



भारतसरकार
GOVERNMENT OF INDIA
राष्ट्रीयबालअधिकारसंरक्षणआयोग
NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS
नईदिल्ली- ११०००१
NEW DELHI-110001



F. No. 2801/38/2022-23/NCPCR-Media

NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS

REQUEST FOR PROPOSALS

Date: 19 December, 2022

Request for proposals from interested agencies for Live Streaming Services for NCPCR's campaign- ParikshaParv 5.0, 2023

National Commission for Protection of Child Rights (NCPCR), a Statutory Body constituted under the Commissions for Protection of Child Rights (CPCR) Act, 2005, for the protection of child rights and other related matters, invites proposals on the above mentioned subject from the agencies/organizations or group of organizations having experience in conducting live streaming sessions and/or webcasting.

Eligibility criteria and information/documents required to be submitted in the proposal may be downloaded from the website: www.ncpcr.gov.in or <https://eprocure.gov.in/epublish/app>

Eligible organizations shall submit their Proposals (technical and financial bids) along with all the supporting documents by Post, Courier or by Hand.

The Technical and Financial Proposals must be in separate envelopes and both the envelopes must be properly sealed and be kept in one bigger envelope. The Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" followed by the name of the Activity. The original Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the Activity. The outer envelope of the Financial Proposal shall bear the submission address and reference number clearly marked "DO NOT OPEN BEFORE TIME".

The last date for receipt of Technical and Financial Proposals by the Commission is 30/12/2022 by 4:30 pm (at NCPCR office) and it should be addressed to The Member Secretary, National Commission for Protection of Child Rights (NCPCR), 5th Floor, Chanderlok Building, 36-Janpath, New Delhi, 110001.

The NCPCR reserves the right to accept or reject any or all the offers without assigning any reasons thereof.

Yours faithfully,


(G.Surish)

Assistant Director

REQUEST FOR PROPOSALS

Date: 14 December, 2022

Request for proposals from interested agencies for Live Streaming Services for NCPCR's campaign- ParikshaParv 5.0, 2023)

1. Introduction

National Commission for Protection of Child Rights (NCPCR) is a statutory autonomous body of the Ministry of Women and Child Development, Govt. of India. The NCPCR was set up in March 2007 under the Commissions for Protection of Child Rights (CPCR) Act 2005; The Commission's mandate is to ensure that all Laws, Policies, Programmes, and Administrative Mechanisms are in consonance with the child rights perspective as enshrined in the Constitution of India and also the UN Convention on the Rights of the Child.

Every year National Commission for Protection of Child Rights (NCPCR) runs a month long campaign, celebrating exams '*Pariksha Parv*' during the exam period i.e. March- April inspiring from Hon'ble Prime Minister's "*Pariksha Pe Charcha*". The main objective of the Pariksha Parv is to celebrate examination, overcome examination stress and pressure by conducting various programmes viz- live streaming interactive sessions through social media of NCPCR by renowned Educationists/ Mental Health experts/ Motivational Speakers through Facebook/Twitter/ YouTube and Radio Spots/Jingles broadcast through AIR and Doordarshan.

Accordingly, the campaign will entail Live streaming of Q and A sessions with renowned experts/personalities through Twitter, Facebook and YouTube of NCPCR has to be done simultaneously during ensuing #ParikshaParv 5.0, 2023 Campaign from March to April, 2023 in which three session of 1-2 hour in a week will be held at NCPCR Premises. Hence, minimum 20 sessions will be organized.

Therefore, NCPCR is requesting for proposals from interested agencies in the **prescribed format at Annexure-I.**

The Commission shall have sole discretion to cancel, modify, re-advertise the "Request for Proposals". A covering letter should be attached with each proposal specifically mentioning the Activity. The Proposal submitted by the applicant should comprise both Technical and Financial bids in two separate sealed envelopes which should clearly indicate the activity for which the proposal has been submitted.

2. Terms and Conditions-

- i There will be minimum 20 live streaming sessions. Any change in number of session or time shall be intimated 24 hrs in advance.



- ii During the event planning infrastructure required for event capture should be discussed. Adequate cameras, microphones, internet connectivity, streaming server for social media platforms, cordless mikes, lighting etc. should be provided as per the requirement.
- iii Agency will deploy and share details of the adequate manpower involved for the event in advance of the event.
- iv Agency shall equip the location with all the services required for Video Streaming in advance of the event.
- v Agency should install, check and commissioned the equipment software / applications / other services in advance so as to make video streaming operational on the day of event.
- vi Agency should provide all latest equipment and all charges for handling and delivering the equipment to the site shall be included in the total order value.
- vii Agency shall include cost of transportation of equipment, manpower and any other logistics cost.
- viii The agency shall keep a standby of technical staff to mitigate risk of any untoward incident.
- ix The agency shall provide safeguard by ensuring stable source of power in the live Streaming venue and a back-up encoder as required.
- x Any changes in the scheduled live streaming sessions will be notified 24 hrs. in advance by NCPCR.
- xi The entire team will have to come at least two hours prior from the scheduled live streaming session.
- xii Special arrangements are required to be made such as specified instruments including camera networks, micro phone and proper lighting arrangement etc.
- xiii Real time editing/mixing with titles / subtitles / captions during Live Streaming.
- xiv NCPCR Logo should be displayed on Live Streaming.
- xv Live streaming production should be of full HD - 1920x1080 and the streaming should be done at least in 1280x720 resolution.
- xvi Once the live stream is complete, the agency shall edit the video as per the instructions of NCPCR wherein the video shall be converted to short small videos/snippets/small clippings for uploading online and for Noise suppression or unwanted clips recorded during the live session so as to improve the recorded video for easier viewing.
- xvii The agency/organization shall also organize live streaming sessions during 'ParikshaParv 5.0' programme in remote areas of the country on the direction of NCPCR.

3. Selection Criteria

3.1. Evaluation of the Technical Proposals:

The selection shall be based on the following technical parameters:

1. Understanding of the concept of the programme, Buyer's requirement and work done with government organizations – 30 marks
2. Relevant experience with NCPCR- 20 marks
3. Proposed resources, Presentation and approach/methodology – 30 marks
4. Prior experiences to conduct events – 20 marks

3.2. Evaluation of the Financial Proposals

3.2.1. Financial proposals must be submitted in a separate sealed envelope clearly



specifying the name of the Activity in the format prescribed at Annexure-II.

- 3.2.2. The original Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the Activity. The Technical and Financial Proposals must be in separate envelope and both the envelopes must be properly sealed and be kept in one bigger envelope and it should be addressed to: The Member Secretary, National Commission for Protection of Child Rights (NCPCR), 5th -Floor, Chanderlok Building, 36-Janpath, New Delhi, 110001. The outer envelope of the Proposal shall bear the submission address, and reference number clearly marked "DONOT OPEN BEFORE TIME (time and date of the opening indicated in the first sheet)".
- 3.2.3. NCPCR shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated, if sent by post. This may lead to rejection of the Proposal. If the Financial Proposal is not submitted in a sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- 3.2.4. Financial proposals of only those applicants who obtain qualifying marks in the technical shall be opened.

3.3. Methodology

- 3.3.1. In deciding the final selection of qualified bidder, the technical quality of the proposal will be given a weightage of 70 percent on the basis of criteria for evaluation. The financial bids of only such bidders will be opened who score the qualifying marks in the technical bid and financial bids will be given weightage of 30 percent. The agency with maximum combined score of technical and financial bids will be selected for conducting the activity. Costs exclusive of applicable taxes and levies including GST shall be taken into account.

4. ARBITRATION

In the event of any dispute or difference whatsoever arising during the period of engagement, the same shall be referred to a sole arbitrator appointed by NCPCR, New Delhi. The arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act, 1996. The award of the Arbitrator shall be final and binding on both the parties.

5. JURISDICTION

In the event of any dispute/difference or legal proceedings between the parties, the same shall be subject to Delhi jurisdiction.

6. FORCE MAJEURE

If a Force Majeure situation arises, the agency shall promptly notify to the Commission in writing, of such conditions and the case thereof. Unless otherwise directed by Commission in writing, the agency shall continue to perform its obligations under the Agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event, the Commission may, terminate the Agreement by giving a written notice of a minimum 15 days to the agency,

if as a result of Force Majeure; the agency is unable to perform a material portion of the services for a period of more than 30 days.

7. COPYRIGHT ISSUES

- (a) The selected agency will be responsible for copyright issues concerning usage of any data such as photographs, images, videos, text material etc. obtained through various sources, if any. The Commission will not be a party to any dispute arising out of Copyright violation by the selected Institution Organization/ Consulting organizations.
- (b) The ownership of all session materials will at all time rest with the Commission and the applicant will have no proprietary or other right in respect of the same. This would include full Copyright for all times use of the images/photographs used in the creative and publicity material.
- (c) The selected agency will be responsible for obtaining any permission that may be required for undertaking the work as detailed in subsequent offers from time to time. The Commission will assist in this regard, wherever possible.
- (d) Once the selected agency has submitted the material accepted by the Commission, it shall become the property of the Commission.

8. CONFIDENTIALITY

The selected agency and its personnel shall not, either during implementation or after completion of the project, disclose any proprietary or confidential information relating to the services, commercial details or agreement without the prior consent of the Commission.

9. TERMINATION

The Commission may without prejudice to any other remedy for breach of contract, terminate the engagement terms in case of occurrence of any of the following events. In such as occurrence, the Commission shall give not less than thirty days written notice of termination to the agency.

The contract is liable to be terminated if the selected institution/ organisation/ consulting organisation:

- i. Abandons the work;
- ii. Persistently disregards the instructions of the Commission in contravention of any provision of the contract;
- iii. Fails to adhere to the agreed terms and conditions/program of work;
- iv. Assigns or sublets the work in whole or in part thereof without prior written consent of the Commission;
- v. Performance is not satisfactory;
- vi. If the Service provider obtains the contract with the Commission with illegal manner;
- vii. Information submitted/furnished by the contact are found to be incorrect
- viii. The above shall be without prejudice to the Commission's other rights under the law.



10. LEGAL LIABILITY

- (a) The Commission reserves the right to recover any liability arising out of an act directly attributable to the selected agency.
- (b) NCPCR reserves the right not to accept proposal from interested agency resorting to unethical practices or on whom investigation /enquiry proceedings have been initiated by Government investigating Agencies / Vigilance Cell.
- (c) NCPCR is not bound to accept the lowest bidder or to assign any reason for non- acceptance. NCPCR reserves its right to accept the financial quote in part or in full.
- (d) NCPCR reserves the right to summarily reject an offer received from any agency, without any intimation to the applicant(s).
- (e) NCPCR reserves the right to withdraw/cancel the bid document at any stage.

11. LAST DATE OF SUBMISSION OF APPLICATIONS

- Eligible organizations may submit their Proposals, along with all the supporting documents by Post, Courier or by Hand.
- The Technical and Financial Proposals must be in separate envelope and both the envelopes must be properly sealed and be kept in one bigger envelop and it should be addressed to The Member Secretary, National Commission for Protection of Child Rights (NCPCR), 5th Floor, Chanderlok Building, 36-Janpath, New Delhi, 110001.
- The envelope and the covering letter for Technical and Financial Proposals should clearly mention the Activity for which the proposal is being submitted to the Commission. The last date for receipt of Technical and Financial Proposals by the Commission is 30/12/2022 by 1630 hrs.
- No application shall be encouraged after the due date is over.
- The technical proposals shall be evaluated on 09/01/2023 and financial bids shall be opened on 16/01/2023.
- The Commission may re-invite the Request for Proposals on its sole discretion; especially in cases where suitable applications have not been received by the Commission.

12. CHECKLIST

Checklist for documents to be submitted along with application is placed at **Annexure I** and **Annexure II**

13. If the applicants require any clarification on any aspect mentioned above in “Request for Proposal” document, kindly email at Jyoti.ncpcr@gov.in and or call on 011-23478242. No questions shall be entertained by the Commission after the due date.

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LETTER OF PROPOSAL SUBMISSION

(Date)

To,

Member Secretary
National Commission for Protection of Child
Rights, 5th Floor, Chanderlok Building,
36, Janpath,
New Delhi -110001

We, the undersigned, offer to provide the Consultancy assignment/job for **Live Streaming Services for NCPCR's campaign- ParikshaParv 5.0** in accordance with your Request for Proposal (RFP).

The proposals include Technical Proposal, and a Financial Proposal sealed under a separate envelope. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification. We understand you are not bound to accept any Proposal you receive.

Yours Sincerely,

Name and Title of Signatory:
Name of Firm/entity:
Address:

Declaration

I /We do hereby certify that the information as provided above is correct and true in all respect. In case of furnishing any false information or suppression of any material information, the application shall be liable for rejection besides penalty can be imposed, if it deemed fit.

Signature:

Name and Designation of Authorized Signatory with Seal Date:

Place:

NOTE:

1. Please enclose your organizations' Annual report and Profile.
2. Documentary evidence wherever mentioned must be attached in the form asked for. In absence of the same, the application will be summarily rejected.

Eligible organizations may submit their Proposals along with all the supporting documents by Post, Courier or by Hand. The Technical and Financial Proposals must be in separate envelopes and both the envelopes must be properly sealed and be kept in one bigger envelope. The original Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the Activity. The outer envelope of the Financial Proposal shall bear the submission address, and reference number clearly marked "DO NOT OPEN BEFORE TIME".

The last date for receipt of Technical and Financial Proposals by the Commission is 30/12/2022 by 1630 hrs. (at NCPCR office) and it should be addressed to The Member Secretary, National Commission for Protection of Child Rights (NCPCR), 5th Floor, Chanderlok Building, 36-Janpath, New Delhi, 110001.



Checklist for submission

- I. Cover letter and Declaration duly signed by the authorized person
- II. Registration details.
- III. CA's certificate and copies of audited balance sheet for last 2 years
- IV. Copy of GST registration number (if applicable)
- V. Copy of PAN Number
- VI. Copies of Income tax returns for the last 2 years
- VII. Supporting documents for prior experience
- VIII. In case of start-up agency, proof for the same.



Submission of Financial Quote

Date:

To,

The Member Secretary,
National Commission for Protection of Child Rights,
5th Floor, Chanderlok Building,
36 Janpath Road, New Delhi- 110001

Subject: Submission of Financial Quote for Live Streaming Services for NCPCR's campaign- ParikshaParv 5.0

I hereby submit the following financial estimate for organizing the above event.
The details regarding the Activity and financial quotes are mentioned below:

- I. Name of Activity
- II. Financial Quote for the following:
 - i) For one Live Streaming session with single HD camera, internet, collar mikes, Streaming server, power backup, Led video lights and other equipment required.
 - ii) For one Live Streaming session with multiple HD cameras (minimum 3), internet, collar mikes, Streaming server, power backup, Led video lights and other equipment required.

Authorized Signatory:

Name:
Designation:
Name of
firm/entity:
Address:

