topics.

3.3   The capsule courses designed are to be published and managed on UTIKS portal maintaining the most optimum level of quality amongst all segments of the learners and preparing students for always connected, technology enabled collaborative work place to participate in projects and global discussion

3.4   ICCR is desirous of launching e-Learning Platform UTIKs to meet its objective with Web based E-learning site that shall initially provide self-paced, asynchronous collaborative learning; video based learning and subsequently provide live virtual classrooms with faculty support for students and interested registrants in various capsule courses planned to be launched with UTIKS by December 10, 2020. The capsule courses are planned to have procedure and learning's with self/faculty evaluation mechanism / through quizzes, online tests, assignments submission etc.

4.0   UTIKS Portal Capsule Course Contents

4.1   Shall be covering diverse disciplines in the specified domain and all courses would be certification -ready in their detailed offering.

4.2   Shall include module for learners to help them understand the subjects better and also help them in better about Indian Knowledge systems.

4.3   Capsule Course Design

The capsule courses designed are to be published and managed on UTIKS portal maintaining the most optimum level of quality among stall segments of the learners and preparing students for always connected, technology enabled collaborative workplace to participate in projects and global discussion

ICCR is desirous of launching e-Learning Platform UTIKs to meet its objective with Web based E-learning site that shall initially provide self-paced, asynchronous collaborative learning; video based learning and subsequently provide live virtual classrooms with faculty support for students and interested registrants in various courses planned to be launched with UTIKS. The capsule courses are planned to have a fixed template module and learning with adequate and effective interaction through self/faculty evaluation mechanism, through quizzes, Q&A sessions, online tests, assignments submission, group discussions, etc.

The capsule courses designed should broadly include:
  i.   Course Catalogue and Schedule
  ii. Publish Courses with Online, Self-learning, session based courses
  iii. Support for use of multiple media formats of Course Contents, where all information can be accessed atone given place
  iv. Quiz based Assessment Criterion
  v.   Duration and Certification, etc.

4.4   Content Material & Management

  i. The content of capsule course should use multimedia tools and can consist of, Audio, Video Lectures, Presentation Slides/videos, Notes, Text, eBooks etc., end to end content development and regular updation of the study material of all subjects envisaged to be launched on the Portal. These contents shall be classified as academic resource on the subjects.

  ii. Creating content references with hyperlink and video embedding support in all courses wherever required. These hyperlinks can have text/audio/image or video.

iii. Creating with reference to standards defined for creating, publishing and maintaining the courses.

iv. The references should include links for students who would like to pursue advance courses in the respective fields, run by various universities/institutes.

v. Capsule course content has to be created keeping global standards in perspective.

vi. In pursuance of the above, the ICCR has decided to carry out the process for selection of an Agency in accordance with the Scope of Work and Deliverables mentioned in this Tender document.

4.5   Course content

Each course shall include module with a precis for enabling selection of course for better understanding the subjects and also help in comprehending Indian Knowledge system easily and effectively.

In the future, certain courses which can be taught online can be provided with advanced curriculum and professional teaching as desired by ICCR.

4.6   Courses

The courses should broadly cover short-term programmes that may range from those on Indian Art& Culture to gender issues, freedom struggle, Indian Epics, Ramayana, Mahabharata, Indian wild-life, temple architecture, folkart and traditions, Yoga, Indian Cuisine, Traditional Dances of India, Panchatantra tales, Art appreciation, Ayurveda, Music etc., but not necessarily limited to these. A list of some of these courses is drawn up for ready point of reference and is as attached in **Annexure D**

4.7   Course Duration

The course duration shall have video contents of at least of 30 minutes duration and overall course contents including presentation, quizzes, pdf material, etc., of at least 2hours. The course should have instructor (domain expert) on screen along with written material, power point presentation in ready-to-read format; quizzes; interactive modules.

4.8   Target Audience

The target audience for this solution would be international public and students at large. The ICCR is desirous of launching UTIKS e-learning portal to reach the students and members in big cities as well as in small places across the world in a harmonious manner.

5.0   Invitation to Applicants

5.1   The invitation is for Selection of an Agency development of UTIKS E-Learning Portal for ICCR.

5.2   Due diligence by Applicants

Applicants are required to make themselves fully understand, the requirement as per the Scope of Work of ICCR and shall raise any query before submission of their offer.

5.3   Sale of Tender Document

Tender document will be made available to the applicants through TenderWizard Portal.

A signed declaration stating that no alteration has been made in any form in the downloaded document shall be enclosed with the Proposal.

5.4   Validity of the Proposal

The Proposal shall be valid for a period of not less than 120 days from the "Proposal due date" (the "**PDD**")/last date of submission of the proposal.

5.5   Brief description of the Selection Process:

The bids are planned for two part bidding that will be on technical and financial evaluation process/basis. Only technical acceptable bids will QCBS basis.

5.6 **Communications:** All communications including the submission of proposal should be addressed to:

Mr Vinay Vohra SPD(Admn),

Indian Council for Cultural Relations (ICCR),

Azad Bhawan, I.P. Estate

New Delhi - 110 002, Tel: 23379309

Email: spdadmn.iccr@gov.in

The bids will be opened at the Conference hall, Indian Council for Cultural Relations (ICCR), Azad Bhawan, New Delhi. The official website of the ICCR is: **www.iccr.gov.in**

5.7 **Conflict of Interest and confidentiality:**

5.8 The Agency/Bidder shall not have a Conflict of Interest and any breach thereof shall constitute a breach of the Agreement.

5.9 **Right to Accept or Reject any Proposal:** ICCR reserves the right to annul the Tendering process, or to accept or reject any or all the proposals in whole or part at any time without assigning any reasons and without incurring any liability to the affected Applicant(s) or any obligation to inform the affected Applicant (s) of the grounds for such decision.

6.0 **Other Instructions:**

   i. While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the needs required by the council.

   ii. All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by the ICCR on the basis of this RFP.

   iii. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the ICCR. Any notification of preferred Bidder status by the ICCR shall not give rise to any enforceable rights by the Bidder. ICCR may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the ICCR.

   iv. The bidder should undertake that no unauthorized copy of assigned work would be made in any manner whatsoever. Bidder would be fully accountable for any leakage/piracy of the data from the premises and in transit.

   v. ICCR reserves the right to assign at least 50 courses to the selected agency, however, additional course development/ creation may include course content either by the selected agency only or ICCR may obtain the course creation through crowd sourcing. The selected agency shall not have any objection to the same.

   vi. The interested persons/bidders can visit or free to discuss to understand the ICCR requirements and purpose during any working day of the ICCR 10.00 to 17.00 hours.

   vii. Documentary evidence by way of completion certificate should be produced in support of experience and performance.

   viii. Parties: The parties to the Contract are the contractor (the bidder to whom the work will be awarded) and ICCR, New Delhi – 110002

   ix. Addresses: For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent to the ICCR. The contractor shall be solely responsible for the consequences of any omission or error to notify the change in address in the aforesaid manner.

   x. The tender is not transferable.

   xi. Sub-letting of Work: The contractor shall not assign, transfer or sublet or attempt to assign, transfer or sublet, whether wholly or in part, any portion of the work to any other entity.

   xii. No advance shall be provided to the bidder for executing the work.

xiii. If any occurrence of breach of this confidentiality comes to the notice of any of the Government, appropriate action under the Government of India Rules will be initiated against the contractor.

xiv. Manpower deployed by the bidder for services shall comply to provide after police verification and the Police verification certificate shall be provided to council for deployed manpower. The manpower deployed should not be changed frequently till the completion of work.

xv. Delay in completion of work will attract penalty to the Vendor.

7.0   Tender/Bidding Process

i. The important dates relating to "Tender for Selection of Agency for providing services is as published.

ii. The bids are invited under two-stage system i.e. Technical Bid and Financial Bid.

iii. Conditional bids shall not be considered and will be summarily rejected.

iv. The Technical Bid submitted by bidders shall be downloaded from the e-procurement portal in the presence of the representatives of the Company, if any, who wish to be present on the spot at that time.

v. The Technical Bids shall be evaluated by a Technical Bid Evaluation Committee.

vi. Financial bids of only those bidders who are declared qualified technically shall be evaluated.

vii. Financial Bids of only those bidders will be opened on the scheduled date and time at, Indian Council for Cultural Relations, Azad Bhawan, Indraprastha Estate, New Delhi-110002 in the presence of short-listed contractors or their authorized representatives, if any.

viii. Bidder/Agency/Service Provider who meet the evaluation criterion may be considered for award of the contract subject to meeting other terms and condition of the RFP. If there is any change in date, time or venue, the bidders will be notified in advance.

ix. The competent authority in the Indian Council for Cultural Relations, New Delhi reserves the right to annul any or all bids without assigning any reason.

x. The bidder shall submit the technical &financial bids via Email/Hardcopy as per the format provided in the tender document.

8.0   Eligibility Criteria (Please furnish details in Annexure-B)

8.1   The bidder/agency/service provider fulfilling the following minimum criteria shall only be considered:

8.2   The bidder/agency/service provider should be a communications specialist firms either Govt., Proprietorship Company, PVT Ltd. Company or a partnership company.

8.3   Financial soundness - the applicant should have (Please attach self-attested copies):

i. The bidder/agency/service provider should have achieved Minimum Average Annual Turnover of Rs. 10.00 Crores in the past 3 years (2018-19 OR 2017-18, 2018-19 and 2019-20).

ii. The bidder/agency/service provider should have following for submission;

Certificate of incorporation (Attach attested copy)
PAN/GIR No. (Attach attested copy)
Service Tax/GST Registration No. (Attach attested copy)
E.P.F. Registration No. (Attach attested copy)
E.S.1. Registration No. Attach attested copy
Balance Sheet for the last 3years.
Notarised affidavit under signatures of the owner stating that the Company is / has not been blacklisted by Central/ State Government / PSU
Note: Non-compliance with any of the above conditions by the Service Provider Company will tantamount to non-eligibility for the services for which tender has been floated and its tender will be rejected summarily

9.0   Prequalification Criterion (Please furnish details in Annexure-c):

9.1   The bidder should have academic, technical and financial capabilities on the lines mentioned below;

  i. Experience: the bidder should have a minimum of 10 years' experience in executing development of content in projects ranging from e-learning/ Interpretation Centers/ Museums/ Learning tools etc., involving production of Digital Multimedia content, AV content on subjects ranging from Art, History, Heritage, Culture etc.

  ii. The bidder should have complete in-house pre-production, production, post production facility including camera's, studio floor, recording studio, editing setup, SFX facility, all licensed software's and a full-fledged team of creative director, video designers, animators, SFX specialists, camera-team personnel, script writers, music designers, VO artists etc.

  iii. Bidder should be able to draw domain experts on board from across the country.

9.2   Bidder should have minimum 5000sq.ft studio space and 1000sq.ft shoot floor space.

9.3   Experience of having successfully completed government sector works during last 5 financial years in either of the following category:

  i. Three completed projects costing each not less than Rs 3.00 Crore
                          OR
  ii. Two completed projects costing each not less than Rs. 4.00Crore
                          OR
  iii. One completed project costing not less than Rs.8.00 Crore

Note: Project would mean development of content in the projects such as; e-learning/ Interpretation Centers/ Learning tools etc. involving production of Digital Multimedia content, AV content on subjects ranging from Art, History, Heritage, Culture et and having the   support of professional staff. Experience will be considered as on the date of issue of the Tender.

Technical Expertise - The bidder should have associated/employed panel of expert(s) having following qualifications:

  i. Project team members should have a recognized degree/diploma in Communications/ Design/Arts

  ii. Expert in the fields of categories as given in Para 9.1above.

  iii. Experts in the field of Content design and development/ Video Designing/ Multimedia specialists/ Motion Graphics specialists/2D and 3D animators etc.

  iv. ICCR's decision in this regard shall be final.

Section- II

Terms and Conditions

1.0   General

1.1   The contract is likely to commence on the date issuing of Work Order and its acceptance from the successful bidder within seven days and shall continue for a period of two years, contract period unless it is curtailed or terminated by ICCR owing to deficiency of service, sub-standard quality of personnel deployed, breach of contract, reduction or cessation of the requirements of work, delays, incompletion of work in committed time or any other shortfall which is notified more than once by ICCR.

1.2   The contract shall automatically expire after two years from commencement of the contract unless extended further by the mutual written consent of the Service Provider and ICCR.

1.3   The contract may be extended, on the same terms and conditions with mutual consent for a further period not exceeding maximum of six months.

1.4   The Service Provider shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to another Company.

1.5   The bidder will be bound by the details furnished by it to ICCR, while submitting the tender or at subsequent stage. In case, any document furnished by the bidder is found to be false at any stage, it would be deemed a breach of terms of contract making it liable for legal action besides termination of contract.

1.6   The Service provider shall be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in this Council.

1.7   The Service Provider shall furnish before the commencement of work, the following documents in respect of the persons who are proposed to be deployed in the project for the Council works or are deputed at ICCR for completion of the project.

   i. List of persons with full details i.e. date of birth, marital status, address, educational and professional qualification, experience etc.
   ii. Bio-data of the person with photograph affixed.
   iii. Character certificate from a Gazetted officer of the Central/State Government or last educational institution or police authorities.
   iv. Certificate of verification of antecedents of the persons by local police authority.

1.8   In case, the person employed by the successful Company commits any act of omission or commission that amounts to misconduct/ indiscipline/ incompetence/ malfeasance/ security risk, the Service Provider will be liable to take immediate appropriate action against such persons, including registering a police case for the malfeasance/being security risk and their removal from site of work, within 1 day of being brought to their notice.

1.9   The service provider shall provide identity cards to the personnel deployed in the Council carrying recent photograph of the personnel and personal information as to name, date of birth, designation and identification mark etc.

1.10   The service provider shall ensure that any details of office, operational process, technical know-how, security arrangements, and administrative! Organizational matters are not divulged or disclosed to any other person by its personnel deployed in the Council.

1.11   The service provider shall ensure proper conduct of its personnel in office premises, and

enforce prohibition of consumption of alcoholic drinks, *paan,* smoking, loitering etc. The service provider will also ensure that the personnel adhere to the dress code commensurate with a government office.

1.12 The persons deployed shall be required to report for work at 0930 hours to the officers under whom they are deployed, which will be intimated separately and would leave at 1800 hrs.

1.13 The agency shall depute a coordinator, who would be responsible for interaction with the INDIAN COUNCIL FOR CULTURAL RELATIONS, NEW DELHI so that optimal services can be availed without any disruption.

1.14 It will be the responsibility of the service providing Company to meet transportation, food, medical and any other requirements in respect of the persons deployed by the agency at ICCR.

1.15 For all intents and purposes, the service providing Company shall be the "Employer" within the meaning of different Labour Legislations in respect of personnel so employed and deployed in this Council. The persons deployed by the Company in the Council shall not have claims of any Employer and Employee relationship nor have any principal and agent relationship with or against INDIAN COUNCIL FOR CULTURAL RELATIONS, AZAD BHAWAN, INDRAPRASTHA ESTATE, NEW DELHI-110002.

1.16 The service providing Company shall be solely responsible for the redressing grievances / resolution of disputes relating to persons deployed. This Council shall, in no way, be responsible for settlement of such issues whatsoever.

1.17 This Council shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing Company in the course of their performing the functions/ duties, or for payment towards any compensation.

1.18 The person/s deployed by the agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular/ confirmed employees of this Council during the currency or after expiry of the contract.

1.19 In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing Company shall not be entitled to and will have no claim, for any absorption nor for any relaxation for absorption in the regular/ other capacity.

1.20 The Council will not issue Forms C and/ or D

2.0   FRAUD AND CORRUPT PRACTICES

i. The applicant and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the Council may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

ii. Without prejudice to the rights of the Council under Clause i. hereinabove, if an Applicant is found by the Council to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any tender or RFQ (Request for Quotation) issued by the Council during a period of 2 (two) years from the date such Applicant is found by the Council to have directly

or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as the case may be.

iii. For the purposes of this Clause-i, the following terms shall have the meaning hereinafter respectively assigned to them:

a) "Corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Bidding Process or (ii) save and except as permitted, engaging in any manner Whatsoever, whether during the Bidding Process or after the issue of the LOA or after the execution of the Agreement, as the case may be, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical advisor of the Authority in relation to any matter concerning the Project;

b) "Fraudulent practice" means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process.

c) "Coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence to any person's participation or action in the Bidding Process;

d) "Undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and

e) "Restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

3.0 **LEGAL**

i. The Service provider shall be responsible for compliance of all statutory provisions relating to Minimum wages, Provident Fund, and Employees State Insurance etc. in respect of the person/s deployed by it in this Council.

ii. The Service provider shall also be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to Indian Council for Cultural Relations concerned tax collection authorities from time to time as per extant rules and regulations on the matter.

iii. The Service provider shall maintain all statutory registers under the applicable laws. The agency shall produce the same, on demand, to the concerned authority of this Council or any other authority under law.

iv. The Tax Deduction at Source (TDS) shall be deducted as per the provisions of Income Tax law, as amended from time to time and a certificate to this effect shall be provided to the Company by this Council.

v. In case, the tendering Company fails to comply with any statutory! taxation liability under appropriate law and as a result thereof the Council is put to any loss, obligation, monetary or otherwise, the Council will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the Company, to the extent of the loss or obligation in monetary terms.

4.0 **FINANCIAL TERMS**

i. **Earnest Money Deposit (EMD):**The interested Companies are required to submit Tender Document along with Earnest Money Deposit (EMD) of Rs. 2,00,000 (Rupees Two lakh only) in favour of Director General, Indian Council for Cultural Relations, New Delhi before 1700 hours of the closing date of bid submission. If EMD is not received the tender shall be rejected summarily.

ii. Those companies which are registered with the Central Purchase Organization, National Small Industries Corporation (NSIC) or the Council of Micro Small &Medium Scale Enterprises (MSME) shall be exempt from the requirements of Earnest Money Deposit. The bidding companies in this case are required to provide certified copy of their registration with any of these organizations to claim exemption of EMD.

iii. The refundable Earnest Money Deposit (EMD) amount of Rs. 2,00,000 (Rupees Two Lakh only) shall be deposited ONLINE before the end date of the submission of the Technical Bid, in favour of DIRECTOR GENERAL, INDIAN COUNCIL FOR CULTURAL RELATIONS, NEW DELHI , failing which the bid shall be summarily rejected.

iv. The EMD in respect of the Company which does not qualify the Technical Bid (First Stage) or Financial Bid (Second competitive stage) shall be returned within 15 days of declaration of successful bidder. The EMD's shall not carry interest. Further, if the selected bidder fails to initiate the project work within 15 days from date of placing the order, the EMD shall stand forfeited without giving any further notice.

v. The bidder shall quote for "Development of e-learning Portal Course Content in Audio Video (AV) /Multimedia format for "Universalization of Traditional Indian Knowledge System-UTIKS"" as per the Scope of Work in Section III of the RFP. No separate payments shall be entertained for payments to any manpower engaged in providing services to ICCR.

vi. The successful bidder will have to deposit a Performance Security i.e. 10% of the contract value at the time of placing the work order within 7 days of the receipt of the work order. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of DIRECTOR GENERAL, INDIAN COUNCIL FOR CULTURAL RELATIONS, NEW DELHI or Fixed Deposit Receipt (FOR) from a Commercial Bank made in the name of Director General, Indian Council for Cultural Relations, New Delhi. The performance security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier.The Performance Security Deposit will not be liable for any interest payment by ICCR.

vii. In case of breach of any terms and conditions stipulated in the contract, the Performance Security Deposit of the Company will be liable to be forfeited by this Council besides annulment of the contract and initiation of legal action as deemed fit by this Council.

viii. Settlement of disputes will be as per ICADR Arbitration Rules, 1996 through a sole arbitrator to be appointed by ICADR. The venue of arbitration proceedings shall be INDIAN COUNCIL FOR CULTURAL RELATIONS, AZAD BHAVAN, INDRAPRASTHA ESTATE, NEW DELHI-110002.

ix. The Indian Council for Cultural Relations reserves the right to withdraw/ relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties. *The Tender document may be amended as per the suggestions/queries made by the prospective bidders once pre-bid meeting has taken place.*

5.0   Submission of Proposals

5.1   Online Submission

i. Bidders should submit their responses as per the procedure specified in the tender wizard portal (www.tenderwizard.com/ICCREPROC) being used for this purpose and shall submit their bid with;
   a. Tender fee of Rs. 2500/-
   b. EMD (Please furnish details in Annexure F)
   c. Pre-qualification response
   d. Technical Proposal
   e. Financial proposal

      f.   Additional certifications/documents e.g. Power of Attorney, CA certificates on turnover, etc. (Please furnish details in all Annexure's H & I, along with Forms 1-3 attached below in the RFP)

ii. All the pages of the Proposal document must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bidder's Proposal.

iii. All entries in the tender form should be legible and filled clearly. If the space for furnishing of information is insufficient, a separate sheet may be attached in the Technical Bid only. No overwriting or cutting is permitted in the Bid submission, it's Annexure's and forms Form. In such cases, the tender shall be summarily rejected.

iv. The bidder shall submit the Technical & Financial bids as per the format enclosed at Annexure – B, C, E. Bids not as per above format will be summarily rejected. Bidder should prepare and submit Technical & Financial Bids as per specified format attached as Annexure's/Forms and duly signed Scope of Work Section III for compliance if Technical requirements

5.2   Language

The tender should be filled by the Bidder in English only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the tender, the English translation shall govern.

5.3   Compliant Tenders / Completeness of Response

i. Bidders are advised to study all instructions, forms, requirements, appendices and other information in the RFP documents carefully. Submission of the bid / proposal shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.

ii. Failure to comply with the requirements of this paragraph may render the Proposal noncompliant and the Proposal may be rejected. Bidders must:

    a.   Comply with all requirements as set out within this RFP.

    b.   Submit the forms as specified in this RFP and respond to each element in the order as set out in this RFP

    c.   Include all supporting documentations specified in this RFP

6.0   Code of integrity

No official of a procuring entity or a bidder shall act in contravention of the codes which includes;

i. prohibition of

    a.   Making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.

    b.   Any omission, or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.

    c.   Any collusion, bid rigging or anticompetitive behaviour that may impair the transparency, fairness and the progress of the procurement process.

    d.   Improper use of information provided by the procuring entity to the bidder with intent to gain unfair advantage in the procurement process or for personal gain.

    e.   Any financial or business transactions between the bidder and any official of the procuring entity related to tender or execution process of contract; which can affect the decision of the procuring entity directly or indirectly.

    f.   Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.

g. Obstruction of any investigation or auditing of a procurement process.

h. Making false declaration or providing false information for participation in a tender process or to secure a contract.

ii. Disclosure of conflict of interest:

a. The bidder shall disclose to ICCR in writing, all actual and potential conflicts of interest that exist arise or may arise (either for the Vendor the Bidder's team) in the course of performing the Service(s) as soon as possible after it becomes aware of that conflict.

b. Disclosure by the bidder of any previous transgressions made in respect of the provisions of sub-clause (a) with any entity in any country during the last three years or of being debarred by any other procuring entity.

In case of any reported violations, the procuring entity, after giving a reasonable opportunity of being heard, comes to the conclusion that a bidder or prospective bidder, as the case may be, has contravened the code of integrity, may take appropriate measures.

7.0 Authentication of Bids

A Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal. A copy of the same should be submitted along with the bid document under the relevant section/folder.

8.0 Failure to agree with the Terms and Conditions of the RFP

Failure of the successful Bidder to agree with the Draft Legal Agreement and Terms & Conditions of the RFP shall constitute sufficient grounds for the annulment of the award, in which event ICCR may award the contract to the next best value Bidder or call for new proposals from the interested Bidders.

In such a case, the ICCR shall invoke the PBG of the most responsive Bidder.

9.0 Right to Accept Any Proposal and To Reject Any or All Proposal(s)

ICCR reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for ICCR action.

ICCR may terminate the RFP process at any time and without assigning any reason. ICCR makes no commitments, express or implied, that this process will result in a business transaction with anyone.

This RFP does not constitute an offer by ICCR. The Bidder's participation in this process may result ICCR selecting the Bidder to engage towards execution of the contract.

10.0 Dispute Resolution Mechanism

The Bidder and the ICCR shall endeavor their best to amicably settle all disputes arising out of or in connection with the Contract in the following manner:

i. The Party raising a dispute shall address to the other Party a notice requesting an amicable settlement of the dispute within seven (7) days of receipt of the notice.

ii. The matter will be referred for negotiation between <Officer In-charge>officer appointed by Director General of ICCR and the Authorized Official of the Bidder. The matter shall then be resolved between them and the agreed course of action documented within a further period of 15 days.

iii. In case any dispute between the Parties, does not settle by negotiation in the manner as mentioned above, the same may be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration within 20 days of the failure of negotiations. Arbitration shall be held in Delhi and conducted in accordance with the provisions of

Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. Each Party to the dispute shall appoint one arbitrator each and the two arbitrators shall jointly appoint the third or the presiding arbitrator.

iv. The "Arbitration Notice" should accurately set out the disputes between the parties, the intention of the aggrieved party to refer such disputes to arbitration as provided herein, the name of the person it seeks to appoint as an arbitrator with a request to the other party to appoint its arbitrator within 45 days from receipt of the notice. All notices by one party to the other in connection with the arbitration shall be in writing and be made as provided in this tender document.

v. The arbitrators shall hold their sittings at Delhi. The arbitration proceedings shall be conducted in English language. Subject to the above, the courts of law at New Delhi alone shall have the jurisdiction in respect of all matters connected with the Contract/Agreement even though other Courts in India may also have similar jurisdictions. The arbitration award shall be final, conclusive and binding upon the Parties and judgment may be entered thereon, upon the application of either party to a court of competent jurisdiction. Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides. The Bidder shall not be entitled to suspend the Service/s or the completion of the job, pending resolution of any dispute between the Parties and shall continue to render the Service/s in accordance with the provisions of the Contract/Agreement notwithstanding the existence of any dispute between the Parties or the subsistence of any arbitration or other proceedings.

11.0   CONFIDENTIALITY

i. The bidder shall maintain the highest level of secrecy, confidentiality and privacy with regard there to Development of UTIKS e-Learning Portal for ICCR. Information which the agency got to know or come across during execution of the work shall not be shared with any outside agency/ person/ entity at any point of time.
ii. The ICCR shall retain all rights to prevent, stop and if required take the necessary punitive action against the bidder for any forbidden is closure.

12.0   Notices

Notice or other communications given or required to be given under the contract shall be in writing and shall be e-mailed followed by hand-delivery with acknowledgement thereof, or transmitted by pre-paid registered post or courier. Any notice or other communication shall be deemed to have been validly given on date of delivery if hand delivered & if sent by registered post than on expiry of seven days from the date of posting.

13.0   Bid Evaluation Criteria

13.1   Tender Evaluation

i. Initial Bid scrutiny will be held and incomplete details as given below will be treated as nonresponsive.

If Proposals;
   a. Are not submitted in as specified in the RFP document
   b. Received without the Letter of Authorization (Power of Attorney)
   c. Are found with suppression of details
   d. With incomplete information, subjective, conditional offers and partial offers submitted
   e. Submitted without the documents requested in the checklist
   f. Have non-compliance of any of the clauses stipulated in the RFP
   g. With lesser validity period

ii. All responsive Bids will be considered for further processing as below.

13.2   Evaluation Methodology

i. ICCR will constitute a Purchase Committee to evaluate the responses of the Bidders.

ii. The evaluation committee constituted by the ICCR shall evaluate the responses to the RFP and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.

iii. The decision of the evaluation committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.

iv. The evaluation committee reserves the right to reject any or all proposals on the basis of any deviations.

v. Each of the responses shall be evaluated as per the criterions and requirements specified in this RFP.

13.3   EVALUATION PROCESS

i.   The evaluation committee will be constituted by the Council to evaluate the Technical Proposals on the basis of their responsiveness to the RFP

ii.   Financial Proposals will remain unopened for those Agencies who fail to technically qualify.

iii.   ICCR will prepare a list of responsive Bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a Committee according to the Evaluation process define in this RFP document. The decision of the Committee will be final in this regard.

13.4   Evaluation of Technical and Financial Proposal:

Only the agencies who fulfill the **Minimum Eligibility Criteria** and upload the documents as mentioned in Annexure B and C shall be eligible for technical evaluation. Such agencies shall be required to present a Technical Presentation showcasing their skills and details as laid down below.

i.   ICCR will prepare a list of responsive Bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a Committee according to the Evaluation process define in this RFP document. The decision of the Committee will be final in this regard.

ii.   The Financial Bids of the technically qualified Bidders will be opened on a prescribed date in the presence of Bidder representatives

iii.   The Bidder with qualifying maximum scores marks on QCBS basis will be awarded the contract for the Scope of Work specified in the RFP.

iv.   In the event of receiving same financial bids of two or more companies, the bidder having higher technical score would be L1 and can be considered for award of contract, subject to fulfillment of all other terms and conditions. In case of a tie both in the financial & technical scores, fresh tendering will have to be initiated.

v.   Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.

vi.   Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".

13.5   Evaluation Criteria

The technical evaluation of the bidders shall be made on following points:

i. The successful Bidder's/Agency/Service Provider have to score technically minimum 70 marks to qualify for further QCBS evaluation as per below QCBS methodology. The price proposal will be opened of only those vendors who qualify technically (Minimum

Qualifying Marks: 70).

ii. The evaluation will be based on Quality Cum Cost Based Selection where Technical & Commercial Proposal will be evaluated by giving 80 % Weightage to the Technical Evaluation and 20 % to commercial evaluation.

iii. **Evaluation methodology is given below:**

a. **Composite Technical Score T(s)**:

(Vendor's Technical Score as per evaluation criteria) /100 X 100

b. **Composite Financial Score F(s):**

(Lowest commercial cost among bidders / Commercial cost quoted by bidder) X 100

c. **Total Score=** 0.80 X **T(s)** + 0.20 X **F (s)**

13.6 The Bidder's/Agency/Service Provider with overall highest "Total Score" will be considered for award of the contract for the Scope of Work in this RFP.

13.7 Evaluation Matrix

S. No.	Criteria	Marking Pattern	Max Marks
1	Experience of having successfully completed (including substantial completion with minimum 80% of the work already completed) project works during last 10 financial years. Completed works would mean development of content in projects ranging from e-learning/ Interpretation Centers/ Museums/ Learning tools etc. involving production of Digital Multimedia AV content on subjects ranging from Art, History, Heritage, Culture etc. Experience will be considered as on the date of issue of the Tender.	If total cost of eligible projects executed by the firm • INR between 4 cr to 6 cr = 5 marks • INR between 6cr to 10 cr = 10 marks • > INR more than 10 cr = 15 marks Cr=Crore	15
2	'Average Annual Turnover' The Bidder should have achieved Minimum Average Annual Turnover of Rs. 10.00 Crores in the past 3 years (2018-19 OR 2017-18, 2018-19 and 2019-20).	If $3 \geq X < 4$, marks = 5 If $4 \geq X < 8$, marks = 10 If $8 \geq X$, marks = 15 (X= Average Annual Turnover in Crores.)	15
3	Concept Presentation including the following in Power Point Presentation:	To be judged by Technical Advisory Committee as decided by ICCR Include a Colored printed copy of the same in technical bid along with a soft copy in Pen Drive/DVD. Bidder may be called for Presentation by ICCR	
	i. Conceptual Plan covering detailing of learning lesson course structure, content breakup etc		10
	ii. Domain experts on board/ planned to be engaged		20
	iii. Content Creation – Informative, Subject Orientation, with demonstration of a Prototype/ Pilot course (one short course on		20

		"Rangoli" and one long course on "Bihu". The course content/ creation will be assessed by the committee for quality of work. The content should include content such as video, presentation slide, pdf download, reference links and voice over with Anchor/Instructor on Screen, etc.	
4	iv.	Qualified Manpower & Resources	10
5	v.	Past Experience: Capability, Knowledge, Strength, Deliverables & Understanding of the ICCR requirement	10

14.0   Payment Terms and Procedure

14.1   Payments

The successful bidder will have to deposit a Performance Security i.e. 10% of the contract value at the time of placing the work order within 7 working days of the receipt of the formal order.

14.2   Financial cost of the Bid Proposal:

Bidder to submit Financial Bid Details in Annexure-E

i. Below are the proposed details for milestones with expected timeline and payment terms for the project:
ii. Bidder to Cleary Specify Cost as below. The total which will be considered for Financial Evaluation

14.3   Milestone, Timeline & Payment Terms

i.The payments shall be paid by this office of ICCR. However, Payment of the Bills would be payable, on receipt of advice/confirmation for satisfactory completion certificate /report from the concerned ICCR officer (respective Expert Committee on the subject) for the solution offered and implemented.

ii.No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained at any stage.

Sl. No.	On Achieving of Milestone No*	Percentage of total Payment admissible
1	On submission of concept note, a detailed story board in a flow-chart sequence, Session/module stylization, Course domain experts, Signing the domain expert on board. This is to be vetted by the steering committee.	Up to 2.5% of project value against Bank Guarantee submission by the bidder.

2	Submission of exhaustive list of course subjects and detailing out the lesson, session plan in each course with audio clips, graphic video footages, presentation graphics, relevant links, course content in written form, etc. In other words this will be the first rough cut.	Up to 2.5% of project value against Bank Guarantee submission by the bidder.
3	Final product submission after changes in the rough cut is approved	To be released on course-wise basis.

* Please refer to Annexure-A of this Tender Document

Work is carried out in phases. Total payment admissible will be computed on pro-rata basis based on submitted learning sessions.

14.4   Payment Authority

i. The payments shall be paid by this office of ICCR. However, Payment of the Bills would be payable, on receipt of advice/confirmation for satisfactory completion report from the concerned ICCR officer (respective Expert Committee of ICCR) for the solution offered and implemented.

ii. No representation for the enhancement of the prices of the accepted tender or alteration of the terms and conditions will be entertained at any stage.

14.5   Proposal Preparation Costs

i. The Bidder shall be responsible for all costs incurred in connection with participation in the RFP process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by ICCR to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.

ii. ICCR will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

15.0   Notification of Award/ Award Criteria

ICCR will award the Contract to the successful Bidder whose proposal has been determined to be substantially responsive and has been determined as the most responsive bids as per the process outlined above.

Prior to the expiration of the validity period, ICCR will notify the successful Bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, ICCR may like to request the Bidders to extend the validity period of the bid.

The notification of award will constitute the formation of the contract. Upon the successful Bidder's furnishing of Performance Bank Guarantee, ICCR will notify each unsuccessful Bidder and return their EMD within 7 working Days.

16.0   Signing of Contract

16.1 The successful Bidder/Agency/Service Provider would be issued a Letter of Award (LoA), inviting to sign the Agreement on fulfilling conditions precedent. The Preferred Bidder shall return a duplicate copy of Letter of Award (LoA) as issued by ICCR, duly signed by Authorized Signatory within 5 (five) days from the date of issue of LoA for its acceptance.

16.2 Within 15 days from the date of issue of LoA, the successful Bidder/Agency/Service on post submission of Performance Guarantee shall enter into a contract by signing an Agreement with ICCR incorporating all clauses, pre-bid clarifications and the proposal of the Bidder. The Legal Agreement would contain all the terms and conditions mentioned in this RFP document and is provided as a separately as a template.

16.3 ICCR shall have the right to annul the award in case there is a delay of more than 30 days in signing of contract, for reasons attributable to the successful Bidder.In this case, the contract would be awarded to the next responsive Bidder.

17.0 **Terms and Conditions Applicable Post Award of Contract**

17.1 **Termination Clause**

The INDIAN COUNCIL FOR CULTURAL RELATIONS, NEW DELHI reserves the right to terminate the contract during initial period also after giving one months' notice to the contracting Company.

17.2 **Right to Terminate the Process**

ICCR reserves the right to cancel the contract placed on the selected Bidder and recover expenditure incurred by ICCR under the following circumstances:-
  i. The selected Bidder commits a breach of any of the terms and conditions of the bid.
  ii. The Bidder goes into liquidation, voluntarily or otherwise.
  iii. An attachment is levied or continues to be levied for a period of seven days upon effects of the bid.
  iv. If the selected Bidder fails to complete the assignment as per the time lines prescribed in the RFP and the extension if any allowed, it will be a breach of contract. ICCR reserves its right to cancel the order in the event of delay and forfeit the bid security as liquidated damages for the delay.
  v. If deductions on account of penalties & liquidated damages exceeds more than 10% of the total contract price.
  vi. In case the selected Bidder fails to deliver the quantity as stipulated in the delivery schedule, ICCR reserves the right to procure the same or similar product from alternate sources at the risk, cost and responsibility of the selected Bidder.
  vii. After award of the contract, if the selected Bidder does not perform satisfactorily or delays execution of the contract, ICCR reserves the right to get the balance contract executed by another party of its choice by giving one month's notice for the same. In this event, the selected Bidder is bound to make good the additional expenditure, which ICCR may have to incur in executing the balance contract. This clause is applicable, if for any reason, the contract is cancelled.
  viii. ICCR reserves the right to recover any dues payable by the selected Bidder from any amount outstanding to the credit of the selected Bidder, including the pending bills and/or invoking the bank guarantee under this contract.
  ix. The contractor shall not assign or sublet the contract or any part or it without written permission from ICCR. In case of noncompliance of this Para, the contract may be cancelled and the damages, if any, may be recovered from the contractor.
  x. The contractor acknowledges that he has fully acquainted himself with all conditions and circumstances under which he has to complete the data entry job off ICCR with all the terms, clauses, conditions, specifications and other details in this contract.

17.3 **Consequences of Termination**
  i. In the event of termination of the Contract due to any cause whatsoever, [whether consequent to the stipulated term of the Contract or otherwise], ICCR shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity of the

Service(s) which the Vendor shall be obliged to comply with and take all available steps to minimize loss resulting from that termination/breach, and further allow the next successor Vendor to take over the obligations of the erstwhile Vendor in relation to the execution/continued execution of the scope of the Contract.

ii. Nothing herein shall restrict the right of ICCR to invoke the ICCR Guarantee and other guarantees and pursue such other rights and/or remedies that may be available ICCR under law or otherwise.

iii. The termination hereof shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of the Contract that are expressly or by implication intended to come into or continue in force on or after such termination.

18.0   Liquidated Damages

i.   Notwithstanding ICCR's right to cancel the order, liquidated damages for late delivery at 1% (One percent) of the undelivered portion of order value per week will be charged for every week's delay in the specified delivery schedule subject to a maximum of 10% of the value of the order value.

ii.   ICCR reserves it's right to recover these amounts by any mode such as adjusting from any payments to be made by ICCR to the Bidder. Liquidated damages will be calculated on per week basis.

19.0. Acceptance Tests

The selected Bidder in presence of the ICCR authorized officials will conduct acceptance test at the site. The test will involve quality check of the data entry. No additional charges shall be payable by the ICCR for making corrections for the errors.

20.0   Penalty

a)   In case bidder withdraws or changes his quotation, EMD will be forfeited. Refusal or inability or delay by the successful bidder to supply all deliverable as per scope of work at the contracted rate or any false statement in the bid may result in termination of the contract and forfeiting of EMD/Performance Guarantee as well as disqualification of the bidder from participating in future tenders.

b)   For any kind of delay in adhering to the time schedule or substandard work, Bidder shall be liable for 10% of the amount of bill which would be recoverable from the payment of the bill.

21.   Period of Contract

The work should be completed within **24 (Twenty four) months** from date of issue of Letter of Acceptance (LOA).

Bid Summary

S No	Key Information	Details
1.	Project Title	Selection of an Agency for Development of e-learning Portal Course Content in Audio Video (AV) /Multimedia format for "Universalization of Traditional Indian Knowledge System-UTIKS" of Indian Council for Cultural Relations New Delhi
2.	Components	Some of the Course details are provided at Annexure D
3.	Bid calling Authority	ICCR, New Delhi
4.	Scope of Services / Mandatory works to be undertaken	The selected Bidder/Agency/Service provider will be required to undertake Conceptualization, designing and development of 50-70 courses having video contents of at least 30 minutes duration and overall course contents including presentation, quizzes, pdf material, etc., of at

		least 2 hours. However this shall vary from course to course. The selected Bidder will be required to undertake the following: - Conceptualize, create, visualize, develop and deliver learning sessions using multimedia consisting of AV lectures, 2d/3d animations, motion graphics, slides, illustrations, Case Studies, links/URLS of existing contents, e-books references, creating glossary and definitions, index, preface, table of contents, standardizing formats across the resource material, audio, Video, Course material, etc. - The lessons should be copyright free and should be ready for embedding into the e-portal - The above stated list is not exhaustive, and bidders are required to conceptualize the project, understand the scope well in time and have their own assessment and estimation regarding the services that need to be provided under the said project. Clause 4.0 of Section I and the detailed Scope of Work covering above stated heads in Section III.		
5.	Development Period – Conceptualization, Designing & Execution (Pre-production; Production & Post production)	The selected Bidder/Agency/Service provider will be required to make the content (50-70 courses) in a maximum period of 24 months from signing of MoA as per following timelines.		
6.	Contract Period	Concept, visualization, lesson plan development, course content expert, Signing the expert on board		
		Pre-production: Research, Data- Gathering, Copy, Content, script (ongoing process)	Within Two Weeks from the order.	
		Production: Course content development shoot (on location/on studio floor)	After two weeks from the order.	
		Post production & Delivery	Ongoing from 30 days onwards	
		2 year starting from the date of signing of Agreement unless terminated earlier. The agreement period is extendable by the Authority at its discretion upon satisfactory performance on mutually agreeable terms & conditions	After Acceptance of order.	
7.	Eligibility Criterion	Refer Section I Clause 8		

8.	and Pre-Qualification Criteria for Technical evaluation	Refer Section I Clause 9
9.	Bid Submissions	Refer Section II Clause 5.0
10.	Financial Bid	Refer Clause 4 of Section II.
11.	Evaluation Criteria	Refer Section II Clause 13
12.	Selection Parameter	
13.	Technical Specifications	As per applicable Bureau of Indian Standards Codes and other Indian & International Standards and practices.
14.	Performance Security	Refer Section II Clause 4. vi.
15.	Bid Validity	Refer Section I Clause 5.5
16.	Signing of Contract	Refer Section II Clause 16.0

Section-III
Scope of Work

1.0   Introduction

ICCR plans to provide access to the best quality learning resources across the globe with soft launch of e-Learning Portal "UTIKS" with 10-12 course by 10th December' 2020. The project UTIKS provides an integrated platform and portal for online courses in Distance Learning Mode using information and communication technology (ICT) with access on PCs/Laptops, Smart phones, I-pads, Mac book, etc. The courses are planned to be developed to provide inner depth on Indian Heritage and Culture with building a knowledge base for every student benefit from learning material.

The Courses capsules are to be developed considering the skill set that these courses will be opened for any age group interested to know about India, its' Art and Culture and History or for those who know little but wants to explore more.

The endeavour is to bring learner on UTIKS portal as One-stop destination with high quality learning experience using multimedia on anytime, anywhere basis, state of the art system that allows easy access, monitoring and certification, Peer group interaction and discussion forums to clarify doubts.

It may be possible some of the course contents require hybrid model of delivery that adds to the quality of classroom teaching/virtual class room sessions.

The project involves development e-content (video and text) and building a robust IT platform. The development of UTIKS portal has already been initiated and is in pipeline for hosting the courses.

2.0   Definitions

In these guidelines, unless the context otherwise requires, the words used are related with their definitions and guidelines in the context of this document/scope of work. The definitions and primarily define the related activities and actions that shall be taken in consideration during development of e-content. These are tabulated in the end of this section for reference and use.

3.0   Course E-Content

3.1   The Principle Contributor/ Subject Matter Expert (PC/SME) will provide a Course Structure and Templates Course Material and Videos, etc. to maintain uniformity and quality, that shall include such as;

   i.   Standard Video Template for sequence of course videos such as Start of Video, with Opening Music, Prayer, if any, Content flow in the Module, and in the Subject/Topic, Ending of a Video and closing Music i.e. video content structure including Text Size and fonts for Slides/PPT Presentation, Colour combination, etc.
   ii. Time Line of Video pictures and slides in synch with speech/voice for Slides, for Demonstration, etc.
   ii. Story Board and Scripts Slides with No. of Lines , Text Fonts and Font Size, Pauses required.
   iii. Text Fonts and Fonts Size, to be used in Course Materials, Indent and paragraph, Space between paragraphs, Bold and Italics, Document Structure.
   iv. Audio/Voice Test quality of the Anchor, Anchor Dress code and Colour, Presentation on White board and Style to be maintained, etc., LIP Synchronization in video and Script readability.

3.2   The content of the course broadly should contain but not limited to;
   i.   Video and Audio content in an organized form, Animation, Simulations, video

        demonstrations, Virtual Labs, etc.

ii. PDF, Text, e-Books, illustrations, PPTs, video demonstrations, documents and Interactive simulations wherever required.

iii. Web Resources: which shall contain: Related Links, references, e-Books Wikipedia Development of Course, Open source Content on Internet, Case Studies, books including e-books, research papers & journals, Anecdotal information, Historical development of the subject, Articles, etc.

iv. Self-Assessment process that shall contain: Problems and Solutions, which could be in the form of Multiple-Choice Questions, Fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions, Quizzes, Assignments and Solutions, Discussion forum topics and setting up the FAQs, Clarifications on general misconceptions.

3.3   Courses: The course contents to cover diverse disciplines such as arts, science, commerce, performing arts, social sciences and humanities subjects, engineering, technology, law, medicine, agriculture etc.

3.4   All courses would be certification-ready.

3.5   The course shall be opened globally for all the age group.

3.6   Language use: Initially to start with the course developed shall be in English, however over a period the course content shall be translated in other foreign languages such as; French, German, Russian, Spanish, Japanese, etc.

3.7   **Course Classification**

      A course should be designed in such a way that it consists of the following:

      The course shall be designed for beginners and for advance levels as per the need of ICCR.

3.8   **Course duration**

      The course should not be less than 2 hours. The course should have at least 30 minutes video and the other content shall include written material, power point presentation, pdfs, etc in ready-to-read format. It should include quizzes; interactive modules, webinars of the online resource material for background reading.

3.9   **Modular Course**

      Since the courses to be designed are more for sharing knowledge and are not on curriculum based, the courses shall be developed as Capsule Course with teaching and learning aids to students to help them understand the subjects better.

      Accordingly, the complete course contents can be split in smaller modules/capsules that can be spread over a week/two-week or as finalized by SMEs and ICCR.

3.10   **Advance Courses**

3.11   **Students Level**

i. Un-educated or children
ii. Skill based courses.

4.0   Development of E-Content/Award of work

4.1   The ICCR Steering committee shall ensure that the PC engages the best of subject experts in the country and who can create the authentic content from all aspects, i.e. free from copy rights, are genuine and not questionable, and shall in-corporate disclosure that shall cover statement such as "the course content are created to the

best of their knowledge, and are open to any modification which requires change informed by any person who submit his request with supporting documents so that the same can be further verified and subsequently update as agreed by the steering the committee of ICCR".

4.2   Each course on a subject shall be awarded to a reputed professional/Subject Matter Expert (SME) in such a way that there shall be no duplication of work.

4.3   The SME chosen to create a course content may be referred as **Principal Coordinator** (PC), who shall follow the model curriculum prescribed by the ICCR. However, the curricula should be updated to cover all recent developments in the field.

4.4   The course being developed should meet MOOC (Massive Open Online Course) guidelines (brought herein the document), such that there is complete coverage of all the courses maintaining uniformity among the format of the courses (Refer https://www.aicte-india.org/downloads/MHRD moocs guidelines updated.pdf)

4.5   **Assessment and Certification**

4.5.1   The decision to use different types of assessments should be based on the stated learning objectives and shall be taken by the PC/SME offering the course. Ideally, courses will offer both formative assessments to promote deeper learning, critical thinking and reflection, in combination with summative assessments designed to gauge student achievement and/or performance.

4.5.2   The assessment strategy should align with learning outcomes shall be clearly spelt out. It should include relevant assessments (exercises, in-lecture quizzes, post assessment quizzes, etc.) along with their respective weightage.

4.5.3   **Assessment Options**

Some Homework and Assessment Options are;

   i.   Multiple choice test if applicable (quiz tool)
   ii.   Homework assignment (quiz or online submission)
   iii.   Write a commentary, review, comparison, analysis, and observation within their community, reflection or other for homework.
   iv.   Response to a text, video or other media object for homework.
   v.   Prepare a presentation on X subject and upload (text, photo, video, PPT).

4.6   **Certification**

4.6.1   Learners can get a certificate of participation after they have attended the classes and submitted the assignments/quizzes. The assessment exams may be conducted open as per the framework specified by ICCR. The certificate may be obtained by the student on completing the course successfully. The online assignments/quizzes may carry weightage in awarding.

4.6.2   The courses may be offered free through open access mode but may be charged for the services as decided by ICCR.

4.6.3   Certification and Credit Sharing**:**

On successful completion of each course, ICCR would issue a certificate, along that may be helpful in undergoing other/advance level of courses.

5.0   **PROCESS LEADING TO DEVELOPMENT OF e-CONTENT**

5.1   The PC shall ensure that the best teacher/experts in the Country are selected to work for specified subject.
5.2   Each PC/SME shall identify his/ her team of teachers with proven abilities and allocate modules to them in consultation with ICCR.

5.3 The selected teachers/experts, if necessary, are trained in a Workshop organized by the PC/SME or as advised by ICCR on the modalities and the quality standards for creating e-Contents and recording, which broadly include:
 i. Defining the Course design, pre-requisites and expected outcomes
 ii. Splitting the course into hours, weeks and short modules
 iii. Preparing quizzes for each lecture for self-testing
 iv. Daily/Weekly assessments and assignments
 v. Discussion forums to answer questions online.
 vi. Course delivery in line of MOOC guidelines.

5.4 The team to prepare the content, based on the model curriculum prescribed by the ICCR updated with the recent developments in the field. In case of a new course, the team of experts will arrive at a suitable coverage plan in respective courses. This may include repurposing the e-Content created elsewhere or the raw material gathered from other sources.

5.5 The PC/SME or the Service Provider shall organize to set up on his/her own Audio/Video Studios with accessories and components, anchor, script writer, story-board creator for voice over and editing of the Audio/Video content created and recorded, etc. for the team/s to create and prepare e-Content.

5.6

The sources of content could be in one of the three forms
(a) Completely developed by the agency.
(b) Capsule of courses in AV/Multimedia format to be provided by reliable sources and the agency has to develop the course into a uniform format for uploading e-learning portal.
(c) Inputs to Course Capsules shall also be provisioned through cloud sharing from persons having domain knowledge in respective course that shall require an update in the Course content developed by the agency, keeping the format uniform for e-learning portal.

5.7 Duration of Preparation/completion of e-Content of courses shall be within 2 weeks per course for the courses identified by ICCR.

The ICCR should put in place a system for pre-viewing the e- content created by experts and stakeholders.

6.0 **Responsibilities of Principal Contributor/Subject Matter Expert (SME)**

6.1 **Background:** PC, SME, Team Members Please Submit Details in Annexure-G

 i. Ability to host virtual meetings and conduct virtual trainings

 ii. Ability to independently travel within the state for meetings, consultation, and professional development when needed

 iii. Innovative thinker, strong initiative, driven to complete projects, and ability to leverage resources while maintaining focus on the global organizational mission

 iv. Self-directed professional, with strong analytical, organizational, and problem solving skills
 v. Communicates professionally and effectively, in writing and orally, with internal teams and external partners and/or customers
 vi. Team player who values the success of the overall group
 vii. Will consider collaborative efforts between individuals and/or agencies to meet all SME qualifications.

 viii. The SME would fulfill both aspects of the scope of work listed below.

 ix. SME Scope of Work Principal Contributor (Agencies)

x. Meet with key organizational staff, including executive leadership team, individuals with committee members, if applicable, and other stakeholders of a selected provider agency(ies)/institutes organizations, etc. that has shown interest for providing transformation in technical assistance

xi. Work with provider agency to conduct an analysis and assessment of their current organizational structure.

xii. Develop a comprehensive transformation plan and include individualized financial and programmatic transformation strategies designed to better include competitive and integrated Plan to include timelines and

xiii. benchmarks for action steps.

6.2 PC/SMEs shall have following responsibilities while developing the e-Content:

i. SME should provide PPTs of at least 25-35 slides before the recording. Provide relevant images, storyboard, animations, graphics etc., before recording.

ii. Text files in a Course shall be sufficient to bring in all material required by an average student and shall be around 3000 words for one hour content.

iii. Instructional designer may also be involved for incorporating multimedia inputs.

iv. It is not necessary that the teacher in camera be shown thought, however, the teacher in camera may appear up to 25% of the time, rest of the time, the timeline may carry teacher's voice on which graphics, and animation, text etc may be inserted.

v. Faculty/Anchor presenting the video should come prepared for recording and speaks slowly on recording; speak extempore like deliveries in a classroom; use of Teleprompter may be avoided; the SME should review the modules before and after recordings.

7.0   Multimedia Lab/Studio Setup

7.1   The following activities are to be carried out by Audio/Video editors engaged by agency in the multimedia labs /studios labs created by the SME or by the Service Provider:

i. Transform the presentation slides to standard template provided by ICCR or designed in consultation with ICCR, and shall use standardized fonts, Colours, text etc.

ii. Provide Instructional designing; add general images from stock, graphics, animations etc., (as per the need)

iii. Should record with high quality (1920X1080) video and excellent quality noise free audio. All the Video's must have 16:9 Aspect Ratio (widescreen).

iv. Video quality and Audio levels (in 0 db) should be constantly monitored while recording.

v. Submission of content in raw as well as compressed file in hard disk is to be provided.

7.2 Re-purposing of the e-Content

i. Already available content may require to be repurposed in line with ICCR needs and MOOCs format. (Refer https://www.aicte-india.org/downloads/MHRD   moocs guidelines updated.pdf)

ii. The repurposing may consists of the following:
   a. Creating Template and organizing the contents as per the Standards set for a Module of Course by the steering committee, and sufficient numbers of auto-graded quizzes, assignment, case studies, field exercises to the e-content already

developed.

b. Indicate the purpose of the course (each paper to be considered as a course) and the target audience.

c. Indicate the objectives for offering the course along with the pre-requisites for determining eligibility to enroll.

d. Sequencing the modules prepared for a specific paper (course) so that the course flows in a proper order.

e. Adding a five-minute video by the PC/SME or Course Coordinator to give the course overview, while summarizing the course contents, objectives, pre-requisites and learning outcomes.

f. Specify broad learning outcomes of the course(paper).

g. Indicate assessment and evaluation procedure.

h. <u>The courses developed shall require translation of content into regional/other foreign languages</u>: Efforts shall be made to transcribe videos to enable translation of all text and then dub the voice; in as many Indian languages foreign languages <u>like Hindi, Spanish, French, Arabic, Japanese, Russian, German, etc</u> as desired by ICCR.

The agency may take services of Bharatvani, CIIL & other institutions for translation in regional languages.

8.0 Intellectual Property Rights, Copy Rights of e-Contents

i. The PC/SM/Course team will have to obtain copyright clearance for any readings, images, and video clips used as core and supplementary reading in case of licensed material if used. Until clearance has been obtained, direct references to specific materials should be avoided in video content or other course material.

ii. All contents (text, audio, video, animation, quiz etc.) developed if uses any already created Images/Contents that are protected under copy right /proprietary in nature prior permission shall be obtained by the PC/SME/Course Team or the Service Provider engaged in development of Course Content.

iii. The terms of service should be clearly laid out so as to address the following key points by the PC/SME:

iv. Any disclaimers should be clearly spelt out.

v. User /student/ institutions should be informed about the usage rights of the course content available on UTIKS Portal.

9.0 Technical Specifications and Requirements for e-Content Development

9.1 ICCR is already in a process of awarding a contract for development of UTIKS Web Portal through which the Course will be launched. The UTIKS Portal will have following features for information and consideration by PC/SME. However, this may be further explained through a meeting with PC/SME and UTIKS Web Portal agency once the Agency.

9.2 <u>The production process of content / e-Content development should meet highest industry standards, both in technical and knowledge terms.</u>

9.3 The course contents like Assignments, Glossary, downloadable PDFs, and DOCs etc. would be saved in database directly in binary formats of UTIKS Web Portal. This will add content utility transforming it from static to dynamic for future storage and access purposes. This will facilitate revisions dynamically via database to allow regular updation and help in using the advanced text search engine facilities present in all enterprise level databases.

9.4 Content should be developed in an open platform, however this shall align in consultation with ICCR and the e-learning the UTIKS Portal being developed.

9.5 Monitor the progress of transfer of credits and resolve issues if any, and resolve issues if any.

9.6 **Pre-production activities** (2 weeks / Online Course)

    i. Each PC/SME shall constitute an <u>academic team</u> of educationists, subject masters with proven abilities for preparation of the Learning content/material (along with the pedagogy and the activity-based interventions for improving the delivery of the content).

    ii. The PC shall, <u>within 1 weeks</u> from the date of appointment, prepare a **Proposal** consisting of the following and submit the same to the ICCR for approval:

    iii. Introductory module: Defining the Course design, qualifications for taking the course, introductory video, assessment system, credits to be awarded, starting date/ending date, and expected outcomes.

    iv. Scheduling of course: lectures / reading material / assignments / quizzes/ test into weeks and short modules.

    v. Instructional videos to be prepared – along with the transcript, multi- media techniques to be used, and the name of the teacher-on-the- camera.

    vi. Details of reading material such as lecture notes / additional readings to be provided.

    vii. Self-assessment modules: The total number of quizzes and assignments to be provided for the course.

    viii. Assessment system: Weekly /biweekly assessments and assignments that would be required to be taken by the students.

    ix. Reading material: Notes/extra readings.

    x. Self-assessment modules: Quizzes and tests.

    xi. Assessment system: Weekly assessments and assignments.

    xii. Discussion forum: List of Teaching Assistants for handling the discussion forum and answering queries raised by registered Students.

    xiii. The PC shall ensure that the Online Course, (where **Certificate** on the Course are to be offered) the same are as per the advise of steering committee, ICCR.

9.7   **Identification of the studio**: In order to have uniformity in Technical quality of contents developed it is recommended to have uniform set of equipment being used by CCs.

    The studio hired by CC shall have all equipment as listed herein below. In case a studio of these specifications is available with the PC/SME, the same shall be used. Otherwise, a studio with these facilities can be hired for the purpose of making these Programmes, however all charges are to be borne by the PC/SME.

9.8   **The PC/SME should have a Production team**: There team should consist of experienced professional, knowledge experts on the respective subject in preparing Programmes. The team should consisting of a Director/Producer, Instructional Designer, Production Assistant, Camera persons, multi-media technicians and Editors, who can be paid by the PC/SMEs**.**

9.9   **Duration of content**: The course content shall be split from 15-20 minutes duration for each module for atleast 2 hour course. Credits will be decided based in consultation with SME and ICCR .Content is required to be submitted in a hard disk, the (i) 'Video Edit files' (ii) further compressed files

9.10   **Presentation techniques:**

    i. The production of programme may be done in a manner that a substantial part at least 75% of the total duration of each production should use innovative learning techniques viz. case-studies, scenarios, animation, analogies, individual or group activities, concept-mapping, in-text learning quizzes, interactive exercises within learning modules, discussion forum, multi-media techniques, innovative graphics, live experiments, demonstrations, role-plays, field documentaries etc.

    ii. It shall be the responsibility of the PC/SME to ensure that none of the graphics,

animations, images, sound clips, video clips used are plagiarized or cited without formal permissions from ICCR/Steering Committee.

iii. Whereas direct lecture focused on the teacher can be used, it may be kept for less than 15% of the total duration of video. Even in this case, the teacher should speak extempore and should not read from written material or even a Teleprompter. It should be ensured that the teacher before the camera is presentable as per television practices.

iv. **Transcription of Video** shall be prepared along with the programme, which may be needed for translation of the transcript and for sub-titling in other languages.

9.11   Post production activities

i. There shall be a post-production team consisting of the Video Editor, Sound Editor and Music team, equipped with video editing software working in Non-Linear Editing System (NLE) along with suitable equipment listed. They shall be responsible for:

   a. Video editing the programme using HD parameters.
   b. Writing, (re)recording, and editing the soundtrack if needed.
   c. Adding visual special effects, multimedia effects and computer-generated imagery(CGI)
   d. Sound re-recording or mixing with professional audio equipment.
   e. Review of the Course content and approvals (4 weeks/Online Course)
   f. On completion of the programmes, the CC shall intimate the NC about the readiness for review of the Course.
   g. Immediately thereupon, the NC shall get the course Previewed/reviewed from academic and technical experts and thereafter convene the SMEGs meeting for viewing the course in detail along with the video and reading resources.

ii. The SMEs, after viewing the course shall verifying the following and based on these recommendations, the course contents will be submitted to **steering committee** before for approval before the same is uploaded on UTIKS Portal, with quality check for, final typographical errors and grammar checks.
iii. Brand language/message (i.e. in keeping with Online Course guidelines)
iv. Formatting of text and images.
v. Ensuring the presence of basic Online Course elements like video/e-Content, discussion forums, Interactive elements, assignments, assessment methodology etc.
vi. Video quality checks.
vii. ICCR in consultation with steering committee and PC/SME/CC, will also recommend the 'Start date' and the 'End date' for the course.
viii. Based on these recommendations, the courses will be placed for review by Steering Committee before on-boarding on UTIKS Portal.

10.0   Proposal Submission

Non-submission of the proposal in the above manner within the given period shall automatically result in cancellation of the order entrusting the work.

On receipt of the Proposal ICCR shall place the same before the **steering committee** for its consideration.

The **steering committee** shall convey its approval, amendment or rejection within Three weeks.

In case the **steering committee** makes suggestions for improvement/changes, the PC shall make the changes and present the same within 2 weeks further. The steering **committee** may thereupon, make the final recommendation to the SME.

11.0   Equipment Setup & Specifications, for use in development of Online Course (Indicative Only).

        i.   **The successful bidder/agency/service provide shall ensure that the following infrastructure exits in their Multi Media setup, or has to be setup before taking the assignment of ICCR,**

        ii.   **Note:** Make/Models/trade names appearing in below are indicative only, equipment with similar or better features & Specification are acceptable.

11.1   <u>Camera(s):</u>

Three 1/3" type; Full HD CMOS sensors; PAL color; 1920x1080/50i; Gross PC/SMExels ≥ 2.2 Million; camera to have a resolution of ≥ 850 TVL; Sensitivity: ≥ F10; S/N 54 db; Motorized Zoom Lens>20X (28 mm to 560mm) with optical image stabilization; Proxy Video; Aspect Ratio 16:9; Audio: AAC 2ch, 16bit, 48kHz; Multi-Camera Synchronizing with Genlock IN and TC IN/OUT; HD Recording ≥ 50 Mbps, should also support Intra / LONG GOP recording. Two or more Memory Card/Media Slots, Hot Swap for Continuous Recoding, with content security features. To support AVC H.264/MPEG4, MOV Files / Quick Time; Video out: SDI &HDMI.

Camera to have a suitable **Tripod,** with minimum payload (> the weight of Camera setup). Tripod should have floor spreader.

11.2   **Editing processes & Standards**

      i.   Video recording format: Full HD 1920x1080 Pixels.
      ii.   Videos aspect ratio: 16:9 (widescreen).
      iii.   Module Delivery: 1920p following MPEG-4 AVC Compression.
      iv.   Audio Channel 1 to have Mixed Audio Track.
      v.   Font size: Heading: 24-30; Sub-heading: 22-26; Body: 20-24;
      vi.   Full screen Video Frame.
      vii.   All graphs and diagrams must have clear font.
      viii. The expert/teacher should speak extempore as delivery made in case of class- room set-up and avoid reading from written material or a Teleprompter.
      ix.   Video frame to maintain 6-8% headroom;
      x.   Video quality and Audio levels should be constantly monitored while recording.
      xi.   PC/SME should provide two video files, one in raw format and other in compressed format.
      xii.   Voice modulation be taken care of and the voice should remain same throughout the video as in a classroom situation. Two voices in the same video for lecture and slides may be avoided. However, video clips or audio clips from eminent experts can be used.

11.3   **Non-linear editing Specifications:**

11.3.1   **Editing Software:** Adobe Creative Cloud for Teams

      i.   Hardware: Windows 10 Professional 64bitOS/1TB 7200 RPM SATA 1st Hard Drive/500GB 7200 RPM SATA 2nd Hard Drive/USB Keyboard/USB Optical Mouse/Super Multi DVDRW SATA1st/NVIDIA Quadro GPU (K4000 or better)/Dual Xenon Processor Air Cooling Kit (E5-2620 v2 2.10Ghz 15MB 1600 6C 1st CPU)/32GB DDR3-1866 (8x4GB) 2CPU Un-buffered RAM/21" Monitor (1920 X1080).

11.3.2   **Video Capture Card** compatible to the NLE software similar to Black Magic Design/ HD Extreme / AJA / MATROX /DVS.

Native editing for DV, DVCAM, DVCPRO, DVCPRO 50, DVCPRO HD, AVC-INTRA, Long GOP, XAVC, FireWire device control, Still images: PSD, BMP, JPEG, PC/SMECT, PNG, SGI, TARGA, TIFF. Support for AIFF, WAV, MP3, CAF, BWF, SDII, NeXT, QuickTime.

11.3.3 **Effects:** Fx Plug support, Real-time software-based audio normalization, RT Extreme for scalable software-based, multi stream real-time effects in DV, SD, and HD formats, Real-time effects playback on main display and on NTSC/PAL or HD monitor a with perfect synchronization, Dynamic RT for automatically adjusting playback quality and/or frame rate based on hardware capabilities Key frame graphs and editing in Viewer or Timeline, More than 200 transitions, effects, and filters Import multilayered Photoshop files with layers and alpha support

11.3.4 **Character Generator** Software with latest Patches to support English/Hindi
–Devnagri, technical & scientific fonts, symbols etc.

11.3.5 **Card Reader:** compatible to the Memory Card of Camera's:
Interactive 27" Multi Touch Display &Pen:
Resolution >5000 IPC/SME; Having >2000 pressure levels, widescreen 16:9 display; resolution of 2560 x 1440; Using Adobe RGB; 1.07 billion colors; Works with Photoshop® and Adobe® Illustrator CC; USB-3 & HDMI connectivity to PC & Mac; with features to Brush, Draw, Paint, Image editing, 3D Animation, scroll, zoom and rotate.

11.3.5 <u>Laptop Touch</u>

      i.   Processor: Intel® Core™ i5 processor or better, 2.40 GHz or more/Operating system: Windows 10,64bit/ 14" display/Memory-8GB/Hard Disk 500GB/office suite/optical drive/interfaces: LAN (RJ45)/wi-fi/Bluetooth/HDMI and USB3.0, Built in multimedia,

headphone and microphone jack, Battery.

11.3.6 **VisionMixer/Switcher**

   For connecting Cameras, Interactive Panel and Tablet: 4-CH HD Video Switcher with Inbuilt Frame Synchronizer on all inputs, Frame Storage capabilities, supporting 2- CH HD-SDI, 2-CH HDMI inputs, 2-CH HD-SDI & 1-CH HDMI outputs, 1 x Chroma- Keyer, 1x DSK.

11.3.7 **Audiomixer:**

Inputchannels:	8 Channels with minimum 6 Mic/Line selectable inputs. I/Ointerface:XLR / Phono, (balanced/un-balanced).
Inputsensitivity:	Mic -60 db or better, Line 0db
Audio frequency response:	≤ 20 Hz - ≥ 20 KHz ± 0.5 db
Total harmonic distortion & noise:	≤ 0.01 % -30dbBu input routed to Mix, Mic gain 30dB
S/Nratio:	Better than 100dB
EQbands:	2 (HF, MF & LF) Variable send (aux) buses: Minimum 2 Returns: Minimum2
Other features:	True, professional +48V phantom power (min 2 I/P) for condenser microphones.
Linear / Sliderfader.	RCA / Phono playback inputs and recordoutputs. Peak LEDs on all input channels. Mute and PFL on input channels. Output metering.
<u>Microphones:</u>	UHF wireless Lavalier / collar diversity microphone with Compatible Receiver having minimum of 6 selectable channels as per Indian region THD: ≤ 1%
Signal/Noiseratio:	≥ 100dB
Rfoutput:	≥ 25mW
Battery life(operatingtime):	Min. 8 hours (2AA Batteries) Polarpattern: Supercardiod / Hypercardiod /Cardiod
Mictype:	Electret /Condenser / permanent Polarised Frequencyrange: ≤ 40 Hz to ≥ 20 kHz ±3db,
ReceiverOutput:	XLR (Balanced) Lineoutput
Accessories:	Wind shield, Mic Clip & other standardaccessories

11.3.8 Active speaker (2 way)

Type:	Active
Low/middriverdimensions:	5" or more Tweeterdimensions(mm): 20 mm to 40 mm RMS: (Both LF+HF) ≥ 50watts
Frequencyresponse:	≤45 Hz - ≥ 20000Hz
Max.SPL:	≥ 100dB
Protectioncircuits:	Overload Controls: Treble, volume, mains switch (on/off) Lineinputs:Minimum1
Line inputsconnectors:	XLR & 6.3 mm Jack
InputSensitivity:	Selectable -10 dB/+4dB
Operatingvoltage:	230 V A C ± 10%, 50Hz

11.3.9 Studio Cool Lights

STUDIO LED Lights– for Day Lights:
LED ≥ 50 W with diffuser &Barn-doors.
Colour temperature: about 5600K &3200K
Control:Manual.
CeilingMount.
On board system to control intensity from0-100%
6. 4 leaf barn door, diffusers, C clamp, safety bond
LED Diffused Panel lights, ≥ 50 W–
Colour temperature: about5600K
Control:Manual
CeilingMount.
4 leaf barn-door, diffusers, C clamp, safetybond.

11.3.10 Uniterrupted Power Supply (UPS):

Approved Brands Company ISO 9001 with minimum 30 minutes backup. Sealed maintenance free VRLA Battery. If more wattage UPS is required, bidder should justify the same by submitting the Power Load requirement of the equipment. Some of the features required in UPS are:

- Single Phase IN and Single Phase OUT
- Wattage: ≥ 10KVA
- Type:(On-line)IGBT
- Input power factor: ≥0.98
- Output power factor: 0.8 or better
- Input power supply: 160 V - 270 V50HzAC.
- Output 230 V ±1%, 50 Hz AC.
- Isolated I/p o/p. Battery Bank with Frame/Rack

11.3.11 Post Production processes &Standards.
- Video recording format: Full HD 1920x1080PC/SMExels.
- Videos aspect ratio: 16:9(widescreen).
- Module Delivery: 1080i following MPEG-4 AVC Compression.
- Audio Channel 1 to have Mixed Audio Track.
- Font size: Heading: 24-30; Sub-heading: 22-26; Body:20-24;
- Full screen Video Frame.
- All graphs and diagrams must have clear font.
- The expert/teacher should speak extempore as delivery made in case of classroom set-up and avoid reading from written material or a Teleprompter.
- Video frame to maintain 6-8%headroom;
- Video quality and Audio levels should be constantly monitored while recording.
- Voice modulation be taken care of. Video clips or audio clips from eminent experts, outdoor shooting, lab based demo etc. can be used appropriately.

12. FEATURES

12.1   The MOOCs compliant e-Content shall follow a standardized template with Uniform look and feel for all courses that shall be followed by all PC/SMEs. The e-content shall be created referring to MOOCS compliance (https://www.aicte-india.org/downloads/MHRD moocs guidelines updated.pdf), however, broadly the e-content shall be worked out as covered below and shall include instructions with ICCR logo and format set by ICCR.

12.2   Pre- Planning Requirements

Before standardizing the content creation as per MOOC, the following pre-planning steps are critical and must be taken care of, (*the portal related features will be covered in UITKS Portal Development*):

i.   Identify the purpose of the course and the target audience.
ii.   Create a timelines with detailed tasks to be accomplished.
iii.   Student can be prompted to register for Course and during Assessment via a registration link available on the course Assessment through UTIKS Portal.
iv.   The Course fee structure, or other charges, if any and should be explained to the student in advance via the course guidelines, page or through an introductory video.
v.   Provisions for Rescheduling of dates in a course module should be provided to the student and Course instructor both if required.
vi.   Proper email integration be employed to inform students of any schedule ofchanges.
vii.   Identify the objectives for offering the course, along with pre-requisites.
viii.   Determining the optimum time frame for the course, and conceptualizing a course design (such as open, structured, or non-linear) and release format (for examples releasing all the content at launch or releasing it on a week-by-week basis).
ix.   Specify broad learning outcomes.
x.   Decide assessment strategy and the level of achievement to be considered acceptable for receiving a course completion certificate.

12.2   Core Elements of MOOCs (In order to maintain uniformity in e-Content development)

i.   Elements for the overall course should include:
ii.   Syllabus Template (including a course description with key learning outcomes, descriptions of faculty, a detailed course content outline, expectations for participation, certification, and faculty communication, netiquette guidelines, and academic integrity).
iii.   Pre- and post-course surveys
iv.   Course overview to orient students on: What is the course about? What does the course include? What will I learn in the course? How do I use the course features?
v.   Course timeline for scheduling learning activities (week-wise detailed plans)
vi.   List of Announcements to deliver reminders for due dates and course transitions.
vii.   Instructions on synchronous and asynchronous engagement (prompts for students to post in the Discussion Forum, polling questions throughout the course, interaction with faculty/ TA (e-Tutor) as per instruction)
viii.   Elements for the course Landing Page must include the following:
a.   Welcome text and video from lead faculty,
b.   Faculty/ TA (e-Tutor) details (brief CV and contact details),
c.   Links to course surveys,
d.   Guidance on how to get started as a student in the course,
e.   Handouts section including syllabus and learning checklist,
f.   Course Timeline.

12.3   Section-level Course Structure

i.   Introduction including learning outcomes.
ii.   Direct instruction delivered primarily through transcribed video content with learning objectives and faculty-provided notes. Uniquely-created handouts may also be used for direct instruction, supporting e-Content with graphics and animations, case-studies wherever essential

iii.   Provide list of core and supplementary reading list, advance courses. Other course resources may be provided via Web links

iv.   Auto-graded quizzes, Self-assessment questions where students compare their answer against an instructor-written response and grade themselves

v.   Discussion threads can be used to effectively engage students, who may communicate in discussion board threads each week on key course concepts. These discussion forums are best focused on a case study, problem, or question(s) pertinent to the lesson and should allow participants to share ideas and debate topics

vi.   For lessons in which students can appropriately practice skills or concepts, short interactive tools/ social media can effectively supplement other course material

vii.   Aligned formative assessment questions for each week's lesson comprising both objective questions (such as multiple choice, multiple mark, numerical input etc.) as well as subjective questions. Formative assessments may include ungraded reflection papers, quizzes that can be re-taken, discussion forum responses, concept-maps, as well as self- and peer evaluations that are meant to help student improve or identify gaps and weaknesses.

viii.   Conclusion and Forthcoming section to include week's summary and what to expect next week.

ix.   Feedback mechanism for faculty and/or TA to respond to the questions from students.

12.4   Week Plan Template: This shall be finalized in consultation with SMEs, agency and ICCR.

12.5   Hosting the e-Content

All content developed shall be hosted on UTIKS Portal of ICCR.

12.6   Instructional Systems for Design of MOOCs (for Reference purpose)

The design and development shall be taken for reference purpose and shall be carried out by the following instructional systems design principles. The systematic and logical steps of any instructional system design are:

12.6.1   Analysis:

i.   **Need analysis:** Need of offering the course, possible target reach and significance of the courses is to be established so as to justify selection of courses.

ii.   **Content analysis:** Preparing raw content with the use of reference books, articles, research papers, collection of illustrations, diagrams, etc.

iii.   **Learner analysis:** Defining prospective learner profile, essential entry knowledge.

12.6.2   Design:

i.   **Course Outline:** (Main and sub-topics). Structure of topics, sub-topics with appropriate sequence in hierarchical manner will be output of this exercise.

ii.   **Objectives:** Course Objectives, Module Objectives in terms of Performance Outcomes will be output of this task. Performance objectives may be many and each objective will express learner's achievement only in one small area.

iii.   **Instructional Strategies:** Specific learning activities for effective training (e.g. case-studies, scenarios, cartoon-strips, analogies, individual or group activities, concept-mapping, in-text learning quizzes, interactive exercises within learning modules, discussion forum topics, blog-postings, etc.) will be planned at this stage. Treatment of MOOC will mainly depend on the planning of this stage.

iv.   **Instructional Material:** Nature of Material in light of designed strategies will be planned at this stage. The material may comprise instructor's videos supported with slides, interactive multimedia consisting of graphics, animations,

documentaries, recorded demonstrations, dramatized scenarios, cartoon strips, 3D models and animations, info-graphics, diagrams, sketches, maps, screencast videos, slides with audio narration, etc.

v. **Summary:** Summary in innovative formats (e.g. Info-graphics such as concept-maps, flow-charts, sum-up videos, text-based summary, etc.)

vi. **Evaluation Strategies**: Specific assessment and evaluation exercises, activities for formative assessments and module-end exercises, summative auto-graded tests, assignments for self-check and assignments for feedbacks to be planned at this stage.

12.7 **Implementation:** Actual Implementation with the proper announcement of course, availability of detailed course documents will be done only after all of the above stages are systematically carried out.

12.9 Each week learning activities will cover going through e-Content, supplementary reading. The lectures/ topics shall be broken up into short modules. Each module shall have the following components:

i. A clear description of its contents and expected learning outcomes.
ii. Objective-type assessments (to be auto-graded or assisted by Teaching Assistants (TAs)/Mentors as the case maybe)
iii. Activity/assignment
iv. A discussion topic discussed extensively in the course discussion forums.

12.10 A team of course/content Designers may assist SMEs (Subject Matter Experts) for designing systematic instruction based on raw content, activities and exercises provided by instructors.

12.11 A team of graphics and multimedia designers may assist in creation of graphics and multimedia. These teams can work in strengthening ICCR e-Content development skills.

13.0 **Quality Assurance**

13.1 Quality, one of the key elements of MOOCs, shall be monitored throughout the design, development and delivery cycle of the MOOCs. Quality shall be managed at the offering institution / MOOCs offering team level while creating the content.

13.2 Quality assurance at the individual institution/ MOOCs team level shall have:-
i. Content checks to be ensured while developing the course content for plagiarism and source of information.
ii. General course curriculum/standards to be followed for the credited courses while ensuring that updated knowledge is being imparted to the students.
iii. Suggested course plan for better management.
iv. Suggested language and formatting style and suggested image pools to be used.
v. Suggested production parameters and video quality parameters.
vi. Suggested assessment types and style.

13.3 Overall quality assurance before scheduling the course for delivery shall have:
i. Final typos and grammar checks.
ii. Video quality checks.
iii. Brand language/ message (i.e. in keeping with MOOCs guidelines).
iv. Pedagogy and learning experience.
v. Formatting of text and images.
vi. Ensuring the presence of basic MOOCs elements like video/e-Content, discussion forums, Interactive elements, assignments, assessment methodology etc.

13.4 In developing the course, the developing team shall take care of the following aspects:
i. Accidental mistakes, integrity of content, outdated information, inaccuracies and inconsistencies in the videos and other course content.

ii. Double-check the veracity of the answers to questions with determined answers (e.g. multiple choice, dropdown etc.) with regards to assessments.

iii. Check that all author names, readings, etc. are accurately represented on course resource pages and other content.

iv. Check for any broken links, missing pages, images, multimedia component both at course as well as content level.

13.5 Quality assurance and testing of the completed course shall be put in place in the UTIKS platform. This will include running through a trial version of the course to check for any misplacements of content, functionality of all interactions, and functionality of all links.

14.0 <u>**Definitions and Guidelines for (shall be taken for reference purpose**</u>

Steering Committee	Constituted by ICCR .
Host Organization	Indian Council for Cultural Relations
Principal Contributor (PC) Service Provider:	He/She is Successful Bidder, Agency, Service Provider, Contractor and or Subject Matter Expert (SME)
Subject Matter Expert:	Shall mean a an expert/professional or a group of reputed academicians/ Gurus, in a particular subject/topic
TeamE-Content Developer:	Team shall include, Course content developer, subject expert, course designer, e-content developer, Audio, Video team producer, etc.
Course Coordinator (CC):	The CC shall be a Subject Matter Expert (SME) belonging to a reputed institution/Industry or a specialist in the field identified and entrusted with the task of developing online course.
Anchor and Narration:	**To maintain the quality of Audio, the** Anchor narrating/recording the Audio should have Audio Test clearance so as to have loud and clear voice during narration. The SME and Video editor/Recorder, should ensure that the Anchor do not have hissing/breathing sound and unwanted pause. The SME, Script editor shall ensure in the script where the Pause, long gap are required including importance of commas, full stops, and pronunciation of words, alphabets, etc. The Anchor/Narrator to the extent shall be covered by the person having knowledge of the course or Topic of coverage.
Templates:	**Required to Frame the e-Content and resource material** such as; • Preface Style Format, Index- Table of Content and Introduction Templates Standard for all courses. • Reference readings, links, e books standard format • Glossary format and Style • Student Input/Upload Templates • Requirement of Feedback/Remarks Templates **Course Template:** Starting Video and Music, Opening and ending of Module, Topic and Courses, Formatting and standardizing across all courses including guidelines. **Course Material Template:** Documents (Word/PDF/Excel/Designs/ Illustrator, Drawings, Art Design/Paintings, etc). This shall consist of standard content structure such as Cover Page, ICCR UTIKS Logo, Preface, Executive Summary of the Course, Chapter/Topics standard formatting across all resource material, etc. **Slide Presentations and template:** This shall consist of

	standard content structure such as Title, Text Box, Cover Page, ICCR UTIKS Logo Starting Page, Course Teacher and Important personality brief, standard formatting across all slides, Anchor Take-up (Welcome message, etc) in case of creating Video of Slides presentation across all resource material, etc.
	Audio/Video Template: Starting and Ending a Programme, Opening Video page with ICCR-UTIKS Logo, Standard music, Prayers, if any, Anchor and his/her brief standard format, Course Importance in standard formats, show case of videos/shoot in standard format across all Courses, etc.
	Assessment Template: Standardizing on Quiz, Test, Q& A in Chapters, Q&A on the Course Learning's, Question Bank for assessment
	Chat Box Templates: A standard Format for shall be created for Live chat that helps build early relationships by showing that the institution strives to meet the needs of its students even at the beginning stages. Live chat lets faculty conveniently "meet" with students without losing the personal feel. SMEs Instructors can create and embed a widget in the course content that shall be embedded on UTIKS web page with a time table of availability.
Image Types, Quality and Resolution: (File Size of above to be taken from Video editing team)	Images: Acceptable formats: JPG, GIF, Targa or TIFF. Square Aspect Ratio 1:1 (1080x1080p) and landscape aspect ratio is 16:9 (1920x1080p), for best quality the images may be up to 2000 pixels on the longest edge at 72dpi.
	Video Clips: Accepted Formats MP4, AVI, MOV, MPEG, H264, WMV, MOVIE, M4U, FLV etc, with Aspect Ratio for video to fit perfectly in our landscape ratio, it shall be in 16:9 ratio (1920x1080p).
	Music Clip/Songs: Accepted Formats mp3
Story-Board	A storyboard is a way to map out and structure your video content in a comic strip style. It helps you to visualize the basic steps or Scenes of the video without putting in too much effort.
Scripts	**Script** Writing by Subject Matter Expert varies depending on the style and content of the Course and video coverage. In writing Script the SME should take some time to write a script to gather thoughts on the subject so that the content is created with coherence and succinct to the viewpoints. It save time when it comes to filming. Each video should start off with a statement of intent followed by a reason why it's beneficial for your learner to watch it e.g. "This short video explains the new fire safety procedures so you'll be prepared in case of an emergency".
Script Editor, Editing procedures	The Subject Matter Experts are the main Script editors for course content that shall be covered in Audio, Video shoots, This shall include activities by SME such as;
	Collect content/media: The biggest stumbling block with editing is not having enough raw materials to work with. SME to ensure that enough images, video, and audio are available that shall be covered in the Script writing with brief explanation, and the editor shall be ready with B-Roll i.e. a footage that can be used to add variation during the editing stage.
	Rough cut: Editor shall get the rough cut first to check and highlight any unforeseen issues. The rough cut shall include put all media in place without time without much fine-tuning. It gets the editor know the indication what changes are needed.
	Fine edit: This is the final stage of the editing process. The SME, the

	editor shall spend time making sure that all footage and B-Roll fits together perfectly while ensuring there are no sections that are jarring for the viewer. **Music, lower thirds and other details**: These can inserted wait until the very end when the editor/SME is 100% finished with script and recording
Audio Video Setup and Editing	**Editing** There are quite a few video editing options. Editing used to involve the physical cutting and overlaying clips. Basic editing techniques involves in media editing (video, images, and audio) working in the editing software workspace, to cut, removal of excess footage in each scene and tighten up the overall video, trimmed down scenes into a sequence/order without losing the importance of the clips and adding details such as overlays, lower thirds, and music. Timeline and Transitioning between clips and sequencing the last frame of the first clip followed by the first frame of the second. It may be noted that Jumping from one clip to the next without a transition will make video appear amateurish, and even distracting. It's important to knit 'scenes' together to avoid distracting for the viewer. **Cross dissolve** - The first scene fades to black, and then the second scene fades in. This gives the effect of a gradual transition from one image to another. **Split edit** - This comes in two forms: the L Cut and the J cut. It's a great way to help transition the viewer to the next scene. In an **L cut,** the audio from the first scene carries over to the next, making the changeover seamless. A **J cut** is the opposite. **Adding some detail/Captions/Text** Once the structure is in place Adding some detail/Captions/Text can be placed/inserted. Placing text on screen should be legible. One way to ensure this is to place it on contrasting backgrounds. So if the background is black, use white text. And if it's white, use a dark color for the text **Lower thirds** A graphic is placed on screen with their name, title, and the broad casters logo. These are placed in the title safe area - the area of the screen that is "not in the way" of the viewer's gaze. The process/term is referred as lower third. **Pan/Zoom on images** If static images are used the pan and zoom options can be used. Panning and zooming over an image serves to "trick" the viewer into thinking the image isn't static, making these sections much more visually appealing. **Audio** Adding some background audio helps to reduce the sense of isolation. Any music added should suit the tone of the video, so it doesn't distract the viewer from the video itself. Make sure to reduce the volume of any background music relative to any vocal tracks. The background music should be loud enough to hear, but not loud enough to overpower Use a Microphone Stand when Recording Audio Narration It helps control placement of the audio else the audio has the bumping sound until you preview which can be listen during preview. The stand-up microphone stand allows to record standing or sitting down with lots of flexibility with how and where to position the microphone. Use Audio Dampening to Get Better Quality Audio Narration Sound waves tend to bounce around a lot. The hardwood floors in the hallway act as a funnel, moving all the sound during recording. It is good to dampen the sounds by putting a piece of carpet and

	acoustics for controlling both noise and dampening. Few other accessories are by using different types of acoustic shields that clip onto the microphone orfilters that sit between your microphone and the incoming audio wave. When choosing a microphone, unidirectional microphone are best suited. It records sound from one direction which makes great help in recording narration as it only picks up the sound coming from the narrator, and filter out the ambient noise. **Stick to the point.** While editing audience shall be kept in focus. Follow the script, speak directly and clearly, and smoothly transition of audience from point A to point B. **Don't over-use your mouse.** The mouse pointer can distract learners if it's darting across the screen. Mouse to be used only when it relates to script, else leave it alone the rest of the time. **Edit recording.** Play video and view it with an objective eye. Should you trim the ends of your recording for a crisper start and finish? Does the audio sound clear and align with your video? Does it feel too long, too short, or just right? **Use good thumbnail.** The thumbnail image attracts viewers to watch video. Choose an image that tells story or hooks learners into the subject screencast
Synchronization:	The media streams must be highly synchronized, so that speech remains lip synchronized during Audio, Video recording, with script, presentations, slides, whiteboard updates etc. The continuous audio and video streams are characterized by well-defined temporal relationship with sequence and presentation, narration is to be played. The process of maintaining the temporal order of one or more media streams is called multimedia synchronization and is characterized as below;
	Spatial Relation ν Layout relation: Defines space used for presentation of media object on output device at certain point of multimedia presentation such as for desktop publishing ν Layout frames, placed on output device and content assigned to frame, Positioning of layout frames: ν Fixed to position of document ν Fixed to position on page ν Relative to position of other frame, Presentation phase.
	Lip synchronization: It has the temporal relationship between an audio and video stream for the particular case of human speaking. <u>The time difference between related audio and video units (e.g. frames) is known as the skew.</u> **Lip Synchronization Requirements**: In sync: ♦ -80ms ≤ skew ≤ 80ms ν Out of sync: ♦Skew < -160ms , ♦Skew > 160ms ν Transient: ♦-160ms ≤ skew < -80ms, ♦80ms < skew ≤ 160ms **Pointer Synchronization Requirem**ents during White Board or Slide Presentation In sync: ♦-500ms ≤ skew ≤ 750ms ν Out of sync: ♦Skew < -1000ms, ♦Skew > 1250ms Transient: ♦-1000ms ≤ skew < -500ms, ♦750ms < skew ≤ 1250ms **Audio/Video Image quality and Other Sync Requirements** *Jitter delay of digital audio*: Max. allowable jitter: 5-10 ns (demonstration), 2 ms (other experiments) *Combination of audio & animation*: Max allowable skew:+/- 80ms *Stereo audio:* Tightly coupled:- Max allowable skew: 20 ms Due to listening errors, suggestion even +/- 11ms Loosely coupled audio channels (speaker and background music) Max allowable skew: 500ms
Course Module:	Dividing a Course based on hours and Assessment criteria among the

	course/subject Topics.
Course Type:	**It shall be of two types:**
	Credit courses: Credit Course shall mean a course that has Advance /Other Course linkage
	Non-credit Courses: Non Credit *Course* shall include courses like awareness programme, or training of specific skill set as independent course and can be of shorter duration.
Course Structure:	No. of Videos, Resource material availability, raw material availability w.r.t to each course for learners, Course/Chapter Design, Self-Learning, Quiz, Assessment Q& A, Repository of course material, Question Bank, Course faculty background and experience, their sample demonstration on the Topic, etc.
Subject	It shall mean a specific area under a discipline (Example: Physics) taught in an educational institution consisting of specific programme/ courses, resulting in the award of a certificate/ diploma/degree
Case Study/Show Case	An already existed content that shall be used for the purpose of supporting the Course Topic//Subject that may have practical example/s, demonstrations and learning etc. The case study shall include 1. Title or Headline: Ideally, it should summarize the customer/reference, the positive and negative aspects and learning's as a result/outcome of a situation or topic. 2 Executive Summary: This is a one or two paragraph section summarizing the case study's contents. 3 The Subject: Who is this about? 4 Learning's or Challenge:5 Solution: Demonstration and resolving if any issue or drive a benefit, etc.
Certificate and its Content	To be finalized in consultation with ICCR
Signatory of the Certificate	
MOOCs':	**https://www.aicte-india.org/downloads/MHRD moocs guidelines updated.pdf** Massive Open Online Courses (MOOCs) are such online courses which are developed as per the pedagogy stated therein following the four quadrant approach:-
	Quadrant-I is e-Tutorial; which shall contain: Video and Audio Content in an organized form, Animation, Simulations, video demonstrations, Virtual Labs, etc, along with the transcription of the video
	Quadrant-II is e-Content; which shall contain; self-instructional material, e-Books, illustrations, case studies, presentations etc, and also contain Web Resources such as further references, Related Links, Open source Content on Internet, Video, Case Studies, books including e-books, research papers & journals, Anecdotal information, Historical development of the subject, Articles, etc.
	Quadrant-III is the Discussion forum for raising of doubts and clarifying them on a near real time basis by the Course Coordinator or his team
	Quadrant-IV is Assessment, which shall contain; Problems and Solutions, which could be in the form of Multiple Choice Questions, Fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions, Quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQs, Clarifications on general misconceptions

Annexure-'A'

Name of the Work: Development of e-learning Portal Course Content in AV/Multimedia format "Universalization of Traditional Indian Knowledge System-UTIKS" for Indian Council for Cultural Relations

Detailed Scope of Work

1) **Developing a Concept Plan**: This plan will be based on a single holistic theme after taking into consideration the complete scope of the project, learning modules to be developed in each domain, identifying the domain expert – getting them approved from ICCR and getting the domain expert on board. Domain experts to be drawn from Pan-India. Complete list of objects will be made available to successful bidder. **(Milestone-1)**

2) **Course Subject and lesson plan Development**: The courses along with content and lesson plan will be an exhaustive list of course subjects and modules to be developed in each course subject along with audio clips, graphic video footages, presentation graphics, relevant links, course content in written form, etc. In other words this will be the first rough cut. This is to be submitted in form of a complete lesson for uploading on the e-portal. **(Milestone-2)**

3) **Production of the Course Lessons**: Following approval (Milestone-2), execution of work will commence on the studio floor. This will include shoot on studio or on location, all post-production including editing, music, SFX, animation, motion graphics, final mastering, testing and submission for embedding into the e-portal. Final product submission after changes in the rough cut is approved. **(Milestone-3)**

Apart from these essential components, the agency or successful bidder is free to add more optional components, if necessary, keeping the main objective in view. However, ICCR reserves the right to modify the plan by adding, excluding or changing the content or mode of presentation of the proposed components at the time of placement of the order.

Annexure-B

Name of the Work: Development of e-learning Portal Course Content in AV/Multimedia format "Universalization of Traditional Indian Knowledge System-UTIKS" for Indian Council for Cultural Relations

<u>**Eligibility Criteria**</u>

Sl. No.	Details	Details	Page Nos.
		(to be filled by the bidders)	
	General Information		
1.	Name and Full Address of the bidder with Tel. No, E-mail & Fax Number (s) and Contact person		
2.	Status of the bidder: - Company / Partnership Firm/ Proprietorship firm – Please specify		
3.	In case of Company – please enclose Memorandum and Articles of Association along with certificates of incorporation, if company is a public limited then the certificate for commencement of business also to be enclosed.	Submitted/ Not Submitted	
4.	In case of Partnership Firm – please enclose Certificate of Registration under the Partnership Act, 1932, along with valid partnership deed.	Submitted/ Not Submitted	
5.	In case of Proprietorship or Individual – please enclose a declaration on the letter head	Submitted/ Not Submitted	
6.	The bidder should have an average annual financial turnover of at least Rs. 10 Crore in last 3 years	Submitted/ Not Submitted	
7.	Compliance of statutory laws i) Copy of PAN card ii) Copy of Registration Certificate under GST	Submitted/ Not Submitted	
8.	i) Copy of ESI registration certificate, if applicable ii) Copy of EPF registration certificate, if applicable In case of non-applicability of EPF and / or ESI, the applicant shall submit a declaration to this effect. In case self-declaration is found to be false at any stage then contract will be terminated and the firm will be debarred from future tenders for three years.	Submitted/ Not Submitted	
9.	Balance Sheet for the last 3 years	Submitted/ Not Submitted	
10.	Notarised affidavit under signatures of the owner stating that the Company is / has not been blacklisted by Central/ State Government / PSU.	Submitted/ Not Submitted	

Annexure-C

	Technical /Pre-Qualification Criteria Refer Section I Clause 9		
1.	Details of Earnest Money Deposit (EMD) Rs. 2 lakhs (Rs. Two Lakhs), through Online Payment Process in E-Tendering Portal. in favour of Director General, ICCR, or MSME registration certificate for exemption	Submitted/ Not Submitted	
2.	The bidder should have a minimum of 10 years' experience in executing development of content in projects ranging from e-learning/ Interpretation Centre's/ Museums/ Learning tools etc involving production of Digital Multimedia content, AV content on subjects ranging from Art, History, Heritage, Culture etc	Submitted/ Not Submitted	
3.	The bidder should have complete in-house pre-production, production, post production facility including camera's, studio floor, recording studio, editing setup, SFX facility, all licensed softwares Bidder should have minimum 5000sq.ft studio space and 1000sq.ft shoot floor space.	Submitted/ Not Submitted	
4.	Three completed projects costing each not less than Rs.3.00 Crore OR Two completed projects costing each not less than Rs.4.00 Crore OR One completed project costing not less than Rs.8.0 Crore Note: No MoUs will be accepted. Bidder to Submit details of work order.	Submitted/ Not Submitted	
5.	The bidder should have and a full-fledged team of creative director, video designers, animators, SFX specialists, camera-team personnel, script writers, music designers, VO artists etc. The employed team of the bidder should have the following qualifications: a) Project director should be a master's degree holder in communication/media studies b) Project team members should have a recognized degree/diploma in communications/art/ humanities/ video design/ graphic Design/Multimedia/ 2d&3d animation etc. Domain Expert should have empanelment in ICCR or other related Cultural Govt. organizations/ doctorate degree holders/ Successful Industry experience of minimum 10 years/Academicians or associates with reputed Universities/Colleges	Submit Documents and Details with Self Attested , CA Certified documents	
6.	Documentary evidences like Work Order, Completion Certificate, Income Tax Return, Audited Report, and Financial Statement etc. to support all of above	Submitted/ Not Submitted	
7.	Technical Compliance to Section I, II,III Submit Signed Copy of these sections of the RFP	Submitted/ Not Submitted	

Note: -

1) The Technical bids received shall be evaluated on the basis of eligibility criteria.

2) Non submission of any of the documents listed in 'Eligibility Criteria', mentioned above, shall lead to summarily rejection of the offer. No further correspondence in this regard will be made. However, clarification may be asked on the 'General Information' mentioned above.

TENDER NO -

ANNEXURE – 'D'

Name of the Work: Development of e-learning Portal Course Content in AV/Multimedia format "Universalization of Traditional Indian Knowledge System-UTIKS" for Indian Council for Cultural Relations

LIST OF COURSES

Suggested broad area of topics to be included in UTIKS Web Portal:-

1. Literature:-

   (i)   Vedic literature: (a) Vedic Mathematics: Pythagorean Theorem & Pythagorean Triples, Geometry & Square Roots. (b) Dharamashastra

   (ii)   Epic Sanskrit Literature: Mahabharata & Valmiki Ramayan, Stories on Indian Mythological Rivers, Natyashastra by (Bharat Muni)

   (iii)   Classical Sanskrit Literature:
         (a) Kalidas: Raghuvansh, Shakuntalam, Meghdoot
         (b) Geet Govindam Jaya Deva
         (c) Arthashastra by Chanakya
         (d) Kamasutra by Vatsyayana
   (iv)   Pali Literature :- (a) Jataka Tales
   (v)   Sangam Literature (Tamil) :- (a) Thiruvalluvar

2. Music:-
        (i)   Hindustani Music
        (ii)   Carnatic Music
        (iii)   Light Classical Music:
           (a) Thumri (b) Dadra (c) Bhajan
           (d) Ghazal (e) Qawwali (f) Kirtan (g) Katha
        (iv)   Folk Music: (may be given State wise)
        (v)   Musical Instruments: (may be given State wise)

3. Dance:-
      (i) Classical: (a) Bharatnatyam (b) Kathak (c) Kathakali (d) Kuchipudi
        (e) Odissi (f) Sattriya (g) Manipuri (h) Mohiniattam.
      (ii) Folk Dance:- (a) Bihu (b) Garba (c) Dandia (d) Bhangra (e) Lavni
        (f) Jatra (g)Jhumar (h) Karbelias (i) Giddha (j) Kelaripattu
      (iii) Tribal Dance:- Tribal dances of Santhals, Gonds and North-East States.
      (iv) Contemporary Dance:- Bollywood dance
      (v) Other Performing Art:- (a) Theatre (b) Street Play (c) Ramleela
        (d) Krishnaleela (e) Nautanki (f) Bahurupiya, (g) Bhand (h) Dastangoi
        (i) Mushaira (j) Kavi Sammelan

4. Fine Arts:-

   (i)   Early Indian Rock Art of Bhimbetka
   (ii)   Indus Valley Art:- Terracotta, Gold, Stone figurines
   (iii)   Buddhist Art:- (a) Gandhara School (b) Mathura School
          (c) Ajanta Allora Paintings (d) Greeco-Buddhist art of Kushan empire
   (iv)   Mughal Art:- (a) Persian miniature (b) Rajput Painting
          (c) Kangra School
   (v)   British Period:- (a) Raja Ravi Verma (b) Amrita Sher Gill

(c) Avant Garde (d) Bengal School of Art
(vi)   Contemporary Art:- (a) Bombay Progressive Artists contribution (b) Baroda School (c) Bengal School (d) Modern School
(vii)   Folk & Tribal Art:- (a) Mithila Paintings (b) Manjusha Art
(c) Scroll Painting (d) Madhubani Painting (e) Islamic Calligraphy.

5. Architecture:-
(i)   Indus Valley Town Planning
(ii)   Buddhist Architecture:- (a) Rock-cut Architecture (b) Chaityas (c) Stupas (d) Ashoka Columns (e) Viharas (f) Guard Rails (g) Toranas
(iii)   Gupta Architecture:- (a) Ajanta , Ellora, Elephanta, Udaigiri Cave
(iv)   Jain Architecture:- (a) Maru Gurjara Architecture: Dilwara, Taranga, Girnar, Palitana temples
(v)   Indo Islamic Architecture:- (a) Mughal Architecture: Taj Mahal.

6. Dress/Clothing:-
(i)   Traditional: (a) Male: Headgear (State wise).
(ii)   Traditional Hand Woven Textiles: Zardozi, Carpet making , Mirror Work, Patch Work, Kantha , Chicken Work, Hand woven Saris, Banarasi Zari Work
(iii)   Wedding Dress and Jewellery (State wise)

7. Cuisine:-
(i) Spices (ii) Herbs (iii) Vegetables (iv) Pulses (v) Fruits   (vi) Grains (vii) Vegetarianism (viii) Mughal influence (ix) Portuguese influence (x) Indian Curries (xi) Satvic, Rajsic & Tamsic food (xii) Regional Cuisines (State wise) (xiii) Indian Street Food (xiv) Pickles (xv) Beverages (xvi) Desserts

8. Rituals & Customs:-
(i) Wedding ceremonies (State wise) (ii) Greetings (iii) Religious customs (State wise) (iv) Family Structure (v) Religious Symbols (vi) Fasting (vii) Holy Cow (viii) Hena (ix) Rangoli (x) Traditional Games (xi) Traditional Celebrations & Practices

9. Festivals:-
(Maha Shivratri, Pongal, Lohri, Vasant Panchmi, Kavadi, Makar Sankranti, Gangaur, Ram Navmi, Gudi Padwa, Ugadi, Bohag Bihu, Rath Yatra, Guru Purnima, Onam, Deepawali, Dashahra, Raksha Bandhan, Teej, Krishna Janmashtami, Ganesh Chaturthi, Durga Puja, Navratri, Bhai Dooj, Govardhan Puja, Karva Chouth, Chhath Puja, Kartik Purnima, Kullu Dashahra, Mysore Dashahra, Kumbh Mela, Buddha Purnima Id-ul-Fiter, Parsi New Year Nurooz).

10. Traditional Medicine & Health Care Systems:-
(i) Ayurveda:- (a) Dhanvantri (b) Panchtatva (c) Panchkarma (d) Herbs (e) Home Remedies
(ii) Siddha
(iii) Unani
(iv) Yoga:- (a) Aasanas (b) Surya Namaskar (c) Yogic Kriyas

11. Other Popular Knowledge Systems:-
(i) Palmistry (ii) Horoscope Making (iii) Vastushastra (iv) Jyotish
(v) Sampeetam (vi) Naturopathy (vii) Acupuncture (viii) Acupressure
(ix) Reflexology (x) Vedic Maths (xi) Numerology
(xii) Astronomy:- (a) Aryabhatt (b) Brahamgupta (c) Varahmihir (d) Lall
        (e) Bhaskara-I (f) Bhaskara-II
(xiii) Paleography (xiv) Ancient Education Systems (xv) Ancient Judicial System
(xvi) Ancient Indian Society & concept of Human being

12. Other Contemporary Systems:

(i)   Indian freedom Struggle
(ii)   Indian Constitution
(iii)   Social Justice Traditions in India
(iv)   Gender Justice Traditions in India
(v)   Sustainability Philosophy in India Traditions
(vi)   India wild life
(vii)   Panchayati Raj Concept
(viii) Numismatics Epigraphy
(ix)   Conservation of Intangible heritage of India
(x)   Shaktipeeths of India

TENDER NO-

ANNEXURE – 'E'

Name of the Work: Development of e-learning Portal Course Content in AV /Multimedia format "Universalization of Traditional Indian Knowledge System-UTIKS" for Indian Council for Cultural Relations

FINANCIAL BID

1. Name of Company/ Firm/ Agency with Address:

2. Details of Earnest Money Deposit: Amount : ------------------- Date: -------------- Drawn on -------------------- (Bank)

1. **Rate Schedule: The price shall be quoted based on the upper limits (with at least 2 hours of duration of each Course) that shall be taken for evaluation purpose.**

SI	Name of the Work	Work Description	Quoted Rate in Figure*	Quoted Rate in Words*	GST @	GST Amonut	Total
A	**Selection of an Agency for Development of e-learning Portal Course Content in AV/Multimedia format "Universalization of Traditional Indian Knowledge System-UTIKS" for Indian Council for Cultural Relations**	The project will be a complete turnkey assignment under which at least 50 capsules of courses, having video contents of at least 30 minutes duration and overall course contents including presentation, quizzes, pdf material, etc., of at least 2hours.					

* Excluding GST and other applicable Taxes

2. The quoted rate shall remain unchanged during the entire contract period.
3. In case of the work is carried out in phases, payment will be made on pro-rata basis based on submission of number of half hour AV/Multimedia sessions.

Signature of authorized person

Full Name: **Date:**

Seal: **Place:**

ANNEXURE – 'F'

TENDER NO-

Name of the Work: Development of e-learning Portal Course Content in AV/ Multimedia format
"Universalization of Traditional Indian Knowledge System-UTIKS"
for Indian Council for Cultural Relations

Bank Guarantee for Earnest Money Deposit

To,
<Name>
<Designation>
<Address>
<Phone Nos.>,<email id>

1.   Whereas <<name of the Bidder>> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP # <<RFP Number>> dated <<insert date>> for <<name of the assignment>> (hereinafter called "the Bid") to <ICCR>

2.   Know all Men by these presents that we <<>> having our office at <<Address>> (hereinafter called "the Bank") are bound unto the <ICCR> (hereinafter called "the ICCR") in the sum of Rs. <<Amount in figures>> (Rupees <<Amount in words>> only) for which payment well and truly to be made to the said ICCR, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <<insert date>>

The conditions of this obligation are:

3.   If the Bidder having its bid withdrawn during the period of bid validity specified by the Bidder on the Bid Form; or

4.   If the Bidder, having been notified of the acceptance of its bid by the ICCR during the period of validity of bid.

   a)   Withdraws his participation from the bid during the period of validity of bid document; or

   b)   Fails or refuses to participate for failure to respond in the subsequent Tender process after having been short listed;

5.   We undertake to pay to the ICCR up to the above amount upon receipt of its first written demand, without the ICCR having to substantiate its demand, provided that in its demand the ICCR will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

6.   This guarantee will remain in force up to <<insert date>> and including <<extra time over and above mandated in the RFP>> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

7.   **NOTHWITHSTANDING ANYTHING CONTAINED HEREIN:**

8.   Our liability under this Bank Guarantee shall not exceed Rs. <<Amount in figures>> (Rupees <<Amount in words>> only)

9.   This Bank Guarantee shall be valid up to <<*insert date*>>)

10. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <<*insert date*>>) failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank)
Seal: Date:

ANNEXURE – 'G'

Name of the Work: Development of e-learning Portal Course Content in AV/ Multimedia format "Universalization of Traditional Indian Knowledge System-UTIKS" for Indian Council for Cultural Relations

PROFORMA PROPOSAL FOR ENGAGEMENT AS
Principal Contributor or Subject Matter Expert or Team Member

S.No.	Particulars	Details
1.	Name of SME	
2.	Educational Qualification of SME [Please attach a self-attested copy of certificates/ credentials]	
3.	Professional Qualifications/ Certifications of SME: [Please attach a self-attested copy of certificates/credentials]	
4.	Occupation	
5.	Experience of SME (in years) in the field of on his/ her individual capacity or through a Company/ firm where he/she is a partner/ owner/ employee.	
6.	[Please mention here the brief title of job done, Agency for whom the job was done, Year of execution; Please attach a self-attested document in confirmation issued by the Agency]	
7.	Number of publications in International Journals by SME:[Please attach self-attested copy of documents]	
8.	Other information demonstrating SME's competence: [Please attach self-attested copy of documents], Place, Date:	
9.	Memberships in any of the Educational/ Cultural Societies/ Institutions, etc. Please give details	
10.	Address of SME	
11.	Nationality of SME	
12.	Contact of SME	
13.	Email ID	
14.	Subject Expertise	
15.	Languages and Proficiency	
16.	Name of Company/ Firm	
17.	Address of Company/ Firm	
18.	Date of Incorporation of Company/ Firm	
19.	Tax Identification Number of Company/ Firm registered with the Revenue Authority of the native country (TIN / ITIN / PAN) [Please attach a self-attested copy of registration]	
20.	Additional Qualification	

DECLARATION

1. I/We, -------------------- Son / Daughter / Wife of Shri--
    ------------------ Proprietor /Director/Authorized signatory of
    ………………………………….the Company/Firm/Agency, mentioned above, is competent to
    sign this declaration and execute this tender document;

2. I/We have carefully read and understood all the terms and conditions of the tender and
    undertake to abide to them;

3. The information/ documents furnished along with the above application 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 besides liabilities towards prosecution under appropriate law.

4. I/ We _____ do hereby declare
    that the entries made in the above are true to the best of my / our knowledge and also that
    we shall be found by the acts of my 'our duly constituted attorney.

5. I/ we hereby understand that the submission of offers / bids does not guarantee awarding
    the work. I/ We further understand that in case of any information submitted by me / us
    being found to be incorrect either before or even after the award of license, ICCR will have
    the right to summarily reject the bid, cancel the License or revoke the same with forfeiture of
    EMD / Security Deposit and license fee including debarment for a period of 3 years at any
    time without assigning any reason whatsoever.

                                                    _____
                                                    (Signature of Applicant (s)

Name   _____   **Date:**
Seal   **Address:**

DECLARATION ABOUT FRAUD AND CORRUPT PRACTICES

We certify that in last three years, we have neither failed to perform on any contract, as evidenced by imposition of apenalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

We declare that:

i. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Section II of Fraud and Corrupt Practices of the Terms and Conditions of the document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any Government, Central or State; and

ii. We have taken steps to ensure that in conformity with the provisions of Section B of Fraud and Corrupt Practices of the Terms and Conditions of the document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

iii. We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority, which could cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.

iv. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.

v. We further certify that no investigation by a regulatory authority is pending either against us or against our CEO or any of our directors *I* managers *I* employees.

Signature:

Name &Designation with office Seal

Date: Place:

Form 1: Letter of Proposal
To:
<Location, Date>
<Name>
<Designation>
<Address>
<Phone Nos.>
<email id>
Subject: Submission of the Technical bid for <Name of the data entry assignment>
Dear Sir/Madam,
We, the undersigned, offer to provide Systems Implementation solutions to the ICCR for <Name of RFP> with your Request for Proposal dated <insert date> and our Proposal. We are hereby submitting our Proposal, which includes this Technical bid and the financial bid uploaded on the e-procurement portal www.tenderwizard.com/ICCREPROC
We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in Fact Sheet.
We agree to abide by all the terms and conditions of the RFP document. We would hold the terms of our bid valid for <90> days as stipulated in the RFP document.
We understand you are not bound to accept any Proposal you receive.

Yours sincerely,
Authorized Signature [*In full and initials*]:
Name and Title of Signatory:
Name of Firm:
Address:
Location: _____Date: _____

Form 2: Performance Bank Guarantee

PERFORMANCE SECURITY:
<Location, Date>
<Name>
<Designation>
<Address>
<Phone Nos.>
<email id>

Whereas, <<name of the supplier and address>> (hereinafter called "the Bidder") has undertaken, in pursuance of contract no. <<insert contract no.>> dated. <<insert date>> to provide data entry services for <<name of the assignment>> to <ICCR> (hereinafter called "the beneficiary")

And whereas it has been stipulated by in the said contract that the Bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <<name of the bank>> a banking company incorporated and having its head /registered office at <<address of the registered office>> and having one of its office at <<address of the local office>> have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of Rs.<<insert value>> (Rupees <<insert value in words>> only) and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs. <<insert value>> (Rupees <<insert value in words>> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until *<<Insert Date>>*)

Notwithstanding anything contained herein:

I. Our liability under this bank guarantee shall not exceed **Rs<<insert value>> (rupees <<insert value in words>> only).**
II. This bank guarantee shall be valid up to *<<insert expiry date>>*)
III. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this bank guarantee that we receive a valid written claim or demand for payment under this bank guarantee on or before *<<insert expiry date>>*) failing which our liability under the guarantee will automatically cease.