

I/1422/2022

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@aiaa.gov.in

Website: www.aiaa.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

(Dr Umesh Tagade)
Joint Director

I/1422/2022

Important Information Date Sheet

Event	Particulars
Availability of Tender Document	The tender document can be downloaded from the AIIA web site http://www.aiia.gov.in or from the procurement portal http://eprocure.gov.in/epublish/app
Date of publication of EOI	14.01.2022 from 13.00 Hrs
Date and time for Pre bid Conference	20.01.2022 at 15.00 Hrs ONLINE Mode Pre Bid Conference Thursday, January 20 · 3:00 – 4:00pm Google Meet joining info Video call link: https://meet.google.com/hxv-ewhd-ekg
Last date and time for Bid submission	07.02.2022 at 13.00 Hrs
Date & Time of Opening of Technical Bids	07.02.2022 at 15.30 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
Tentative Cost	48 Lac
Work Completion period	6 Month
Place of Submission of EOI	IT Section, C Block All India Institute of Ayurveda Gautampuri, Sarita Vihar, Mathura Road, New Delhi-110076 email:director@aiia.gov.in

Any amendments/corrigendum related to bid document, for any reason whether in its own initiative or in response to clarification requested by bidders, will be published on website of Institute and on CPPP only. Bidders should check these amendments regularly. AIIA shall not be responsible to notify such amendments/corrigendum to individual bidders.

All India Institute of Ayurveda(AIIA) reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all Bids without assigning any reason. The decision of the Director, AIIA in this regard shall be final and binding on all.

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 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.

Director, AIIA invites the expression of Interest for selection of a Bidder, which should be a firm/company/entities having sufficient experience, expertise and meeting technical qualification criteria (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 EOI Document

The bidder is advised to download tender document 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").

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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 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 six months (180 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 (3% 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 (only technical discussion and guidance) 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 @ 0.5% of the fee (excl. of taxes) per week subject to maximum of 10% of the fee payable for the stage of approval of Work Report and maximum tolerable delay period is TWO Months .

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	F.No I-21/1/2021-AIIA-Part(2)
Offer Validity Period	Tender should remain valid for 120days
Earnest MoneyDeposit (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. Annual average turnover of the bidder should be more than Rs. 50 lac in last three financial year's ending 2019-2020.
- C. The Bidder must have completed at least one 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 or other relevant.
- H. The Bidder must have shooting studio must be in Delhi.
- I. The Bidder is required to submit performance certificate of completed assignment from the respective institute.
- J. Exemptions to MSMEs and Startups (in Annual average turnover and Experience) in will allowed as per Govt Policy.

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. All the annexure/declaration and tender documents should be signed by bidders. If these are signed by a representative, an authorization letter issued after tender publishing dated must be attached. **Tender submitted in loose sheet/unsigned shall not be considered.**
- C. The pages of tender document to be submitted by bidder should be properly number and an index page with proper page number should be attached with the tender document
- D. The 1stenvelope (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 with Index page.

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- E. The 2ndenvelope (Financial Bid) shall contain priced schedule of Quotation, duly signed, Stamped and page numbering by the authorized signatory of the bidder.(Form 'F').
- F. 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 bigger envelop with a **name of work/EOI** written on the envelope and addressed to "The Director, All India Institute of Ayurveda, Gautampuri, Sarita Vihar, New Delhi -110076
- G. 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.
- H. The bidders, whose Technical bids are accepted, will be informed about the date of the opening of financial bids.
- I. 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.
- J. The bidder shall submit documents mentioned in Form 'A' to 'E' with Technical Bid with signed and stamped.
- K. The Financial Bid of the Technically Qualified Bidder will **ONLY** be opened.
- L. 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.
- M. The breakup of Basic Price, GST, other taxes/charges, if any to be clearly mentioned in Indian rupee only.
- N. Financial Bid in any other form except in the specified format given, will not be accepted and shall be **SUMMARILY REJECTED**.
- O. 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"
- P. 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'.
- Q. 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.

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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 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	700	

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). 2K: 2048x1080

3.4 Shooting:

The bidder will make all his arrangements for shooting of Video. This includes camera, light, sound and other equipment. Apart from the new shooting of video, AIIA will provide some archival video and they should also be incorporated suitably, if required. The shooting to be 2K camera with a Cine Lens & 2-3 shots

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.
 - b. The Bidder will be responsible for hiring the crew including Cameraman and other technical & production team - helper, Lighting crew, etc.
 - c. The Faculty will provide PPT needs to be added in the video in advance.
 - 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 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.
 - f. Raw stock of the footage is to be transferred to AIIA in appropriate format in re-usable / playable format through online delivery of all videos.
 - g. 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 with two parallel sessions.

h. The deadline for each batch after shoot completion (of 50 units) is ONE WEEK.

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- i. 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.
- j. Vendor will provide the footage in their USB based storage media, AIIA will return the vendor USB based storage medic after copying the data at AIIA server.
- k. The basic editing of recorded videos & any additional content like text (shloka in Sanskrit), or images for relevant videos will be provided before the starting of the recording.

