



National Centre for Polar and Ocean Research

(Ministry of Earth Sciences, Govt of India)
Headland, Sada, Vasco-Da-Gama, Goa 403804

REQUEST FOR PROPOSAL (RFP)

Services for Integrated Solution for Information, Communication, and Audio-Visual Platform, Including Equipment and Personnel, for the International Conference:

**XLVI Antarctic Treaty Consultative Meeting
and
XXVI Committee for Environmental Protection**

Kochi, Kerala | May 20-30, 2024

DISCLAIMER:

This request for proposal is not an offer, but an invitation to receive responses from eligible and interested bidders for the selection of an agency. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed with the bidder. This document should be read in its entirety.

1. Background and Overview:

National Centre for Polar and Ocean Research an autonomous research Institute under Ministry of Earth Sciences, Government of India (NCPOR-MoES) shall be hosting the XLVI Antarctic Treaty Consultative Meeting (46th Antarctic Treaty Consultative Meeting) along with the XXVI Committee for Environmental Protection Meeting (26th Committee for Environmental Protection) in Kochi, India, from May 20th to 30th, 2024. These events underscore India's dedication to the Antarctic Treaty System and its increasing prominence within the Antarctic community. The ATCM will unite global participants to deliberate crucial subjects concerning Antarctic research and governance. Anticipating over 350 delegates from 60+ countries, this two-week meeting will take place at the Grand Hyatt Kochi Bolgatty and the Lulu Bolgatty International Convention Centre, offering exceptional amenities for all attendees.

1.1. Kochi, India: The Host City

Kochi, a captivating blend of history and modernity on the Malabar Coast, proudly welcomes the XLVI Antarctic Treaty Consultative Meeting (ATCM) and XXVI Committee for Environmental Protection (CEP). With bustling markets, and serene backdrops, Kochi sets the stage for global discussions on Antarctic research and governance, embodying India's commitment to international collaboration.

1.2. India's Commitment to Antarctica

India has been a Consultative Party to the Antarctic Treaty since 1983 and has undertaken extensive research in the Antarctic region. The country maintains two year-round research stations, Maitri and Bharati, in East Antarctica. Hosting ATCM demonstrates continued Indian commitment to Antarctic research, as well as its role as a proactive stakeholder in the Antarctic Treaty System.

2. Role of the Service Provider

The role of the service provider in organizing the ATCM-CEP involves intricate planning and skillful execution. The successful conduct of the Antarctic Treaty Consultative Meeting in India hinges greatly on robust IT and AV systems. These advanced and dependable IT and AV equipment and services are crucial components of the event logistics, ensuring smooth coordination and seamless organization throughout the occasion. Importantly, the agency must have verifiable experience in organizing multilingual (minimum 4 languages) conferences, as the ATCM will be a multilingual event. This expertise must be reflected in the agency's track record of similar deployments (such as multilateral international governmental meetings /events).

The service provider will be responsible for fulfilling the requirements outlined by the Host Country Secretariat (HCS), which includes providing and managing IT and AV infrastructure, along with managing printing facilities as well as setup requirements for all the major meeting halls. The selected IT and AV agency will have the unique opportunity to play an essential role in an internationally significant event.

IT support personnel should have required hardware, networking, and software management skills. In the week before the ATCM, their task will be to install the IT equipment and local network under the supervision of the HCS. From the beginning of the meeting onwards, their task will be to help delegates and staff with various IT matters, including support for the multilingual aspects of the conference.

3. Spatial Arrangement Overview & Blueprint

The "Lulu Bolgatty International Convention Centre" - our chosen conference venue in Kochi - offers an array of fully furnished halls and rooms across two floors, accessible by elevators and multiple staircases. These versatile spaces, each uniquely dimensioned, have been meticulously designed to accommodate the upcoming meetings. The event sessions may be concurrently held in several of these well-equipped halls and rooms, facilitating seamless parallel discussions (Table 1).

