

अन्तर्राष्ट्रीय जनसंख्या
विज्ञान संस्थान

(विश्वविद्यालय समतुल्य)*

स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार का स्वायत्त संगठन
गोवंडी स्टेशन रोड, देवनार, मुम्बई- 400 088. भारत



(स्थापना/ Established in 1956)
बेहतर भविष्य के लिए क्षमता निर्माण
Capacity Building for a Better Future

Sr. No.: /

International Institute for
Population Sciences

(Deemed University)*

An Autonomous Organization of Ministry of Health & Family Welfare, Govt. of India
Govandi Station Road, Deonar, Mumbai -400 088. INDIA

**NOTICE INVITING TENDER FOR VIDEO RECORDING AND EDITING FOR THE
VIRTUAL CONVOCATION (2021) EVENT OF IIPS, MUMBAI**

Tender NO: IIPS/ADMIN/HRS/01/2021

Name of the work	:	Video Recording and Editing for the Virtual Convocation (2021) Event of IIPS, Mumbai.
Earnest Money Deposit	:	Rs.15000/- in form of Demand Draft in favour of Director, IIPS, payable at Mumbai
Date & Time of Closing of Tender	:	22 nd October, 2021 . at 2:00 p.m.
Date and Time of Pre-Bid Meet	:	8 th October, 2021 at 3:00 p.m.
Date & Time for Opening of Tender – (Technical Bid)	:	25 th October, 2021 at 2:00 p.m. (tentative)
Address for submission of Tender	:	International Institute for Population Sciences (IIPS), Govandi Station Road, Deonar, Mumbai – 88
Place of opening the Tender	:	International Institute for Population Sciences (IIPS), Govandi Station Road, Deonar, Mumbai – 88

The detailed tender document with specification and terms and conditions are available at the institute website www.iipsindia.ac.in/tenders.

Note:

This document contains 08 pages. The bidder has to sign on each page. The tender document can be downloaded from the institute website www.iipsindia.ac.in/tenders

The Institute reserves the right to accept or reject any tender and to cancel the entire process and reject all the tender documents received without assigning any reason at any time prior to award of work order.

Annexure 2

TECHNICAL BID

(Please go through the terms and conditions before filling up the Technical Bid)

Sl	Particular	Details	Remarks if any
1	Name of the Firm/Agency/Company		
2	Full Address of the Registered Office/Branch Office (if any)		
3	Telephone No		
4	Fax No :		
5	Email Address		
6	Website (if any)		
7	Status (whether firm is Proprietary/ Partnership Firm/Private Limited/Public Limited, Registered under Societies Registration Act Etc.		

8	Registration Number of the Organization (Please attach certificate of Registration/Incorporation)		
9	Name of the Director/Proprietor		
10	Designation		
11	Complete Address		
12	Phone No		
13	Mobile No		
14	Email :		
15	Annual Turn Over (Amount in Lakhs) (Please attach copy of ITR for each financial year)	2018-2019 :	
		2019-2020 :	
		2020-2021 :	
16	GST Registration Certificate/Number		Attach Copy
17	PAN Card details		Attach copy

18. Details of Demand Draft :

DD No : Date :

Amount : Name of Bank :

Address :

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Scope of work for pre-recording the Virtual Convocation Ceremony

Brief description of the work: In view of the ongoing pandemic situation and lockdown measures, IIPS has decided to conduct its 62nd convocation on a virtual mode for the graduating batches of 2020-2021. The convocation will be conducted in a hybrid mode, i.e., part-physical (pre-recorded) and part-virtual. The pre-recorded events will be streamed on internet and all social media platforms of IIPS (IIPS website, YouTube, Facebook, Instagram, etc.) on a designated day and time for the convocation. The virtual convocation programme will contain the pre-recorded videos of the following: convocation procession; virtual declaration of convocation ceremony by the President, General Council, IIPS; presentation of Director's Report; virtual award of degrees and diplomas; reading out citations and award of prizes and medals; Presidential Address by President, General Council, IIPS; Convocation address by Chief Guest; national anthem; etc. In addition to the above-mentioned pre-recorded videos, the following videos should be made for the virtual convocation: names and photographs of all graduating students; names and photographs of all medal awardees, etc.