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 and Index page must be filled properly.

4.1.1 The Technical Bid Shall Contain:

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

4.2 SELECTION PROCESS:

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- 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, 30% weightage shall be assigned and for Financial Bids 70% 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 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 50** and the weightage of the technical bids and financial bids was kept as 30: 70. 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 asunder:

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:

$$\text{Proposal A: } 75 \times 0.30 + 83 \times 0.70 = 80.6 \text{ points.}$$

$$\text{Proposal B: } 80 \times 0.30 + 100 \times 0.70 = 94 \text{ points}$$

$$\text{Proposal C: } 90 \times 0.30 + 91 \times 0.70 = 90.7 \text{ points.}$$

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

Proposal A: 80.6 points :H3

Proposal B: 94 points :H1

Proposal C: 90.7 points :H2

Proposal B at the evaluated cost of Rs.100 was, therefore, declared Successful and recommended for 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"> • >8.5 cr. : 10marks • >=6.5 Cr < 8.5 cr : 8marks • >=4.5 Cr < 6.5 Cr : 6marks • >=2.5 Cr < 4.5 cr : 4marks • >=50lac<2.5 cr :2 marks • <50 Lac. : 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. 15 Lac) in last five years on Course Content Development(Videos Development) or similar work	<ul style="list-style-type: none"> >Rs.55 lakh : 10Marks >Rs. 45<= 55 : 8Marks >Rs. 35<= 45 : 6Marks >Rs. 25<= 35 : 4Marks >=Rs. 15<=25 : 2 Marks <15 : 0 Mark <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	Mark to be allotted by Client's evaluation committee / team on the basis of presentation made by company on the following parameters: <ul style="list-style-type: none"> i. Overall Understanding of the

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		<p>Terms of Reference and requirement : 5 marks</p> <p>ii. Architectural Vision : 10 marks</p> <p>iii. Technical approach and methodology :10 marks</p> <p>iv. Work plan including timelines to complete work : 10 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:

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- For delay: 0.5% of the fee (excluding taxes) per week or part of it subject to maximum of 10% and maximum tolerable delay period is TWO Months.

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

After supply of videos in raw and final edited version of work in 50 Nos batch Slot, the value of 50 Nos on prorata basis work will be Paid.

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.

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 Sub-contract

The Bidder shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency(ies) without prior written consent of the Director, AIIA, DELHI. If it is found that the firm has given sub-contract to another Agency, the contract shall stand cancelled & the performance security deposit of such Bidder shall be forfeited by AIIA, DELHI.

5.12 False Declaration

False declaration will be in breach of the Code of Integrity under Rule 175(1)(i)(h) of the GFR-2017 for which a bidder or its successors can be debarred for up to two (02) years as per Rule 151 (iii) of the GFR-2017 along with such other actions as may be permissible under law

5.13 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.

5.14 Tentative cost of the work:

The estimate cost of work may be Rs. 48 Lac.

5.15 Information To Be Given In The Required Formats:

Bidders should furnish the following:

5.15.1 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.

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- 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.

5.15.2 List of Works

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

(Form 'C').

5.15.3 LETTER OF TRANSMITTAL

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

5.15.4 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
- 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 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.

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- 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
Index page
for technical bid(Must be filed properly and to be first page of Technical bid)

S.No	Name of documents	Page Number
1.	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.	
2.	Annual average turnover of the bidder should be more than Rs. 50 lac in last three financial year's ending 2019-2020.	
3.	The Bidder must have completed at least one 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.	
4.	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.	
5.	The Bidder should not be blacklisted in any of the Indian Government Department.	
6.	The Bidder should have Experience in in the field of video production such as development of corporate video / short film / documentary film.	
7.	The Bidder should have ISO 9001-2000 or other relevant.	
8.	The Bidder must have shooting studio must be in Delhi.	
9.	The Bidder is required to submit performance certificate of completed assignment from the respective institute.	
10.	Exemptions to MSMEs and Start-ups (in Annual average turnover and Experience) in will allowed as per Govt Policy.	
11.	Power of attorney	
12.	Signed tender document	
13.	Letter of Transmittal	
14.	Form A	

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15.	Form A1	
16.	Form B	
17.	Form C	
18.	Form D	
19.	Form D1	
20.	Form D2	
21.	Form E	
22.	FINANCIAL STRENGTH-Average Annual financial turn over on last three consecutive from financial year 2017-18, 2018-19, 2019-20	
23.	ORGANIZATIONAL STRENGTH " Firm's existence in years (max 5 years and one point for each year) "	
24.	RELEVANT EXPERIENCE -Value of works completed (each exceeding Rs. 15 lac) in last five years on course content development (videos development) or similar work	
25.	RELEVANT EXPERIENCE-"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 smiliar work "	

Date

Signature of the Authorized person

Seal

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LETTEROFTRANSMITTAL

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-hosed 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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Associated with other bides Declaration by the Bidder**FORM – D1**

I,We, M/S
hereby undertake and accept that if I/We are Not **Associated with other bides**.

