

F. No. S.11014/3/2020-Scheme (CME)

Government of India

Ministry of Ayurveda, Yoga & Naturopathy, Unani, Siddha and Homeopathy

Plate-A, 2nd Floor,
Office Block-III, NBCC Complex,
East Kidwai Nagar, ND-23
Dated: 29th Jan., 2021

To

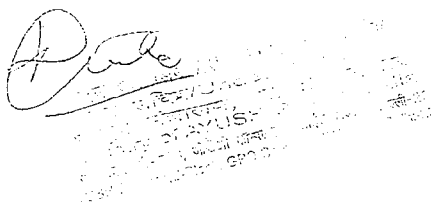
The Pay & Accounts Officer (Sectt.),
Ministry of Health & Family Welfare,
Nirman Bhawan, New Delhi.

Sub: - Release of Grants-in-aid for implementation of the Central Sector Scheme Namely Re-Orientation Training Programme/Continuing Medical Education Programme during 2020-21.

Sir/Madam,

In exercise to powers delegated under DFPR-1978, I am directed to convey the sanction of the President of India for release of an amount of Rs.3,15,00,000/- (Rupees Three Crores & Fifteen Lakhs Only) to "All India Institute of Ayurveda (AIIA), Sarita Vihar (New Delhi)" for "Development of Digital Training Infrastructure under web-based component to establish an Online Learning Management System "Ayurvediya" during the year 2020-21.

2. The Payment of grants will be made through electronic transfer of fund payable to the Head of the Institute, viz. "Director, All India Institute of Ayurveda (AIIA), Sarita Vihar (New Delhi)", authorized to operate upon its bank accounts and to bind it financially in accordance with Rules and Regulations.
3. The Sanction has been issued as per Rules 228 to 245 of General Financial Rules – 2017. The grant-in-aid will be subject to the provisions of CME Scheme guidelines and no amount or part thereof shall be delivered/utilized to any other purpose for which it has been sanctioned.
4. The accounts of the grantee institution/organization shall be open to inspection by the sanctioning authority and audit both by the CAG of India under the provisions of CAG (DPC) Act, 1971 and internal audit wing of the O/o CCA of the Ministry, whenever the institution or organization is called upon to do so.
5. The Grants-in-aid of 3,15,00,000/- (Rupees Three Crores & Fifteen Lakhs Only) is a non-recurring grants.
6. This sanction is subject to condition that the grantee institute will disburse this grant-in-aid through EAT (Expenditure, Advance and Transfer) Module of PFMS as per the guidelines under Ministry of Finance.
7. The grant is being released for the following activities/deliverables by the Institute: -
 - i. To develop an integrated portal for access to learning materials. Threaded discussion groups. Online Notice Board etc.;
 - ii. The portal will support exhaustive search of learning materials, discussion forums, notices, learner notes etc.




Contd.....2/-

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- iii. Under this LMS programme UG/PG Students, Ph.D Student, Research Scholars (JRF, SRF, Research Coordinators etc.), Ayurveda Physicians (Pvt./Govt.) and Teaching Faculties will be targeted;
 - iv. The system will be a single point of entry for the entire training and skill management function. It should facilitate tracking and management of training events, automated collection, analysis and interpretation of training data;
 - v. LMS will have an option to provide credits to the Users upon completion of the trainings;
 - vi. User's reporting manager will be in a position to monitor the progress, learnings and credits of her/his reportees to provide continuous guidance for their capacity building;
 - vii. LMS will be intelligent enough to identify the proxy trainees and suggest remedies;
 - viii. There will be functionality for introduction and discussion over topics and contents related to trainings, feedbacks etc.
 - ix. Online CMEs to be hosted on Learning Management System "AYURVIDYA" in first phase.
8. The outcomes envisaged for this project have been considered as under: -
- i. This may presently be developed by AIIA with the objective of integrating into AYUH Grid after 18 months (when the Grid is likely to take shape), with control of content remaining with AIIA even after integration with the Grid. AIIA may explore hosting this on AIIA portal in the interim;
 - ii. Cloud hosting may be preferred instead of Servers; and
 - iii. Since the entire AYUSH Sector will be adopting of A- Health Management Information System (HMIS), wherever integrating with HMIS is required, A-HMIS may be preferred. New investments into legacy HMIS of AIIA may be avoided. Similarly, the instant development may be aligned with the Standards of National Digital Health Mission NDHM, the structure of AYUSH Grid and (ICD).
9. The expenditure is debitable under Demand No. 4- Ministry of AYUSH, 2210-Medical and Public Health (Major Head), 05200-Other Systems (Minor Head), 11-Re-Orientation Training Programme of AYUSH Personnel/Continuing Medical Education (ROTP/CME), 110031-Grant-in-aid-General during 2020-21. Scheme Code (3115-RoTP/CME).
10. No Utilization Certificate is pending against this institute during previous years under this scheme.
11. This issues with the approval of the IFD concurrence Dy. No. C-469 dated 22.01.2020.

Yours faithfully,



(K.B. Sinha)

Under Secretary to the Govt. of India

कुमल भा. सिन्हा KUNDA B. SINHA
 आयुष सचिव/UG Contd Secy. 3/4
 आयुष मंत्रालय, नई दिल्ली
 Ministry of AYUSH Govt. of India
 आयुष भवन, बीएओ बिल्डिंग, शांतिनगर, नई दिल्ली
 AYUSH Bhavan, B-Block, GPO, Chakrabarti, New Delhi

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Copy forwarded for information and necessary action to:

1. The Director General of Audit, Central Revenues, I.P. Estate, New Delhi-110002.
2. Ministry of Finance (Plan Finance Division), Department of Expenditure, New Delhi.
3. Niti Aayog, (Health Division), Sansad Marg, New Delhi.
4. SO (IFD-AYUSH), M/o H&FW, Nirman Bhavan New Delhi.
5. Cash (AYUSH) Section for preparing bill.
6. AYUSH Budget Section.
7. DDG (P&E), Ministry of AYUSH, New Delhi.
8. Sanction Register.
9. Director, RAV and Nodal Officer, CME Scheme, Road No.66, Punjabi Bagh, New Delhi.
10. The Director, All India Institute of Ayurveda (AIIA), Sarita Vihar (New Delhi) – with the request that the above released grants should mandatorily be disbursed only through EAT (Expenditure, Advance and Transfer) Module of PFMS as per the guidelines under Ministry of Finance.

कुन्दा ब. सिन्हा/KUNDAN B. SINHA
अवर सचिव/Under Secretary
आयुष मंत्रालय, भारत सरकार
Ministry of AYUSH Govt. of India
आयुष भवन, बी-ब्लॉक, जीपीओ कॉम्प्लेक्स, आई.एन.ए.नई दिल्ली-23
AYUSH Bhawan, B-Block, GPO Complex, INA, New Delhi-23



(K.B. Sinha)

Under Secretary to the Govt. of India

N.B.

The Institute will submit/maintain the following documents in connection with the above grants: -

1. Utilization Certificate as per the Scheme Guidelines or as per prescribed format of GFR-2017 (i.e. GFR-12-A).
2. Audited Statement of Accounts/Expenditure indicating item-wise-item expenditure and accrued interest, if any, on the released grants.
3. Detailed Project Report against the released grants.
4. The Head of the Institute shall be personally accountable for proper utilization of the grants.
5. The Grantee Institute shall maintain the records of assets acquired wholly or substantially out of the released grants.

Contd.....4/-

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6. The details of approved budget for the above project are as under: -

Particulars	Rs. In lakhs		
	1 st year	2 nd year	3 rd year
Cost for preparation and hosting of E-CME Module of 13 Subjects	37.20		
Recurring Cost Human Resource (6) Technical Officer (1), IT Professional (01), Audio-visual Graphics (01) Graphic Designer (01), DEO (1) & MTS (01)	21.10	22.46	23.58
Payment Gateway and SMS Gateway	3.20	3.20	3.20
Learning Portal maintenance after hosting & contingency	4.70	5.42	6.17
Infrastructure Desktop (PC), Laptops, Printers, Photocopiers etc., Camera, Non-linear, editing, Interactive 27" Multi Touch Display & Pen or with system, sound light & other, recording equipment recording studio setup, Vision Mixer/Switcher for connecting Cameras, Interactive Panel and Tablet, Studio Cool lights, Active Speaker (2 way) type, Microphones and other required essential software etc.	29.70	4.45	4.45
Requirement of Space & its development and seating arrangement and furniture etc.	5.50		
Hardware (Cloud) for storage or Server and Storage procurement	32.80	32.80	30.00
Content development (for updating and additional development)		10.00	10.00
Learning portal and mobile app development	8.00	3.20	4.00
Miscellaneous (Stationaries etc.)	2.80	3.40	3.67
Total 315.00 lakhs	145.00	84.93	85.07



(K.B. Sinha)

Under Secretary to the Govt. of India

कुन्दन बी. शिन्हा/KUNDAN B. SINHA
अवर सचिव/Under Secretary
आयुष मंत्रालय, भारत सरकार
Ministry of AYUSH Govt. of India
आयुष भवन, बी-ब्लॉक, जीपीओ कॉम्प्लेक्स, आई.एन.ए. नई दिल्ली-23
AYUSH Bhawan, B-Block, GPO Complex, INA, New Delhi-23

F.No

Date

**ALL INDIA INSTITUTE OF AYURVEDA (AIIA)**

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

Gautampuri, Sarita Vihar, Mathura Road, New Delhi - 110076

Phone:011-26590401/402

Email:director@aiia.gov.in

Website: www.aiia.gov.in

EOI Document

For

Expression of Interest for “Course Content Development for Digital Training Infrastructure under web-hosed component to establish an Online Learning Management System "AyurVidya” Development ” at AIIA. New Delhi

Important Information Date Sheet

Event	Particulars
Date of publication of EOI	
Date and time for Pre bid Conference	
Last date and time for Bid submission	
Date & Time of Opening of Technical Bids	
Date of Presentation	Will be intimated
Date for opening of Financial Bids	Will be intimated
Place of Submission of EOI	Director All India Institute of Ayurveda Gautampuri, Sarita Vihar, Mathura Road, New Delhi-110076 email:director@aiia.gov.in

AIIA New Delhi will not be responsible for non-receipt /non-delivery of the bids due to wrong addresses / postal delays / courier delays or any other similar reasons

EXPRESSION OF INTEREST SECTION I

1 GENERAL

1.1 Background

The All India Institute of Ayurveda (AIIA) New Delhi is an autonomous organization under the aegis of Ministry of AYUSH Government of India. It will be a 200 bed referral hospital and also impart post graduate, doctoral, post doctoral and super-specialty programme in major streams of Ayurveda. The organization will broadly have two Wings – Hospital and Academic Wings. The Hospital Wing will have various Units like Registration, OPD, IPD, Laboratory, Pharmacy, Radiology, OT etc. The Academic Wing will comprise of Administration, Library, Conference/Class Rooms, Rooms of senior faculty members etc.

1.2 Need For Request For Proposal

AIIA has well established Information Communication and Technology (ICT) and Information Technology (IT) infrastructure. AIIA needs some additions in the existing ICT infrastructure.

Director, AIIA invites the expression of Interest for selection of a Bidder, which should be a PSU/State PSU/CMMI III or above level company (the “Bidder”) who shall “Course Content Development for Digital Training Infrastructure under web-hosed component to establish an Online Learning Management System “AyurVidya” Development at AIIA.

AIIA intends to select the Bidder through this Expression of Interest (EOI) in accordance with the procedure set out therein.

1.3 Due diligence by Applicants

Applicants are encouraged to inform themselves fully about the assignment and the local conditions before submitting the Proposal by paying a visit to AIIA and the Work site and analyzing the given drawings.

1.4 Sale of EOI Document

EOI document can be obtained between 10:00 hrs and 05:30 hrs on

all working days. The document can also be downloaded from the Official Website www.aiia.gov.in. However the payment towards the EOI document can be made in the form of a DD at the time of submission of the document, in case of a downloaded EOI.

1.5 Validity OfTheProposal

The Proposal shall be valid for a period of not less than 120 days from theProposal Due Date (the“PDD”).

1.6 Brief Description Of The Selection Process

The AIIA has adopted a single stage, two-step selection process (collectively the “Selection Process”) in evaluating the Proposals comprising technical and financial bids to be submitted in two separate sealed envelopes. In the first step, a technical evaluation will be carried out as specified in Section III, based on this technical evaluation, a list of short-listed applicants shall be prepared as specified in the second step, a financial evaluation will be carried out as specified in Clause 4.2. Proposals will finally be ranked according to their combined technical and financial scores as specified in Clause 4.2. The first ranked Applicant shall be selected for negotiation as specified in clause 4.(the “Selected Applicant”) while the second ranked Applicant will bekept inreserve.

1.7 Currency Conversion Rate AndPayment

All payments to the Bidder shall be made in INR in accordance with the provisions of this EOI. The Bidder may convert INR into any foreign currency as per Applicable Laws and the exchange risk, if any, shall be borne by the Bidder.

1.8 SCHEDULE OF SELECTIONPROCESS

AIIA would endeavor to adhere to the following schedule:

Nos. of Days	Activities
D-0	Publication of EOI
D-21	Submission of bid EOI
D-21	Opening of technical bid
D-28	Technical Evaluation
D-30	Opening of Financial Bid & Evaluation

D-32	Approval of Empowered Committee
D-35	Award notification (Letter of Intent – LOI)

1.9 LOCATION

The work will be required to be commissioned with in the campus of AIIA, at Gautampuri, SaritaVihar, Mathura Road, NewDelhi Pin 110076.

1.10 Work Completion period

The work must be completed within one month (30 days) after receiving the Letter of Intent.

1.11 Termination:

1.11.1 By theClient:

The client may terminate this contract, by not less than thirty (30) days' written notice of termination to the selected bidder, to be given after the occurrence of any of the events specified in paragraphs (a) to (b) of this Clause.

- a. If the Bidder do not remedy a failure in the performance of their obligations under the contract within thirty (30) days of receipt of being notified or within such further period as the client may have subsequently approved in writing. The client will have an option to invoke Risk Purchase clause by which client will have the option to engage different party at the cost of the incumbent consultant. The liability of the Consultant will be limited to Liquidated Damages and incremental differential renegotiated cost of the work managementservices.
- b. If the Bidder become insolvent or bankrupt.

1.11.2 By theBidder:

The bidder may terminate this contract, by not less than thirty (30) days written notice to the client, such notice to be given after the occurrence of any of the events specified in paragraph (a) to (b) of this Clause

- a. The Client is in material breach of its obligations pursuant to this EoI and has not remedied the same within thirty (30) days (or such longer period as the bidder may have agreed in writing) following the receipt by the Client of the bidder's notice specifying

such breach.

- b. The Client fails to pay any money due to the Consultant pursuant to this contract, which is not subject to dispute within forty five (45) days after receiving written notice from the bidders that such payment is overdue and payable.

1.12 Obligations Of The Bidders:

The bidder shall perform the services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound Management practices, and employ appropriate advanced technology and safe methods. The Bidder shall always act, in respect of any matter relating to this EoI or to the services, as faithful advisers to the client, and shall at all times support and safeguard the client's legitimate interests in any dealings with sub-Bidder or third Parties. Consultant will furnish a Performance Bank Guarantee (10% of the work cost) for completion of the work in stipulated time and resources provided.

1.13 Obligations of the Client:

- a. **Change in the Applicable Law:** If, after the date of this agreement, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of services rendered by the Bidder, then the remuneration and reimbursable expenses otherwise payable to the Bidder under this contract shall be increased or decreased accordingly by agreement between the parties and corresponding adjustments shall be made to the amounts referred to in Clauses as the case may be.
- b. **Services and Facilities:** The Client shall make available to the selected bidder the services and facilities as mutually agreed to execute the work efficiently.

1.14 Settlement of Disputes:

- a. **Amicable Settlement:** The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this contract or the interpretation thereof.
- b. **Dispute Settlement:** Any dispute between the parties as to matters arising pursuant to this contract which cannot be settled amicably within thirty days after receipt by one party of the other party's request for such amicable settlement may be submitted by either party for settlement in accordance with the provisions specified in SCC.

- c. **Liquidated Damages:** If the consultant is not able to complete the Work Report in time & the delay on this account is solely attributable to the consultant, then the consultant shall be liable for Liquidated Damages for delay @ 1% of the fee (excl. of taxes) subject to maximum of 10% of the fee payable for the stage of approval of Work Report.

1.15 Arbitration

In the event of any dispute or difference relating to the interpretation and application of the provisions of this Agreement, such dispute or difference shall be referred by either party for arbitration to the Sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India In-charge of the Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this Clause. The award of the arbitrator shall be binding upon the parties to the dispute, provided however and party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law and Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary / Additional Secretary, when so authorized by the Law Secretary, his decision binds the parties finally and conclusively. The parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.

1.16 Bid collection and submission details:

Tender reference Number	
Offer Validity Period	Tender should remain valid for 120 days
Earnest Money Deposit (EMD)	NIL
Address for communication	The Director, All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, Mathura Road, New Delhi - 110076
Place where tender offers would be opened	The Director, All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, Mathura Road,

	New Delhi - 110076
e-Mail	director@aiia.gov.in

Section II

2 Role/Scope Of The Bidder

2.1 Pre Qualification Criteria of Bidder

- A. The Bidder should be a Central Government/State Government PSU (Public Sector Unit)/ CMMI III or above level company having demonstrable track record of rendering in the field of video production such as development of corporate video / short film / documentary film.
- B. The Bidder should be having State offices to address regional requirements, across country.
- C. Annual average turnover of the bidder should be more than Rs.50 Crore in last three financial year's ending 2019-2020.
- D. The Bidder must have completed similar nature video production such as development of corporate video / short film / documentary film work in last 5 years, completion of which should fall at least one day earlier of the last day of submission of EOI.
- E. The Bidder is required to submit certificate of completion of assignment from the respective institute as a proof of meeting the above qualifying criteria and submit copies of the completion certificate.
- F. The Bidder should not be blacklisted in any of the Indian Government Department.
- G. The Bidder Should have Experience in in the field of video production such as development of corporate video / short film / documentary film.
- H. The Bidder should have ISO 9001-2000 & ISO14001.
- I. The Bidder should have office in Delhi/NCR.

2.2 Submission of Technical Bid

- A. EOI in the form of hard copies duly signed, stamped and page numbering on each page will be considered.
- B. The EOI – both **Technical and Financial** duly filled in the prescribed proforma at Form 'A' to 'D' & Form 'E' shall be placed in sealed separate envelopes with a name of work written on the envelope and addressed to "The Director, All India Institute of Ayurveda, Gautampuri, Sarita Vihar, New Delhi -110076
- C. The 1st envelope (Technical Bid) shall contain the DD of Tender Fee and EMD by the way of Demand Draft along with the documents as mentioned in the terms and conditions (Form 'A' to 'D').
- D. The 2nd envelope (Financial Bid) shall contain priced schedule of

Quotation, duly signed, Stamped and page numbering by the authorized signatory of the bidder.(Form 'E').

- E. The Technical bids shall be opened at **3.00 PM on the closing date** in Committee Room, All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, Mathura Road, New Delhi – 110076 in the presence of such bidders or their authorized representatives, who may wish to be present.
- F. The bidders, whose Technical bids are accepted, will be informed about the date of the opening of financial bids.
- G. All entries in the Technical bid in the proforma Form 'A' to 'D' should be filled up clearly. No overwriting or cutting is permitted in financial bid. However, cutting, if any, in the Technical Bid must be initialed by the person authorized to sign the technical bids.
- H. The bidder shall submit documents mentioned in Form 'A' to 'D' with Technical Bid.
- I. The Financial Bid of the Technically Qualified Bidder will ONLY be opened.
- J. The price schedule of quotation as per format enclosed, duly signed, stamped and page numbering by the authorized signatory of the bidder is to be submitted. The unit rate and prices shall be quoted by the bidder entirely in Indian Rupee to be entered in words also.
- K. The breakup of Basic Price, GST, other taxes/charges, if any to be clearly mentioned in Indian rupee only.
- L. Financial Bid in any other form except in the specified format given, will not be accepted and shall be SUMMARILY REJECTED.
- M. Both the above envelopes should clearly be marked on top of envelope about type of envelope i.e., details of contents in envelope (Technical Bid/Commercial Bid as the case may be), name of agency submitting the bid and addressed to "The Director, All India Institute of Ayurveda, Gautampuri, Sarita Vihar, New Delhi -110076"
- N. The main envelope containing the Technical Bids, Financial Bids and Earnest Money Deposit must be superscribed 'EOI for Supply, installation, commissioning and integration of various IT infrastructure items with exiting IT infrastructure at All India Institute of Ayurveda'.
- O. Please note that the envelope containing Technical and Financial Bids are sealed properly, i.e. either wax or with adhesive cello tape on both ends. Rates quoted should be neat and clean without cutting/overwriting.

Section – III

3 Detailed Scope Of Work

3.1 Objective

AIIA is conducting capacity building and skill development programmes in Ayurveda at National level. AIIA needs to develop Contents and e-Contents for its non formal e-learning material in order facilitate the students and public at large to learn the IT Courses online. The e-Contents will help in efficient learning, recreating and sustaining interest in topics found difficult and will also provide detailed coverage of topics by explaining through multimedia, animation and diagrams.

3.2 Broad Scope of Work

e-Contents for the AIIA courses need to be developed by incorporating all multimedia features like audio, video, animation etc. The contents should also be compactable with mobile devises such as android , **iPAD and iPhone** and should be able to run on all popular browsers. The e-Contents should be developed by using SCORM standards.

AIIA will provide only the syllabus for the courses for which e-Content is to be developed and as such the learning material for each subject will be prepared by the vendors, which will then be converted into e-Content after approval of the material by AIIA.

The learning material will be reviewed by an expert committee before converting the same into e-Content. The e-Contents will also be reviewed by the expert committee.

S.No.	Content Description	Duration of Single video (hours)	No of Video required of 45 min each video	Remark
1	e-content for 13 different subject course vedio	45 mins	624	

The contents and e-Contents are to be developed for the following courses which are indicative only and AIIA reserves the right to have the e-contents developed for all courses listed below or for limited courses/modules as deemed fit.

3.3 Resolution

Production of Video in English/Hindi. Resolution of the videos are of the following formats:-

- i). FHD Format: 1920x1080
- ii). 4K: 3840x2160

3.4 Shooting:

The bidder will make all his arrangements for shooting. This includes camera, light, sound, drone camera (if required) and other equipment. The list of shooting locations will be provided by AIIA in advance for proper scheduling of the shooting by the bidder. Apart from the new shooting of video, AIIA will provide some archival video and they should also be incorporated suitably, if required.

3.5 Animation:

Animation: The video shall include 2D/ 3D / Panoramic / Birds eye view of AIIA activities, its field stations, operations and its facilities with duly approved professional voiceover.

3.6 Editing

Editing is to be done in digital non-linear set up with graphics and animation workstation in addition to music and narration. Use of special effects shall be done in the video wherever required. Re-editing may be required if the editing made by the bidder is found unsatisfactory to AIIA.

The listed scope of work is indicative only and the bidder may discuss further details with AIIA for developing the video.

3.7 Inspection:

The bidder shall arrange for inspection of the job by the Competent authorities of AIIA on every *stage of work as detailed in Clause No.3.*

Inspection may also be made at any time during the process of development of the video, if felt necessary by the competent authorities of AIIA. Any defect pointed out/ modification suggested during such inspections has to be promptly rectified/ incorporated to ensure desired quality of work. It would be mandatory on the part of the bidder to arrange inspection and obtain approval at every stage of the work, failing which action shall be taken as will be deemed fit by AIIA. The decision of AIIA in this regard shall be final and binding on the bidder.

3.8 Copyright

The developed/created /shooter video will be the sole property of AIIA. The bidder under no circumstances will reproduce, reuse, sell, lease, use, donate the videos, wholly or partly, to any other client.

3.9 The content mandatorily should consist of the following features:

- I. The Audios, Videos, Animations/interactive CGI and Text with diagrams & figures for each topic as per the syllabus/curriculum
- II. The Audios, Videos, Animations/interactive CGI should have clear voice over.
- III. Should have a professional Quality of voice, including following but not limited to Sound like a regular conversation with appropriate pauses in the voice over & should not be a digital voice. Indian accent for English and Hindi voice over for better pronunciation should be done by respective native person.
- IV. Content should be in accordance with required board curriculum and should be interactive, engaging, unique & encourage “blended learning” to ensure that the student understands the concept. Blended Learning is a style of education in which students learn via electronic and online media as well as traditional face-to-face teaching.
- V. The technical work will also include the following:
 - a. Pre-production, shooting and editing, post production recording music and Professional voiceover.
 - b. The Bidder's production team will be totally responsible for required infrastructure to shoot the video besides, processing, hiring of camera & lights, other equipment, studio hiring, make-up, location / site selection and procuring all the necessary permission for shoot, catering, transportation, etc. in case of outdoor shooting. The location details of outdoor shooting will be provided to the bidder by AIIA well in advance and the indoor shooting will be at AIIA
 - c. The Bidder will be responsible for hiring the crew including Cameraman and other technical & production team - helper, Lighting crew, etc.
 - d. The Bidder will be responsible to meet the post-production charges such

as: Studio hire for editing charges, Motion graphics Animation charges, Music composition and voiceover charges (English, Hindi)and any other related charges.

e. The Bidder will be responsible for travel, boarding and lodging for the entire production team and technical crew at both the locations, namely, AIIA campus and outdoor.

f. Raw stock of the footage is to be transferred to AIIA in appropriate format in re-usable / playable format.

h. Story Boarding & Script: The bidder shall prepare the video, based on the syllabus to be discussed with AIIA such as

i). Concept Creation

ii). Visual Storyboard & Art work

iii). Voiceover for English, Hindi languages

v). DOP, Camera Equipment, Lighting

vi). Motion graphics and VFX

vii). Video editing

However, the basic script in English will be prepared and provided by AIIA to the bidder within 10 days from the award of contract. If there is any modification required in the script, bidder can suggest AIIA and if found suitable, the modification can be adopted.

3.10 Hosting and Development

The complete course development will be Hosted at Cloud Provided by NIC Government of India, The Bidder has to comply all the requirement as per guidelines and directions of NIC for deployment and hosting of the web portal at NIC Provided Cloud.

Section IV

4 QUALIFYING REQUIREMENT

4.1 Method of selection of the Work Management vendor for Design & Implementation Submission of Bids

The bids are invited only from Central Government/State Government PSUs/ CMMI III or above level company in the field of Information Technology. The bids should be submitted in two separate sealed envelopes (one for technical bid and other for financial bid indicating on the top of the sealed cover of each whether it is a financial or technical bid) and these two envelopes shall be put in a bigger envelope duly sealed. In case, any bidder submits more than one bid or more than two envelopes in the bigger envelope, his bid will be summarily rejected without assigning any reason. Further, each page of the technical and financial bids should be numbered and signed by the authorized signatory.

4.1.1 The Technical Bid Shall Contain:

- a. Name & Short C.V. of Principal Officers for the work
- b. Organizational Structure
- c. Audited Financial Statement for the last three years with year-wise turnover and Net Profit/Loss (PAT)
- d. List of major completed assignments relating to Work in which Design and Built of IT services was undertaken in previous 7 years, along with documentary evidence of acceptance of the Reports
- e. C.V. of all the Bidders/Experts with the firm. Format at Form - 'A-1'
- f. Any other information to highlight their strength and the claim to undertake the in the field of video production such as development of corporate video / short film / documentary film.

Along with the above information, details regarding agency's credentials, team's composition, infrastructure and experience of the organization/institution in undertaking similar work, names and addresses of at least three clients from whom the experience/ competency of the applicant can be ascertained, is also required to be provided. The organizations should also provide evidence in support of their experience in in the field of video production such as development of corporate video / short film / documentary film. Technical bid should be given separately at Form-'A' to D in addition to give the details in the work documents.

(A) The Financial Bid Shall Contain:

The financial Bid shall be in Form-'E' with details of cost break up

for cost all related works for completion and commissioning and CAMC

4.2 SELECTION PROCESS:

- a) Opening of big envelope in presence of bidders will be done immediately after closing of bid time in the Committee Room, AIIA Mathura Road Sarita Vihar, New Delhi 110076
- b) Immediately after opening of big envelopes, Technical bids for each scheme will be opened first in the presence of bidder and their documents will be page numbered and signed by the Screening Committee Members.
- c) Evaluation of technical bids will be done by the Screening Committee of the Director, AIIA subsequently.
- d) Financial bids of only the technically qualified agencies/organization/institutions will be opened in their presence on the date and time to be intimated to them through Website/E- mail/ Telephone (Details to be provided by bidders).
- (e) The bids will be evaluated as per Combined Quality Cum Cost Based System (CQCCBS) method based on Manual of Policies and Procedure of Employment of Bidder, Ministry of Finance, Government of India dated 31st August, 2006. For details, please refer to website of Ministry of Finance, Government of India.

-For Technical Bids, 70% weightage shall be assigned and for Financial Bids 30% weightage will be assigned.

-The Proposal with the lowest cost will be given a financial score of 100 and other proposals given financial scores inversely proportional to their prices

-The total score of both the technical and the financial bid shall be obtained by weighing the quality and cost scores and adding them up. The highest point's basis shall be considered for award of the contract as illustrated below: Highest points basis: On the basis of the combined weighted score for quality and cost, the Bidder shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. the proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract.

As an example, the following procedure can be followed. In a particular case of selection of Bidder, **it was decided to have minimum qualifying marks for technical qualifications as 70** and the weightage of the technical bids and financial bids was kept as 70: 30. In response to the RFP, 3 proposals, A, B & C were received. The technical evaluation

committee awarded those 75, 80 and 90 marks respectively. The minimum qualifying marks were 75. All the 3 proposals were, therefore, found technically suitable and their financial proposals were opened after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the financial proposals and evaluated the quoted prices as under:

Proposal	Evaluated cost
A	Rs.120.
B	Rs.100.
C	Rs.110.

Using the formula LEC / EC , where LEC stands for lowest evaluated cost and EC stands for evaluated cost, the committee gave them the following points for financial proposals:

$$A: 100 / 120 = 83 \text{ points}$$

$$B: 100 / 100 = 100 \text{ points}$$

$$C: 100 / 110 = 91 \text{ points}$$

In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:

$$\text{Proposal A: } 75 \times 0.70 + 83 \times 0.30 = 77.4 \text{ points.}$$

$$\text{Proposal B: } 80 \times 0.70 + 100 \times 0.30 = 86 \text{ points}$$

$$\text{Proposal C: } 90 \times 0.70 + 91 \times 0.30 = 90.3 \text{ points.}$$

The three proposals in the combined technical and financial evaluation were ranked as under:

Proposal A: 77.4 points :H3

Proposal B: 86 points : H2

Proposal C: 90.3 points :H1

Proposal C at the evaluated cost of Rs.110 was, therefore, declared Successful and recommended for negotiations/approval, to the competent authority.

Financial bids having any negotiation clause or condition shall be summarily rejected.

4.3 Technical bid Evaluation Criterion

S. No.	Criterion	Evaluation Criteria
A	FINANCIAL STRENGTH	10 marks
(i)	Average Annual financial turn over on Course Content Development or similar work during the last three consecutive from financial year 2017-18, 2018-19, 2019-20	<ul style="list-style-type: none"> • >300 cr. : 10marks • >200 <=300 : 8marks • >100<=200 : 6marks • >=50<=100 : 4marks • <50cr. : 0marks
B	ORGANIZATIONAL STRENGTH	10 marks
	Firm's existence in Years (max 5 years and one point for each year)	<ul style="list-style-type: none"> • =<5 : 10 marks • >=4 < 5 :8 marks • >=3 < 4 :6marks • >=2 <3 :4marks • >=1 <2 :2marks • <1 : 0marks
C	RELEVANT EXPERIENCE	10 marks
(i)	Sample video presentation of similar nature of NCCR requirement with max. duration of 8 minutes brought it in USB drive and be Windows compatible.	<ul style="list-style-type: none"> i. >Rs.100 Cr : 10Marks ii. >Rs. 80<= 100 : 8Marks iii. >Rs. 60<= 80 : 6Marks iv. >=Rs. 40<=60 : 4 Marks v. <40 : 2Mark <p>Details of works to be furnished by the bidder in a separate Annexure to be enclosed with this.</p>
(ii)	Bidder should have successfully implemented at least one(1) similar work* in last 5 years ending with 31/3/2021 work for Government department/ University in India. * similar work A work would be treated as a similar work which has evidence from the work order or related document cover	<p>No of Works (10 marks)</p> <ul style="list-style-type: none"> i. >=5 : 10Marks ii. = 4 : 8Marks iii. =3 : 6Marks iv. =2 : 4 Marks v. =1 :2Marks <p>Details of works to be furnished by the bidder in a separate Annexure to be enclosed separately with this.</p>

	the requirement mentioned under the scope of work in this EOI . Similar work means	
D	Technical Approach, Methodology And Capability	40 marks
	Technical Presentation (Max 30 Minutes) Consultant Approach and Methodology to perform the assignment / job based on the EOI	<p>Mark to be allotted by Client's evaluation committee / team on the basis of presentation made by the PSU/STATE PSU/CMMI III or above level company on the following parameters:</p> <ul style="list-style-type: none"> i. Overall Understanding of the Terms of Reference and requirement : 5 marks ii. Architectural Vision : 5 marks iii. Technical approach and methodology : 10 marks iv. Work plan including timelines to complete work : 5 marks v. Maintenance of quality : 5 marks vi. Steps to be taken for timely completion of the work, Plan B or alternate methods to complete the work in any eventuality : 5 marks vii. Proposed tools , equipment format & technologies deliverables to be used/ provided 5 marks

	Sample video presentation of similar nature of AIIA requirement with max. Duration of 50 minutes brought it in USB drive and be Windows/Linux compatible.	20 Marks

4.4 PRESENTATION

The bidder would be required to make a presentation of their action plan for Course Content Development for Digital Training Infrastructure under web-hosed component to establish an Online Learning Management System "AyurVidya development .

TIME SCHEDULE FOR COMPLETING THE WORK:

(i)	Preliminary Estimate	One Week after the Lolis placed on theselected bidder
(ii)	Commencement and mobilization activities	One Week after approval ofPreliminaryEstimate
(iii)	Design, Built, Testing, Training, hand- holding and handover	Work Duration 08 weeks from the commencement of themobilization activities.

4.5 PENALTY

If the agency/organization/institution is not able to complete the work in time the agency would be liable to be penalized asfollows:

- For delay: 1% of the fee (excluding taxes) per fortnight or part of it subject to maximum of 10%.

4.6 SAVING CLAUSE

The Director, AIIA has the right to terminate the contract at any time if it comes to know that the contract has been procured fraudulently or misrepresented and corrupt practices and forfeit the security / bank guaranteeetc.

4.7 Court Jurisdiction

In case of any dispute, this shall be subject to the exclusive jurisdiction of Court at Delhi/New Delhi.

4.8 EARNEST MONEY DEPOSIT

The Earnest Money Deposit (EMD) amounting to Rs. 75000/- (Rupees Seventy

five thousand only) in the form of Demand Draft (valid for 1 year) of Rs. 75,000/(Rupees Seventy five thousand only) drawn in favor of the Director, AIIA, and payable at New Delhi should be enclosed with the “technical bid”. The EMD would be forfeited if the bidder withdraws his/her bid during the validity period. EOI/Bid received without EMD shall not be considered. EMD of unsuccessful bidders will be returned after process of selection is over or within 30 days after the expiry of the bid validity, whichever is latter. The EMD will be forfeited in case of the successful bidder fails to execute the contract agreement and deposit of security deposit within the stipulated time. No Interest shall be payable by AIIA New Delhi for SUM deposited as EMD.

4.9 PAYMENT TERMS AND CONDITIONS

For supply, Installation, Commissioning and work 90% of the value of work will be paid on successful completion/Go live of work, balance 10% will be released after completion of warranty period (As decided per warranty terms and conditions)

SECTION-V

INFORMATION & INSTRUCTIONS FOR BIDDERS

5 GENERAL

5.1 Tender Document Fee

All bidders are required to furnish an Demand Draft from nationalized bank for Rs.75,000/- (Rupees Seventy five thousand only) towards EMD .

5.1.1 Letter of Transmittal and Forms 'A' to 'E' seeking information /documents are given in Section V.

5.1.2 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a 'nil' or 'no such case' entry should be made in that column. If any particulars/ query are not applicable to the applicant, it should be stated as 'not applicable'. The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information shall result in the applicant being summarily disqualified. Applications made by telegram or telex and also those received late will not be entertained.

5.2 The application should be type written, without cutting or over writing. The applicant should sign each page of the application.

5.3 The applicant may furnish any additional information, which is deemed necessary to establish capability to successfully complete the envisaged work. Superfluous information need not be furnished and no information shall be entertained after submission of EOI document unless specifically called for.

5.4 Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from taking up the work.

5.5 Prospective bidders can seek any clarification regarding work requirements and EOI document from the office of the, HOD, IT Dept, AIIA, Gautampuri, Sarita Vihar, Mathura Road, New Delhi, 110076,

5.6 The Director, AIIA, reserves its right not to respond to any question raised or provide clarification sought in its sole discretion.

5.7 **Jurisdiction:** All disputes arising shall be subject to the jurisdiction of the appropriate court at Delhi alone, and shall be governed by laws of India.

5.8 The discretion and decision of Director, AIIA, Government of India in respect of the EOI shall be final and shall not be open to be challenged in any Court of Law.

5.9 **Final Decision Making Authority:** Director, AIIA, Government of India

reserves the right to accept or reject any application and/or to annul the selection process and reject all applications at any time without assigning any reason or incurring any liability to the applicants.

5.10 Organizational Structure

The applicant should have sufficient number of Solution Architects and other software and networking professionals. The applicant should submit a list of key professionals stating clearly how they would be deployed in this work and in-house capability of the firm should be brought out, clearly indicating the disciplines for which the firm will need to appoint sub-Bidders.

Even though an applicant may satisfy the above requirements, he would be liable to disqualification, if he has:-

- a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the EOI document.
- b) Record of poor performance such as abandoning work, not properly completing the assigned work, or financial failures/weaknesses, have been black listed in any of the Govt. Ministry, PSU, local bodies etc.
- c) Record of poor performance in any of the works related to Ministry of AYUSH completed or being executed.

5.11 Confidentiality

The bidders shall not disclose any proprietary or confidential information relating to the work, the services, this contract or the client's business or operations without the prior written consent of the client.

5.12 Tentative cost of the work:

The tentative Cost of the complete work is Rs.30 lac (Rupees thirty lac).

5.13 Information To Be Given In The Required Formats:

Bidders should furnish the following:

5.13.1 ORGANIZATION INFORMATION

Bidders are required to submit the following information in respect of their organization (Form - 'A').

- a) Name & postal address, Telephone & Fax Number etc.
- b) Year of establishment and commencement of practice.
- c) Copies of original documents defining the legal status, place of registration and principal places of business.
- d) Name & title of Directors
- e) Name and designation of officers to be associated with the work and authorized to act for the organization.
- f) Information on any litigation in which the applicant was involved during the last seven years including any current litigation.

- g) Brochures and Annual reports of last three years.

5.13.2 List of Works

List of similar assignments/works successfully completed/ongoing during the last seven years

(Form 'C').

5.13.3 LETTER OF TRANSMITTAL

The applicant should submit the Letter of Transmittal attached under Section-V of the EOI document.

5.13.4 DISCLAIMER

The information in this document has been prepared to assist the applicants in preparing the EOI and it is clarified that:

- i. It does not constitute an invitation to offer or an offer in relation to the transaction.
- ii. This document does not constitute any contract or agreement of any kind whatsoever.
- iii. This document does not claim to contain all the information that interested parties and their advisors would desire or require in reaching decisions as to the transaction. Interested applicant should form their own view as to what information is relevant to such decisions and make their own independent investigations in relation to any additional information.
- iv. Neither the information in this document nor any other written or oral information in relation to the transaction or otherwise is intended to form the basis of or the inducement for any investment activity or any decision to enter into any contract or arrangement in relation to the transaction and should not be relied on as such. Neither AYUSH-GOI nor their employees or advisors shall be liable to any interested party or any entity under any law including the law of contract, tort, the
- v. principles of restitution or unjust enrichment or otherwise for any loss, expenses or damage which may arise, or be incurred, or suffered, in connection with this document, or any matter that may be deemed to form part of this document, or any other information supplied by or;
- vi. On Behalf of Director, AIIA-GOI or their employees or advisors or otherwise arising in any way from the selection process mentioned herein.
- vii. Director, AIIA-GOI is not bound to accept any or all the responses to the EOI. Director, AIIA reserves the right to reject any or all responses without assigning any reasons. No applicant shall have any cause of action or claim against Director, AIIA -GOI or its officers, employees, advisors, agents, successors or assignees for rejection of its response.
- viii. Failure to provide information that is essential to evaluate the applicant's qualifications or substantiation of the information supplied, shall result in

disqualification of the applicant.

- ix. It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information. While this document has been prepared in good faith, neither Director, AIIA-GOI nor any of their respective officers or employees or advisors or agents make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly expressly disclaimed by Director, AIIA- -GOI or any of their respective officers, employees, advisors or agents, whether negligent or otherwise.

Section – VI**LETTER OF TRANSMITTAL**

FROM:

To:

Director, AIIA,

Gautampuri, Sarita Vihar, Mathura Road, New Delhi, 110076

SUBJECT: Submission of “Expression of Interest” to Design, Built, Commission and ICT along with existing IT Infra for ALL INDIA INSTITUTE OF AYURVEDA at Gautampuri, Sarita Vihar, New Delhi

Sir,

Having examined the details given in EOI Notice and EOI document for the above work, I/We hereby submit the relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms ‘A’ to ‘E’ and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for EOI and have no further pertinent information to supply.
3. I/We also authorize Director, AIIA, Govt. of India or their authorized representatives to approach individuals, employers and firms to verify our competence and general reputation.
4. I/We submit the following certificates along with details in prescribed format in support of our suitability, technical know-how and capability for having successfully completed the following works:

Name of Project	certificate From
------------------------	-------------------------

Enclosures

Date of submission

Signature(s) of applicant(s)

Seal of Applicant(s)

Technical Bid
FORM – 'A'
ORGANISATIONAL STRUCTURE

Name of the Firm/Company		
Full Address of the Company		
Year of Establishment		
Telephone Number		
Fax Number		
E-Mail Address		
Website		
Sector's in which the company/firm has provided services to Government Department in India		
	Technical	
	Non- technical	
No of Years of presence in India		
	FY	Turnover(Rs.)
	2016-17	
	2017-18	
	2018-19	
Details of Authorized Representative	Name	
	Designation	
	Mobile	
	Office	
	Email	

Signature

FORM – 'A-1'**Format of C.V for Team leader/ Experts/Bidders**

1. Name	
2. Designation	
3. Area of Expertise	
4. Total work experience	
5. Experience in relevant field	Name of the work/dwelling units/date of award

Date
Station

Signature of the Authorized person

Seal

FORM – B

DETAILS OF QUALIFYING PARAMETERS

Sr. No.	RFP particulars requirement	(Ref. Page No. in Proposal)	Details of Particulars provided
1.	EMD of Rs.75,000/- (Rupees Seventy five thousand only) in the form of Bank Guarantee from nationalized bank and Tender Document Fee of Rs. 1,000/- (Ten Thousand Rupees only) in the form of Demand Draft issued by a scheduled bank.		
3.	Proposal validity 120 days from last date of Submission of Proposals		
4.	Qualifying Works <i>[As per Form – C]</i>		
5.	Power of Attorney for authorized signatory		
6.	Financial turnover of years 2016-17, 2017-18, 2019-19, (Rs. crore). Out which Design and Built off IT services (Rs. crore), 2016-17, 2017-18, 2019-19.		

FORM – C

Details of ICT(Hardware)Works completed in the Last Seven Years

(More similar pages may be added in case qualifying works are more than one)

Name of assignment & location			Page No. of EOI for cross referencing and verification of information
Work Cost & Fee (Rs. In Crores)	Work Cost	Fee	
Commencement date	Scheduled	Actual	
Completion Date	Scheduled	Actual	
Reasons for delay, if any			
No. & Staff involved and functions performed	Staff involved (Discipline-wise)	Staff-Months	
Name of Associated firm(s), if any			

	Any other		
No. & Staff of associated firms involved and functions performed	Staffinvolved (Discipline-wise)	Staff-Months	

Name of Senior Staff (Work Director, team leader) involved & functions performed		
Narrative description of work including size, features etc.	Use up to a quarter page	
Description of actual services provided	Use up to a quarter page	
Proof of having completed the work to the satisfaction of Client		
Name & address of Clients Officer to whom reference may be made		

- CV of Team leader and Team members with photo, educational qualification and experience should be attached.

FINANCIAL CAPABILITIES**Form –D(Rs. In lacs)**

Financial Year	Financial turnover	Net Profit
2017-18		
2018-19		
2019-20		
Average Annual Turnover over the past three years		

Audited balance sheet/ IT return to be submitted in support of above turnover

Signature

Note:

1. Applicants are required to page no. their EOI submission document and for cross referencing and verification of information mentioned in the above matrix, the page no. at which the details are enclosed in their EOI
2. Use Separate sheet for each work
3. Only those works shall be considered for evaluation for which the letter of award and successful completion/occupancy certificate are enclosed.
4. The evaluation shall be based on the qualitative aspects of the applicants work, therefore, please indicate the salient features of the work undertaken including all such factors like time / Cost / quality aspects. You may also enclose photographs etc. to substantiate on the same.

FORM – E

Performa For Financial Bid

1- For Supply, installation, commissioning and integration ICT items with exiting IT infrastructure

Sl N o	Description	Cost (in Rupees) excluding applicable taxes.	Applicable Tax in Rs with tax percentage	Total Cost (in Rupees) including applicable taxes.
a.				

2- For IT support for operations and maintenance With Comprehensive mentioned cost CAMC

Sl N o	Description	Cost per month basis(in Rupees) excluding applicable taxes.	Applicable Tax with tax percentage	Total Cost (in Rupees) including applicable taxes.
a.				

F.No

Date

**ALL INDIA INSTITUTE OF AYURVEDA (AIIA)**

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

Gautampuri, Sarita Vihar, Mathura Road, New Delhi - 110076

Phone:011-26590401/402

Email:director@aiia.gov.in

Website: www.aiia.gov.in

EOI Document

For

Expression of Interest for “Course Content Development for Digital Training Infrastructure under web-hosed component to establish an Online Learning Management System “AyurVidya” Development ” at AIIA. New Delhi

Important Information Date Sheet

Event	Particulars
Date of publication of EOI	
Date and time for Pre bid Conference	
Last date and time for Bid submission	
Date & Time of Opening of Technical Bids	
Date of Presentation	Will be intimated
Date for opening of Financial Bids	Will be intimated
Place of Submission of EOI	Director All India Institute of Ayurveda Gautampuri, Sarita Vihar, Mathura Road, New Delhi-110076 email:director@aiia.gov.in

AIIA New Delhi will not be responsible for non-receipt /non-delivery of the bids due to wrong addresses / postal delays / courier delays or any other similar reasons

**EXPRESSION OF INTEREST
SECTION I**

1 GENERAL

1.1 Background

The All India Institute of Ayurveda (AIIA) New Delhi is an autonomous organization under the aegis of Ministry of AYUSH Government of India. It will be a 200 bed referral hospital and also impart post graduate, doctoral, post doctoral and super-specialty programme in major streams of Ayurveda. The organization will broadly have two Wings – Hospital and Academic Wings. The Hospital Wing will have various Units like Registration, OPD, IPD, Laboratory, Pharmacy, Radiology, OT etc. The Academic Wing will comprise of Administration, Library, Conference/Class Rooms, Rooms of senior faculty members etc.

1.2 Need For Request For Proposal

AIIA has well established Information Communication and Technology (ICT) and Information Technology (IT) infrastructure. AIIA needs some additions in the existing ICT infrastructure.

Director, AIIA invites the expression of Interest for selection of a Bidder, which should be a company (the “Bidder”) who shall “Course Content Development for Digital Training Infrastructure under web-hosed component to establish an Online Learning Management System “AyurVidya” Development at AIIA.

AIIA intends to select the Bidder through this Expression of Interest (EOI) in accordance with the procedure set out therein.

1.3 Due diligence by Applicants

Applicants are encouraged to inform themselves fully about the assignment and the local conditions before submitting the Proposal by paying a visit to AIIA and the Work site and analyzing the given drawings.

1.4 Sale of EOI Document

EOI document can be obtained between 10:00 hrs and 05:30 hrs on all working days. The document can also be downloaded from the Official Website www.aiia.gov.in. However the payment towards the EOI document can be made in the form of a DD at the time of submission of the document, in case of a downloaded EOI.

1.5 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”).

1.6 Brief Description Of The Selection Process

The AIIA has adopted a single stage, two-step selection process (collectively the

“Selection Process”) in evaluating the Proposals comprising technical and financial bids to be submitted in two separate sealed envelopes. In the first step, a technical evaluation will be carried out as specified in Section III, based on this technical evaluation, a list of short-listed applicants shall be prepared as specified in the second step, a financial evaluation will be carried out as specified in Clause 4.2. Proposals will finally be ranked according to their combined technical and financial scores as specified in Clause 4.2.

1.7 Currency Conversion Rate And Payment

All payments to the Bidder shall be made in INR in accordance with the provisions of this EOI. The Bidder may convert INR into any foreign currency as per Applicable Laws and the exchange risk, if any, shall be borne by the Bidder.

1.8 SCHEDULE OF SELECTION PROCESS

AIIA would endeavor to adhere to the following schedule:

Nos. of Days	Activities
D-0	Publication of EOI
D-21	Submission of bid EOI
D-21	Opening of technical bid
D-28	Technical Evaluation
D-30	Opening of Financial Bid & Evaluation
D-32	Approval of Empowered Committee
D-35	Award notification (Letter of Intent – LOI)

1.9 LOCATION

The work will be required to be commissioned with in the campus of AIIA, at Gautampuri, Sarita Vihar, Mathura Road, New Delhi Pin 110076.

1.10 Work Completion period

The work must be completed within one month (30 days) after receiving the Letter of Intent.

1.11 Termination:

1.11.1 By the Client:

The client may terminate this contract, by not less than thirty (30) days' written notice of termination to the selected bidder, to be given after the occurrence of

any of the events specified in paragraphs (a) to (b) of this Clause.

- a. If the Bidder do not remedy a failure in the performance of their obligations under the contract within thirty (30) days of receipt of being notified or within such further period as the client may have subsequently approved in writing. The client will have an option to invoke Risk Purchase clause by which client will have the option to engage different party at the cost of the incumbent consultant. The liability of the Consultant will be limited to Liquidated Damages and incremental differential renegotiated cost of the work management services.
- b. If the Bidder become insolvent or bankrupt.

1.11.2 By the Bidder:

The bidder may terminate this contract, by not less than thirty (30) days written notice to the client, such notice to be given after the occurrence of any of the events specified in paragraph (a) to (b) of this Clause

- a. The Client is in material breach of its obligations pursuant to this EoI and has not remedied the same within thirty (30) days (or such longer period as the bidder may have agreed in writing) following the receipt by the Client of the bidder's notice specifying such breach.
- b. The Client fails to pay any money due to the Consultant pursuant to this contract, which is not subject to dispute within forty five (45) days after receiving written notice from the bidders that such payment is overdue and payable.

1.12 Obligations Of The Bidders:

The bidder shall perform the services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound Management practices, and employ appropriate advanced technology and safe methods. The Bidder shall always act, in respect of any matter relating to this EoI or to the services, as faithful advisers to the client, and shall at all times support and safeguard the client's legitimate interests in any dealings with sub-Bidder or third Parties. Consultant will furnish a Performance Bank Guarantee (10% of the work cost) for completion of the work in stipulated time and resources provided.

1.13 Obligations of the Client:

- a. **Change in the Applicable Law:** If, after the date of this agreement, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of services rendered by the Bidder, then the remuneration and reimbursable expenses otherwise payable to the Bidder under this contract shall be increased or decreased accordingly by agreement between the parties and corresponding adjustments shall be made to the amounts referred to in

- Clauses as the case may be.
- b. **Services and Facilities:**The Client shall make available to the selected bidder the services and facilities as mutually agreed to execute the work efficiently.

1.14 Settlement of Disputes:

- a. **Amicable Settlement:**The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this contract or the interpretation thereof.
- b. **Dispute Settlement:**Any dispute between the parties as to matters arising pursuant to this contract which cannot be settled amicably within thirty days after receipt by one party of the other party's request for such amicable settlement may be submitted by either party for settlement in accordance with the provisions specified in SCC.
- c. **Liquidated Damages:**If the consultant is not able to complete the Work Report in time & the delay on this account is solely attributable to the consultant, then the consultant shall be liable for Liquidated Damages for delay @ 1% of the fee (excl. of taxes) subject to maximum of 10% of the fee payable for the stage of approval of Work Report.

1.15 Arbitration

In the event of any dispute or difference relating to the interpretation and application of the provisions of this Agreement, such dispute or difference shall be referred by either party for arbitration to the Sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India In-charge of the Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this Clause. The award of the arbitrator shall be binding upon the parties to the dispute, provided however and party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law and Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary / Additional Secretary, when so authorized by the Law Secretary, his decision binds the parties finally and conclusively. The parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.

1.16 Bid collection and submission details:

Tender reference Number	
Offer Validity Period	Tender should remain valid for 120 days
Earnest	NIL

MoneyDeposit (EMD)	
Address for communication	The Director, All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, Mathura Road, New Delhi - 110076
Place where tender offers would be opened	The Director, All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, Mathura Road, New Delhi - 110076
e-Mail	director@aiia.gov.in

Section II

2 Role/Scope Of The Bidder

2.1 Pre Qualification Criteria of Bidder

- A. The Bidder should be company having demonstrable track record of rendering in the field of video production such as development of corporate video / short film / documentary film.
- B. The Bidder should be having State offices to address regional requirements, across country.
- C. Annual average turnover of the bidder should be more than Rs.3 Crore in last three financial year's ending 2019-2020.
- D. The Bidder must have completed similar nature video production such as development of corporate video / short film / documentary film work in last 5 years, completion of which should fall at least one day earlier of the last day of submission of EOI.
- E. The Bidder is required to submit certificate of completion of assignment from the respective institute as a proof of meeting the above qualifying criteria and submit copies of the completion certificate.
- F. The Bidder should not be blacklisted in any of the Indian Government Department.
- G. The Bidder Should have Experience in in the field of video production such as development of corporate video / short film / documentary film.
- H. The Bidder should have ISO 9001-2000 & ISO14001.
- I. The Bidder should have office in Delhi/NCR.

2.2 Submission of Technical Bid

- A. EOI in the form of hard copies duly signed, stamped and page numbering on each page will be considered.
- B. The EOI – both **Technical and Financial** duly filled in the prescribed proforma at Form 'A' to 'D' & Form 'E' shall be placed in sealed separate envelopes with a name of work written on the envelope and addressed to "The Director, All India Institute of Ayurveda, Gautampuri, Sarita Vihar, New Delhi -110076
- C. The 1st envelope (Technical Bid) shall contain the DD of Tender Fee and EMD by the way of Demand Draft along with the documents as mentioned in the terms and conditions (Form 'A' to 'D').
- D. The 2nd envelope (Financial Bid) shall contain priced schedule of Quotation, duly signed, Stamped and page numbering by the authorized signatory of the bidder. (Form 'E').
- E. The Technical bids shall be opened at **3.00 PM on the closing date** in Committee Room, All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, Mathura Road, New Delhi – 110076 in the presence of such bidders or their authorized representatives, who may wish to be present.

- F. The bidders, whose Technical bids are accepted, will be informed about the date of the opening of financial bids.
- G. All entries in the Technical bid in the proformaForm 'A' to 'D' should be filled up clearly. No overwriting or cutting is permitted in financial bid. However, cutting, if any, in the Technical Bid must be initialed by the person authorized to sign the technical bids.
- H. The bidder shall submit documents mentioned in Form 'A' to 'D' with Technical Bid.
- I. The Financial Bid of the Technically Qualified Bidder will ONLY be opened.
- J. The price schedule of quotation as per format enclosed, duly signed, stamped and page numbering by the authorized signatory of the bidder is to be submitted. The unit rate and prices shall be quoted by the bidder entirely in Indian Rupee to be entered in words also.
- K. The breakup of Basic Price, GST, other taxes/charges, if any to be clearly mentioned in Indian rupee only.
- L. Financial Bid in any other form except in the specified format given, will not be accepted and shall be SUMMARILY REJECTED.
- M. Both the above envelopes should clearly be marked on top of envelope about type of envelope i.e., details of contents in envelope (Technical Bid/Commercial Bid as the case may be), name of agency submitting the bid and addressed to "The Director, All India Institute of Ayurveda, Gautampuri, Sarita Vihar, New Delhi -110076"
- N. The main envelope containing the Technical Bids, Financial Bids and Earnest Money Deposit must be superscribed 'EOI for Supply, installation, commissioning and integration of various IT infrastructure items with exiting IT infrastructure at All India Institute of Ayurveda'.
- O. Please note that the envelope containing Technical and Financial Bids are sealed properly, i.e. either wax or with adhesive cello tape on both ends. Rates quoted should be neat and clean without cutting/overwriting.

Section – III

3 Detailed Scope Of Work

3.1 Objective

AIIA is conducting capacity building and skill development programmers in Ayurveda at National level. AIIA needs to develop Contents and e-Contents for its non formal e-learning material in order facilitate the students and public at large to learn the IT Courses online. The e-Contents will help in efficient learning, recreating and sustaining interest in topics found difficult and will also provide detailed coverage of topics by explaining through multimedia, animation and diagrams.

3.2 Broad Scope of Work

Video for the AIIA courses need to be developed by incorporating all multimedia features like audio, video compactable with mobile devises such as android , **iPAD and iPhone** and should be able to run on all popular browsers.

The Video will a be reviewed by the expert committee.

S.No.	Content Description	Duration of Single video (hours)	No of Video required of 45 min each video	Remark
1	Video for 13 different subject course vedio	45 mins	1000	

3.3 Resolution

Production of Video in English/Hindi. Resolution of the videos are of the following formats:-

- i). FHD Format: 1920x1080
- ii). 4K: 3840x2160

3.4 Shooting:

The bidder will make all his arrangements for shooting of Video. This includes camera, light, sound, drone camera (if required) and other equipment. The list of shooting locations will be provided by AIIA in advance for proper scheduling of the shooting by

the bidder. Apart from the new shooting of video, AIIA will provide some archival video and they should also be incorporated suitably, if required.

3.5 Editing

Basic editing is to be done in digital non-linear set up with graphics and

Re-editing may be required if the editing made by the bidder is found unsatisfactory to AIIA.

The listed scope of work is indicative only and the bidder may discuss further Details with AIIA for developing the video.

3.6 Inspection:

The bidder shall arrange for inspection of the job by the competent authorities of AIIA.

Inspection may also be made at any time during the process of development of the video, if felt necessary by the competent authorities of AIIA. Any defect pointed out/ modification suggested during such inspections has to be promptly rectified/ incorporated to ensure desired quality of work. It would be mandatory on the part of the bidder to arrange inspection and obtain approval at every stage of the work, failing which action shall be taken as will be deemed fit by AIIA. The decision of AIIA in this regard shall be final and binding on the bidder.

3.7 Copyright

The developed/created /shooter video will be the sole property of AIIA. The bidder under no circumstances will reproduce, reuse, sell, lease, use, donate the videos, wholly or partly, to any other client.

3.8 The content mandatorily should consist of the following features:

- I. Video Content should be in accordance with requirement.
- II. The technical work will also include the following:
 - a. Pre-production, shooting and editing, post production recording music and Professional voiceover.
 - b. The Bidder's production team will be totally responsible for required infrastructure to shoot the video besides, processing, hiring of camera & lights, other equipment, studio hiring, make-up, location / site selection and procuring all the necessary permission for shoot, catering, transportation, etc. in case of outdoor shooting. The location details of outdoor shooting will be provided to the bidder by AIIA well in advance and the indoor shooting will be at AIIA
 - c. The Bidder will be responsible for hiring the crew including Cameraman and other technical & production team - helper, Lighting crew, etc.
 - d. The Bidder will be responsible to meet the post-production charges such as: Studio hire for editing charges, and any other related charges.
 - e. The Bidder will be responsible for travel, boarding and lodging for the entire production team and technical crew at both the locations, namely, AIIA campus and outdoor.
 - f. Raw stock of the footage is to be transferred to AIIA in appropriate format in re-usable / playable format.

Section IV

4 QUALIFYING REQUIREMENT

4.1 Method of selection of the Work Management vendor for Design & Implementation Submission of Bids

The bids are invited only from Central Government/State Government PSUs/ CMMI III or above level company in the field of Information Technology. The bids should be submitted in two separate sealed envelopes (one for technical bid and other for financial bid indicating on the top of the sealed cover of each whether it is a financial or technical bid) and these two envelopes shall be put in a bigger envelope duly sealed. In case, any bidder submits more than one bid or more than two envelopes in the bigger envelope, his bid will be summarily rejected without assigning any reason. Further, each page of the technical and financial bids should be numbered and signed by the authorized signatory.

4.1.1 The Technical Bid Shall Contain:

- a. Name & Short C.V. of Principal Officers for the work
- b. Organizational Structure
- c. Audited Financial Statement for the last three years with year-wise turnover and Net Profit/Loss (PAT)
- d. List of major completed assignments relating to Work in which Design and Built of IT services was undertaken in previous 7 years, along with documentary evidence of acceptance of the Reports
- e. C.V. of all the Bidders/Experts with the firm. Format at Form – 'A-1'
- f. Any other information to highlight their strength and the claim to undertake the in the field of video production such as development of corporate video / short film / documentary film.

Along with the above information, details regarding agency's credentials, team's composition, infrastructure and experience of the organization/institution in undertaking similar work, names and addresses of at least three clients from whom the experience/ competency of the applicant can be ascertained, is also required to be provided. The organizations should also provide evidence in support of their experience in the field of video production such as development of corporate video / short film / documentary film. Technical bid should be given separately at Form-'A' to D in addition to give the details in the work documents.

(A) The Financial Bid Shall Contain:

The financial Bid shall be in Form-'E' with details of cost break up for cost all related works for completion and commissioning and CAMC

4.2 SELECTION PROCESS:

- a) Opening of big envelope in presence of bidders will be done immediately after closing of bid time in the Committee Room, AIIA Mathura Road Sarita Vihar, New Delhi 110076
- b) Immediately after opening of big envelopes, Technical bids for each scheme will be opened first in the presence of bidder and their documents

will be page numbered and signed by the Screening Committee Members.

c) Evaluation of technical bids will be done by the Screening Committee of the Director, All subsequently.

d) Financial bids of only the technically qualified agencies/organization/institutions will be opened in their presence on the date and time to be intimated them through Website/E- mail/ Telephone (Details to be provided by bidders).

(e) The bids will be evaluated as per Combined Quality Cum Cost Based System (CQCCBS) method based on Manual of Policies and Procedure of Employment of Bidder, Ministry of Finance, Government of India dated 31st August, 2006. For details, please refer to website of Ministry of Finance, Government of India. -For Technical Bids, 70% weightage shall be assigned and for Financial Bids 30% weightage will be assigned.

-The Proposal with the lowest cost will be given a financial score of 100 and other proposals given financial scores inversely proportional to their prices

-The total score of both the technical and the financial bid shall be obtained by weighing the quality and cost scores and adding them up.

The highest point's basis shall be considered for award of the contract as illustrated below: Highest points basis: On the basis of the combined weighted score for quality and cost, the Bidder shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. the proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract.

As an example, the following procedure can be followed. In a particular case of selection of Bidder, **it was decided to have minimum qualifying marks for technical qualifications as 70** and the weightage of the technical bids and financial bids was kept as 70: 30. In response to the RFP, 3 proposals, A, B & C were received. The technical evaluation committee awarded those 75, 80 and 90 marks respectively. The minimum qualifying marks were 75. All the 3 proposals were, therefore, found technically suitable and their financial proposals were opened after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the financial proposals and evaluated the quoted prices as under:

Proposal	Evaluated cost
A	Rs.120.
B	Rs.100.
C	Rs.110.

Using the formula LEC / EC , where LEC stands for lowest evaluated cost and EC stands for evaluated cost, the committee gave them the following points for financial proposals:

A: $100 / 120 = 83$ points

B: $100 / 100 = 100$ points

C: $100 / 110 = 91$ points

In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:

Proposal A: $75 \times 0.70 + 83 \times 0.30 = 77.4$ points.

Proposal B: $80 \times 0.70 + 100 \times 0.30 = 86$ points

Proposal C: $90 \times 0.70 + 91 \times 0.30 = 90.3$ points.

The three proposals in the combined technical and financial evaluation were ranked as under:

Proposal A: 77.4points :H3

Proposal B: 86points : H2

Proposal C: 90.3points :H1

Proposal C at the evaluated cost of Rs.110 was, therefore, declared Successful and recommended for negotiations/approval, to the competent authority.

Financial bids having any negotiation clause or condition shall be summarily rejected.

4.3 Technical bid Evaluation Criterion

S. No.	Criterion	Evaluation Criteria
A	FINANCIAL STRENGTH	10 marks
(i)	Average Annual financial turn over on Course Content Development or similar work during the last three consecutive from financial year 2017-18, 2018-19, 2019-20	<ul style="list-style-type: none"> • >9 cr. : 10marks • >7 <=9 : 8marks • >5 <=7 : 6marks • >=3 <=5 : 4marks • <3cr. : 0marks
B	ORGANIZATIONAL STRENGTH	10 marks
	Firm's existence in Years (max 5 years and one point for each year)	<ul style="list-style-type: none"> • <=5 : 10 marks • >=4 < 5 : 8 marks • >=3 < 4 : 6marks • >=2 <3 : 4marks • >=1 <2 : 2marks • <1 : 0marks
C	RELEVANT EXPERIENCE	10 marks
(i)	Sample video presentation of similar nature of NCCR requirement with max. duration of 8 minutes brought it in USB drive and be Windows compatible.	<ul style="list-style-type: none"> i. >Rs.100 lakh : 10Marks ii. >Rs. 80<= 100 : 8Marks iii. >Rs. 60<= 80 : 6Marks iv. >=Rs. 40<=60 : 4 Marks v. <40 : 2Mark <p>Details of works to be furnished by the bidder in a separate Annexure to be enclosed with this.</p>
(ii)	<p>Bidder should have successfully implemented at least one(1) similar work* in last 5 years ending with 31/3/2021 work for Government department/ University in India.</p> <p>* similar work A work would be treated as a similar work which has evidence from the work order or related document cover the requirement mentioned under the scope of work in this EOI . Similar work means</p>	<p>No of Works (10 marks)</p> <ul style="list-style-type: none"> i. >=5 : 10Marks ii. = 4 : 8Marks iii. =3 : 6Marks iv. =2 : 4 Marks v. =1 : 2Marks <p>Details of works to be furnished by the bidder in a separate Annexure to be enclosed separately with this.</p>

D	Technical Approach, Methodology And Capability	40 marks
	Technical Presentation (Max 30 Minutes) Consultant Approach and Methodology to perform the assignment / job based on the EOI	<p>Mark to be allotted by Client's evaluation committee / team on the basis of presentation made by the PSU/STATE PSU/CMMI III or above level company on the following parameters:</p> <ul style="list-style-type: none"> i. Overall Understanding of the Terms of Reference and requirement : 5 marks ii. Architectural Vision : 5 marks iii. Technical approach and methodology : 10 marks iv. Work plan including timelines to complete work : 5 marks v. Maintenance of quality : 5 marks vi. Steps to be taken for timely completion of the work, Plan B or alternate methods to complete the work in any eventuality : 5 marks vii. Proposed tools , equipment format & technologies deliverables to be used/ provided 5 marks
	Sample video presentation of similar nature of AIIA requirement with max. Duration of 50 minutes brought it in USB drive and be Windows/Linux compatible.	20 Marks

4.4 PRESENTATION

The bidder would be required to make a presentation of their action plan for Course Content Development for Digital Training Infrastructure under web-hosed component to establish an Online Learning Management System "AyurVidya development .

TIME SCHEDULE FOR COMPLETING THE WORK:

(i)	Preliminary Estimate	One Week after the Lolis placed on theselected bidder
(ii)	Commencement and mobilization activities	One Week after approval of Preliminary Estimate

4.5 PENALTY

If the agency/organization/institution is not able to complete the work in time the agency would be liable to be penalized as follows:

- For delay: 1% of the fee (excluding taxes) per fortnight or part of it subject to maximum of 10%.

4.6 SAVING CLAUSE

The Director, AIIA has the right to terminate the contract at any time if it comes to know that the contract has been procured fraudulently or misrepresented and corrupt practices and forfeit the security / bank guarantee etc.

4.7 Court Jurisdiction

In case of any dispute, this shall be subject to the exclusive jurisdiction of Court at Delhi/New Delhi.

4.8 EARNEST MONEY DEPOSIT

The Earnest Money Deposit (EMD) amounting to Rs. 75000/- (Rupees Seventy five thousand only) in the form of Demand Draft (valid for 1 year) of Rs. 75,000/(Rupees Seventy five thousand only) drawn in favor of the Director, AIIA, and payable at New Delhi should be enclosed with the "technical bid". The EMD would be forfeited if the bidder withdraws his/her bid during the validity period. EOI/Bid received without EMD shall not be considered. EMD of unsuccessful bidders will be returned after process of selection is over or with in 30 days after the expiry of the bid validity , whichever is latter. The EMD will be forfeited incase of the successful bidder fails to execute the contract agreement and deposit of security deposit with in the stipulated time. No Interest shall be payable by AIIA New Delhi for SUM deposited as EMD.

4.9 PAYMENT TERMS AND CONDITIONS

For supply, Installation, Commissioning and work 90% of the value of work will be paid on successful completion/Go live of work, balance 10% will be released after completion of warranty

period (As decided per warranty terms and conditions)

SECTION-V

INFORMATION & INSTRUCTIONS FOR BIDDERS

5 GENERAL

5.1 Tender Document Fee

All bidders are required to furnish an Demand Draft from nationalized bank for Rs.75,000/- (Rupees Seventy five thousand only) towards EMD .

5.1.1 Letter of Transmittal and Forms 'A' to 'E' seeking information /documents are given in Section V.

5.1.2 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a 'nil' or 'no such case' entry should be made in that column. If any particulars/ query are not applicable to the applicant, it should be stated as 'not applicable'. The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information shall result in the applicant being summarily disqualified. Applications made by telegram or telex and also those received late will not be entertained.

5.2 The application should be type written, without cutting or over writing. The applicant should sign each page of the application.

5.3 The applicant may furnish any additional information, which is deemed necessary to establish capability to successfully complete the envisaged work. Superfluous information need not be furnished and no information shall be entertained after submission of EOI document unless specifically called for.

5.4 Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from taking up the work.

5.5 Prospective bidders can seek any clarification regarding work requirements and EOI document from the office of the, HOD, IT Dept, AIIA, Gautampuri, Sarita Vihar, Mathura Road, New Delhi, 110076,

5.6 The Director, AIIA, reserves its right not to respond to any question raised or provide clarification sought in its sole discretion.

5.7 **Jurisdiction:** All disputes arising shall be subject to the jurisdiction of the appropriate court at Delhi alone, and shall be governed by laws of India.

5.8 The discretion and decision of Director, AIIA, Government of India in respect of the EOI shall be final and shall not be open to be challenged in any Court of Law.

5.9 Final Decision Making Authority: Director, AIIA, Government of India reserves the right to accept or reject any application and/or to annul the selection process and reject all applications at any time without assigning any reason or incurring any liability to the applicants.

5.10 Organizational Structure

The applicant should have sufficient number of Solution Architects and other software

and networking professionals. The applicant should submit a list of key professionals stating clearly how they would be deployed in this work and in-house capability of the firm should be brought out, clearly indicating the disciplines for which the firm will need to appoint sub-Bidders.

Even though an applicant may satisfy the above requirements, he would be liable to disqualification, if he has:-

- a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the EOI document.
- b) Record of poor performance such as abandoning work, not properly completing the assigned work, or financial failures/weaknesses, have been black listed in any of the Govt. Ministry, PSU, local bodies etc.
- c) Record of poor performance in any of the works related to Ministry of AYUSH completed or being executed.

5.11 Confidentiality

The bidders shall not disclose any proprietary or confidential information relating to the work, the services, this contract or the client's business or operations without the prior written consent of the client.

5.12 Tentative cost of the work:

The tentative Cost of the complete work is Rs.30 lac (Rupees thirty lac).

5.13 Information To Be Given In The Required Formats:

Bidders should furnish the following:

5.13.1 ORGANIZATION INFORMATION

Bidders are required to submit the following information in respect of their organization (Form - 'A').

- a) Name & postal address, Telephone & Fax Number etc.
- b) Year of establishment and commencement of practice.
- c) Copies of original documents defining the legal status, place of registration and principal places of business.
- d) Name & title of Directors
- e) Name and designation of officers to be associated with the work and authorized to act for the organization.
- f) Information on any litigation in which the applicant was involved during the last seven years including any current litigation.
- g) Brochures and Annual reports of last three years.

5.13.2 List of Works

List of similar assignments/works successfully completed/ongoing during the last seven years

(Form 'C').

5.13.3 LETTER OF TRANSMITTAL

The applicant should submit the Letter of Transmittal attached under Section-V of the EOI document.

5.13.4 DISCLAIMER

The information in this document has been prepared to assist the applicants in preparing the EOI and it is clarified that:

- i. It does not constitute an invitation to offer or an offer in relation to the transaction.
- ii. This document does not constitute any contract or agreement of any kind whatsoever.
- iii. This document does not claim to contain all the information that interested parties and their advisors would desire or require in reaching decisions as to the transaction. Interested applicant should form their own view as to what information is relevant to such decisions and make their own independent investigations in relation to any additional information.
- iv. Neither the information in this document nor any other written or oral information in relation to the transaction or otherwise is intended to form the basis of or the inducement for any investment activity or any decision to enter into any contract or arrangement in relation to the transaction and should not be relied on as such. Neither AYUSH-GOI nor their employees or advisors shall be liable to any interested party or any entity under any law including the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expenses or damage which may arise, or be incurred, or suffered, in connection with this document, or any matter that may be deemed to form part of this document, or any other information supplied by or;
- v. On Behalf of Director, AIIA-GOI or their employees or advisors or otherwise arising in any way from the selection process mentioned herein.
- vi. Director, AIIA-GOI is not bound to accept any or all the responses to the EOI. Director, AIIA reserves the right to reject any or all responses without assigning any reasons. No applicant shall have any cause of action or claim against Director, AIIA-GOI or its officers, employees, advisors, agents, successors or assignees for rejection of its response.
- viii. Failure to provide information that is essential to evaluate the applicant's qualifications or substantiation of the information supplied, shall result in disqualification of the applicant.
- ix. It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information. While this document has been prepared in good faith, neither Director, AIIA-GOI nor any of their respective officers or employees or advisors or agents make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly expressly disclaimed by Director, AIIA-GOI or any of their respective officers, employees, advisors or agents, whether negligent or otherwise.

Section – VI**LETTER OF TRANSMITTAL**

FROM:

To:

Director, AIIA,

Gautampuri, Sarita Vihar, Mathura Road, New Delhi, 110076

SUBJECT: Submission of “Expression of Interest” to Design, Built, Commission and ICT along with existing IT Infra for ALL INDIA INSTITUTE OF AYURVEDA at Gautampuri, Sarita Vihar, New Delhi

Sir,

Having examined the details given in EOI Notice and EOI document for the above work, I/We hereby submit the relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms 'A' to 'E' and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for EOI and have no further pertinent information to supply.
3. I/We also authorize Director, AIIA, Govt. of India or their authorized representatives to approach individuals, employers and firms to verify our competence and general reputation.
4. I/We submit the following certificates along with details in prescribed format in support of our suitability, technical know-how and capability for having successfully completed the following works:

Name of Project	certificate From
------------------------	-------------------------

Enclosures

Date of submission

Signature(s) of applicant(s)

Seal of Applicant(s)

Technical Bid
FORM – ‘A’
ORGANISATIONAL STRUCTURE

Name of the Firm/Company		
Full Address of the Company		
Year of Establishment		
Telephone Number		
Fax Number		
E-Mail Address		
Website		
Sector's in which the company/firm has provided services to Government Department in India		
	Technical	
	Non- technical	
No of Years of presence in India		
	FY	Turnover(Rs.)
	2017-18	
	2018-19	
	2019-20	
Details of Authorized Representative	Name	
	Designation	
	Mobile	
	Office	
	Email	

Signature

FORM – ‘A-1’
Format of C.V for Team leader/ Experts/Bidders

1. Name	
2. Designation	
3. Area of Expertise	
4. Total work experience	
5. Experience in relevant field	Name of the work/dwelling units/date of award

Date
Station

Signature of the Authorized person

Seal

FORM – B

DETAILS OF QUALIFYING PARAMETERS

Sr. No.	RFP particulars requirement	(Ref. Page No. in Proposal)	Details of Particulars provided
1.	EMD of Rs.75,000/- (Rupees Seventy five thousand only) in the form of Bank Guarantee from nationalized bank in the form of Demand Draft issued by a scheduled bank.		
3.	Proposal validity 120 days from last date of Submission of Proposals		
4.	Qualifying Works <i>[As per Form – C]</i>		
5.	Power of Attorney for authorized signatory.		
6.	Financial turnover of years 2017-18, 2018-19, 2019-20, (Rs. crore). Out of which Design and Build of IT services (Rs. crore), 2016-17, 2017-18, 2019-20.		

FORM – C

Details of ICT(Hardware)Works completed in the Last Seven Years

(More similar pages may be added in case qualifying works are more than one)

Name of assignment & location			Page No. of EOI for cross referencing and verification of information
Work Cost & Fee (Rs. In Crores)	Work Cost	Fee	
Commencement date	Scheduled	Actual	
Completion Date	Scheduled	Actual	
Reasons for delay, if any			
No. & Staff involved and functions performed	Staff involved (Discipline-wise)	Staff-Months	
Name of Associated firm(s), if any			

	Any other		
No. & Staff of associated firms involved and functions performed	Staffinvolved (Discipline-wise)	Staff-Months	

Name of Senior Staff (Work Director, team leader) involved & functions performed		
Narrative description of work including size, features etc.	Use up to a quarter page	
Description of actual services n provided	Use up to a quarter page	
Proof of having completed the work to the satisfaction of Client		
Name & address of Clients Officer to whom reference may bemade		

- CV of Team leader and Team members with photo, educational qualification and experience should beattached.

FINANCIAL CAPABILITIES**Form –D(Rs. In lacs)**

Financial Year	Financial turnover	Net Profit
2017-18		
2018-19		
2019-20		
Average Annual Turnover over the past three years		

Audited balance sheet/ IT return to be submitted in support of above turnover

Signature

Note:

1. Applicants are required to page no. their EOI submission document and for cross referencing and verification of information mentioned in the above matrix, the page no. at which the details are enclosed in theirEOI
2. Use Separate sheet for eachwork
3. Only those works shall be considered for evaluation for which the letter of award and successful completion/occupancy certificate areenclosed.
4. The evaluation shall be based on the qualitative aspects of the applicants work, therefore, please indicate the salient features of the work undertaken including all such factors like time / Cost / quality aspects. You may also enclose photographs etc. to substantiate on the same.

FORM – E

Performa For Financial Bid

Sl No	Description	Unit Cost (in Rupees) excluding applicable taxes.	Applicable Tax in Rs with tax percentage	Total Cost (in Rupees) including applicable taxes.
a.				

F.No I-21/1/2021-AIIA-Part(2)

Date

**ALL INDIA INSTITUTE OF AYURVEDA (AIIA)**

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

Gautampuri, Sarita Vihar, Mathura Road, New Delhi - 110076

Phone:011-26590401/402**Email:director@aiia.gov.in****Website: www.aiia.gov.in****EOI Document***For*

Expression of Interest for “Course Content Development for Digital Training Infrastructure under web-hosed component to establish an Online Learning Management System “AyurVidya” Development ” at AIIA. New Delhi

Important Information Date Sheet

Event	Particulars
Date of publication of EOI	
Date and time for Pre bid Conference	
Last date and time for Bid submission	
Date & Time of Opening of Technical Bids	
Date of Presentation	Will be intimated
Date for opening of Financial Bids	Will be intimated
Place of Submission of EOI	Director All India Institute of Ayurveda Gautampuri, Sarita Vihar, Mathura Road, New Delhi-110076 email:director@aiia.gov.in

AIIA New Delhi will not be responsible for non-receipt /non-delivery of the bids due to wrong addresses / postal delays / courier delays or any other similar reasons

**EXPRESSION OF INTEREST
SECTION I**

1 GENERAL

1.1 Background

The All India Institute of Ayurveda (AIIA) New Delhi is an autonomous organization under the aegis of Ministry of AYUSH Government of India. It will be a 200 bed referral hospital and also impart post graduate, doctoral, post-doctoral and super-specialty programme in major streams of Ayurveda. The organization will broadly have two Wings – Hospital and Academic Wings. The Hospital Wing will have various Units like Registration, OPD, IPD, Laboratory, Pharmacy, Radiology, OT etc. The Academic Wing will comprise of Administration, Library, Conference/Class Rooms, Rooms of senior faculty members etc.

1.2 Need For Request For Proposal

AIIA has well established Information Communication and Technology (ICT) and Information Technology (IT) infrastructure. AIIA needs some additions in the existing ICT infrastructure.

Director, AIIA invites the expression of Interest for selection of a Bidder, which should be a company (the “Bidder”) who shall “Course Content Development for Digital Training Infrastructure under web-hosed component to establish an Online Learning Management System “AyurVidya” Development at AIIA.

AIIA intends to select the Bidder through this Expression of Interest (EOI) in accordance with the procedure set out therein.

1.3 Due diligence by Applicants

Applicants are encouraged to inform themselves fully about the assignment and the local conditions before submitting the Proposal by paying a visit to AIIA and the Work site and analyzing the given drawings.

1.4 Sale of EOI Document

EOI document can be obtained between 10:00 hrs and 05:30 hrs on all working days. The document can also be downloaded from the Official Website www.aiaa.gov.in.

1.5 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”).

1.6 Brief Description of the Selection Process

The AIIA has adopted a single stage, two-step selection process (collectively the “Selection Process”) in evaluating the Proposals comprising technical and financial bids to be submitted in two separate sealed envelopes. In the first step, a technical evaluation will be carried out as specified in Section III, based on this

technical evaluation, a list of short-listed applicants shall be prepared as specified in the second step, a financial evaluation will be carried out as specified in Clause 4.2. Proposals will finally be ranked according to their combined technical and financial scores as specified in Clause 4.2.

1.7 Currency Conversion Rate And Payment

All payments to the Bidder shall be made in INR in accordance with the provisions of this EOI. The Bidder may convert INR into any foreign currency as per Applicable Laws and the exchange risk, if any, shall be borne by the Bidder.

1.8 SCHEDULE OF SELECTION PROCESS

AIIA would endeavor to adhere to the following schedule:

Nos. of Days	Activities
D-0	Publication of EOI
D-21	Submission of bid EOI
D-21	Opening of technical bid
D-28	Technical Evaluation
D-30	Opening of Financial Bid & Evaluation
D-32	Approval of Empowered Committee
D-35	Award notification (Letter of Intent – LOI)

1.9 LOCATION

The work will be required to be commissioned with in the campus of AIIA, at Gautampuri, Sarita Vihar, Mathura Road, New Delhi Pin 110076.

1.10 Work Completion period

The work would be completed within one month (30 days) after receiving the Letter of Intent.

1.11 Termination:

1.11.1 By the Client:

The client may terminate this contract, by not less than thirty (30) days' written notice of termination to the selected bidder, to be given after the occurrence of any of the events specified in paragraphs (a) to (b) of this Clause.

a. If the Bidder do not remedy a failure in the performance of their obligations under the contract within thirty (30) days of receipt of being notified

or within such further period as the client may have subsequently approved in writing. The client will have an option to invoke Risk Purchase clause by which client will have the option to engage different party at the cost of the incumbent consultant. The liability of the Consultant will be limited to Liquidated Damages and incremental differential renegotiated cost of the work management services.

b. If the Bidder become insolvent or bankrupt.

1.11.2 By the Bidder:

The bidder may terminate this contract, by not less than thirty (30) days written notice to the client, such notice to be given after the occurrence of any of the events specified in paragraph

(a) to (b) of this Clause

a. The Client is in material breach of its obligations pursuant to this EoI and has not remedied the same within thirty (30) days (or such longer period as the bidder may have agreed in writing) following the receipt by the Client of the bidder's notice specifying such breach.

b. The Client fails to pay any money due to the Consultant pursuant to this contract, which is not subject to dispute within forty five (45) days after receiving written notice from the bidders that such payment is overdue and payable.

1.12 Obligations of the Bidders:

The bidder shall perform the services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound Management practices, and employ appropriate advanced technology and safe methods. The Bidder shall always act, in respect of any matter relating to this EoI or to the services, as faithful advisers to the client, and shall at all times support and safeguard the client's legitimate interests in any dealings with sub-Bidder or third Parties. Consultant will furnish a Performance Bank Guarantee (10% of the work cost) for completion of the work in stipulated time and resources provided.

1.13 Obligations of the Client:

- a. **Change in the Applicable Law:** If, after the date of this agreement, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of services rendered by the Bidder, then the remuneration and reimbursable expenses otherwise payable to the Bidder under this contract shall be increased or decreased accordingly by agreement between the parties and corresponding adjustments shall be made to the amounts referred to in Clauses as the case may be.
- b. **Services and Facilities:** The Client shall make available to the selected bidder the services and facilities as mutually agreed to execute the work efficiently.

1.14 Settlement of Disputes:

- a. **Amicable Settlement:** The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this contract or the interpretation thereof.
- b. **Dispute Settlement:** Any dispute between the parties as to matters arising pursuant to this contract which cannot be settled amicably within thirty days after receipt by one party of the other party's request for such amicable settlement may be submitted by either party for settlement in accordance with the provisions specified in SCC.
- c. **Liquidated Damages:** If the consultant is not able to complete the Work Report in time & the delay on this account is solely attributable to the consultant, then the consultant shall be liable for Liquidated Damages for delay @ 1% of the fee (excl. of taxes) subject to maximum of 10% of the fee payable for the stage of approval of Work Report.

1.15 Arbitration

In the event of any dispute or difference relating to the interpretation and application of the provisions of this Agreement, such dispute or difference shall be referred by either party for arbitration to the Sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India In-charge of the Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this Clause. The award of the arbitrator shall be binding upon the parties to the dispute, provided however and party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law and Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary / Additional Secretary, when so authorized by the Law Secretary, his decision binds the parties finally and conclusively. The parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.

1.16 Bid collection and submission details:

Tender reference Number	
Offer Validity Period	Tender should remain valid for 120 days
Earnest Money Deposit (EMD)	NIL

Address for communication	The Director, All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, Mathura Road, New Delhi - 110076
Place where tender offers would be opened	The Director, All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, Mathura Road, New Delhi - 110076
e-Mail	director@aiia.gov.in

Section II

2 Role/Scope of The Bidder

2.1 Pre Qualification Criteria of Bidder

- A. The Bidder should be company having demonstrable track record of rendering in the field of video production such as development of corporate video / short film / documentary film.
- B. The Bidder should be having State offices to address regional requirements, across country.
- C. Annual average turnover of the bidder should be more than Rs.3 Crore in last three financial year's ending 2019-2020.
- D. The Bidder must have completed similar nature video production such as development of corporate video / short film / documentary film work in last 5 years, completion of which should fall at least one day earlier of the last day of submission of EOI.
- E. The Bidder is required to submit certificate of completion of assignment from the respective institute as a proof of meeting the above qualifying criteria and submit copies of the completion certificate.
- F. The Bidder should not be blacklisted in any of the Indian Government Department.
- G. The Bidder should have Experience in in the field of video production such as development of corporate video / short film / documentary film.
- H. The Bidder should have ISO 9001-2000 & ISO14001.
- I. The Bidder should have office in Delhi/NCR.

2.2 Submission of Technical Bid

- A. EOI in the form of hard copies duly signed, stamped and page numbering on each page will be considered.
- B. The EOI – both **Technical and Financial** duly filled in the prescribed proforma at Form 'A' to 'E' & Form 'F' shall be placed in sealed separate envelopes with a name of work written on the envelope and addressed to "The Director, All India Institute of Ayurveda, Gautampuri, Sarita Vihar, New Delhi -110076
- C. The 1st envelope (Technical Bid) shall contain the documents as mentioned in the terms and conditions (Form 'A' to 'E'). along with the signed and stamped copy of this EOI.
- D. The 2nd envelope (Financial Bid) shall contain priced schedule of Quotation, duly signed, Stamped and page numbering by the authorized signatory of the bidder.(Form 'F').
- E. The Technical bids shall be opened at **3.00 PM on the closing date** in Committee Room, All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, Mathura Road, New Delhi – 110076 in the presence of such bidders or their authorized representatives, who may wish to be present.

- F. The bidders, whose Technical bids are accepted, will be informed about the date of the opening of financial bids.
- G. All entries in the Technical bid in the proforma Form 'A' to 'E' should be filled up clearly. No overwriting or cutting is permitted in financial bid. However, cutting, if any, in the Technical Bid must be initialed by the person authorized to sign the technical bids.
- H. The bidder shall submit documents mentioned in Form 'A' to 'E' with Technical Bid with signed and stamped.
- I. The Financial Bid of the Technically Qualified Bidder will ONLY be opened.
- J. The price schedule of quotation as per format enclosed, duly signed, stamped and page numbering by the authorized signatory of the bidder is to be submitted. The unit rate and prices shall be quoted by the bidder entirely in Indian Rupee to be entered in words also.
- K. The breakup of Basic Price, GST, other taxes/charges, if any to be clearly mentioned in Indian rupee only.
- L. Financial Bid in any other form except in the specified format given, will not be accepted and shall be SUMMARILY REJECTED.
- M. Both the above envelopes should clearly be marked on top of envelope about type of envelope i.e., details of contents in envelope (Technical Bid/Commercial Bid as the case may be), name of agency submitting the bid and addressed to "The Director, All India Institute of Ayurveda, Gautampuri, Sarita Vihar, New Delhi -110076"
- N. The main envelope containing the Technical Bids and Financial Bids must be superscribed 'EOI for *Course Content Development* for Digital Training Infrastructure under web-hosed component to establish an Online Learning Management System "AyurVidya" Development at All India Institute of Ayurveda'.
- O. Please note that the envelope containing Technical and Financial Bids are sealed properly, i.e. either wax or with adhesive cello tape on both ends. Rates quoted should be neat and clean without cutting/overwriting.

Section – III

3 Detailed Scope of Work

3.1 Objective

AIIA is conducting capacity building and skill development programmers in Ayurveda at National level. AIIA needs to develop Contents and e-Contents for its non-formal e-learning material in order facilitate the students and public at large to learn the IT Courses online. The e-Contents will help in efficient learning, recreating and sustaining interest in topics found difficult and will also provide detailed coverage of topics by explaining through multimedia, animation and diagrams.

3.2 Broad Scope of Work

Video for the AIIA courses need to be developed by incorporating all multimedia features like audio, video compatible with mobile devices such as android, iPad and iPhone and should be able to run on all popular browsers.

The Video will be reviewed by the expert committee.

S.No.	Content Description	Duration of Single video (hours)	No of Video required of 45 min each video	Remark
1	Video for 13 different subject course video	45 mins	1000	

3.3 Resolution

Production of Video in English/Hindi. Resolution of the videos are of the following formats:-

- i). FHD Format: 1920x1080
- ii). 4K: 3840x2160

3.4 Shooting:

The bidder will make all his arrangements for shooting of Video. This includes camera, light, sound, drone camera (if required) and other equipment. The list of shooting locations will be provided by AIIA in advance for proper scheduling of the shooting by the bidder. Apart from the new shooting of video, AIIA will provide some archival video and they should also be incorporated suitably, if required.

3.5 Editing

Basic editing is to be done in digital non-linear set up with graphics and Re-editing may be required if the editing made by the bidder is found unsatisfactory to AIIA.

The listed scope of work is indicative only and the bidder may discuss further Details with AIIA for developing the video.

3.6 Inspection:

The bidder shall arrange for inspection of the job by the competent authorities of AIIA.

Inspection may also be made at any time during the process of development of the video, if felt necessary by the competent authorities of AIIA. Any defect pointed out/ modification suggested during such inspections has to be promptly rectified/ incorporated to ensure desired quality of work. It would be mandatory on the part of the bidder to arrange inspection and obtain approval at every stage of the work, failing which action shall be taken as will be deemed fit by AIIA. The decision of AIIA in this regard shall be final and binding on the bidder.

3.7 Copyright

The developed/created /shooter video will be the sole property of AIIA. The bidder under no circumstances will reproduce, reuse, sell, lease, use, donate the videos, wholly or partly, to any other client.

3.8 The content mandatorily should consist of the following features:

- I. Video Content should be in accordance with requirement.
- II. The technical work will also include the following:
 - a. Pre-production, shooting and editing, post production recording music and Professional voiceover.
 - b. The Bidder's production team will be totally responsible for required infrastructure to shoot the video besides, processing, hiring of camera & lights, other equipment, studio hiring, make-up, location / site selection and procuring all the necessary permission for shoot, catering, transportation, etc. in case of outdoor shooting. The location details of outdoor shooting will be provided to the bidder by AIIA well in advance and the indoor shooting will be at AIIA
 - c. The Bidder will be responsible for hiring the crew including Cameraman and other technical & production team - helper, Lighting crew, etc.
 - d. The Bidder will be responsible to meet the post-production charges such as: Studio hire for editing charges, and any other related charges.
 - e. The Bidder will be responsible for travel, boarding and lodging for the entire production team and technical crew at both the locations, namely, AIIA campus and outdoor.
 - f. Raw stock of the footage is to be transferred to AIIA in appropriate format in re-usable / playable format.

Section IV

4 QUALIFYING REQUIREMENT

4.1 Method of selection of the Work Management vendor for Design & Implementation Submission of Bids

The bids are invited only from Central Government/State Government PSUs/ CMMI III or above level company in the field of Information Technology. The bids should be submitted in two separate sealed envelopes (one for technical bid and other for financial bid indicating on the top of the sealed cover of each whether it is a financial or technical bid) and these two envelopes shall be put in a bigger envelope duly sealed. In case, any bidder submits more than one bid or more than two envelopes in the bigger envelope, his bid will be summarily rejected without assigning any reason. Further, each page of the technical and financial bids should be numbered and signed by the authorized signatory.

4.1.1 The Technical Bid Shall Contain:

- a. Name & Short C.V. of Principal Officers for the work
- b. Organizational Structure
- c. Audited Financial Statement for the last three years with year-wise turnover and Net Profit/Loss (PAT)
- d. List of major completed assignments relating development of corporate video / short film / documentary film s was undertaken in previous 5 years, along with documentary evidence of acceptance of the Reports
- e. C.V. of all the Bidders/Experts with the firm. Format at Form –‘A-1’
- f. Any other information to highlight their strength and the claim to undertake the in the field of video production such as development of corporate video / short film / documentary film.

Along with the above information, details regarding agency's credentials, team's composition, infrastructure and experience of the organization/institution in undertaking similar work, names and addresses of at least three clients from whom the experience/ competency of the applicant can be ascertained, is also required to be provided. The organizations should also provide evidence in support of their experience in in the field of video production such as development of corporate video / short film / documentary film. Technical bid should be given separately at Form-‘A’ to E in addition to give the details in the work documents.

(A) The Financial Bid Shall Contain:

The financial Bid shall be in Form-‘F’ with details of cost break up for cost all related works for completion and commissioning and CAMC

4.2 SELECTION PROCESS:

- a) Opening of big envelope in presence of bidders will be done immediately after closing of bid time in the Committee Room, AIIA Mathura Road Sarita Vihar, New Delhi 110076
- b) Immediately after opening of big envelopes, Technical bids for each scheme will be opened first in the presence of bidder and their documents will

be page numbered and signed by the Screening Committee Members.

c) Evaluation of technical bids will be done by the Screening Committee of the Director, AIIA subsequently.

d) Financial bids of only the technically qualified agencies/organization/institutions will be opened in their presence on the date and time to be intimated them through Website/E- mail/ Telephone (Details to be provided by bidders).

(e) The bids will be evaluated as per Combined Quality Cum Cost Based System (CQCCBS) method based on Manual of Policies and Procedure of Employment of Bidder, Ministry of Finance, Government of India dated 31st August, 2006. For details, please refer to website of Ministry of Finance, Government of India. -For Technical Bids, 70% weightage shall be assigned and for Financial Bids 30% weightage will be assigned.

-The Proposal with the lowest cost will be given a financial score of 100 and other proposals given financial scores inversely proportional to their prices

-The total score of both the technical and the financial bid shall be obtained by weighing the quality and cost scores and adding them up.

The highest point's basis shall be considered for award of the contract as illustrated below: Highest points basis: On the basis of the combined weighted score for quality and cost, the Bidder shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. the proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract.

As an example, the following procedure can be followed. In a particular case of selection of Bidder, **it was decided to have minimum qualifying marks for technical qualifications as 70** and the weightage of the technical bids and financial bids was kept as 70: 30. In response to the RFP, 3 proposals, A, B & C were received. The technical evaluation committee awarded those 75, 80 and 90 marks respectively. The minimum qualifying marks were 75. All the 3 proposals were, therefore, found technically suitable and their financial proposals were opened after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the financial proposals and evaluated the quoted prices as under:

Proposal	Evaluated cost
A	Rs.120.
B	Rs.100.
C	Rs.110.

Using the formula LEC / EC , where LEC stands for lowest evaluated cost and EC stands for evaluated cost, the committee gave them the following points for financial proposals:

A: $100 / 120 = 83$ points

B: $100 / 100 = 100$ points

C: $100 / 110 = 91$ points

In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:

Proposal A: $75 \times 0.70 + 83 \times 0.30 = 77.4$ points.

Proposal B: $80 \times 0.70 + 100 \times 0.30 = 86$ points

Proposal C: $90 \times 0.70 + 91 \times 0.30 = 90.3$ points.

The three proposals in the combined technical and financial evaluation were ranked as under:

Proposal A: 77.4points :H3

Proposal B: 86points : H2

Proposal C: 90.3points :H1

Proposal C at the evaluated cost of Rs.110 was, therefore, declared Successful and recommended for negotiations/approval, to the competent authority.

Financial bids having any negotiation clause or condition shall be summarily rejected.

4.3 Technical bid Evaluation Criterion

S. No.	Criterion	Evaluation Criteria
A	FINANCIAL STRENGTH	10 marks
(i)	Average Annual financial turn over on Course Content Development or similar work during the last three consecutive from financial year 2017-18, 2018-19, 2019-20	<ul style="list-style-type: none"> • >9 cr. : 10marks • >7 <=9 : 8marks • >5 <=7 : 6marks • >=3 <=5 : 4marks • <3cr. : 0marks
B	ORGANIZATIONAL STRENGTH	10 marks
	Firm's existence in Years (max 5 years and one point for each year)	<ul style="list-style-type: none"> • <=5 : 10 marks • >=4 < 5 : 8 marks • >=3 < 4 : 6marks • >=2 <3 : 4marks • >=1 <2 : 2marks • <1 : 0marks
C	RELEVANT EXPERIENCE	10 marks
(i)	Sample video presentation of similar nature of NCCR requirement with max. duration of 8 minutes brought it in USB drive and be Windows compatible.	<ul style="list-style-type: none"> i. >Rs.100 lakh : 10Marks ii. >Rs. 80<= 100 : 8Marks iii. >Rs. 60<= 80 : 6Marks iv. >=Rs. 40<=60 : 4 Marks v. <40 : 2Mark <p>Details of works to be furnished by the bidder in a separate Annexure to be enclosed with this.</p>
(ii)	<p>Bidder should have successfully implemented at least one(1) similar work* in last 5 years ending with 31/3/2021 work for Government department/ University in India.</p> <p>* similar work A work would be treated as a similar work which has evidence from the work order or related document cover the requirement mentioned under the scope of work in this EOI . Similar work means</p>	<p>No of Works (10 marks)</p> <ul style="list-style-type: none"> i. >=5 : 10Marks ii. = 4 : 8Marks iii. =3 : 6Marks iv. =2 : 4 Marks v. =1 : 2Marks <p>Details of works to be furnished by the bidder in a separate Annexure to be enclosed separately with this.</p>

D	Technical Approach, Methodology And Capability	40 marks
	Technical Presentation (Max 30 Minutes) Consultant Approach and Methodology to perform the assignment / job based on the EOI	<p>Mark to be allotted by Client's evaluation committee / team on the basis of presentation made by the PSU/STATE PSU/CMMI III or above level company on the following parameters:</p> <ul style="list-style-type: none"> i. Overall Understanding of the Terms of Reference and requirement : 5 marks ii. Architectural Vision : 5 marks iii. Technical approach and methodology : 10 marks iv. Work plan including timelines to complete work : 5 marks v. Maintenance of quality : 5 marks vi. Steps to be taken for timely completion of the work, Plan B or alternate methods to complete the work in any eventuality : 5 marks vii. Proposed tools , equipment format & technologies deliverables to be used/ provided 5 marks
	Sample video presentation of similar nature of AIIA requirement with max. Duration of 50 minutes brought it in USB drive and be Windows/Linux compatible.	20 Marks

4.4 PRESENTATION

The bidder would be required to make a presentation of their action plan for Course Content Development for Digital Training Infrastructure under web-hosed component to establish an Online Learning Management System "AyurVidya development.

TIME SCHEDULE FOR COMPLETING THE WORK:

(i)	Preliminary Estimate	One Week after the LoI is placed on the selected bidder
(ii)	Commencement and mobilization activities	One Week after approval of Preliminary Estimate

4.5 PENALTY

If the agency/organization/institution is not able to complete the work in time the agency would be liable to be penalized as follows:

- For delay: 1% of the fee (excluding taxes) per fortnight or part of it subject to maximum of 10%.

4.6 SAVING CLAUSE

The Director, AIIA has the right to terminate the contract at any time if it comes to know that the contract has been procured fraudulently or misrepresented and corrupt practices and forfeit the security / bank guarantee etc.

4.7 Court Jurisdiction

In case of any dispute, this shall be subject to the exclusive jurisdiction of Court at Delhi/New Delhi.

4.8 EARNEST MONEY DEPOSIT

Bidder need not to submit EMD for this tender. However, The bidder has to sign a bid securing declaration (As per Annexure –E) accepting that if they withdraw or modify their bids during the period of validity or if they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bid document, they will suspended for the two years from being eligible to submit bids for contracts with ALL India Institute of Ayurveda New Delhi

4.9 PAYMENT TERMS AND CONDITIONS

For supply, of video raw and final edited version of work 90% of the value of work will be Paid on successful completion/Go live of work, balance 10% will be released after completion of warranty period.

SECTION-V

INFORMATION & INSTRUCTIONS FOR BIDDERS

5 GENERAL

5.1 Tender Document Fee

The Bidder needs not to submit EMD for this tender However Bidder to sign a Bid Security declaration as per Annexure –E.

5.1.1 Letter of Transmittal and Forms 'A' to F' seeking information /documents are given in Section V.

5.1.2 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a 'nil' or 'no such case' entry should be made in that column. If any particulars/ query are not applicable to the applicant, it should be stated as 'not applicable'. The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information shall result in the applicant being summarily disqualified. Applications made by telegram or telex and also those received late will not be entertained.

5.2 The application should be type written, without cutting or over writing. The applicant should sign each page of the application.

5.3 The applicant may furnish any additional information, which is deemed necessary to establish capability to successfully complete the envisaged work. Superfluous information need not be furnished and no information shall be entertained after submission of EOI document unless specifically called for.

5.4 Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from taking up the work.

5.5 Prospective bidders can seek any clarification regarding work requirements and EOI document from the office of the, HOD, IT Dept, AIIA, Gautampuri, Sarita Vihar, Mathura Road, New Delhi, 110076,

5.6 The Director, AIIA, reserves its right not to respond to any question raised or provide clarification sought in its sole discretion.

5.7 **Jurisdiction:** All disputes arising shall be subject to the jurisdiction of the appropriate court at Delhi alone, and shall be governed by laws of India.

5.8 The discretion and decision of Director, AIIA, in respect of the EOI shall be final and shall not be open to be challenged in any Court of Law.

5.9 **Final Decision Making Authority:** Director, AIIA, reserves the right to accept or reject any application and/or to annul the selection process and reject all applications at any time without assigning any reason or incurring any liability to the applicants.

5.10 **Organizational Structure**

The applicant should have sufficient number of Solution Architects and other software and networking professionals. The applicant should submit a list of key professionals

stating clearly how they would be deployed in this work and in-house capability of the firm should be brought out, clearly indicating the disciplines for which the firm will need to appoint sub- Bidders.

Even though an applicant may satisfy the above requirements, he would be liable to disqualification, if he has:-

- a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the EOIdocument.
- b) Record of poor performance such as abandoning work, not properly completing the assigned work, or financial failures/weaknesses, have been black listed in any of the Govt. Ministry, PSU, local bodies etc.
- c) Record of poor performance in any of the works related to Ministry of AYUSH completed or being executed.

5.11 Confidentiality

The bidders shall not disclose any proprietary or confidential information relating to the work, the services, this contract or the client's business or operations without the prior written consent of the client.

5.12 Tentative cost of the work:

The tentative Cost of the complete work is Rs.30 lac(Rupees thirty lac).

5.13 Information To Be Given In The Required Formats:

Bidders should furnish the following:

5.13.1 ORGANIZATION INFORMATION

Bidders are required to submit the following information in respect of their organization (Form - 'A').

- a) Name & postal address, Telephone & Fax Number etc.
- b) Year of establishment and commencement of practice.
- c) Copies of original documents defining the legal status, place of registration and principal places of business.
- d) Name & title of Directors
- e) Name and designation of officers to be associated with the work and authorized to act for the organization.
- f) Information on any litigation in which the applicant was involved during the last seven years including any current litigation.
- g) Brochures and Annual reports of last three years.

5.13.2 List of Works

List of similar assignments/works successfully completed/ongoing during the last seven years

(Form 'C').

5.13.3 LETTER OF TRANSMITTAL

The applicant should submit the Letter of Transmittal attached under Section-V of the EOI document.

5.13.4 DISCLAIMER

The information in this document has been prepared to assist the applicants in preparing the EOI and it is clarified that:

- i. It does not constitute an invitation to offer or an offer in relation to the transaction.
- ii. This document does not constitute any contract or agreement of any kind whatsoever.
- iii. This document does not claim to contain all the information that interested parties and their advisors would desire or require in reaching decisions as to the transaction. Interested applicant should form their own view as to what information is relevant to such decisions and make their own independent investigations in relation to any additional information.
- iv. Neither the information in this document nor any other written or oral information in relation to the transaction or otherwise is intended to form the basis of or the inducement for any investment activity or any decision to enter into any contract or arrangement in relation to the transaction and should not be relied on as such. Neither AYUSH nor their employees or advisors shall be liable to any interested party or any entity under any law including the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expenses or damage which may arise, or be incurred, or suffered, in connection with this document, or any matter that may be deemed to form part of this document, or any other information supplied by or;
- v. On Behalf of Director, AIIA or their employees or advisors or otherwise arising in any way from the selection process mentioned here in.
- vi. Director, AIIA is not bound to accept any or all the responses to the EoI. Director, AIIA reserves the right to reject any or all responses without assigning any reasons. No applicant shall Have any cause of action or claim against Director, AIIA -GOI or its officers, employees, advisors, agents, successors or assignees for rejection of its response.
- viii. Failure to provide information that is essential to evaluate the applicant's qualifications or substantiation of the information supplied, shall result in disqualification of the applicant.
- ix. It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information. While this document has been prepared in good faith, neither Director, AIIA nor any of their respective officers or employees or advisors or agents make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly expressly disclaimed by Director, AIIA or any of their respective officers, employees, advisors or agents, whether negligent or otherwise.

Section – VI

LETTER OF TRANSMITTAL

FROM:

To:

Director, AIIA,

Gautampuri, Sarita Vihar, Mathura Road, New Delhi, 110076

SUBJECT: Submission of “Expression of Interest” to Design, Built, Commission and ICT along with existing IT Infra for ALL INDIA INSTITUTE OF AYURVEDA at Gautampuri, Sarita Vihar, New Delhi

Sir,

Having examined the details given in EOI Notice and EOI document for the above work, I/We hereby submit the relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms 'A' to 'F' and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for EOI and have no further pertinent information to supply.
3. I/We also authorize Director, AIIA or their authorized representatives to approach individuals, employers and firms to verify our competence and general reputation.
4. I/We submit the following certificates along with details in prescribed format in support of our suitability, technical know-how and capability for having successfully completed the following works:

Name of Project	certificate From
-----------------	------------------

Enclosures

Date of submission

Signautre(s) of applicant(s)

Seal of Applicant(s)

Technical Bid
FORM – ‘A’
ORGANISATIONAL STRUCTURE

Name of the Firm/Company		
Full Address of the Company		
Year of Establishment		
Telephone Number		
Fax Number		
E-Mail Address		
Website		
Sector's in which the company/firm has provided services to Government Department in India		
	Technical	
	Non- technical	
No of Years of presence in India		
	FY	Turnover(Rs.)
	2017-18	
	2018-19	
	2019-20	
Details of Authorized Representative	Name	
	Designation	
	Mobile	
	Office	
	Email	

Signature

FORM – 'A-1'**Format of C.V for Team leader/ Experts/Bidders**

1. Name	
2. Designation	
3. Area of Expertise	
4. Total work experience	
5. Experience in relevant field	Name of the work/dwelling units/date of award

Date
Station

Signature of the Authorized person

Seal

FORM – B

DETAILS OF QUALIFYING PARAMETERS

Sr. No.	RFP particulars requirement	(Ref. Page No. in Proposal)	Details of Particulars provided
1.	Bid Security Document <i>[As per Form – E]</i>		
3.	Proposal validity 120 days from last date of Submission of Proposals		
4.	Qualifying Works <i>[As per Form – C]</i>		
5.	Power of Attorney for authorized signatory.		
6.	Financial turnover of years 2017-18, 2018-19, 2019-20, (Rs. crore).		

FORM – C

Details of ICT(Hardware)Works completed in the Last Seven Years

(More similar pages may be added in case qualifying works are more than one)

Name of assignment & location			Page No. of EOI for cross referencing and verification of information
Work Cost & Fee (Rs. In Crores)	Work Cost	Fee	
Commencement date	Scheduled	Actual	
Completion Date	Scheduled	Actual	
Reasons for delay, if any			
No. & Staff involved and functions performed	Staff involved (Discipline-wise)	Staff-Months	
Name of Associated firm(s), if any			

	Any other		
No. & Staff of associated firms involved and functions performed	Staff involved (Discipline-wise)	Staff-Months	

Name of Senior Staff (Work Director, team leader) involved & functions performed		
Narrative description of work including size, features etc.	Use up to a quarter page	
Description of actual services n provided	Use up to a quarter page	
Proof of having completed the work to the satisfaction of Client		
Name & address of Clients Officer to whom reference may be made		

- CV of Team leader and Team members with photo, educational qualification and experience should be attached.

FINANCIAL CAPABILITIES**Form –D (Rs. In lacs)**

Financial Year	Financial turnover	Net Profit
2017-18		
2018-19		
2019-20		
Average Annual Turnover over the past three years		

Audited balance sheet/ IT return to be submitted in support of above turnover

Signature

Note:

1. Applicants are required to page no. their EOI submission document and for cross referencing and verification of information mentioned in the above matrix, the page no. at which the details are enclosed in their EOI
2. Use Separate sheet for each work
3. Only those works shall be considered for evaluation for which the letter of award and successful completion/occupancy certificate are enclosed.
4. The evaluation shall be based on the qualitative aspects of the applicants work, therefore, please indicate the salient features of the work undertaken including all such factors like time / Cost / quality aspects. You may also enclose photographs etc. to substantiate on the same.

Bid Security Declaration by the Bidder**FORM – E**

I, We, M/S _____ hereby undertake and accept that if I/We withdraw or modify my/our Bids during the period of validity , or if I/we am/are awarded the contract and I/We fail to sign the contract, or to submit a performance security before the deadline defined in the request for bid document.

I/We _____ shall have no objections if I/We am/are suspended for the two years from being eligible to submit bids for contracts with ALL India Institute of Ayurveda New Delhi .

Seal,

Name :

Address of the bidder/Authorized person

Email Id:

Telephone No:

Date:

FORM – F

Performa For Financial Bid

Sl No	Description	Unit Cost (in Rupees) excluding applicable taxes.	Applicable Tax in Rs with tax percentage	Total Cost (in Rupees) including applicable taxes.
a.				

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F.No I-21/1/2021-AIIA-Part(2)

Date

**ALL INDIA INSTITUTE OF AYURVEDA (AIIA)**

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

Gautampuri, Sarita Vihar, Mathura Road, New Delhi - 110076

Phone:011-26590401/402**Email:director@aiia.gov.in****Website: www.aiia.gov.in****EOI Document***For*

Expression of Interest for "Course Content Development(video development) for Digital Training Infrastructure under web-hosed component to establish an Online Learning Management System "AyurVidya" Development " at AIIA, New Delhi

Important Information Date Sheet

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Event	Particulars
Date of publication of EOI	29.09.2021 from 13.00 Hrs
Date and time for Pre bid Conference	07.10.2021 at 11.00 Hrs in Conference room C Block, AIIA ,Sartia Vihar New Delhi
Last date and time for Bid submission	21.10.2021 at 13.00 Hrs
Date & Time of Opening of Technical Bids	21.10.2021 at 3.00 Hrs in Conference room C Block, AIIA ,Sartia Vihar New Delhi
Date of Presentation	Will be intimated
Date for opening of Financial Bids	Will be intimated
Place of Submission of EOI	Director All India Institute of Ayurveda Gautampuri, Sarita Vihar, Mathura Road, New Delhi-110076 email:director@aiia.gov.in

AIIA New Delhi will not be responsible for non-receipt /non-delivery of the bids due to wrong addresses / postal delays / courier delays or any other similar reasons

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EXPRESSION OF INTEREST

SECTION I

1 GENERAL

1.1 Background

The All India Institute of Ayurveda (AIIA) New Delhi is an autonomous organization under the aegis of Ministry of AYUSH Government of India. It will be a 200 bed referral hospital and also impart post graduate, doctoral, post-doctoral and super-specialty programme in major streams of Ayurveda. The organization will broadly have two Wings – Hospital and Academic Wings. The Hospital Wing will have various Units like Registration, OPD, IPD, Laboratory, Pharmacy, Radiology, OT etc. The Academic Wing will comprise of Administration, Library, Conference/Class Rooms, Rooms of senior faculty members etc.

1.2 Need For Request For Proposal

AIIA has well established Information Communication and Technology (ICT) and Information Technology (IT) infrastructure. AIIA needs some additions in the existing ICT infrastructure.

Director, AIIA invites the expression of Interest for selection of a Bidder, which should be a company (the “Bidder”) who shall “Course Content Development for Digital Training Infrastructure under web-hosed component to establish an Online Learning Management System “AyurVidya” Development at AIIA.

AIIA intends to select the Bidder through this Expression of Interest (EOI) in accordance with the procedure set out here in.

1.3 Due diligence by Applicants

Applicants are encouraged to inform themselves fully about the assignment and the local conditions before submitting the Proposal by paying a visit to AIIA and the Work site and analyzing the given drawings.

1.4 Sale of EOI Document

EOI document can be obtained between 10:00 Hrs and 17:30 Hrs on all working days. The document can also be downloaded from the Official Website www.aiia.gov.in.

1.5 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”).

1.6 Brief Description of the Selection Process

The AIIA has adopted a single stage, two-step selection process (collectively the “Selection Process”) in evaluating the Proposals comprising technical and financial bids to be submitted in two separate sealed envelopes. In the first step, a technical evaluation will be carried out as specified in Section III, based on this technical evaluation, a list of short-listed applicants shall be prepared as specified in the second step, a financial evaluation will be carried out as

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specified in Clause 4.2. Proposals will finally be ranked according to their combined technical and financial scores as specified in Clause 4.2.

1.7 Currency Conversion Rate And Payment

All payments to the Bidder shall be made in INR in accordance with the provisions of this EOI. The Bidder may convert INR into any foreign currency as per Applicable Laws and the exchange risk, if any, shall be borne by the Bidder.

1.8 SCHEDULE OF SELECTIONPROCESS

AIIA would endeavor to adhere to the following schedule:

Nos. of Days	Activities
D-0	Publication of EOI
D-21	Submission of bid EOI
D-21	Opening of technical bid
D-28	Technical Evaluation
D-30	Opening of Financial Bid & Evaluation
D-32	Approval of Empowered Committee
D-35	Award notification (Letter of Intent – LOI)

1.9 LOCATION

The work will be required to be commissioned with in the campus of AIIA, at Gautampuri, SaritaVihar, Mathura Road, New Delhi Pin 110076.

1.10 Work Completion period

The work would be completed within one month (30 days) after receiving the Letter of Intent.

1.11 Termination:

1.11.1 By the Client:

The client may terminate this contract, by not less than thirty (30) days' written notice of termination to the selected bidder, to be given after the occurrence of any of the events specified in paragraphs (a) to (b) of this Clause.

a. If the Bidder do not remedy a failure in the performance of their obligations under the contract within thirty (30) days of receipt of being notified or within such further period as the client may have subsequently approved in writing. The client will have an option to invoke Risk Purchase clause by which client will have the option to engage different party at the cost of the incumbent consultant. The liability of the Consultant will be limited to

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Liquidated Damages and incremental differential renegotiated cost of the work management services.

b. If the Bidder become insolvent or bankrupt.

1.11.2 By the Bidder:

The bidder may terminate this contract, by not less than thirty (30) days written notice to the client, such notice to be given after the occurrence of any of the events specified in paragraph

(a) to (b) of this Clause

a. The Client is in material breach of its obligations pursuant to this EoI and has not remedied the same within thirty (30) days (or such longer period as the bidder may have agreed in writing) following the receipt by the Client of the bidder's notice specifying such breach.

b. The Client fails to pay any money due to the Consultant pursuant to this contract, which is not subject to dispute within forty five (45) days after receiving written notice from the bidders that such payment is overdue and payable.

1.12 Obligations of the Bidders:

The bidder shall perform the services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound Management practices, and employ appropriate advanced technology and safe methods. The Bidder shall always act, in respect of any matter relating to this EoI or to the services, as faithful advisers to the client, and shall at all times support and safeguard the client's legitimate interests in any dealings with sub- Bidder or third Parties. Consultant will furnish a Performance Bank Guarantee (10% of the work cost) for completion of the work in stipulated time and resources provided.

1.13 Obligations of the Client:

- a. **Change in the Applicable Law:** If, after the date of this agreement, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of services rendered by the Bidder, then the remuneration and reimbursable expenses otherwise payable to the Bidder under this contract shall be increased or decreased accordingly by agreement between the parties and corresponding adjustments shall be made to the amounts referred to in Clauses as the case may be.
- b. **Services and Facilities:** The Client shall make available to the selected bidder the services and facilities as mutually agreed to execute the work efficiently.

1.14 Settlement of Disputes:

- a. **Amicable Settlement:** The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this contract or the interpretation thereof.
- b. **Dispute Settlement:** Any dispute between the parties as to matters arising pursuant to this contract which cannot be settled amicably within thirty days

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after receipt by one party of the other party's request for such amicable settlement may be submitted by either party for settlement in accordance with the provisions specified in SCC.

- c. **Liquidated Damages:** If the consultant is not able to complete the Work Report in time & the delay on this account is solely attributable to the consultant, then the consultant shall be liable for Liquidated Damages for delay @ 1% of the fee (excl. of taxes) subject to maximum of 10% of the fee payable for the stage of approval of Work Report.

1.15 Arbitration

In the event of any dispute or difference relating to the interpretation and application of the provisions of this Agreement, such dispute or difference shall be referred by either party for arbitration to the Sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India In-charge of the Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this Clause. The award of the arbitrator shall be binding upon the parties to the dispute, provided however and party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law and Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary / Additional Secretary, when so authorized by the Law Secretary, his decision binds the parties finally and conclusively. The parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.

1.16 Bid collection and submission details:

Tender reference Number	
Offer Validity Period	Tender should remain valid for 120days
Earnest Money Deposit (EMD)	NIL
Address for communication	The Director, All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, Mathura Road, New Delhi - 110076
Place where tender offers would be opened	The Director, All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, Mathura Road, New Delhi - 110076
e-Mail	director@aiaa.gov.in

Section II

2 Role/Scope of The Bidder

2.1 Pre Qualification Criteria of Bidder

- A. The Bidder should be company having demonstrable track record of rendering in the field of video production such as development of corporate video / short film / documentary film.
- B. Annual average turnover of the bidder should be more than Rs.3 Crore in last three financial year's ending 2019-2020.
- C. The Bidder must have completed similar nature video production such as development of corporate video / short film / documentary film work in last 5 years, completion of which should fall at least one day earlier of the last day of submission of EOI.
- D. The Bidder is required to submit certificate of completion of assignment from the respective institute as a proof of meeting the above qualifying criteria and submit copies of the completion certificate.
- E. The Bidder should not be blacklisted in any of the Indian Government Department.
- F. The Bidder should have Experience in in the field of video production such as development of corporate video / short film / documentary film.
- G. The Bidder should have ISO 9001-2000 & ISO14001.
- H. The Bidder should have office in Delhi/NCR.

2.2 Submission of Technical Bid

- A. EOI in the form of hard copies duly signed, stamped and page numbering on each page will be considered.
- B. The EOI – both **Technical and Financial** duly filled in the prescribed proforma at Form 'A' to 'E' & Form 'F' shall be placed in sealed separate envelopes with a name of work written on the envelope and addressed to "The Director, All India Institute of Ayurveda, Gautampuri, Sarita Vihar, New Delhi -110076
- C. The 1st envelope (Technical Bid) shall contain the documents as mentioned in the terms and conditions (Form 'A' to 'E'). along with the signed and stamped copy of this EOI.
- D. The 2nd envelope (Financial Bid) shall contain priced schedule of Quotation, duly signed, Stamped and page numbering by the authorized signatory of the bidder.(Form 'F').
- E. The Technical bids shall be opened at **15.00 Hrs on the closing date** in Committee Room, All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, Mathura Road, New Delhi – 110076 in the presence of such bidders or their authorized representatives, who may wish to be present.
- F. The bidders, whose Technical bids are accepted, will be informed about the date of the opening of financial bids.
- G. All entries in the Technical bid in the proforma Form 'A' to 'E' should be filled up clearly. No overwriting or cutting is permitted in financial bid. However, cutting, if any, in the Technical Bid must be initialed by the person authorized to sign the technical bids.

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- H. The bidder shall submit documents mentioned in Form 'A' to 'E' with Technical Bid with signed and stamped.
- I. The Financial Bid of the Technically Qualified Bidder will ONLY be opened.
- J. The price schedule of quotation as per format enclosed, duly signed, stamped and page numbering by the authorized signatory of the bidder is to be submitted. The unit rate and prices shall be quoted by the bidder entirely in Indian Rupee to be entered in words also.
- K. The breakup of Basic Price, GST, other taxes/charges, if any to be clearly mentioned in Indian rupee only.
- L. Financial Bid in any other form except in the specified format given, will not be accepted and shall be SUMMARILY REJECTED.
- M. Both the above envelopes should clearly be marked on top of envelope about type of envelope i.e., details of contents in envelope (Technical Bid/Commercial Bid as the case may be), name of agency submitting the bid and addressed to "The Director, All India Institute of Ayurveda, Gautampuri, Sarita Vihar, New Delhi -110076"
- N. The main envelope containing the Technical Bids and Financial Bids must be superscripted '*EOI for Course Content Development for Digital Training Infrastructure under web-hosed component to establish an Online Learning Management System "AyurVidya" Development at All India Institute of Ayurveda*'.
- O. Please note that the envelope containing Technical and Financial Bids are sealed properly, i.e. either wax or with adhesive cello tape on both ends. Rates quoted should be neat and clean without cutting/overwriting.

Section – III

3 Detailed Scope of Work**3.1 Objective**

AIIA is conducting capacity building and skill development programmers in Ayurveda at National level. AIIA needs to develop Contents and e-Contents (Video Development) for its non-formal e-learning material in order facilitate the students and public at large to learn the IT Courses online. The e-Contents will help in efficient learning, recreating and sustaining interest in topics found difficult and will also provide detailed coverage of topics by explaining through multimedia, animation and diagrams.

3.2 Broad Scope of Work

Video for the AIIA courses need to be developed by incorporating all multimedia features like audio, video compactable with mobile devises such as android , **iPAD and iPhone** and should be able to run on all popular browsers.

The Video will be reviewed by the expert committee.

S.No.	Content Description	Duration of Single video (hours)	Approximate No# of Video required of 45 min each video	Remark
1	Video for 13 different subject course video	45 mins	1000	

Number may increase or decrease

3.3 Resolution

Production of Video in English/Hindi. Resolution of the videos are of the following formats:-

- i). FHD Format: 1920x1080
- ii). 4K: 3840x2160

3.4 Shooting:

The bidder will make all his arrangements for shooting of Video. This includes camera, light, sound, drone camera (if required) and other equipment. The list of shooting locations will be provided by AIIA in advance for proper scheduling of the shooting by the bidder. Apart from the new shooting of video, AIIA will provide some archival video and they should also be incorporated suitably, if required.

3.5 Editing

Basic editing is to be done in digital non-linear set up with graphics and

Re-editing may be required if the editing made by the bidder is found unsatisfactory to AIIA.

The listed scope of work is indicative only and the bidder may discuss further

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Details with AIIA for developing the video.

3.6 Inspection:

The bidder shall arrange for inspection of the job by the competent authorities of AIIA.

Inspection may also be made at any time during the process of development of the video, if felt necessary by the competent authorities of AIIA. Any defect pointed out/modification suggested during such inspections has to be promptly rectified/incorporated to ensure desired quality of work. It would be mandatory on the part of the bidder to arrange inspection and obtain approval at every stage of the work, failing which action shall be taken as will be deemed fit by AIIA. The decision of AIIA in this regard shall be final and binding on the bidder.

3.7 Copyright

The developed/created /shooter video will be the sole property of AIIA. The bidder under no circumstances will reproduce, reuse, sell, lease, use, donate the videos, wholly or partly, to any other client.

3.8 The content mandatorily should consist of the following features:

- I. Video Content should be in accordance with requirement.
- II. The technical work will also include the following:
 - a. Pre-production, shooting and editing, post production recording music and Professional voiceover.
 - b. The Bidder's production team will be totally responsible for required infrastructure to shoot the video besides, processing, hiring of camera & lights, other equipment, studio hiring, make-up, location / site selection and procuring all the necessary permission for shoot, catering, transportation, etc. in case of outdoor shooting. The location details of outdoor shooting will be provided to the bidder by AIIA well in advance and the indoor shooting will be at AIIA
 - c. The Bidder will be responsible for hiring the crew including Cameraman and other technical & production team - helper, Lighting crew, etc.
 - d. The Bidder will be responsible to meet the post-production charges such as: Studio hire for editing charges, and any other related charges.
 - e. The Bidder will be responsible for travel, boarding and lodging for the entire production team and technical crew at both the locations, namely, AIIA campus and outdoor.
 - f. Raw stock of the footage is to be transferred to AIIA in appropriate format in re-usable / playable format.

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Section IV**4 QUALIFYING REQUIREMENT****4.1 Method of selection of the Work Management vendor for Design & Implementation Submission of Bids**

The bids are invited from a company in the field of Information Technology. The bids should be submitted in two separate sealed envelopes (one for technical bid and other for financial bid indicating on the top of the sealed cover of each whether it is a financial or technical bid) and these two envelopes shall be put in a bigger envelope duly sealed. In case, any bidder submits more than one bid or more than two envelopes in the bigger envelope, his bid will be summarily rejected without assigning any reason. Further, each page of the technical and financial bids should be numbered and signed by the authorized signatory.

4.1.1 The Technical Bid Shall Contain:

- a. Name & Short C.V. of Principal Officers for the work
- b. Organizational Structure
- c. Audited Financial Statement for the last three years with year-wise turnover and Net Profit/Loss(PAT)
- d. List of major completed assignments relating development of corporate video / short film / documentary film was undertaken in previous 5 years, along with documentary evidence of acceptance of the Reports
- e. C.V. of all the Bidders/Experts with the firm. Format at Form –‘A-1’
- f. Any other information to highlight their strength and the claim to undertake the in the field of video production such as development of corporate video / short film / documentary film.

Along with the above information, details regarding agency's credentials, team's composition, infrastructure and experience of the organization/institution in undertaking similar work, names and addresses of at least three clients from whom the experience/ competency of the applicant can be ascertained, is also required to be provided. The organizations should also provide evidence in support of their experience in the field of video production such as development of corporate video / short film / documentary film. Technical bid should be given separately at Form-‘A’ to E in addition to give the details in the work documents.

(A) The Financial Bid Shall Contain:

The financial Bid shall be in Form-‘F’ with details of cost break up for cost all related works for completion.

4.2 SELECTION PROCESS:

- a) Opening of big envelope in presence of bidders will be done immediately after closing of bid time in the Committee Room, AIIA Mathura Road Sarita Vihar, New Delhi 110076
- b) Immediately after opening of big envelopes, Technical bids for each scheme will be opened first in the presence of bidder and their documents will be page numbered and signed by the Screening Committee Members.
- c) Evaluation of technical bids will be done by the Screening Committee of the Director, AIIA subsequently.
- d) Financial bids of only the technically qualified agencies/organization/institutions will be opened in their presence on the

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date and time to be intimated them through Website/E- mail/ Telephone (Details to be provided by bidders).

(e) The bids will be evaluated as per Combined Quality Cum Cost Based System (CQCCBS) method based on Manual of Policies and Procedure of Employment of Bidder, Ministry of Finance, Government of India dated 31st August, 2006. For details, please refer to website of Ministry of Finance, Government of India.

-For Technical Bids, 70% weightage shall be assigned and for Financial Bids 30% weightage will be assigned.

-The Proposal with the lowest cost will be given a financial score of 100 and other proposals given financial scores inversely proportional to their prices

-The total score of both the technical and the financial bid shall be obtained by weighing the quality and cost scores and adding them up.

The highest point's basis shall be considered for award of the contract as illustrated below: Highest points basis: On the basis of the combined weighted score for quality and cost, the Bidder shall be ranked in terms of the total score obtained. The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. the proposal securing the highest combined marks and ranked H-1 will be invited for negotiations, if required and shall be recommended for award of contract.

As an example, the following procedure can be followed. In a particular case of selection of Bidder, **it was decided to have minimum qualifying marks for technical qualifications as 70** and the weightage of the technical bids and financial bids was kept as 70: 30. In response to the RFP, 3 proposals, A, B & C were received. The technical evaluation committee awarded those 75, 80 and 90 marks respectively. The minimum qualifying marks were 75. All the 3 proposals were, therefore, found technically suitable and their financial proposals were opened after notifying the date and time of bid opening to the successful participants. The price evaluation committee examined the financial proposals and evaluated the quoted prices as under:

Proposal	Evaluated cost
A	Rs.120.
B	Rs.100.
C	Rs.110.

Using the formula LEC / EC , where LEC stands for lowest evaluated cost and EC stands for evaluated cost, the committee gave them the following points for financial proposals:

$$A: 100 / 120 = 83 \text{ points}$$

$$B: 100 / 100 = 100 \text{ points}$$

$$C: 100 / 110 = 91 \text{ points}$$

In the combined evaluation, thereafter, the evaluation committee calculated the combined technical and financial score as under:

$$\text{Proposal A: } 75 \times 0.70 + 83 \times 0.30 = 77.4 \text{ points.}$$

$$\text{Proposal B: } 80 \times 0.70 + 100 \times 0.30 = 86 \text{ points}$$

$$\text{Proposal C: } 90 \times 0.70 + 91 \times 0.30 = 90.3 \text{ points.}$$

The three proposals in the combined technical and financial evaluation were ranked as under:

Proposal A: 77.4 points :H3

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Proposal B: 86points : H2

Proposal C: 90.3points :H1

Proposal C at the evaluated cost of Rs.110 was, therefore, declared Successful and recommended for negotiations/approval, to the competent authority.

Financial bids having any negotiation clause or condition shall be summarily rejected.

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4.3 Technical bid Evaluation Criterion

S. No.	Criterion	Evaluation Criteria
A	FINANCIAL STRENGTH	10 marks
(i)	Average Annual financial turn over on last three consecutive from financial year 2017-18, 2018-19, 2019-20	<ul style="list-style-type: none"> • >9 cr. : 10marks • >7 <=9 : 8marks • >5 <=7 : 6marks • >=3 <=5 : 4marks • <3cr. : 0marks
B	ORGANIZATIONAL STRENGTH	10 marks
	Firm's existence in Years (max 5 years and one point for each year) -	<ul style="list-style-type: none"> • =<5 : 10 marks • >=4 < 5 : 8 marks • >=3 < 4 : 6marks • >=2 <3 : 4marks • >=1 <2 : 2marks • <1 : 0marks
C	RELEVANT EXPERIENCE	10 marks
(i)	Value of works completed (each exceeding Rs. 40 Lac) in last five years on Course Content Development(Videos Development) or similar work	<ul style="list-style-type: none"> i. >Rs.100 lakh : 10Marks ii. >Rs. 80<= 100 : 8Marks iii. >Rs. 60<= 80 : 6Marks iv. >=Rs. 40<=60 : 4 Marks v. <40 : 2Mark <p>Details of works to be furnished by the bidder in a separate Annexure to be enclosed with this.</p>
	Bidder should have successfully implemented at least one(1) similar work* in last 5 years ending with 31/3/2021 similar work* means Course Content Development(Videos Development) or similar work	<p>No of Works (10 marks)</p> <ul style="list-style-type: none"> i. >=5 : 10Marks ii. = 4 : 8Marks iii. =3 : 6Marks iv. =2 : 4 Marks v. =1 : 2Marks <p>Details of works to be furnished by the bidder in a separate Annexure to be enclosed separately with this.</p>
D	Technical Approach, Methodology And Capability	60 marks
	Technical Presentation (Max 30 Minutes) Consultant Approach and Methodology to perform the assignment / job based on the EOI	<p>Mark to be allotted by Client's evaluation committee / team on the basis of presentation made by company on the following parameters:</p> <ul style="list-style-type: none"> i. Overall Understanding of the Terms of Reference and requirement : 5 marks ii. Architectural Vision : 10 marks iii. Technical approach and methodology : 10 marks

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		<p>iv. Work plan including timelines to complete work : 5 marks</p> <p>v. Maintenance of quality : 10 marks</p> <p>vi. Steps to be taken for timely completion of the work, Plan B or alternate methods to complete the work in any eventuality : 5 marks</p> <p>vii. Proposed tools , equipment format & technologies deliverables to be used/ provided 5 marks</p> <p>viii. Sample video presentation of similar nature of AIIA requirement with max. Duration of 50 minutes brought it in USB drive and be Windows/Linux compatible 5 Marks</p>
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4.4 PRESENTATION

The bidder would be required to make a presentation of their action plan for Course Content Development (Video Development) for Digital Training Infrastructure under web-hosed component to establish an Online Learning Management System "AyurVidya" development.

TIME SCHEDULE FOR COMPLETING THE WORK:

(i)	Preliminary Estimate	One Week after the LoI is placed on the selected bidder
(ii)	Commencement and mobilization activities	One Week after approval of Preliminary Estimate

4.5 PENALTY

If the agency/organization/institution is not able to complete the work in time the agency would be liable to be penalized as follows:

- For delay: 1% of the fee (excluding taxes) per fortnight or part of it subject to maximum of 10%.

4.6 SAVING CLAUSE

The Director, AIIA has the right to terminate the contract at any time if it comes to know that the contract has been procured fraudulently or misrepresented and corrupt practices and forfeit the security / bank guarantee etc.

4.7 Court Jurisdiction

In case of any dispute, this shall be subject to the exclusive jurisdiction of Court at Delhi/New Delhi.

4.8 EARNEST MONEY DEPOSIT

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Bidder need not to submit EMD for this tender. However, The bidder has to sign a bid securing declaration (As per Annexure –E) accepting that if they withdraw or modify their bids during the period of validity or if they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bid document, they will suspended for the two years from being eligible to submit bids for contracts with ALL India Institute of Ayurveda New Delhi

4.9 PAYMENT TERMS AND CONDITIONS

For supply, of video raw and final edited version of work 90% of the value of work will be Paid on successful completion/Go live of work, balance 10% will be released after completion of warranty period.

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SECTION-V

INFORMATION & INSTRUCTIONS FOR BIDDERS

5 GENERAL

5.1 Tender Document Fee

The Bidder needs not to submit EMD for this tender However Bidder to sign a Bid Security declaration as per Annexure –E.

5.1.1 Letter of Transmittal and Forms 'A' to F' seeking information /documents are given in Section V.

5.1.2 All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a 'nil' or 'no such case' entry should be made in that column. If any particulars/ query are not applicable to the applicant, it should be stated as 'not applicable'. The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information shall result in the applicant being summarily disqualified. Applications made by telegram or telex and also those received late will not be entertained.

5.2 The application should be type written, without cutting or over writing. The applicant should sign each page of the application.

5.3 The applicant may furnish any additional information, which is deemed necessary to establish capability to successfully complete the envisaged work. Superfluous information need not be furnished and no information shall be entertained after submission of EOI document unless specifically called for.

5.4 Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from taking up the work.

5.5 Prospective bidders can seek any clarification regarding work requirements and EOI document from the office of the, Head, IT Dept, AIIA, Gautampuri, Sarita Vihar, Mathura Road, New Delhi, 110076,

5.6 The Director, AIIA, reserves its right not to respond to any question raised or provide clarification sought in its sole discretion.

5.7 **Jurisdiction:** All disputes arising shall be subject to the jurisdiction of the appropriate court at Delhi alone, and shall be governed by laws of India.

5.8 The discretion and decision of Director, AIIA, in respect of the EOI shall be final and shall not be open to be challenged in any Court of Law.

5.9 Final Decision Making Authority: Director, AIIA, reserves the right to accept or reject any application and/or to annul the selection process and reject all applications at any time without assigning any reason or incurring any liability to the applicants.

5.10 Organizational Structure

The applicant should have sufficient number of Solution Architects and other software and networking professionals. The applicant should submit a list of key professionals stating clearly how they would be deployed in this work and in-house capability of the firm should be brought out, clearly indicating the disciplines for which the firm will need to appoint sub- Bidders.

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Even though an applicant may satisfy the above requirements, he would be liable to disqualification, if he has:-

- a) Made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures required in the EOI document.
- b) Record of poor performance such as abandoning work, not properly completing the assigned work, or financial failures/weaknesses, have been black listed in any of the Govt. Ministry, PSU, local bodies etc.
- c) Record of poor performance in any of the works related to Ministry of AYUSH completed or being executed.

5.11 Confidentiality

The bidders shall not disclose any proprietary or confidential information relating to the work, the services, this contract or the client's business or operations without the prior written consent of the client.

5.12 Tentative cost of the work:

The tentative Cost of the complete work is Rs.30 lac(Rupees thirty lac).

5.13 Information To Be Given In The Required Formats:

Bidders should furnish the following:

5.13.1 ORGANIZATION INFORMATION

Bidders are required to submit the following information in respect of their organization (Form - 'A').

- a) Name & postal address, Telephone & Fax Number etc.
- b) Year of establishment and commencement of practice.
- c) Copies of original documents defining the legal status, place of registration and principal places of business.
- d) Name & title of Directors
- e) Name and designation of officers to be associated with the work and authorized to act for the organization.
- f) Information on any litigation in which the applicant was involved during the last seven years including any current litigation.
- g) Brochures and Annual reports of last three years.

5.13.2 List of Works

List of similar assignments/works successfully completed/ongoing during the last seven years

(Form 'C').

5.13.3 LETTER OF TRANSMITTAL

The applicant should submit the Letter of Transmittal attached under Section-V of the EOI document.

5.13.4 DISCLAIMER

The information in this document has been prepared to assist the applicants in preparing the EOI and it is clarified that:

- i. It does not constitute an invitation to offer or an offer in relation to the transaction.
- ii. This document does not constitute any contract or agreement of any kind whatsoever.
- iii. This document does not claim to contain all the information that interested parties and their advisors would desire or require in reaching decisions as to the transaction. Interested applicant should form their own view as to what

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- information is relevant to such decisions and make their own independent investigations in relation to any additional information.
- iv. Neither the information in this document nor any other written or oral information in relation to the transaction or otherwise is intended to form the basis of or the inducement for any investment activity or any decision to enter into any contract or arrangement in relation to the transaction and should not be relied on as such. Neither AYUSH nor their employees or advisors shall be liable to any interested party or any entity under any law including the law of contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expenses or damage which may arise, or be incurred, or suffered, in connection with this document, or any matter that may be deemed to form part of this document, or any other information supplied by or;
 - v. On Behalf of Director, AIIA or their employees or advisors or otherwise arising in any way from the selection process mentioned here in.
 - vii. Director, AIIA is not bound to accept any or all the responses to the EoI. Director, AIIA reserves the right to reject any or all responses without assigning any reasons. No applicant shall Have any cause of action or claim against Director, AIIA or its officers, employees, advisors, agents, successors or assignees for rejection of its response.
 - viii. Failure to provide information that is essential to evaluate the applicant's qualifications or substantiation of the information supplied, shall result in disqualification of the applicant.
 - ix. It shall not be assumed that there shall be no deviation or change in any of the herein mentioned information. While this document has been prepared in good faith, neither Director, AIIA nor any of their respective officers or employees or advisors or agents make any representation or warranty or shall have any responsibility or liability whatsoever in respect of any statements or omissions here from. Any liability is accordingly expressly disclaimed by Director, AIIA or any of their respective officers, employees, advisors or agents, whether negligent or otherwise.

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Section – VI

LETTER OF TRANSMITTAL

FROM:

To:

Director, AIIA,

Gautampuri, Sarita Vihar, Mathura Road, New Delhi, 110076

SUBJECT: Submission of “Course Content Development (Video Development) for Digital Training Infrastructure under web-based component to establish an Online Learning Management System "AyurVidya development.

Sir,

Having examined the details given in EOI Notice and EOI document for the above work, I/We hereby submit the relevant information.

1. I/We hereby certify that all the statements made and information supplied in the enclosed forms 'A' to 'F' and accompanying statements are true and correct.
2. I/We have furnished all information and details necessary for EOI and have no further pertinent information to supply.
3. I/We also authorize Director, AIIA or their authorized representatives to approach individuals, employers and firms to verify our competence and general reputation.
4. I/We submit the following certificates along with details in prescribed format in support of our suitability, technical know-how and capability for having successfully completed the following works:

Name of Project	certificate From
-----------------	------------------

Enclosures

Date of submission

Signautre(s) of applicant(s)

Seal of Applicant(s)

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Technical Bid
FORM – 'A'
ORGANISATIONAL STRUCTURE

Name of the Firm/Company		
Full Address of the Company		
Year of Establishment		
Telephone Number		
Fax Number		
E-Mail Address		
Website		
Sector's in which the company/firm has provided services to Government Department in India		
No of full time personnel currently under employment	Technical	
	Non- technical	
No of Years of presence in India		
Annual Turnover		
	FY	Turnover(Rs.)
	2017-18	
	2018-19	
	2019-20	
Details of Authorized Representative	Name	
	Designation	
	Mobile	
	Office	
	Email	

Signature

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FORM – 'A-1'**Format of C.V for Team leader/ Experts/Bidders**

1. Name	
2. Designation	
3. Area of Expertise	
4. Total work experience	
5. Experience in relevant field	Name of the work/dwelling units/date of award

Date
Station

Signature of the Authorized person

Seal

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FORM – B

DETAILS OF QUALIFYING PARAMETERS

Sr. No.	RFP particulars requirement	(Ref. Page No. in Proposal)	Details of Particulars provided
1.	Bid Security Document <i>[As per Form – E]</i>		
3.	Proposal validity 120 days from last date of Submission of Proposals		
4.	Qualifying Works <i>[As per Form – C]</i>		
5.	Power of Attorney for authorized signatory.		
6.	Financial turnover of years 2017-18, 2018-19, 2019-20, (Rs. crore).		

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FORM – C

Details of Course Content Development(video development) for Digital Training Infrastructure under web-hosed component to establish an Online Learning Management System Works completed in the Last five Years

(More similar pages may be added in case qualifying works are more than one)

Name of assignment & location			Page No. of EOI for cross referencing and verification of information
Work Cost & Fee (Rs. In Crores)	Work Cost	Fee	
Commencement date	Scheduled	Actual	
Completion Date	Scheduled	Actual	
Reasons for delay, if any			
No. & Staff involved and functions performed	Staff involved (Discipline-wise)	Staff-Months	
Name of Associated firm(s), if any			

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	Any other		
No. & Staff of associated firms involved and functions performed	Staff involved (Discipline-wise)	Staff-Months	

Name of Senior Staff (Work Director, team leader) involved & functions performed		
Narrative description of work including size, features etc.	Use up to a quarter page	
Description of actual services provided	Use up to a quarter page	
Proof of having completed the work to the satisfaction of Client		
Name & address of Clients Officer to whom reference may be made		

- CV of Team leader and Team members with photo, educational qualification and experience should be attached.

Date
Station

Signature of the Authorized person

Seal

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FINANCIAL CAPABILITIES**Form –D (Rs. In lacs)**

Financial Year	Financial turnover	Net Profit
2017-18		
2018-19		
2019-20		
Average Annual Turnover over the past three years		

Audited balance sheet/ IT return to be submitted in support of above turnover**Signature**

Note:

1. Applicants are required to page no. their EOI submission document and for cross referencing and verification of information mentioned in the above matrix, the page no. at which the details are enclosed in their EOI
2. Use Separate sheet for each work
3. Only those works shall be considered for evaluation for which the letter of award and successful completion/occupancy certificate are enclosed.
4. The evaluation shall be based on the qualitative aspects of the applicants work, therefore, please indicate the salient features of the work undertaken including all such factors like time / Cost / quality aspects. You may also enclose photographs etc. to substantiate on the same.

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Bid Security Declaration by the Bidder**FORM – E**

I, We, M/S
hereby undertake and accept that if I/We withdraw or modify my/our Bids during the period of validity , or if I/we am/are awarded the contract and I/We fail to sign the contract, or to submit a performance security before the deadline defined in the request for bid document.

I/We shall have no objections if I/We am/are suspended for the two years from being eligible to submit bids for contracts with ALL India Institute of Ayurveda New Delhi .

Seal,

Name :

Address of the bidder/ Authorized person

Email Id:

Telephone No:

Date:

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FORM – F

Performa For Financial Bid

Sl N o	Description	Unit Cost (in Rupees) excluding Applicable taxes.	Applicable Tax in Rs with tax percentage	Total Cost (in Rupees) including Applicable taxes.
a.				

Seal,

Name :

Address of the bidder/ Authorized person

Email Id:

Telephone No:

Date:

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अखिल भारतीय आयुर्वेद संस्थान

ALL INDIA INSTITUTE OF AYURVEDA (AIIA)

(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

F. No: [I-12/3/2021-AIIA](#)/

Dated

Circular

Sub: Technical Committee for EOI “Tele-Consultation services through Mobile App”
Published on CPP and AIIA website.

The competent authority has constituted a Technical Committee of EOI “Tele-Consultation services through Mobile App” Published on CPP and AIIA website for Tele-consultation service development at AIIA.

The committee constitutes of following members:

S.no	Name	Designation	Committee Role
1	Prof Anand More	HoD RNVV	Chairman
2	Dr Shivakumar S. Harti	Associate Prof and I/c IT	Member
3	Dr Mahapatra Arun Kumar	Assistant Prof	Member
4	Sh Ashutosh N Partihast	SAO	Member
5	Sh Ajay Shankar Shukla	Computer Engineer	Member Sec

Yours faithfully

(Dr. Umesh Tagade)
Joint Director

To:

1. PPS to director
2. All concerned officers

गौतमपुरी, सरिता विहार, मथुरा रोड, नई दिल्ली -110076

Gautampuri, Sarita Vihar, Mathura road, NEW DELHI-110076

E-mail: director@aiaa.gov.in

Phone: 011-29948658

Fax: 011-29948660



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(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

Pre-Bid Meeting was held on 07.10.2021 at 11.00 AM

On

EOI for Course Content Development (video development) for "AyurVidya" Development published on CPP and AIIA website vide
No. File No. I-21/1/2021-AIIA-Part(2) Dated: 29-09-2021

S.No.	Bid Document page number	Tender Value in respective clause	Bidder Query	AIIA Response and amendments
1	Section. I, Clause 1.10 at Page no. 4	The work would be completed within one month (30 days) after receiving the Letter of Intent	Remove the penalty clause or readjust timelines.	The work would be completed within six month (180 days) after receiving the Letter of Intent
2	Section. IV, Clause 4.9 at Page no. 17	For supply, of video raw and final edited version of work 90% of the value of work will be Paid on successful completion/Go live of work, balance 10% will be released after completion of warranty period.	Allow payment milestones after 50 units per batch every time	After supply of videos in raw and final edited version of work in 50 Nos batch Slot, the value of 50 Nos on pro-rata basis work will be Paid.
3	Section. II, Clause 3.8(II), e at Page no. 17	The Bidder will be responsible for travel, boarding and lodging for the entire production team and	Allow compensation for stay, food & travel on a lumpsum basis separately	The video recording location will Vendor Office/Studio and the vender office/studio must be in Delhi/NCR. The



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	technical crew at both the locations, namely, AIIA campus and outdoor.		Experts/for video recording will be defined by AIIA.
4	NA	Share no. of teachers, & their tentative availability; & average no. of video project/s for which each teacher would participate in (so that we could estimate delivery timeline & arrive at more suitable or appropriate quote)	Each expert may participate in one or two videos. Experts will be arranged by AIIA. Vendor should have the capacity of recording 8 videos/day in maximum two parallel sessions.
5	NA	Share the deadline for each batch after shoot completion (of 50 units)	One week
6	NA	Teacher/s to approve after the first edit (max time) & AIIA to approve after changes communicated by the teacher/s	The expert will approve after the first edit in 2 working days & AIIA will approve approval by expert and after changes in Seven working after approval expert.
7	NA	Provide storage for raw & final data, or allow compensation for storage	Vendor will provide the footage in their USB based storage media, AIIA will return the vendor USB based storage media after copying the data at AIIA server
8	NA	Provide basic editing of recorded videos & any additional content like text (shloka in Sanskrit), or images for relevant videos after	The same will be provided before the starting of the recording.



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			agreement but before project initiation timeline	
9	NA	NA	Setting up a makeshift studio at the AIIA campus or within Vendor's infrastructure for the project's tenure (it would be economical and time-saving for faculties' as well as technicians' participation as all the recording setup, including heavy equipment/s, will be central for everyone)	The video recording location will Vendor Office and the vender office Must be in Delhi/NCR. The expert for video recording will arranged by AIIA
10	NA	NA	Output Delivery: With the help of a 4K camera with a Cine Lens & 2-3 shots	With 4K camera with a Cine Lens & 2-3 shots
11	NA	NA	Please specify, in numbers that how many experts are there whose Lectures need to be recorded?	The video recording location will Vendor Office/Studio and the vender office/studio must be in Delhi/NCR. The experts for video recording will arranged by AIIA.
12	NA	NA	We have a humble request to invite Experts in Delhi and allow us to do Video Shooting of Lectures in either our studio or any place allocated by you.	The video recording location will Vendor Office/Studio and the vender office/studio must be in Delhi/NCR. The experts for video recording will arranged by AIIA.
13	NA	NA	In-case you do not consider our above "point 2 request" then please provide Locations of each expert for outdoor shooting, so that we can submit our Financial Bid after calculating all possible expenses.	The video recording location will Vendor Office/Studio and the vender office/studio must be in Delhi/NCR. The experts for video recording will arranged by AIIA.



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14	Section. IV, Clause 4.3, C(1), e at Page no. 15	Value of works completed (each exceeding Rs. 40 Lac) in last five years on Course Content Development (Videos or similar work	Point 4.3(ii) : Since this project is solely a service contract, so we request you to reduce the "Value of work Completed (each exceeding 40 Lakhs)" to 15 Lakhs and adjust the marking system accordingly. We have done many similar projects but marking shall start from smaller value of ≥ 15 Lakhs for fare chance to prove our credentials	Value of works completed (each exceeding Rs. 15 Lac) in last five years on Course Content Development (Videos or similar work
		i. $>Rs. 100$ lakh : 10Marks ii. $>Rs. 80 \leq 100$: 8Marks iii. $>Rs. 60 \leq 80$: 6Marks iv. $\geq Rs. 40 \leq 60$: 4 Marks v. <40 : 2Mark Details of works to be furnished by the bidder in a separate Annexure to be enclosed with this.		i. $>Rs. 45$ lakh : 10Marks ii. $>Rs. 35 \leq 45$: 8Marks iii. $>Rs. 25 \leq 35$: 6Marks iv. $\geq Rs. 15 \leq 25$: 4 Marks v. <15 lac : 2Mark Details of works to be furnished by the bidder in a separate Annexure to be enclosed with this
15	NA	NA	Kindly provide minimum 2 week time for bid submission after you launch corrigendum of pre-bid clarifications.	The last date for bid submission would be extended for 15 days from date of publication pre-bid query



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16	NA	NA	Please specify billing cycle, is it for <u>each video completion & submission</u> or <u>on monthly basis or any other.</u>	After supply, of video raw and final edited version of work in 50 Nos batch Slot the value of 50 Nos on prorate basis work will be Paid.
18	NA	NA	Other query raised by bidder or OEM	All other query raised by bidder/OEM are not considered because they are not as per AIIA requirement


Note:


1. All the AIIA Response and Amendments mentioned in this document are part of Bid documents. The other terms and conditions will remain Unchanged.
2. In view of above changes, The committee is recommending that after cancelling the current bid, New bid to be created on GEM along with incorporation of these corrections.


(Dr. Shivakumar S Harti)
(Member)


(Dr Arun Mahapatra)
(Member)


Prof Arand More
(Chairman)


(St. Ajay Shankar Shukla)
(Member Sec)


(Sh Ashutosh N Parthast)
(Member)



अखिल भारतीय आयुर्वेद संस्थान

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(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

Pre-Bid Meeting was held on 07.10.2021 at 11.00 AM

On

EOI for Course Content Development(video development) for "AyurVidya" Development published on CPP and AIIA website vide No. File No. I-21/1/2021-AIIA-Part(2) Dated: 29-09-2021

S.No.	Bid Document page number	Tender Value in respective clause	Bidder Query	AIIA Response and amendments
1	Section. I, Clause 1.10 at Page no. 4	The work would be completed within one month (30 days) after receiving the Letter of Intent	Remove the penalty clause or readjust timelines.	The work would be completed within six month (180 days) after receiving the Letter of Intent
2	Section. IV, Clause 4.9 at Page no. 17	For supply, of video raw and final edited version of work 90% of the value of work will be Paid on successful completion/Go live of work, balance 10% will be released after completion of warranty period.	Allow payment milestones after 50 units per batch every time	After supply of videos in raw and final edited version of work in 50 Nos batch Slot, the value of 50 Nos on prorated basis work will be Paid.
3	Section. II, Clause 3.8(II), e at Page no. 17	The Bidder will be responsible for travel, boarding and lodging for the entire production team and technical crew	Allow compensation for stay, food & travel on a lumpsum basis separately	The video recording location will Vendor Office/Studio and the vendor office/studio must be in Delhi/NCR. The experts for video recording will be arranged



अखिल भारतीय आयुर्वेद संस्थान

ALL INDIA INSTITUTE OF AYURVEDA (AIIA)

(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

		at both the locations, namely, AIIA campus and outdoor.		by AIIA.
4	NA	NA	Share no. of teachers, & their tentative availability; & average no. of video project/s for which each teacher would participate in (so that we could estimate delivery timeline & arrive at more suitable or appropriate quote)	Each expert may participate in one or two videos. Experts will be arranged by AIIA. Vendor should have the capacity of recording 8 videos/day in maximum two parallel sessions.
5	NA	NA	Share the deadline for each batch after shoot completion (of 50 units)	One week
6	NA	NA	Teacher/s to approve after the first edit (max time) & AIIA to approve after changes communicated by the teacher/s	The expert will approve after the first edit in 2 working days & AIIA will approve approval by expert and after changes in Seven working after approval expert.
7	NA	NA	Provide storage for raw & final data, or allow compensation for storage	Vendor will provide the footage in their USB based storage media, AIIA will return the vendor USB based storage media after copying the data at AIIA server
8	NA	NA	Provide basic editing of recorded videos & any additional content like text (shloka in Sanskrit), or images for relevant videos after agreement but before project initiation timeline	The same will be provided before the starting of the recording.
9	NA	NA	Setting up a makeshift studio at the AIIA campus or	The video recording location



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			within Vendor's infrastructure for the project's tenure (it would be economical and time-saving for faculties' as well as technicians' participation as all the recording setup, including heavy equipment/s, will be central for everyone)	will Vendor Office and the vender office Must be in Delhi/NCR. The expert for video recording will arranged by AIIA
10	NA	NA	Output Delivery: With the help of a 4K camera with a Cine Lens & 2-3 shots	With 4K camera with a Cine Lens & 2-3 shots
11	NA	NA	Please specify, in numbers that how many experts are there whose Lectures need to be recorded?	The video recording location will Vendor Office/Studio and the vender office/studio must be in Delhi/NCR. The experts for video recording will arranged by AIIA.
12	NA	NA	We have a humble request to invite Experts in Delhi and allow us to do Video Shooting of Lectures in either our studio or any place allocated by you.	The video recording location will Vendor Office/Studio and the vender office/studio must be in Delhi/NCR. The experts for video recording will arranged by AIIA.
13	NA	NA	In-case you do not consider our above "point 2 request" then please provide Locations of each expert for outdoor shooting , so that we can submit our Financial Bid after calculating all possible expenses.	The video recording location will Vendor Office/Studio and the vender office/studio must be in Delhi/NCR. The experts for video recording will arranged by AIIA.
14	Section. IV, Clause4.3, C(I) , e at Page no. 15	Value of works completed (each exceeding Rs. 40 Lac) in last five years on	Point 4.3(i) : Since this project is solely a service contract , so we request you to reduce the "Value of work Completed (each exceeding 40 Lakhs)" to 15 Lakhs and adjust the marking system accordingly.	Value of works completed (each exceeding Rs. 15 Lac) in last five years on Course Content Development(Videos



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		<p>Course Content Development(Videos Development) or similar work</p> <p>i. >Rs.100 lakh : 10Marks ii. >Rs. 80<= 100 : 8Marks iii. >Rs. 60<= 80 : 6Marks iv. >=Rs. 40<=60 : 4 Marks v. <40 : 2Mark</p> <p>Details of works to be furnished by the bidder in a separate Annexure to be enclosed with this.</p>	<p>We have done many similar projects but marking shall start from smaller value of >=15 Lakhs for fare chance to prove our credentials</p>	<p>Development) or similar work</p> <p>i. >Rs.45 lakh : 10Marks ii. >Rs. 35<= 45 : 8Marks iii. >Rs. 25<=35 : 6Marks iv. >=Rs. 15<=25 : 4 Marks v. <15 lac : 2Mark</p> <p>Details of works to be furnished by the bidder in a separate Annexure to be enclosed with this</p>
15	NA	NA	<p>Please specify billing cycle, is it for <u>each video completion & submission</u> or <u>on monthly basis</u> or <u>any other</u>.</p>	<p>After supply, of video raw and final edited version of work in 50 Nos batch Slot the value of 50 Nos on prorata basis work will be Paid.</p>
16	Page No 2	<p>Last date and time for Bid submission</p>	<p>Last date and time for Bid submission</p> <p>21.10.2021 at 13.00 Hrs</p>	<p>Last date and time for Bid submission</p> <p>10.11.2021 at 13.00 Hrs</p>
			<p>Date & Time of</p> <p>21.10.2021 at 3.00 Hrs in</p>	<p>Date & Time</p> <p>10.11.2021 at</p>



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			Opening of Technical Bids	Conference room C Block, AIIA ,Sartia Vihar New Delhi	of Opening of Technical Bids	15.30 Hrs in Conference room C Block, AIIA ,Sartia Vihar New Delhi
16	NA	NA	Other query raised by bidder or OEM		All other query raised by bidder/OEM are not considered because they are not as per AIIA requirement	

Note:

1. All the AIIA Response and Amendments mentioned in this document are part of Bid documents. The other terms and conditions will remain Unchanged.
2. If the bidder has already submitted their Bid in AIIA tender Box, the bidder are needs to be re-submitted the EOI in tender Box in AIIA by mentioning the re-submission of EOI on the top of envelop.

(Dr Umesh Tagade)
Joint Director

7101/2021/IT



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Tender Details

Date : 21-Oct-2021 11:41 AM

Print

Basic Details

Organisation Chain	All India Institute of Ayurveda		
Tender Reference Number	I-21/1/2021-AIIA-Part(2)		
Tender ID	2021_AIIA_626353_1		
Tender Type	EOI	Form of contract	EOI
Tender Category	Services	No. of Covers	2
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	EOI for Course Content Development(video development) at AIIA, New Delhi
2	Finance	.xls	EOI for Course Content Development(video development) at AIIA, New Delhi

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00			EMD Amount in ₹	0.00	EMD Exemption Allowed	NA
Fee Payable To	NA	Fee Payable At	NA	EMD Fee Type	NA	EMD Percentage	NA
Tender Fee Exemption Allowed	NA			EMD Payable To	NA	EMD Payable At	NA

Work /Item(s)

Title	EOI for Course Content Development(video development) at AIIA, New Delhi				
Work Description	EOI for Course Content Development(video development) at AIIA, New Delhi				
Pre Qualification Details	Please refer Tender documents.				
Tender Value in ₹	30,00,000	Product Category	Miscellaneous Services	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	120	Period Of Work(Days)	60
Location	AIIA,Mathura road Gautampuri Sarita Vihar New Delh	Pincode	110076	Pre Bid Meeting Place	Confrence room C Block
Pre Bid Meeting Address	All India Institute of Ayurveda Mathura road Sarita Vihar Gautampuri New Delhi	Pre Bid Meeting Date	07-Oct-2021 11:00 AM	Bid Opening Place	AIIA,Mathura road Gautampuri Sarita Vihar New Delh

Critical Dates

Publish Date	29-Sep-2021 01:00 PM	Bid Opening Date	21-Oct-2021 03:30 PM
Document Download / Sale Start Date	29-Sep-2021 01:05 PM	Document Download / Sale End Date	21-Oct-2021 01:00 PM
Clarification Start Date	29-Sep-2021 01:15 PM	Clarification End Date	21-Oct-2021 12:00 PM
Bid Submission Start Date	29-Sep-2021 03:20 PM	Bid Submission End Date	21-Oct-2021 01:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)	
	1	Tendernotice_1.pdf	EOI for Course Content Development(video development) at AIIA, New Delhi	2383.98	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	20210928 EOI Video.pdf	EOI for Course Content Development(video development) at AIIA, New Delhi	2383.98


Tender Inviting Authority

Name	Director
Address	All India Institute of Ayurveda Mathura road Sarita Vihar Gautampuri New Delhi

Tender Creator Details

Created By	Arun Mahapatra
Designation	Asst proff
Created Date	28-Sep-2021 05:17 PM

7102/2021/IT




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Published Corrigendum Details

Date : 21-Oct-2021 11:47 AM

 Print

Organisation Chain :	All India Institute of Ayurveda			
Tender ID :	2021_AIIA_626353_1			
Tender Ref No :	I-21/1/2021-AIIA-Part(2)			
Tender Title :	EOI for Course Content Development(video development) at AIIA, New Delhi			
Corrigendum Type :	Date			

Corrigendum:1

Corrigendum Title	Corrigendum Description	Published Date	Document Name	Doc Size(in KB)
Pre-Bid Meeting response and Date Extension	Meeting response and Date Extension	21-Oct-2021 11:41 AM	20211012_Corri.pdf	145.61

Critical Dates

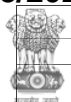
Publish Date	29-Sep-2021 01:00 PM	Bid Opening Date	10-Nov-2021 03:30 PM
Document Download/Sale Start Date	29-Sep-2021 01:05 PM	Document Download/Sale End Date	10-Nov-2021 01:00 PM
Clarification Start Date	29-Sep-2021 01:15 PM	Clarification End Date	21-Oct-2021 12:00 PM
Bid Submission Start Date	29-Sep-2021 03:20 PM	Bid Submission End Date	10-Nov-2021 01:00 PM
Pre Bid Meeting Date	07-Oct-2021 11:00 AM		

Details Before Corrigendum

Critical Dates

Publish Date	29-Sep-2021 01:00 PM	Bid Opening Date	21-Oct-2021 03:30 PM
Document Download/Sale Start Date	29-Sep-2021 01:05 PM	Document Download/Sale End Date	21-Oct-2021 01:00 PM
Clarification Start Date	29-Sep-2021 01:15 PM	Clarification End Date	21-Oct-2021 12:00 PM
Bid Submission Start Date	29-Sep-2021 03:20 PM	Bid Submission End Date	21-Oct-2021 01:00 PM
Pre Bid Meeting Date	07-Oct-2021 11:00 AM		

7103/2021/IT

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System****ePublishing System, Government of India****Published Corrigendum Details**

Date : 21-Oct-2021 11:48 AM

Print

Organisation Chain :	All India Institute of Ayurveda
Tender ID :	2021_AIIA_626353_1
Tender Ref No :	I-21/1/2021-AIIA-Part(2)
Tender Title :	EOI for Course Content Development(video development) at AIIA, New Delhi
Corrigendum Type :	Other

Corrigendum Document Details

Corr.No.	Corrigendum Title	Corrigendum Description	Published Date	Document Name	Doc Size(In KB)
1	Pre-Bid Meeting response and Date Extensaion	Pre-Bid Meeting response and Date Extensaion	21-Oct-2021 11:39 AM	20211012_Corri.pdf	145.61

I/948/2021



अखिल भारतीय आयुर्वेद संस्थान

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F. No: I-21/1/2021-AIIA-Part(2)

Dated

Circular

Sub: Technical Committee for EOI "Course Content Development (video development) for "AyurVidya" Development " Published on CPP and AIIA website.

The competent authority has constituted a Technical Committee of "EOI for Course Content Development (video development) for "AyurVidya" Development published on CPP and AIIA website vide No. File No. I-21/1/2021-AIIA-Part(2) Dated: 29-09-2021"

The committee constitutes of following members:

S.no	Name	Designation	Committee Role
1	Prof Anand More	HoD RNVV	Chairman
2	Dr Shivakumar S. Harti	Associate Prof and I/c IT	Member
3	Dr Mahapatra Arun Kumar	Assistant Prof	Member
4	Sh Ashutosh N Partihast	SAO	Member
5	Sh Virendra Bansal	Accounts Manager	Member
5	Sh Ajay Shankar Shukla	Computer Engineer	Member Sec

Yours faithfully

(Dr. Umesh Tagade)
Joint Director

To:

1. PPS to director
2. All concerned officers

गौतमपुरी, सरिता विहार, मथुरा रोड, नई दिल्ली -110076

Gautampuri, Sarita Vihar, Mathura road, NEW DELHI-110076

E-mail: director@aiaa.gov.in

Phone: 011-29948658

Fax: 011-29948660

I/949/2021



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F. No: I-21/1/2021-AIIA-Part(2) /

Dated:

Opening of Technical bid on 10.11.2021 at 03.30 PM Notice

The **Opening of Technical** bid of Expression of Interest (EOI) for "Course Content Development(video development) for "AyurVidya" Development published on CPP and AIIA website vide No. File No. I-21/1/2021-AIIA-Part(2) Dated: 29-09-2021, is scheduled on **10.11.2021** at 03.30 PM in committee room as per date mentioned in notice for extension for submission of EOI published on AIIA website.

All are requested to Attend the same.

(Dr Umesh Tagade)
Joint Director

To:

1. Prof Anand More
2. Dr Shivakumar S Harti
3. Dr Arun Kumar Mahapatra
4. Sh Ashutosh N Partihast
5. Sh Virendra Bansal
6. Sh. Ajay Shankar Shukla

गौतमपुरी, सरिता विहार, मथुरा रोड, नई दिल्ली -110076

Gautampuri, Sarita Vihar, Mathura road, NEW DELHI-110076

E-mail: director@aiaa.gov.in

Phone: 011-29948658

Fax: 011-29948660

EOI for Course Content development under Development of Digital Training Infrastructure under web-hosted component to establish an Online Learning Management System "Ayuvidya

F.No. I-21/1/2021-Alla-Part(2)

		Cognigix Digital Learning Pvt Ltd	Rajkame Media Waves Pvt Ltd	Infonative Solutions Pvt. Ltd.	Hero Mindmine Institute Private Limited
2	Role/Scope of the bidder				
2.1	Pre Qualification criteria of bidder	Yes/No	Page Number	Yes/No	Page Number
A.	The bidder should be company having demonstrable track record of rendering in the field of video production such as development of corporate video / short film / documentary film.	Yes	45,53	Yes	48,49,51,53,55,56, 57,58,59,60,64,65, 66,67,68,72,74,78, 79,80,81,82
B.	Annual average turnover of the bidder should be more than Rs. 3 Crore in last three financial years ending 2019-20.	Yes	11	Yes	1, 22, 30
C.	The Bidder must have completed similar nature video production such as development of corporate video / short film / documentary film work in last 5 years, completion of which should fall at least one day earlier of the last day of submission of EOI.	Yes	45,53	Yes	48,49,51,53,55,56, 57,58,59,60,64,65, 66,67,68,72,74,78, 79,80,81,82
D.	The bidder is required to submit certificate of completion of assignment from the respective institute as a proof of meeting the above qualifying criteria and submit copies of the completion certificate.	No	Yes	Throgh email	yes
E.	The Bidder should not be blacklisted in any of the Indian Government Department.	No	Yes	26	yes
F.	The bidder should have experience in the field of video production such as development of corporate video / short film / documentary film.	Yes	45,53	yes	48,49,51,53,55,56, 57,58,59,60,64,65, 66,67,68,72,74,78, 79,80,81,82
G.	The bidder should have ISO 9001-2000 & ISO14001	No	Yes	MISME	Yes
H.	The Bidder should have office in Delhi/NCR	No	Yes	Throgh email	yes
2.2	Submission of Technical Bid				

6 Form A	yes	2	yes	1	yes	245	yes	143
7 Form A1	yes	3	yes	Page 2	yes	246	yes	166
8 Form B	yes	4	yes	11	yes	247	No	8
9 Form C	yes	5	yes	12	yes	248	yes	126
10 Form D	yes	11	yes	22	yes	250	yes	4
11 Form E	yes	12	yes	23	yes	251	yes	2
12 Letter of Transmittal	yes	1	yes	28	yes	244	yes	
13 Signed tender document	No	yes	Throgh email	yes		215	yes	
14 Power of attorney	yes	13	yes	27	yes	Throgh email	yes	
15 Remark	Disqualified due to Average Annual turnover							


Final Result

Disqualified

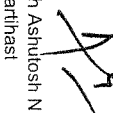
Qualified

Qualified

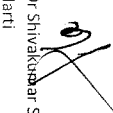
Qualified


Ajay Shankar Shukla
Computer Engineer

Sh Virendra
Bansal
Account Manager


Sh Ashutosh N
Parthasi
SAO

Dr Arun K Mahapatra
Asst prof


Dr Shiva Kumar S
Harti
Associate Prof


Prof Anand More
HOD

S.No.	Criteria	Cognifix Digital Learning Pvt Ltd				Rajkumar Media Waves Pvt Ltd				Informative Solutions Pvt. Ltd.				Hero Mindline Institute Private Limited			
		Value	Marks	Page Number	Remark	Value	Marks	Page Number	Remark	Value	Marks	Page Number	Remark	Value	Marks	Page Number	Remark
A	FINANCIAL STRENGTH		10 marks														
(i)	Average Annual financial turn over on last three consecutive from financial year 2017-18, 2018-19, 2019-20	i. >9 cr. ii. >7 <=9 iii. >5 <=7 iv. >3 <=5 v. <3cr.	10 8 6 4 0			60427488	6	31		7.79 cr	5	200		17.16 cr	10	125	
B	ORGANIZATIONAL STRENGTH		10 Marks														
	Firm's existence in years (max 5 years and one point for each year)	i. <=5 ii. >=4 <5 iii. >3 <4 iv. >2 <3 v. >=1 <2 vi. <1	10 8 6 4 2 0			>5 years	10	31		>5 years	10	40		>5 years	10	116	
C	RELEVANT EXPERIENCE		10 Marks														
(i)	Value of works completed (each exceeding Rs. 15 lac) in last five years on course content development (videos development) or similar work	i. > Rs. 45 Lakh ii. > Rs. 35 <=45 iii. > Rs.25 <=35 iv. > Rs.15 <=25 v. <15	10 8 6 4 2			>45	10	49.51, 53.55 56.57, 58.5 9.60, 64.65, 66.67, 68.72 74.78, 79.8 0.81, 82		>45	10	Page 75		>45	10	13, 16, 17, 1 8, 19, 20, 21, 22, 23, 24, 2 5, 26, 27, 28 29, 30, 31, 3 2, 33, 34, 35, 36, 37, 38, 3 9	
	Bidder should have successfully implemented at least one (1) similar work* in last 5 years ending with 31/3/2021 similar work* means course content development (Videos development) or similar work	i. >=5 ii. =4 iii. =3 iv. =2 v. =1	10 8 6 4 2			>5	10	49.51, 53.55 56.57, 58.5 9.60, 64.65, 66.67, 68.72 74.78, 79.8 0.81, 82		5	10	75		>5	10	13, 16, 17, 1 8, 19, 20, 21, 22, 23, 24, 2 5, 26, 27, 28 29, 30, 31, 3 2, 33, 34, 35, 36, 37, 38, 3 9	
	Total Mark in Technical		36				36				36					40	



Alay Shankar Shukla

Sh Virendra Bansal

Sh Ashutosh N
Parthasar

Dr Arun K Mahapatra

Dr Shivakumar S Harti



Prof Anand Moha

Computer Engineer

Account Manager

SAO

Asst prof

Associate Prof

HOD

I/1162/2021



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www.aiia.gov.in

F. No: [I-21/1/2021-AIIA-Part\(2\)](#)

To,

Mr Anand Kanade

Business Development Manager

Rajkarne Media Waves Pvt. Ltd.

664, Navjeevan, Lakdipool, Ayachit Mandir, Mahal, Nagpur-440032

Mobile 8956978301

E-mail mediawavesmrktg@gmail.com

Subject: Presentation for EOI -reg

Sir,

With reference to AIIA EOI for Course Content development under Development of Digital Training Infrastructure under web-hosed component to establish an Online Learning Management System "AyurVidya" published vide number [I-21/1/2021-AIIA-Part\(2\)](#) dated 29.09.2021.

Please depute your representative for Presentation on **10.12.2021 at AIIA at 2.30 PM** of EOI submitted by you on above mentioned EOI bid as per details mentioned on page 14 &15 of EOI.

The authorized representative must have the letter of authority along with valid Identity proof in original and photocopy. The same should also emailed on email id - ajay.ccras@gmail.com, with copy to- director@aiia.gov.in, joint-director@aiia.gov.in, shivakumar.harti@aiia.gov.in, before sending the representative at AIIA.

Thanks.

Yours

(Dr Umesh Tagade)

Joint Director

गौतमपुरी, सरिता विहार, मथुरा रोड, नई दिल्ली -110076

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Phone: 011-29948658

Fax: 011-29948660

I/1163/2021



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ALL INDIA INSTITUTE OF AYURVEDA (AIIA)**(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)**

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

www.aiia.gov.inF. No: [I-21/1/2021-AIIA-Part\(2\)](#)

To,
Mr Abhay Saxena
Associate Vice President
Hero Mindmine Institute Private Limited
264, Okhla Industrial Area, Phase-III, New Delhi-110020
Mobile 9810308969
Ph No. 011-47467000
E-mail abhay.saxena@herocorp.com

Subject: Presentation for EOI -reg

Sir,

With reference to AIIA EOI for Course Content development under Development of Digital Training Infrastructure under web-hosed component to establish an Online Learning Management System "AyurVidya" published vide number [I-21/1/2021-AIIA-Part\(2\)](#) dated 29.09.2021.

Please depute your representative for Presentation on **10.12.2021 at AIIA at 3.00 PM** of EOI submitted by you on above mentioned EOI bid as per details mentioned on page 14 &15 of EOI

The authorized representative must have the letter of authority along with valid Identity proof in original and photocopy. The same should also emailed on email id - ajay.ccras@gmail.com, with copy to- director@aiia.gov.in, joint-diretor@aiia.gov.in, shivakumar.harti@aiia.gov.in, before sending the representative at AIIA.

Thanks.

Yours

(Dr Umesh Tagade)
Joint Director

गौतमपुरी, सरिता विहार, मथुरा रोड, नई दिल्ली -110076

Gautampuri, Sarita Vihar, Mathura road, NEW DELHI-110076E-mail: director@aiia.gov.in

Phone: 011-29948658

Fax: 011-29948660

I/1164/2021



अखिल भारतीय आयुर्वेद संस्थान

ALL INDIA INSTITUTE OF AYURVEDA (AIIA)**(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)**

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

www.aiia.gov.inF. No: [I-21/1/2021-AIIA-Part\(2\)](#)

To,

Mr Yogeshh Goel

Director

Infonative Solutions Pvt. Ltd.

410, Mansarovar Building-90, 4 th Floor, Nehru Place, New Delhi-110019

Mobile 9811123594

Ph 011410-30-441

E-mail:- yg@infonative.net

Subject: Presentation for EOI -reg

Sir,

With reference to AIIA EOI for Course Content development under Development of Digital Training Infrastructure under web-hosed component to establish an Online Learning Management System "AyurVidya" published vide number [I-21/1/2021-AIIA-Part\(2\)](#) dated 29.09.2021.

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Thanks.

Yours

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Joint Director

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I/1165/2021



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ALL INDIA INSTITUTE OF AYURVEDA (AIIA)

(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

F. No: I-21/1/2021-AIIA-Part(2) /

Dated:

Technical presentation of Tender on 10.12.2021 at 2.30 PM Notice

The **Technical presentation** of Expression of Interest (EOI) for "Course Content Development(video development) for "AyurVidya" Development published on CPP and AIIA website vide No. File No. I-21/1/2021-AIIA-Part(2) Dated: 29-09-2021, is scheduled on n 10.12.2021 from 2.30 PM to 4.00 PM in committee room.

All the members are request to attend the same.

(Dr Umesh Tagade)
Joint Director

To:

1. Prof Anand More
2. Dr Shivakumar S Harti
3. Dr Arun Kumar Mahapatra
4. Sh Ashutosh N Partihast
5. Sh Virendra Bansal
6. Sh. Ajay Shankar Shukla

गौतमपुरी, सरिता विहार, मथुरा रोड, नई दिल्ली -110076

Gautampuri, Sarita Vihar, Mathura road, NEW DELHI-110076

E-mail: director@aiaa.gov.in

Phone: 011-29948658

Fax: 011-29948660

EOI for Course Content development under Development of Digital Training Infrastructure under web-based component to establish an Online Learning Management System "AyuVidya"

F.No. 12/1/2021-AllA-Part(2)

F.No. E-211/2021-A1A-Part(2)																			
S.No.	Criteria			Cognitix Digital Learning Pvt Ltd				Rajkame Media Waves Pvt Ltd				Informative Solutions Pvt. Ltd.				Hero Mindmine Institute Private Limited			
				Value	Marks	Page Number	Remark	Value	Marks	Page Number	Remark	Value	Marks	Page Number	Remark	Value	Marks	Page Number	Remark
A	FINANCIAL STRENGTH		10 marks																
(i)	Average Annual financial turn over on last three consecutive from financial year 2017-18, 2018-19, 2019-20	i. >9 cr. ii. >7 <=9 iii. >5 <=7 iv. >3 <=5 v. <3cr.	10 8 6 4 0					60427488	6	30		7.79 cr.	8	200		12716 cr.	10	125	
B	ORGANIZATIONAL STRENGTH		10 Marks																
	Firm's existence in years (max 5 years and one point for each year)	i. <=5 ii. >=4 <5 iii. >=3 <4 iv. >=2 <3 v. >=1 <2 vi. <1	10 8 6 4 2 0					>5 years	10	31		>5 years	10	40		>5 years	10	116	
C	RELEVANT EXPERIENCE		10 Marks																
(i)	Value of works completed (each exceeding Rs. 15 lac) in last five years on course content development (videos development) or similar work	i. > Rs. 45 Lakh ii. > Rs. 35 <=45 iii. > Rs.25 <=35 iv. > Rs.15 <=25 v. <15 Details of works to be furnished by the bidder in a separate annexure to be enclosed with this.	10 8 6 4 2					>45 10 66,67,68,72 74,78,79,8 0,81,82				>45 10 Page 75				>45 10 29,30,31,3 2,33,34,35, 36,37,38,3 9			
(ii)	Bidder should have successfully implemented at least one (1) similar work* in last 5 years ending with 31/3/2021 similar work* means course content development (Videos development) or similar work	i. >=5 ii. =4 iii. =3 iv. =2 v. =1 Details of works to be furnished by the bidder in a separate annexure to be enclosed separately with this.	10 8 6 4 2					>5 10 66,67,68,72 74,78,79,8 0,81,82				5 10 75				>5 10 15,16,17,1 8,19,20,21, 22,23,24,2 5,26,27,28, 29,30,31,3 2,33,34,35, 36,37,38,3 9			
D	Mark in Technical evaluation		40						36				36				40		

[illegible]

Page 2 of 2



अखिल भारतीय आयुर्वेद संस्थान
ALL INDIA INSTITUTE OF AYURVEDA (AIIA)
 (आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)
 (An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

Attendance for Technical Presentation of
EOI for Course Content Development (video development) for "AyurVidya" Development
published on CPP and AIIA website vide No. File No. I-21/1/2021-AIIA-Part (2) Dated: 29-09-2021
On 10.12.2021 2.30 PM

S.No.	Name of organization with Address	Name of the Representative	Contact Number	Email Id	Signature
1	Hero mind Abhay mine	- Abhay Sakera Sakera	9810308369	abhay.sakera@heromind.com	
2	- do -	Ravi Sanjay			
3	Rajkumar mecha waves	Anand Kamark	8956978301	delhibdm2021@gmail.com	
4	Infiniti Solotech	Suresh leathini	971310361	SI@infinitesolotech.net	

गौतमपुरी, सरिता विहार, मथुरा रोड, नई दिल्ली -110076
Gautampuri, Sarita Vihar, Mathura road, NEW DELHI-110076
 E-mail: director@aiia.gov.in Phone: 011-29948658 Fax: 011-29948660

I/1246/2021



अखिल भारतीय आयुर्वेद संस्थान

ALL INDIA INSTITUTE OF AYURVEDA (AIIA)**(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)**

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

F. No: I-21/1/2021-AIIA-Part(2) /

Dated:

Opening of Financial bid on 22.12.2021 at 3.30 PM Notice

The Opening of **Financial bid** of Expression of Interest (EOI) for "Course Content Development(video development) for "AyurVidya" Development published on CPP and AIIA website vide No. File No. I-21/1/2021-AIIA-Part(2) Dated: 29-09-2021, is scheduled on n 22.12.2021 at 3.30 PM in committee room.

The bidders qualified for the opening of financial bids are as follows:

- 1- M/S Rajkarne Media Waves Pvt Ltd
- 2- M/S Infonative Solutions Pvt. Ltd.
- 3- M/S Hero Mindmine Institute Private Limited

The authorized representative of bidders may attended the opening of financial bids. .The authorized representative must have the letter of authority along with valid Identity proof in original and photocopy. The same should also emailed on email id - ajay.ccras@gmail.com, with copy to- director@aiia.gov.in, joint-diretor@aiia.gov.in, shivakumar.harti@aiia.gov.in, before sending the representative at AIIA.

(Dr Umesh Tagade)
Joint Director

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Gautampuri, Sarita Vihar, Mathura road, NEW DELHI-110076

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I/1247/2021



अखिल भारतीय आयुर्वेद संस्थान

ALL INDIA INSTITUTE OF AYURVEDA (AIIA)**(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)**

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

F. No: I-21/1/2021-AIIA-Part(2) /

Dated:

Opening of Financial bid on 22.12.2021 at 3.30 PM Notice

The Opening of **Financial bid** of Expression of Interest (EOI) for "Course Content Development(video development) for "AyurVidya" Development published on CPP and AIIA website vide No. File No. I-21/1/2021-AIIA-Part(2) Dated: 29-09-2021, is scheduled on n 22.12.2021 at 3.30 PM in committee room.

All the members are request to attend the same.

(Dr Umesh Tagade)
Joint Director

To:

1. Prof Anand More
2. Dr Shivakumar S Harti
3. Dr Arun Kumar Mahapatra
4. Sh Ashutosh N Partihast
5. Sh Virendra Bansal
6. Sh. Ajay Shankar Shukla
7. PPS to the Director for information

गौतमपुरी, सरिता विहार, मथुरा रोड, नई दिल्ली -110076

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