Tentative date of convocation :04/12/2021

Detailed description of the work

The work involves creation of video file with 4K resolution (3840x2160) of approx. 180 minutes covering the convocation proceedings for IIPS Mumbai.

The different stages of the work are as follows:

1. Preparation of the story board & script, based on the inputs and guidelines (to be provided by IIPS)
2. Pre-production, Arrangements for shooting which includes camera, light, musical arrangement, sound, professional voiceover wherever required etc.
3. Creation of templates for each student getting degree/ diploma (approx. 300 numbers)
4. Creation of animation for all medal winners (approx. 20 numbers)
5. IIPS will provide (some archival) video content that needs be incorporated suitably in the final video file.
6. Video Shooting of IIPS Campus as well as outside the Mumbai such as New Delhi for speech recording of President/Chief Guest etc. All others, including the Chief Guest and Guest of Honor (if any), the vendor will visit the venue and complete the recording as per schedule set by IIPS with consent of convocation President and Chief Guest separately. IIPS, Mumbai will reimburse the travel and accommodation cost for 2/3 persons. IIPS, Mumbai academic department will co-ordinate with the vendor as a Single Point of Contact.

7. Post production including editing, motion graphics, animation etc. and final delivery of Video file. Re-editing may be required if the editing made by the vendor is not found satisfactory by IIPS.

8. Convocation will be conducted on Hybrid mode (physical and virtual) The dignitaries will be on the stage in the Convocation Hall. The respective Course Co-ordinator will come on stage and read out the names of the candidates in their respective turns

9. The programme shall include pre-recorded videos, animation, or power-point presentation which must also be mixed with the online live streaming video.

10. The graduating students can attend the program in the webex link provided. The parents/family can view it in You Tube Channel. On calling out individual candidate's names, the photograph (in the academic dress – the Scarf) of the student has to be shown.

11. In case of any dispute arises during the process, the decision of Director IIPS shall be binding to both the parties .

Annexure 3

FINANCIAL BID

(The rate quoted on this page will be taken into account for evaluation of Financial Bid)

Rate	GST/Other Taxes	Total Cost including all taxes	Remarks if any
(A)	(B)	(A+B)	

Total cost (in words) :

Split up details of the rate quoted

Sl. No	Details	Amount	Remarks
1	Infrastructure price		
2	Charges per camera		
3	Live streaming charges		
4	Manpower services for providing technical assistance		
5.	Any other charges (pls. specify in the space provided)		
a			
b			
c			
d			
Total			

*** Note : The travel and accommodation cost to Delhi will be reimbursed on the basis of travel and accommodation bills submitted in actual.**

DECLARATION

Is/o; d/o; w/o Shri.
..... Signatory of the service provider,
mentioned in this Tender Document, am competent to sign this declaration and
execute this Tender Document.

2. I have carefully read and understood all the Terms & Conditions of the Tender
and undertake to abide by them.

3. The information/documents furnished along with the Technical and Financial
Bid are true and authentic to the best of my knowledge and belief. I/we, am/are
well aware of the fact that furnishing any false information/fabricated document
would lead to rejection of my tender at any stage besides liabilities towards
prosecution under appropriate law.

4. It is also certified that our Agency's has not been terminated/blacklisted by any
other organization and also no court case is pending/ongoing against the agency
with regard to manpower supply in any court.

5. We understand that the decision of IIPS to accept/reject would be final and
binding.

Signature of the Contract/or

Authorized Signatory with

Seal of the Agency/Firm :

) Name to be written – below signature (

Date :

Place :