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 if any
association is found with other bidders.

Seal,

Name :
Address of the bidder/Authorized person
Email Id:
Telephone No:
Date:

FORM – D2

UNDERTAKING

(To be executed on Rs.100/-Non-judicial Stamp Paper duly attested by Public Notary)

For Compliance of all Terms & Conditions mentioned in this Tender Document

1. The undersigned certify that I/we have gone through the terms and conditions mentioned in the tender document and undertake to comply with them. I have no objection for any of the content of the tender document and I undertake not to submit any complaint/ representation against the tender document after submission date and time of the tender. The rates quoted by me/ user valid and binding on me/us for acceptance till the validity of tender.
2. **I/We undersigned hereby bind myself/ ourselves to ALL INDIA INSTITUTE OF AYURVEDA DELHI, GAUTAMPURI SARITA VIHAR, DELHI-110076 to supply/complete the work the approved awarded Equipment/Instruments/Apparatus/items/work in the approved prices to AIIA DELHI, during the Rate Contract period under this contract.**
3. The Supply/work done shall be of the best quality and of the kind as per the requirement of the institution. The decision of the Director, AIIA DELHI, India (hereinafter called the said officer) as regard to the quality and kind of article shall be final and binding on me.
4. — **Performance security 3%** of the cost of the supply value shall be deposited by me in the form of FDR/ Bank Guarantee in the name of The Director, All India Institute of Ayurveda, DELHI on award of the contract and shall remain in the custody
5. I/We declare that no legal/ financial irregularities are pending against the proprietor/ partner of the tendering firm or manufacturer.
6. I/we undertake to Supply/complete work the equipment/stores will be **as per the Terms & Conditions** in tender document. I/we undertake to supply the order with in stipulated period and if fail to supply order during the stipulated period then necessary action can be taken by the Director, AIIA, DELHI.
7. **Affidavit regarding No CBI Inquiry/ FEMA/ Criminal proceeding/ Black listing is pending or going on against the manufacturer/ bidder firm is also enclosed. I undertake that I will not submit any irrelevant documents with the tender and in doing so I will not have any objection if my tender is rejected on that ground.**
8. I/we undertake, if as a result of post payment audit any over payment is detected in respect of any Supply/work done by our Agency or alleged to have been done by our Agency under this tender, it shall be recovered by the AIIA DELHI from our Agency.
9. I/We do hereby confirm that I/we aware about the provisions of "Make in India" initiatives and directives regarding Price Preference Policy to Make in India Registered

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Bidders and I/We undertake for following the same as per directions of AIIA DELHI in respect of this Tender Enquiry.

10. I/We undertake to respect Anti-Profiteering Rule under GST Act 2017 of Govt. of India and will have mandatorily to pass on the benefit due to reduction in rate of tax to the AIIA, DELHI by way of commensurate reduction in our prices. And if I/we will be found defaulter for following of above said rule (i.e. passing all the benefits of GST Tax Regime price reductions to AIIA, DELHI), the AIIA, DELHI have the right to initiate necessary action deemed fit as per GST Act, 2017 against our firm.
11. I/we undertake, If as a result of post payment audit any over payment is deducted in respect of any Supply/work done by our Agency or alleged to have been done by our Agency under this tender, it shall be recovered by the AIIA DELHI from our Agency.
12. I/we undertake, if any under payment is discovered, the amount shall be duly paid to our Agency by the AIIA, DELHI.
13. I/we undertake that we shall liable to provide all the relevant records copies during the concurrency period of Contract or otherwise even after the Contract is over, whenever required by AIIA, DELHI.
14. I/We do solemnly pledge and affirm that I/We am/are the proprietor/partner/authorized signatory of M/s..... and my/our firm has not been declared defaulter by any Govt. Agency and that no case of any nature i.e. CBI/FEMA/Criminal/Income Tax/GST/ Blacklisting is pending against my/our firm.
15. I pledge and solemnly affirm that the information submitted in tender documents is true to the best of my knowledge and belief. I/We further pledge and solemnly affirm that nothing has been concealed by me and if anything adverse comes to the notice of purchaser during the validity of tender period, the Director, All India Institute of Ayurveda, DELHI (India) will have full authority to take appropriate action as he/she may deem fit.
16. We are also undertaking that the Department of Commerce or Ministry/any other Department has been not debarred / blacklisted our firm as per best of our knowledge, if any such debarment/blacklisting come to the notice of AIIA DELHI Authorities during execution of Supplies against this Tender Enquiry, AIIA DELHI have right to reject our proposal and take appropriate action deemed fit against our firm as per prevailing applicable Rules & Regulations.

Signature,

Name of Authorized Person of the Bidder with seal.

Date:.....

Place:.....

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Affirmation/Verification

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

Seal,

Name :

Address of the bidder/ Authorized person

Email Id:

Telephone No:

Date: