



REQUEST FOR PROPOSAL (RFP)

**FOR OUTSOURCING OF TECHNICALLY SKILLED PROFESSIONALS TO OPERATE, EDIT, RECORD
& MAINTAIN THE STUDIO AND OTHER RELATED TECHNICAL SERVICES FOR STUDIO
FUNCTIONING at AICTE HQ, New Delhi**

RFP NO. 02/AICTE/FDC/STUDIO/2020-21

**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION (AICTE)
(A Statutory Body of Government of India)
Nelson Mandela Marg,
Vasant Kunj, New Delhi-110 070.**

All India Council for Technical Education, New Delhi (AICTE)

e-Bids, valid for a minimum period of 180 days from the date of opening, are invited by AICTE through Central Public Procurement Portal (CPPP) for “**OUTSOURCING OF TECHNICALLY SKILLED PROFESSIONALS TO OPERATE, EDIT, RECORD & MAINTAIN THE STUDIO AND OTHER RELATED TECHNICAL SERVICES FOR STUDIO FUNCTIONING at AICTE HQ, New Delhi**”

Tender Fees (non-refundable)	Not applicable as per GFR 2017 (to be downloaded from the Portal)
Earnest Money Deposit to be submitted	INR 10 Lacs (Rupees Ten Lacs only)

BID DATA SHEET

	Description of event	Date
1	Start date of issuance of RFP document	10 JAN 2022
2	Date & time of Pre-bid Meeting to be held at AICTE Headquarter at Nelson Mandela Marg, Vasant Kunj, New Delhi	17 JAN 2022 at 11.00AM
3	Last date & time for Receipt of EMD	NA
4	Last date & time for Online Submission of e-bids	31 JAN 2022 at 11.00 AM
5	Date and time for opening of e-bids	01 FEB 2022 at 12.00 Noon
6	Date and time for opening of Commercial e-bids	TO BE DECIDED AFTER SHORTLISTING ELIGIBLE VENDORS
7	Estimated Value of the Project	Rs. 66.00Lakhs(Approx.)
8	Validity of the Proposal	180 Days from the date of opening of tender

Please Note: All clarifications/queries can be by bidders can be sent in email studio.fdc@aicte-india.org at least 24 hours before the closing date of bid submission.

Member Secretary

SECTION I – ABOUT AICTE

1. ABOUT AICTE

- a) All India Council for Technical Education (AICTE) was set-up in November 1945 as a national level apex advisory body to conduct survey on the facilities on technical education and to promote development in the country in a coordinated and integrated manner.
- b) To ensure the same, as stipulated in the National Policy of Education (1986), AICTE be vested with statutory authority for planning, formulation and maintenance of norms and standards, quality assurance through accreditation, funding in priority areas, monitoring and evaluation, maintaining parity of certification and awards and ensuring coordinated and integrated development and management of technical education in the country.
- c) AICTE is responsible for proper planning and coordinated development of the technical education and management education system in India.
- d) The AICTE accredits postgraduate and graduate programs under specific categories at Indian institutions as per its charter. It is assisted by 10 Statutory Boards of Studies, namely, UG Studies in Eng. & Tech., PG and Research in Eng. and Tech., Management Studies, Vocational Education, Technical Education, Pharmaceutical Education, Architecture, Hotel Management and Catering Technology, Information Technology, Town and Country Planning.
- e) AICTE has its new headquarters building in Delhi on the Nelson Mandela Road, Vasant Kunj, New Delhi, 110067, which has the offices of the chairman, vice-chairman and the member secretary. Additionally, it has regional offices at Kanpur, Chandigarh, Gurgaon, Mumbai, Bhopal, Baroda, Kolkata, Guwahati, Bangalore, Hyderabad, Chennai and Thiruvananthapuram.

1.1 Background and brief on the current scope of the project

- a) Continuing technological developments enable video to be accessible more easily, faster, and across multiple platforms and devices. It can be viewed on multiple (student owned) devices, in multiple formats (before, during, and after class). The increasing prevalence of technology is driving the viability and availability of online teaching and the open academic resources and video is playing a role in facilitating these developments.
- b) Education is undergoing a major paradigm shift, as brick-and-mortar Institutions/organizations are opening up to rich media content, subject matter experts, and to one another. This shift has been influenced largely by technological and pedagogical trends, greater worldwide access to the Internet, an explosion of mobile phone users, and the appreciation for these technologies by young people, as well as by teachers. Video appears poised to be a major contributor to the shift in the educational landscape, acting as a powerful agent that adds value and enhances the quality of the learning experience.
- c) AICTE (A Statutory Body of Government of India) under Ministry of Human Resource Development (MHRD) has been vested with statutory authority for planning, formulation and maintenance of norms & standards, quality assurance through accreditation, funding in priority areas, monitoring & evaluation; maintaining parity of certification and awards and the management of technical education in the country. The purview of AICTE (the Council) covers programs of technical education including training and research in Engineering, Technology, Architecture, Town Planning, Management, Pharmacy, Applied Arts and Crafts, Hotel Management and Catering Technology etc. at different levels.

1.2 Need for Creation of a Studio at AICTE HQ., New Delhi

- a) AICTE has undertaken a number of initiatives to promote Technical Education in the country, like, (i) Smart India Hackathon (SIH)2019; ARIIA; IIC, Policy Framework on Innovation & Start-ups for Indian HEIs; MBA/PGDM in Innovation Entrepreneurship & venture Development; AICTE Start-up Policy Advocacy Program apart from SWAYAM

- MOOCs Platform. In addition, MHRD Innovation Cell has been established in AICTE premises to encourage ideation, creativity amongst School and College Students; Tweaking of Indian Education System to make it more suited to foster innovation-based economy; to facilitate commercialization of celebrated incremental and frugal innovations; to create mechanism to harness India's ability as a services-led economy for building knowledge-based and innovation-driven economy, to promote "Think in India" philosophy and to invest and reward IP creation.
- b) Smart India Hackathon is an initiative of the MHRD and in order to promote innovation and entrepreneurship at the remotest part of India or to guide students present at any part of the country, a studio could prove highly beneficial as it would help to create in-house videos which would have a wider range of reach. MHRD Innovation Cell (MIC) requires a lot of digital content for reaching out to students and Institutions for building an environment of Innovation in the country.
 - c) Various Ministries and their delegates have already started with such online initiatives and requests have been received from them at regular intervals for various interactive sessions like video conferencing, Facebook Live videos etc. Hence establishment of a studio in the premise would help us to cater those requests in an orderly manner. The studio could also have the live video transmission facility in case of facilitating interaction with various institutions situated in remote location. Scheduled International delegate visits could be recorded to share their Academic findings with not just participants in AICTE but also with people across geographical boundaries/ Outside.
 - d) To create outreach of AICTE initiatives at a National level and to educate institutions on various Regulatory mechanisms, it is important to have facility to create digital content. Although similar infrastructure is available in other organizations, but availability of expert does not match with the availability of recording studios established in such external studios as per the need & requirement of AICTE, in view of the various factors mentioned above.
 - e) Keeping this in view, a Studio with digital equipment and computerized hard disk based workstations for recording, dubbing, editing, creating e-contents and live video transmission of lectures of eminent professors, dignitaries etc. is proposed to be setup in the premises of AICTE HQ at Vasant Kunj, New Delhi for transformation of all the above initiatives undertaken by AICTE into a realistic approach for spreading awareness among all stakeholders. The infrastructure would include air-conditioned and soundproof shooting floors, custom-designed set locations, digital film processing labs, dubbing studios and the allied requisites need for film production.

SECTION II – INVITATION OF BIDS

2. Invitation for Bids

- a) e-bids are invited from eligible, reputed, qualified firms with sound technical and financial capabilities for supplying skilled work-force to run State-of-the-Art Studio at AICTE HQs., New Delhi for operating the equipment and allied accessories as installed at AICTE HQ, New Delhi.

The proposed Technical Professionals shall be responsible for executing studio related services like Recording, Editing, storing, maintaining digitized video recordings etc. and other related activities on-site.

- b) This invitation to e-bid is open to all bidders meeting the minimum eligibility criteria as mentioned in the RFP document.
- c) Bidders are required to download RFP document from website of the AICTE at www.aicte-org.india.com / www.eprocure.gov.in and go through the RFP document carefully and seek details and clarification from the tenderers in case of doubt. The tender is for turn-key comprehensive and optimum solution for providing skilled Technical professionals as mentioned in BOQ, required for smooth functioning of Studio operations.
- d) As per Rule 161 (iv) of GFR, no cost of tender document is payable for the tender documents downloaded by the bidders.

Submission procedure of Proposals

a) Online Submission

- i. Bidders are required to enroll on the e-Procurement module www.eprocure.gov.in.
- ii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the Portal.
- iv. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (DSC) - Class II or Class III certificates with signing key usage, issued by any certifying authority recognized by CCA India with their profile.
- v. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- vi. The system allows uploading of bid in terms of packets as follows:

Packet No.	Documents to be Uploaded	Format
1	Scanned copies of BG / DD for EMD (Where applicable) with eligibility supporting documents	PDF
2	Financial Proposal	PDF

- vii. The bidder must ensure that the bid is digitally signed by the authorized signatory of the bidding firm and has been duly submitted (frozen) within the submission timeline. AICTE will in no case be responsible if the bid is not submitted online within the specified timelines.
- viii. 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.

b) Physical Submission

Physical submission of only the following documents is required (Where applicable):

- ix. Original bank guarantee (BG) / demand draft (DD) for EMD
- x. Original demand draft (DD) for tender fee

Bidder's Authorized Signatory

A Proposal should be accompanied by an appropriate board resolution or power of attorney in the name of an authorized signatory of the Bidder stating that he is authorized to execute documents and to undertake any activity associated with the Bidder's Proposal. A copy of the same should be uploaded under the relevant section / folder on the e-Procurement portal. Furthermore, the bid must also be submitted online after being digitally signed by an authorized representative of the bidding entity.

Preparation and Submission of Proposals

• Proposal Preparation Cost

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 vendor to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process.

AICTE will in no event be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.1 Earnest Money Deposit (EMD) and Refund

Bidders shall submit, along with their Bids, EMD of INR 10, 00,000/- (Rupees Ten Lakh only) in form of Bank Guarantee or Demand Draft (DD) from a Nationalized/Scheduled Bank Drawn in favor of Member Secretary, AICTE payable at NEW DELHI. The validity of the EMD shall be for a period of 180 days from the date of submission of the bid and the validity of the EMD should be extended in the event the last date of submission of the bid is extended.”

- i. The Bidders are required to upload scanned copy of EMD for pre-qualification PART 'A' of bid.
 - ii. In case bid is submitted without EMD then the Department reserves the right to reject the bid without providing opportunity for any further correspondence to the concerned Bidder.
 - iii. EMDs of all unsuccessful bidders will be returned at the earliest after acceptance of tender of first lowest bidder, without interest.
 - iv. The EMD of the successful Bidders will be returned, without interest, upon submission of Performance Bank Guarantee (of the amount and in the format as specified in this RFP) by the successful Bidder.
- v. The EMD may be forfeited:**
- If a Bidder withdraws the proposal or increases the quoted prices after opening of the bid and during the period of Bid validity period or its extended period, if any.

- In case of a successful Bidder, if the Bidder fails to sign the Agreement in accordance with the terms and conditions (including timelines for execution of the Agreement) of this RFP or fails to furnish the Performance Bank Guarantee in accordance with the terms and conditions (including timelines for furnishing PBG) of this RFP.
- During the Bid process, if a Bidder indulges in any act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization

VI. If bidder wants to avail exemption according to current prevailing orders for exemption as per MSME Guidelines issued by GOI, the bidders shall have to submit related documents for justifying their claim while submitting their bid.

The decision of the AICTE regarding forfeiture of the EMD shall be final and binding on the Bidders & shall not be called upon in question under any circumstances

NOTE: THE EMD CLAUSE REMAINS REDUNDANT IN RESPECT OF THIS RFP IN VIEW OF MOF /GOI OM No F9/4/2020-PPD Dated 12TH Nov 2020

2.2 Amendment of the RFP document

At any time prior to the deadline for submission of bids, the Department, may, for any reason can modify the Bid Document by an amendment. All the amendments made in the document would be informed to all the participating agencies through e-mail and will also be displayed on AICTE's website and CPPP portal. The Bidders are advised to visit the AICTE website and Central Public Procurement Portal on regular basis for checking necessary updates. The Department also reserves the rights to amend the dates mentioned in this Bid Document for bid process. The Department may, at its discretion, extend the last date for the receipt of Bids.

2.3 Bid Validity Period

a. Bid shall remain valid for the time mentioned in the Bid Data Sheet.

- AICTE may request the Bidder(s) for an extension of the period of validity—**The validity of the EMDs should also be suitably extended (Where applicable), if called upon to do so by AICTE. The request and the responses thereto shall be made in writing (or by Email).**

2.4 Rights to Terminate the Process

AICTE may terminate the RFP process at any time and without assigning any reason. AICTE 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 AICTE. The bidder's participation in this process may result in AICTE selecting the bidder to engage in discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by the AICTE to execute a contract or to continue negotiations. AICTE may terminate negotiations at any time without assigning any reason.

2.5 Language of Bid

The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and AICTE, shall be written and communicated in English language.

SECTION III – ELIGIBILITY CRITERIA

3 Eligibility Criteria

3.1 Physical

Experience of having successfully completed installation of broadcasting equipments for a studio including placing in position, on contract basis, skilled professionals to carryout recording / broadcasting operations for clients to run State-of-the-Art Studio for operating the equipment and allied accessories as installed at AICTE HQ, New Delhi. The skilled professionals shall be trained enough to independently handle following important equipments:

- PTZ Camera System
- Teleprompter
- Visualizer/Document Camera System
- Video Production Switchers
- Interactive Display
- Trackless Virtual Studio System
- Streaming Device
- Centralized Storage System

(i) At least one similar work of value not less than 60 % of the estimated cost, put to tender, all amounts rounded off to a convenient figure. (incomplete or in progress) should also be mentioned. **(DURATION OF PERIOD FOR HIRING OF PROPOSED PROFESSIONALS according to details given below, IS FOR TWO YEARS.)**

Copy of purchase order or contract, Completion Certificate, Satisfactory report from Client, duly attested by bidder should be enclosed along with the Technical Bid.

(ii) The Vendor should have at least 20 Professionals on its roll capable of handling Studio equipment and Video recording activities. Committee may like to take a view?

(iii) The profile of Technical manpower proposed to be deployed along with designations, responsibilities handled, experience and qualifications shall be furnished to AICTE by the bidder.

3.2 (a) General

Bidders shall bid for supplying skilled work-force to run State-of-the-Art Studio a reputed Branded Company. The bidder should be a single Company. No consortium is allowed.”

The bidder must enclose a certificate that the Organization has not been black listed by any institution of the Central/ State / PSU/ University/ Institute etc. in the past three years. Bidder should be an ISO certified Company. Bidder must have a good service center in NCR with sufficient number of on-site service engineers in NCR.”

The vendor should have experience of handling of Broadcast equipment of minimum 10 years.

(b) Time Allowed:

The Skilled Professionals shall be hired initially for a period of TWO YEARS. At the end of 24 months’ period, if found necessary the contract may be extended for another term of 11 months considering an increment of 6% in basic quoted rates for each professional hired initially. The extension may continue to be renewed up to five years including period from date of start of this agreement, with mutual consent between tenderer and AICTE with annual increment @ 6%for the hired professionals. **In case the deployed Technical Manpower is not found suitable for technical reasons or misbehavior/conduct or unable to deliver as per AICTE’s expectations, or leaves the organization or goes on long like a replacement within 48hrs of reporting shall be done by the vendor with deployment of professional with similar or more experience, failing which appropriate penalty shall be imposed (to be defined while placing work order by AICTE).**

The deployed technical manpower shall follow all rules, regulations and timings of AICTE. The Manpower so deployed may have to work off -hours and on holidays based on exigencies.

(C) Payments to the Professionals:

The vendor shall be responsible for timely salary payments and follow the Minimum wages act. Vendor shall be responsible for deductions like PF, Medical Reimbursements, Local travel etc. as per statutory requirements.

3.2 Financial

The firm should have average annual financial turnover of **at least Rs. 5.00 Crores during the preceding last 3 consecutive financial years. This needs to be checked against GFR rules?** Copies of the audited balance sheet of the vendor/bidder for the last three financial years, details of Permanent Account Number and ITR (Income Tax Return) for last 3 financial years must be attached by the Bidder.

3.3 Sealed Tender Documents

Sealed tender documents accompany EMD duly signed by authorized vender are required to be

delivered at AICTE HQ, Nelson Mandela Marg, Vasant Kunj, New Delhi-110070, by Registered Post/ Speed Post/By Hand to reach on or before **14th Dec 2021 till 5.00 PM.**

3.4 Date of Opening of Financial Bids

The financial bids will be opened on same day along with eligibility bids.

3.5 Submission of Tender Documents

- (i) Ink signed and stamped Table of Compliance for Technical Specifications of all equipment other than Major Equipment (as specified above), shall be provided by the bidder along with Technical Bid.
- (ii) Copy of registration of GST.
- (iii) Copy of Trade License, Factory License/Excise Registration
- (iv) Copy of Income Tax Permanent Account Number
- (v) Copy of Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
- (vi) Copy of Authorization for Participation in subject bid (not required in case of Proprietorship firm).
- (vii) All pages of tender document including various sections shall be signed by bidder.

SPECIAL CONDITIONS OF CONTRACT(SCC)

1. The special conditions of Contract to be kept in mind by tenderer while finalizing the financial component of this tender.

2. INDEMNIFICATION:

The successful bidder is solely liable to fully indemnify and keep AICTE indemnified against all losses/penalties/awards/decrees arising out of litigation/claims/application initiated against the AICTE on account of acts of omission/commission attributable to the Contractor and which are punishable under the provisions of various Central Labour and Employment Acts including the Acts as amended from time to time. AICTE shall be vested with sole discretion to determine damages/ loss suffered on account of above from the dues payable from security deposit as performance Guarantee or from either the personal property of bidder or property owned by his firm/company by way of initiating suitable legal litigation against the Contractor at any point of time.

3. LABOUR LAW COMPLIANCES

3.1 The engagement and employment of skilled workers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the Contractor and any breach of such laws or regulations shall be deemed to be breach of this contract. AICTE may ask the contractor to produce documents to verify that these provisions/laws are complied with by the contractor.

- (a) It is mandatory that the employees must be paid through bank/cheques/RTGS/NEFT only.