SI No	Hall/ Room	Purpose	Area (sq. mts) / Dimension LxBxH (m)	Duration
1	Liwa (Hall-1)	ATCM Plenary Sessions and Working Groups	2419 / (59 X 41 X 8)	18-30 May 2024
2	Liwa Lobby (Hall-1B)	Coffee Area/Public Internet Area/ Exhibition	632/ (73 x 12)	18-30 May 2024
3	Vembanad (Hall-2)	CEP Plenary Sessions and Working Groups	1815 / (55 X 33 X 8)	18-30 May 2024
4	Vembanad Lobby (Hall-2B)	Coffee Area/Public Internet Area / Lunch	1100/ (110 x 10)	18-30 May 2024
5	Grand Ballroom III (Hall-3)	Antarctic Treaty Secretariat / Printing	240 / (11.2 X 21.4 X 7)	12-31 May 2024
6	Grand Ballroom II (Hall-4)	Office - Rapporteurs	235 / (11 X 21.4 X 7)	12-31 May 2024
7	Grand Ballroom I (Hall-5)	Host Country Secretariate	231 / (10.8 X 21.4 X 7)	12-31 May 2024
8	Grand Salon (Hall-6)	Office - Heads of Delegation	228 / (16.1 X 14.2 X 5)	18-30 May 2024
9	Nattika I (Room-1)	Additional Meeting Room (Bureau meeting)	128/ (14.3 X 8.8 X 5)	18-30 May 2024
10	Nattika II (Room-2)	Additional Meeting Room (Contact Groups)	102/ (12.4 X 8.8 X 5)	18-30 May 2024

11	Diwan	Additional Meeting Room (Small Groups Sessions)	82 / (9 x 9.1 x 5)	18-30 May 2024
12	Atelier 1 -(Room - 3)	Office CEP Chairperson	74/ (10.3 X 7.2 X 4.6)	18-30 May 2024
13	Living Room - (Room-4)	Business Centre	59/ (8.2 X 7.2 X 5.4)	18-30 May 2024
14	Atelier 3 (Room-5)	Office - ATCM Chairperson	62 / (9.1 x 6.9 x 4)	18-30 May 2024
15	Library (Room-6)	ATCM Working Group 1	49 / (7.1 X 6.9 X 4)	18-30 May 2024
16	Atelier 2 (Room-7)	ATCM Working Group 2	41/ (6.9 X 6 X 4)	18-30 May 2024
17	Green Room 1 (Room-8)	Translation Office	40/	18-30 May 2024
18	Green Room 2 (Room-9)	LOC/ Store	40/	18-30 May 2024

Annexes contain schematic layout plans for each of the halls and rooms. IT and AV services are only needed during specific dates. It's important to note that seating arrangements within the halls/rooms may be subject to change based on requirements.

4. Responsibilities of the Service Provider

The chosen service provider is required to ensure the provision and setup of all IT & AV equipment well in advance to the event's commencement. They are responsible for the operation, management, troubleshooting, and potential replacement of equipment in the event of any malfunctions during the meetings. Post-event, the provider should dismantle all equipment, leaving the premises in their original undamaged state. This includes the retrieval of all equipment within the day following the meeting's conclusion.

In addition to equipment setup, the primary responsibility of the agency is to identify potential issues preemptively, even before they come to the delegates' attention. In the week leading up to the event, this involves verifying that each user's workstation is correctly configured and ready for

use (updated, connected to the proper domain, printers accessible, etc.). Throughout the meeting, this responsibility extends to consistent monitoring of equipment functionality (workstations, microphones, floor calling system, etc.), as well as periodic tests of internet and Wi-Fi connectivity, with special emphasis on the morning session commencements. To account for any potential failures, it's recommended to have spare equipment (workstations, monitors, printers) on hand for swift replacement. [The meeting hall accessories, such as hybrid meeting setup, table, ergonomic chairs with and without headrest and flag post, are part of the service providers' responsibilities. They should follow the requirements given in Table 2 and Annexure II, along with the IT & AV equipment.](#)

5. Equipment and Services Deliverables

To arrange and coordinate the Antarctic Consultative Meeting on a grand scale, spanning across a sprawling venue comprising 18 diverse halls and rooms spread over two levels, accommodating a multinational gathering of approximately 300 participants, and necessitating an array of intricate IT and AV services, including the seamless facilitation of live discussions conducted in four distinct languages, the imperative is evident. This ambitious endeavor calls for an encompassing spectrum of requisites, encompassing high-speed internet connectivity, an array of sophisticated equipment, a skilled workforce, and astute management. These indispensable components are delineated in the ensuing subheads for comprehensive clarity.

5.1. Multilingual Live Discussions Management:

For real-time translation, interpretation, and transcription in four languages, the task of providing skilled manpower lies within the domain of the Antarctic Treaty Secretariat. The management of this aspect will be overseen by NCPOR. Meanwhile, the seamless integration of translation services to ensure fluid communication, along with the provisioning of essential infrastructure, falls under the purview of the IT&AV service provider. The detailed IT-AV equipment necessities are outlined in Table-2.

Furthermore, the requirement extends to creating temporary interpreter booths in Hall 1 and Hall 2. This responsibility is entrusted to the Service Provider, encompassing not only their fabrication but also their appropriate placement and integration with the communication setup. The specifications for these booths are as follows:

- Booth Dimensions and Quantity: Eight booths in total (four in Liwa and four in Vemenad) need to comfortably accommodate two interpreters each, including consoles (interpreting units), PC screens, and worktables for documents.
- Ventilation: Each booth should have sufficient fresh air supply, including a noiseless ceiling-mounted air conditioner (AC) with inlets and outlets ensuring proper air circulation.

- **Insulation/Soundproofing:** No sound interference should arise from other booths or the conference room. Doors, not curtains, should be in place for the booths.
- **Lighting:** Table lamps are crucial to enable interpreters to read documents or make notes even when room lights are off.
- **Visibility:** Large, clear windows should be at the front and sides of the booths, offering visibility into other booths and the conference room area. Non-reflective glass should be used for the windows.
- **Booth Placement:** The booths should be positioned at the back of the room, directly facing the rostrum. Interpreters need an unobstructed view of the rostrum and screens. There should be ample space behind the booths, and their placement shouldn't be near noisy areas to prevent interference.

5.2. Setting up High-Speed Internet Infrastructure:

The Service Provider is tasked with establishing both a local area network and a wireless network at the meeting premises, in collaboration with the Venue Management Team of Grand Hyatt Kochi Bolgatty and the Lulu Bolgatty International Convention Centre. Notably, the hotel will provide high-speed broadband internet access (400 Mbps x 2= 800 Mbps for redundancy).

The local area network, along with the WiFi setup comprising routers, switches, cabling, etc., must be sufficiently robust to handle bandwidth of up to 800 Mbps.

The importance of reliable Wi-Fi service has grown significantly for the success of ATCMs. Presently, delegates rely heavily on internet-based information services delivered in real-time. Numerous devices per delegate are expected to be connected, with seamless usability anticipated. Moreover, the decrease in printed documents elevates Wi-Fi connectivity as a noticeable and critical service provided to attendees by the host country. Given these factors, Wi-Fi service becomes a crucial aspect to address in ATCM planning.

The Service Provider's role extends to implementing an event-specific network and domain management, including tailored network configuration for event needs. Seamless integration and accessibility for attendees are paramount.

It's essential to structure the network in a manner where public internet use (Public Area and Wi-Fi access for delegates) doesn't impede services required by ATS workstations and staff. A recommended approach is to partition Internet services, allocating a minimum of 200 Mbps inbound for each segment.

For the Local Wired Network:

Access should be granted to all staff workstations.

Unique generic usernames must be created for each office workstation user.

Initial passwords may be uniform, but a Policy Rule enforcing password change at the first login is necessary.

For public areas and meeting room workstations, a shared generic username without a password can be used.

Firewall services, traffic prioritization, and network partitioning:

The capability to block potentially abusive applications, like file-sharing software, is crucial.

Prioritizing traffic based on permitted protocols optimizes resource utilization.

Unrestricted access to all Secretariat network services (including VPNs to Secretariat servers) is imperative.

A file server creation for file sharing among users and storage of scanned documents is mandated.

Wi-Fi Network:

Wireless hotspots encompass meeting rooms, meeting room lobbies, internet public areas, and offices.

The Service Provider should enable multi-radio enterprise quality Access Points (APs) in high-density zones. The challenge lies in managing limited interference-free channels in such areas. To counter this, enterprise quality APs designed to handle multiple connected devices in confined spaces should be utilized to mitigate RF interference.

Network design, configuration, and operation recommendations:

- Allocate ample time for planning, deployment, and testing.
- Incorporate redundancy and spare hardware.
- Implement bandwidth limits.
- Enable traffic shaping and prioritization.
- Start cautiously, easing restrictions gradually.
- Assure signal strength and availability.
- Check for interference issues.
- Continuously monitor network performance.
- Promptly communicate potential issues to address them proactively.

5.3. Broadcasting for External Viewers (Virtual Audience) upto 100 viewers

- 5.3.1. The inherent constraints that may hinder delegates from traveling to the host country necessitate a solution for enabling remote participation in the ATCM. To address this, the agency is expected to establish a broadcasting platform. This platform will permit additional registered Delegates to observe the sessions remotely, though without voice participation or requesting the floor, when the meeting is held in person.

- 5.3.2. Exclusively open sessions, those accessible to Consultative and Non-Consultative Parties, Experts, and Observers, should be broadcasted. Ideally, this broadcast should incorporate the flexibility of selecting from various language interpreting audio channels.
- 5.3.3. Users seeking access should undergo authentication, preferably via receipt of an email-based verification code prior to connection.
- 5.3.4. It is imperative that the internet bandwidth utilized for broadcasting sessions does not disrupt the local internet services provided to both staff and delegates.
- 5.3.5. It's crucial to clarify that this service provision should not be misconstrued as a hybrid format. A virtual audience setup is distinct from a hybrid format and serves a unique purpose.

5.4. Comprehensive Technical Support

To comprehensively cater to the spectrum of demands associated with the handling, management, and troubleshooting of a diverse range of equipment and bandwidth, the service provider assumes a multifaceted role that includes:

- 5.4.1. Round-the-Clock Technical Assistance: Ensuring uninterrupted technical support for all IT and AV facets, promptly addressing any issues to uphold seamless proceedings.
- 5.4.2. Skillful IT and AV Personnel Deployment: Ensuring the deployment of adept IT and AV personnel to facilitate smooth operations.
- 5.4.3. Adequate staffing for various event venue areas
- 5.4.4. Pre-Session Equipment Testing and Checks: Rigorously assessing equipment functionality prior to each session, pre-empting technical glitches and session delays
- 5.4.5. Dynamic Management for Evolving Needs: Exhibiting flexibility to adapt to changing requirements and unforeseen adjustments, with swift responses to unforeseen technical challenges.
- 5.4.6. Contingency Planning and Risk Mitigation: Formulating strategies to preempt potential technical risks and preparing for any unexpected eventualities.
- 5.4.7. Coordination with Top Table and Participants: Collaborating with top table officials to ensure seamless presentations and discussions, as well as assisting participants with their technical requirements.

5.5. Technical Manpower:

5.5.1. IT Coordinator: Playing a pivotal role in overseeing the IT services during the meeting, serving as the crucial link between the Secretariat and IT providers. This individual collaborates with the Deputy ES and IT Specialist of the AT Secretariat to ensure network, hardware, and software installations align with requirements. During the meeting, the IT Coordinator supervises IT service delivery. This role mandates an IT Specialist, preferably with experience in convention IT services, along with proficiency in network and server management in a Microsoft Windows environment. The IT Coordinator could also extend their oversight to AV services, or a separate position might be designated.

5.5.2. Printing Section Coordinator: Ensuring the timely provision of meeting documents through stewards, maintaining close coordination with the AT Secretariat and the Translation & Interpretation team. This role requires a comprehensive understanding of the meeting mechanics, document workflow, and associated requirements. Supervising the Printing Section Staff is also a critical aspect.

Throughout the meetings, the presence of two English-speaking IT support personnel is paramount. The first individual is exclusively devoted to the Host Country Secretariat (HCS), acting as a vital bridge between HCS and the IT & AV support team. This role involves seamless coordination and immediate resolution of urgent needs.

The second appointed individual is responsible for Hall 1 & 2. Their duties encompass communication with the top table steward, efficient management of tasks such as rearranging computers and screens during coffee breaks, and adeptly troubleshooting issues like internet and network disruptions.

Equipment and gadgets

To successfully execute the comprehensive task of integrating an extensive range of IT-AV services, the service provider must undertake the deployment of advanced AV equipment. This entails the installation of state-of-the-art audiovisual technology in all halls and rooms. Additionally, meticulous attention should be given to the setup of workstations, ensuring that each workstation is configured to perfection and fully operational. It is imperative to have backup equipment readily available for swift replacement in the event of any equipment failure, thereby minimizing disruptions to sessions and activities.

An indicative list of anticipated requirements is outlined in Table-2. Bidders are strongly advised to thoroughly review the suggested equipment list, including quantities, and provide their recommendations for necessary additions, deletions, or modifications during the pre-bid meeting. This collaborative approach will ensure that the final equipment configuration aligns seamlessly with the event's needs and technological standards.

Table. 2 Summary of Foreseen list of IT/AV equipment required at designated places.

Particulars	Hall-1 Liwa ATCM	Hall-2 Vem- banad CEP	Hall- 1B & 2B Foyer	Hall- 3 GBR3 ATS	Hall-4 GBR2 Rappor- teur	Hall- 5 GBR1 HCS	Hall-6 GrandSalon HoD	Room-1,2 &10 Bureau Meeting, Contact and Small group	Room- 3,5,6,7 Atelier 1,2,3 & Library	Room-8 Transla- tors Room (Green Room)	Room- 11 Printing Area	Total
Gooseneck Microphones for Delegates seated at the table (attached to floor calling system console)	79	70										149
Headphones for delegates seated at the Table (attached to floor calling system console)	79	70										149
IR headset - 1 floor + 4 languages with Transmitters & IR boosters	350	350										700
Conference Microphones with Sound System							37	60				97
Conference Webcam								1				1
Desktop projector or LCD Screen							1	1				2
Wireless and wired Internet	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Entire Area
AC sockets	80	80		10	10	10						190
Floor calling system	Yes	Yes										-
Sound System with delay speakers	Yes	Yes					Yes	Yes				-

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Intelligent Conference Management System Software	Yes	Yes										-
Auto Camera enabled Video screening of the speakers	Yes	Yes										-
LED Screens - 20ft X 11.5 ft for presentations, video projecting, and text editing	2	2										4
LED Screens - 16ft X 10ft for presentations, video projecting, and text editing	4	4										8
LCD Screens 55 inches for presentations, video projecting, and text editing	15	15		2	2	2						36
LCD Screens 65 inches for presentations, video projecting, and text editing	2	2										4
LCD Screens 55 (Connected to LR-1, LR-2 CCTV System)				2	2	2						6
Lighting for hall (RGBW LED Par, LED Batons, LED Par)	Yes	Yes										-
Workstation	3	3	11	8	8	11		6	6	2	2	60
Workstation with Dual Monitor				1	1	1						3
Network Laser Duplex Color Printer				1		1						2

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Network Laser Duplex B/W Printer	2	2	3	1	1	1		2	4	1	1	18
Multifunction Printer (High speed scanner)				1	1							2
Heavy Duty Printers											2	2
Interpreters Cabin	4	4										8
Table for Delegates (6ft.x 2.5ft x 2.5ft)	75	75	4	10	10	10	22		4	2		212
Ergonomic Chairs for Delegates	120	120	4	10	10	10	10	10	10	4	2	310
Ergonomic Chairs with Headrest	8	8	5				5		2			28
Flag post	30	30										60
Wire Managers	Yes	Yes										
Hybrid Meeting Setup at Main Meeting Hall (Software for video mixing and control of virtual meeting platform with branding.)	Yes	Yes										
Event Coverage at Main Meeting Hall and Venue (Digital Photographer and Videography)	Yes	Yes										

Note : Detailed specifications and Hall-wise/Room wise are given in Annexure IV Other Rooms (No IT required): Room 4- Business center (Living Room) and Room 9- Green Room 2: Store for HCS

TERMS AND CONDITIONS

GUIDELINES

Following are the guidelines to provide a comprehensive understanding of the procedures and requirements that govern the submission and evaluation of proposals. By participating in this process, bidders acknowledge their commitment to comply with these terms, ensuring a fair and transparent evaluation process. We encourage bidders to carefully review and understand these terms before submitting their proposals. The successful bidder will be required to enter into a contract with NCPOR, which shall incorporate the terms and conditions outlined in this RFP document. Bidders are advised to consider these terms not only for the proposal stage but also for the entire project duration. The alignment of contract terms with those of this RFP is intended to maintain consistency and ensure seamless execution.

1. IMPORTANT DEADLINES:

Interested bidders must ensure the timely submission of their proposals. The important deadline for clarifications and provided in the table below. Proposals received after this deadline will not be considered.

Last date of submitting queries on RFP	27 November 2023
Pre-bid Meeting for clarification	05 December 2023
Last Date for submission of Proposal (Technical & Financial Bid)	15 December 2023 before 17:00 Hrs IST

For any queries email: loc-atcm46@ncpor.res.in

2. EVALUATION OF PROPOSAL / BID:

Proposal(s) complete in all respect received before the deadline shall be evaluated in a two-step process, Step 1: The Eligibility Evaluation and Step 2: The Techno-Commercial evaluation. Only bidder(s) who meet the Eligibility Evaluation criteria will proceed to Step 2, the Techno-Commercial Evaluation.

2.1. Step 1: The Eligibility Evaluation:

This will examine the bidder's experience, qualifications, and their capability to meet the project requirements.

Eligibility Criteria and Mandatory documents in support

Bidders are required to meet the eligibility criteria outlined in the RFP document (refer Annexure I). Bidders must provide copies of the documents to support their eligibility. Failure to submit the relevant document(s) will result in disqualification from further process of evaluation.

SL. No.	Eligibility Criteria	Mandatory Documents in Support
1.	The bidder must be a duly constituted entity under Indian Laws.	Certificate of Incorporation issued by the Registrar of Companies/Partnership deed/any such document issued by a competent authority.
2.	The bidder must have a successful track record of organizing IT and AV services support, including virtual online platforms, for an Integrated Solution for Information, Communication, and Audio-Visual Platform, including equipment and personnel.	Work orders and work completion certificates in physical or electronic formats for past events organized during the last three financial years
3.	The bidder must have organized Conferences for Government of India Departments/ Organizations and Associations with multilingual support.	Work orders and work completion certificates in physical or electronic formats for the past event(s) organized for Government of India Departments/ Organizations/ PSU/ Autonomous Bodies of the Government of India with multilingual (minimum 4 languages) support.
4.	The bidder must not have been blacklisted/ barred/ disqualified by the Government of India /PSUs, etc.	Self-declaration on the bidder's letterhead confirming that the bidder has not been blacklisted/ barred/ disqualified by the Government of India/PSUs.
5.	The bidder must have a strong financial standing that enables them to undertake and manage a project of this scale without encountering any financial obstacles during the implementation phase.	Copies of turnover details for the last three years including Profit and Loss statement certified by CA and Audited Balance sheet till March 2023. Relaxation can be given in turnover limit during COVID-19 years 2020-2021.