- 3.2 The Contractor shall abide by all labour laws, laws related to EPF Organisation, ESI Corporation, Workmen Compensation Act. The details of EPF, ESIC in respect of their deployed staff shall be submitted by the Contractor to AICTE every month along with the bill. The Contractor shall abide including but not limited to, matters relating to timely payment of wages and allowances, payment of minimum wages, payment of overtime, grant of leave, payment of workmen's compensation, working hours, safety, maternity benefits, holidays, framing of standing orders, disciplinary action against employees, payment of provident fund contributions, payment of gratuities and payment of bonuses.
- 3.3 The contractor shall be liable for any legal dispute / case / claims that arises or may arise during currency of the contract due to non-compliances of labour or other related laws.
- 3.4 The contractor shall be responsible for compliance of all the laws rules/regulations and Govt. instructions that are/will be applicable to and aimed to protect the interest of the employees/worker engaged by it and shall ensure payment of all the statutory dues/liabilities as may have arisen during the past 'or' may arise during the course of performance of contract.
- 3.5 The Contractor shall submit periodical returns as may be specified from time to time.
- 3.6 The Vendor/Contractor shall be responsible for verification of credentials of the professional Technical Manpower including police verifications?

4. OFFICIAL RECORDS:

- 4.1 The Contractor shall maintain complete official records of disbursement of wages/ salary, showing specifically details of all deductions such as ESI, PF etc. In respect of all the staff deployed in AICTE office.
- 4.2 The Contractor shall maintain a personal file in respect of all the staff who is deployed in AICTE office. The personal file shall invariably consist of personal details such as name, address, date of birth, sex, residential address (Temporary/Permanent) and all grievances recorded by the staff vis-à-vis action taken etc.
- 4.3 The Contractor shall furnish an undertaking that within seven days of the close of every month they will submit to AICTE a statement showing the recoveries of contributions in respect of employees with Certificate that the same have been deposited with ESIC /EPFO Commissioners.

4.4 Each monthly bill must accompany the:

- (a) List of employees with their date of engagement
- (b) The amount of wages (The Contractor shall ensure that minimum wages are paid to all the employees with all the benefits (such as ESIC/EPF/Bonus etc.)
- (c) Copies of authenticated documents of payments of such contributions to EPFO/ESIC
- (d) Declaration of the Contractor regarding compliance of clause 8.3 Amount of EPF / ESIC

- 4.5 The Contractor shall also prepare a register indicating all payments / dues in respect of all the employees.

5. "Resolution of dispute amicably/through arbitration

Any dispute between the parties arising in connection with the performance of this contract shall be resolved amicably between the representatives nominated by both the parties through the process of negotiation. In case the dispute is not resolved, then it shall be referred to the Chairman, AICTE and the Chief of the opposite party for settlement.

If the dispute is not resolved, then it shall be referred to the Sole arbitrator who shall be appointed with the consent of both the parties. The arbitration proceedings shall be conducted as per the provisions contained in the Indian Arbitration and Conciliation Act, 1996(as amended from time to time and in force at the time when the reference is made). The Sole Arbitrator shall be appointed within a period of 60 days from date of receipt of written notice/demand of appointment of arbitrator from either party. The decision of the Arbitrator shall be binding on both the parties.. The seat and jurisdiction of the arbitration proceedings shall be at New Delhi. The arbitration proceedings shall be in English language. The cost of the arbitration proceedings shall be borne equally by both the parties as per Arbitration Rules.

If any dispute still remains unsettled, in that case, the same shall be adjudicated by the Courts of Law at New Delhi"

SECTION-V

SCOPE AND SCHEDULE OF WORKS/REQUIREMENTS:

In this Schedule of Requirements, the details of manpower services to be provided by the Contractor and also other information, instructions of the AICTE and instructions to the Contractor's employees posted at the AICTE site and all such other aspect of the Contracts are to be mentioned.

1. GENERAL INSTRUCTIONS

- 1.1 The Contractor shall deploy all manpower at the AICTE jurisdiction in the manner and as per the instructions of the Officer-In-charge AICTE for this work or its authorized representatives.
- 1.2 The Contractor shall ensure that all personnel are fully conversant with the premises and with the AICTE's activities and its related manpower requirements.
- 1.3 The AICTE shall have the right to have any person removed who is considered to be undesirable or otherwise and similarly the Contractor reserves the right to remove the personnel with prior permission of to the AICTE, emergencies, exempted.
- 1.4 The Contractor shall cover its personnel for personal accident and/ or death whilst performing the duty.
- 1.5 The Contractor shall exercise adequate supervision to ensure proper & satisfactory performance of Manpower Services in accordance with the site requirements & satisfaction of Engineer-in-Charge.
- 1.6 The Contractor shall issue identity cards / identification documents to all its employees who will be instructed by the Contractor to display the same at all times. The personnel of the Contractor shall be subject to detailed direction and control of the Contractor and in relation to manner and model of performance of duties, as agreed vide this agreement.
- 1.7 The personnel of the Contractor shall not be the employees of the AICTE and they shall not claim any salary or allowances, compensation, damages or anything arising out of their employment/duty under this Contract. The Contractor shall make them known about this position in writing before deployment under this agreement.
- 1.8 The Contractor shall also provide at its own cost all benefits statutory or otherwise to its employees and the AICTE shall not have any liability whatsoever on this account.

2. SUPERVISION

- 2.1 The Contractor shall ensure that all the duties as defined/ required by the AICTE are performed by them in the desired manner of AICTE, failing which it shall invite penalties to be decided by AICTE.
- 2.2 The Contractor's Supervisor/ Contact person (to be nominated by contractor) shall be the first line of contact for AICTE, who shall report to the designated officers of AICTE for all requirements.
- 2.3 The Contractor shall ensure that all statutory / mandatory requirements either related to wages disbursements or related to deposition of EPF/ESIC with concerned authorities or providing of ESIC facilities to the manpower are fulfilled through Contractor or its Supervisor/ Contact person.
- 2.4 The Contractor shall ensure that the Supervisor(s) is not below the level of Executive-HR who is well versant with all HR related requirements and who should be prompt enough to initiate all required action.
- 2.5 The Contractor shall evolve a suitable fool proof IT enabled GPS based Attendance system of deployed manpower at AICTE site for effective supervision of the work having real time monitoring. The Contractor shall ensure that his supervisors & workers etc. shall have necessary Gadgets/Smart Phones etc. for marking their attendance.
- 2.6 The daily attendance of the deployed manpower shall be monitored daily according to system to be adopted with directions of AICTE's Officer-in-charge of Studio Operations.

3. DEPLOYMENT AND TENTATIVE REQUIREMENTS OF MANPOWER

- 3.1 The AICTE intends to outsource manpower for deployment under its jurisdiction as per the norms of the Government.
- 3.2 The manpower appointed in different categories shall be deployed by the AICTE for the work of Recording Studio being set up at AICTE HQ, New Delhi.
- 3.3 The Contractor is required to quote prices for the category of Skilled Personals to Be engaged for all stages of operations required for successful working of Recording Studio in the Price Schedule/ Financial Bid of the tender document.
- 3.4 (a): The Contractor shall ensure that except that of the Service Margin (as defined in the Price Schedule) all other levies (ESI, EPF, EDLI & Bonus etc.), which are charged to AICTE in the Price Schedule are passed on to the deployed employees as their monthly wages by the Contractor.
- 3.4 (b): The ESI, EPF, EDLI & Bonus etc. shall be reimbursed to the contractor by the Officer-in-charge, AICTE after satisfying that it has been actually and genuinely paid by the contractor to his deployed employees. A certificate to this effect from a Chartered Accountant is also to be submitted.

4. PENALTIES

- 4.1 The Contractor shall disburse salary to its deployed manpower inclusive of DA, if any, latest by 7TH of every month, failing which penalty of Rs.10000/- per day will be imposed upto 15th of the month and the contract shall liable to be terminated. Security Deposit / Performance Bank Guarantee shall be forfeited and Bank guarantee will be encashed. The AICTE will have the power to appoint any other agency for the manpower services at the risk and cost of the Contractor.

- 4.2 Whenever and wherever it is found that the assigned work is not performed upto the entire satisfaction of the AICTE, especially under the supervision of the Contractor's Supervisor, it will be brought to the notice of Contractor by the AICTE and if no action is taken immediately, penalty of Rs.1000/- per day per complaint will be imposed by invoking penalty clause.
- 4.3 The Contractor has to maintain adequate number of manpower as per this contract and also arrange a pool of standby manpower / supervisor. If the required number of workers are less than specified number as mentioned/required by the Department, a penalty of Rs.5000/- per absentee per day shall be deducted from the bill(s).
- 4.4 In case the Contractor fails to fulfil the minimum statutory requirements (ESIC/EPF) as per the conditions of the tender document and fails to produce the concerned documents, it shall be treated as breach of the Contract and the Contractor is liable to be blacklisted by the AICTE, in addition to forfeiting of the monthly bills and Performance Security Deposit.
- 4.5 In case of breach of any conditions of the contract and for all types of losses caused including excess cost due to hiring manpower services in the event of Contractor failing to provide requisitioned number of manpower, the AICTE shall make deductions at double the rate of hiring rate on pro-rata basis from the bills preferred by the Vendor or that may become due to the Vendor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the AICTE.
- 4.6 In case the deployed Manpower found not the prescribed duty hours, a Penalty of Rs. 5000/- will be imposed on each incidence for noncompliance and shall be deducted from the running bills.
- 4.7 The Contractor's Personnel/Skilled Professional shall be sincere & extend respect to all Officers & Staff of AICTE. In case of any misbehave or misconduct of his Skilled Professional/Supervisor is observed/reported, a Penalty of Rs. 5000/- will be imposed on each incidence for noncompliance and shall be deducted from the running bills.

4.8 PERFORMANCE GUARANTEE:

Successful bidder shall have to deposit Performance Guarantee in shape of FDR/ Bank Guarantee for amount equivalent to 3% of tender cost before start of work.

5. MINIMUM QUALIFICATIONS+EXPERIENCE AND PROPOSED SALARY STRUCTURE OF PROFESSIONALS TO BE HIRED THROUGH CONTRACT UNDER THIS SYSTEM:

5.1) Program Officer:

(2 No.) Graduate in Mass Communication/journalism with minimum 5 years of experiences with any government organization / educational Institute/Private TV Channel/Post Production House studio equipment handling of which minimum two years as In-Charge of live/off line recording, editing live sessions/conferences/lectures etc.

Or

Diploma in Mass Communication/journalism with minimum 8 years of experiences with any government organisation/ educational Institute/Private TV Channel/Post Production House studio equipment handling of which minimum three years as In-Charge of live/off line recording, editing live sessions/conferences/lectures etc.

Roles & Responsibilities:

The program officer shall be responsible for Conceptualisation of Various Sessions, Planning and management of indoor and outdoor shootings, coordination with experts in different fields for various video sessions, identification of Topics and related activities. Program officer shall be interacting with the technical Team of Studio for the purpose of actual implementation of concepts.

The Program Officers shall be reporting to the CEO, MIC Cell, AICTE.

5.2) Camera Man for Handling PTZ and other Cameras:

Minimum 12th pass with minimum 8 years of experience in handling ENG cameras and be fully familiar to handle studio and outdoor lights.

or

Graduate with Science Background with minimum three years of experience with any government organisation/ Private TV Channel/Post Production House towards handling videography at Studio and Outdoor Locations. Should be well versed with handling PTZ robotic cameras and handheld ENG cameras of different makes and models

Roles & Responsibilities:

Camera Man shall be responsible for operations of Cameras and associated equipment's during the Sessions both indoor as well as outdoor video sessions.

5.3) Video Editor:

Graduate, preferences will be given who has done certification in that from reputed institute and with five years of experience in editing with Adobe premiere. Cut to cut and special effects. Should be familiar with transcoding etc. to telecast the lectures on air through Google drive etc. With minimum Three years of experience with any Government organization/ Educational Institute/Private TV Channel/Post Production House towards handling video editing. The editor should be familiar with windows based nonlinear editing station.

Roles & Responsibilities:

Video Editor shall be responsible for Video Editing of recorded or during recording sessions as well as post recording sessions and associated equipment's during the Sessions both indoor as well as outdoor video sessions. Video Editor will be required to ensure quality of video recorded and being recorded is of maintained. It may take more than one iteration before the edited video is approved. He will also ensure synchronisation of video and audio.

5.4) Graphics Designer - For Off-Air Graphics Designing:

With minimum Three years of experience with any Government organisation/Educational Institute/Private TV Channel/Post Production House towards handling off-air graphics designing. Should be well versed with Adobe software's for graphics designing.

Roles & Responsibilities:

Graphic Designer shall be responsible for design of Graphics/Animations/Pictures/Logo's etc. for recorded or during recording sessions as well as post recording sessions and associated equipment's during the Sessions both indoor as well as outdoor video sessions. Graphic Designer will be required to ensure quality Graphic designs /Animations/logos and presentations are of good quality with best and latest designs making best use of technology. It may take more than one iteration before the designs is approved and acceptable.

5.5) PCR Operator-cum-Technician for PCR Equipment Operations:

12th Standard with Science Background with minimum Eight years of experience with any Government organisation/Educational institute/Private TV Channel/Post Production House towards handling Production Control Room equipment including Video Switcher, Audio Mixer, Video Recorder, lights etc. Desired experience to be provided with supporting documents.

Or

Graduate with minimum of 5 years of experiences with any Government organisation/Educational institute/Private TV Channel/Post Production House towards handling Production Control Room equipment including Video Switcher, Audio Mixer, Video Recorder, lights etc.

Roles & Responsibilities:

PCR Operator–Cum-Technician shall be responsible for Operations of PCR equipment during Video Sessions both indoor as well as outdoor sessions. The operator will ensure all equipment's are in working order and necessary connections are in place before recording sessions as well as on day-to-day basis. In case of technical faults, the same shall be informed to the studio In-charge or /manager.

5.6) Light Man - For PCR Equipment Operations:

Minimum 10th Standard with minimum Eight years of desired experience to be provided vide supporting documents, diploma/certificates of qualifications and experience.

Roles & Responsibilities:

Light Man shall be responsible for light operations during Video Sessions both indoor as well as outdoor sessions. The operator will ensure all equipment's are in working order and necessary connections are in place before recording sessions as well as on day-to-day basis. In case of

technical faults, the same shall be informed to the studio In-charge or /Manager. Light Man shall also follow the instructions given by the Studio Manager and carry out the jobs assigned by Studio-Manager.

General Roles and Responsibilities of Studio Technical team:

1. The Studio Manager/In-Charge shall be technical Leader of the Team and ensure smooth function of equipment. He will maintain the Logs, coordinate with Vendors for Technical maintenance, Inventory control of studio equipment. He will also ensure quality, storage and operations of equipment.
2. The studio team shall be reporting to AICTE Bureau Head or his designated officer on day-to-day basis.
3. Whereas, broad work allocation and responsibilities of designated Technical Manpower is listed as in RFP, however, the deployed Technical Manpower may be required to perform multiple tasks if situation demands.
4. All professionals should have good Communication Skill in English & Hindi. Knowledge of additional Indian Language shall be of advantage.
5. IN ADDITION TO RESPONSIBILITIES MENTIONED ABOVE, the Studio Team shall perform any other work assigned by AICTE Nodal Officer.
6. The Proposed technical Manpower should be on roll of the agency for a period of minimum two years, proof for the same should be provided to AICTE.
7. The agency will send names and profile of at least 10 professionals (Program officer, Camera man and switcher operator, Editor, Recorder, Graphic Designer etc.) with desired experience and qualifications. AICTE Committee with one representative from agency as member of committee, shall conduct interview and select the professionals there after. Candidates shall be required to bring original documents to AICTE while appearing for interview for verification purposes.
8. The above Technical PROPOSED SKILLED PROFESSIONALS shall also be responsible, IN ADDITION TO RESPONSIBILITIES MENTIONED ABOVE, for maintaining Logs of technical faults in equipment, call reporting for maintenance and any other work assigned by AICTE Nodal Officer.
9. **Total Projected Manpower:** Seven to be part of Manpower RFP Plus One Studio In-charge/Engr. for equipment maintenance being provided by agency installing/erecting complete Recording Studio set-up for on-site deployment as per hardware/infrastructure RFP.

General Requirements Related to Technical Manpower for Studio:

S.No.	Description of item	Quantity	Unit	Rate in figures Rs.(*)	Amount in words Rs.(*)
1	Program Officer: With minimum 5 years of experiences in studio equipment handling of which minimum two years as In-Charge of live/off line recording, editing live sessions/conferences/ lectures etc.	1	Each/PM		
2	Camera Man - For Handling ENG & PTZ Cameras With minimum 8 years of experience in handling ENG cameras and be fully familiar to handle studio and outdoor lights with any government organisation / Private TV Channel/ Post Production House towards handling videography at Studio and Outdoor Locations. Should be well versed with handling PTZ robotic cameras and handheld ENG cameras of different makes and models. Desired experience to be provided vide supporting documents.	1	Each/PM		
3	Video Editor - For Video Editing Graduate, preferences will be given who has done certification in that from reputed institute and with five years of experience in editing with Adobe premiere. Cut to cut and special effects. Should be familiar with transcoding etc to telecast the lectures on air through Google drive etc. With minimum Three years of experience with any Government organization/ Educational Institute/Private TV Channel/Post Production House towards handling video editing. Desired experience to be provided vide supporting documents.	1	Each/PM		

4	<p>Graphics Designer - For Off-Air Graphics Designing:</p> <p>With minimum 3 years of experience with any Government organization /Private TV Channel/Post Production House towards handling off- air graphics designing. Should be well versed with Adobe software's for graphics designing. Desired experience to be provided vide supporting documents.</p>	1	Each/PM		
5	<p>PCR Operator - For PCR Equipment Operations:</p> <p>With minimum 5-8 years of experience with any Government organization /Private TV Channel/Post Production House towards handling Production Control Room equipment including Video Switcher, Audio Mixer, Video Recorder etc. Desired experience to be provided vide supporting documents.</p>	2	Each/PM		
6	<p>Light Man - For PCR Equipment Operations:</p> <p>With minimum 8 years of experience with any Government organization /Educational institute/ Private TV Channel/Post Production House towards as lighting assistant. Desired experience to be provided vide supporting documents.</p>	1	Each/PM		
TOTAL EACH MONTHS					

NOTE: Rates quoted shall be inclusive of all taxes except GST which shall be paid extra at applicable rates.