2.2. Step 2: The Techno-Commercial Evaluation

This process will adhere to the Combined Quality cum Cost Based System (CQCCBS). This evaluation will gauge the Techno-Commercial capabilities of the bidder using a predefined scoring system, which includes an in-person presentation on the comprehensive implementation strategy. (refer Annexure III).

The Techno-Commercial Format referred to as Annexure III has two sections, Section-A for evaluation of Technical Competence and Section-B for evaluation of Implementation Strategy.

2.2.1. Techno-Commercial Section-A:

The Bidder may be called for presentation on the basis of his performance in Section A. Minimum score of 75% in Section-A (Annexure III) shall qualify for In-Presence Presentation for Assessment by an expert panel comprising management and technical experts. Bidders scoring less than 75% shall not be considered.

2.2.2. Techno-Commercial Section-B:

An in-person presentation outlining a comprehensive implementation strategy for successfully delivery of IT and AV services. This includes support for a minimum of four languages, virtual online platforms, and the integrated Information, Communication, and Audio-Visual Platform, covering both equipment and personnel. Assessment by an expert panel comprising management and technical experts.

The “Combined Quality cum Cost Based System” (CQCCBS) evaluation criteria explained below shall take into account the Value of the Commercial Bid (Annexure II), Score of Section-A and Section-B of the Techno-Commercial Bid (Annexure III).

$B = [(T/T_{high}) * (1-X)] + [(C_{low}/C) * X]$
Where,
C = Evaluated Bid Price
C _{low} = the lowest of all Evaluated Bid Prices among responsive Bids
T = the total Technical Score awarded to the Bid
T _{high} = the Technical Score achieved by the Bid that was scored best among all responsive Bids
X = weightage for the total quoted Cost shall be 20%

3. HOW TO APPLY

3.1. Earnest Money Deposit:

- 3.1.1. The bidder shall submit an Earnest Money Deposit (EMD) of ₹ 7,50,000/- (Rupees Seven Lakhs Fifty Thousands Only) in the form of Insurance Surety Bonds/ Account Payee Demand Draft/ Fixed Deposit Receipt/ Bank Transfer Receipt in favour of NCPOR/ Banker's Cheque/ Bank Guarantee with validity of 90 days beyond the final bid validity period from any of the commercial banks in favour of NCPOR/ Goa as a “Guarantee of Intent” against premature withdrawal of bid before the conclusion of the RFP process. The amount of EMD will bear no interest and shall be returned to the bidder within 30 days of the award of the contract to the successful bidder.

The EMD would be forfeited:

- 3.1.1.1. In case the bidder is found in breach of any condition(s) of this RFP.
- 3.1.1.2. If a bidder withdraws its bid during the period of bid validity.
- 3.1.1.3. In case the agency is found in breach of any condition(s) of this RFP.
- 3.1.1.4. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.

3.2. Submission of Proposal / Bid:

- 3.2.1. **The proposal/ bid cover/ envelop must** be addressed to the Director, National Centre for Polar and Ocean Research, Headland, Sada, Vasco-Da-Gama, Goa

403804. This should be clearly marked as a **“Proposal for IT and AV services for ATCM 2024”**. This cover must contain an introductory letter on the letterhead addressed to Director, National Centre for Polar and Ocean Research along with two separate and sealed envelopes containing **“Cover-1 Eligibility Documents”** and **“Cover-2 Techno-Commercial Documents”**

- 3.2.2. **Cover-1 Eligibility Documents:** This Cover must contain Annexure I satisfying Eligibility Criteria with Supporting Documents (duly filled and signed by the authorised signatory) and EMD of requisite amount. Proposal not accompanying EMD shall be summarily rejected.
- 3.2.3. **Submission of Cover-2 Techno-Commercial Documents:** Cover-2 should include the completed Technical Evaluation Format (Annexure-III) along with any relevant specifications and necessary supporting documents. Additionally, the **Commercial Bid Format or Bill of Quantities (Annexure-II) must be enclosed in a sealed cover clearly labelled as "Commercial Bid/ BOQ."** Proposals that present the Commercial Bid/BOQ (Annexure-II) openly, without sealing it in a cover, will be summarily rejected.

4. AWARD OF CONTRACT & PAYMENT TERMS

Responsive Bidders meeting the Eligibility Criteria shall be evaluated on the basis Combined Quality cum Cost Based System (CQCCBS) on their Techno-Commercial Scores. The Bidder with highest score shall be awarded the contract for providing ***“Services for Integrated Solution for Information, Communication, and Audio-Visual Platform, Including Equipment and Personnel for the XLVI Antarctic Treaty Consultative Meeting and XXVI Committee for Environmental Protection”*** under following conditions.

- 4.1. The contract will be awarded to the responsive Bid with the highest evaluated Bid Score (B). In the event of a tie, preference will be given to the Bid with the lower financial bid to secure the contract.
- 4.2. Upon determination of the successful bidder, they will be promptly notified via email and by post through a Letter of Intent. Following this, the successful bidder will be required to provide a performance bank guarantee equivalent to 10% of the total agreed cost and formalize a contract with NCPOR.
- 4.3. In terms of payment, the successful bidder will receive an advance payment of twenty percent (20%) of the total financial bid amount, which will be processed 60 (sixty) days before the scheduled date of the event. This advance shall be released on extension of the validity of the EMD amount or resubmission of the EMD amount with a validity period of 45 days beyond the conclusion of the event. The remaining balance of the total financial bid amount will be disbursed within 30 days after the conclusion of the event upon submission of the final invoice. All payments will be subject to applicable Tax Deducted at Source (TDS) as per the prevailing rules at the time of payment.

5. GENERAL TERMS & CONDITIONS

- 5.1. **Receipt of Bids:** NCPOR shall not be held responsible for any instances of non-receipt of proposal, particularly due to factors such as postal delays or holidays. Proposal received after the due date and time shall be summarily rejected.
- 5.2. Interested bidders should submit their bid /proposal on or before the due date to the Director, National Centre for Polar and Ocean Research, Ministry of Earth Sciences, Government of India, Headland Sada, Vasco-da-Gama, Goa 403 804, India

- 5.3. Bids received over email or in unsealed or open or torn envelopes or addressed to anyone other than Director, NCPOR shall be summarily rejected.
- 5.4. **RFP Modification:** NCPOR retains the right to make alterations to the Request for Proposal (RFP), and notifications regarding such changes will be posted on the official NCPOR website. Bidders are advised to consistently monitor the website for updates prior to the submission deadline.
- 5.5. **Conformance to RFP Requirements:** Bids that do not align with the stipulated RFP requirements shall be disregarded. However, it's important to note that NCPOR reserves the prerogative to waive certain RFP requirements under specific circumstances.
- 5.6. **RFP Cancellation:** NCPOR holds the authority to terminate the RFP process before awarding a contract, without incurring any obligations or liabilities. The decision for cancellation might arise due to factors like shifting service needs, unclear project scope, unsatisfactory proposed fees, and more.
- 5.7. **Bid Verification and Rejection:** NCPOR has the discretion to scrutinize bid information and reject any submissions that are deemed incorrect or inconsistent. This assessment may occur during or after the selection process.
- 5.8. **Proposal-Related Costs:** Bidders are accountable for any costs associated with preparing their proposals. NCPOR cannot be held responsible for these expenses, regardless of the final selection outcome.
- 5.9. **RFP Page Authentication:** It is imperative to sign and stamp all pages of the RFP. This should also include the signature of the Authorized Signatory. Additionally, it is essential to provide an authority letter confirming the authorization of the designated signatory.
- 5.10. **Permission and Clearances:** The bidder bears the responsibility of acquiring essential clearances from pertinent government authorities for event organization, should they be deemed necessary. Furthermore, the bidder is required to furnish a declaration of acceptance along with the bid.
- 5.11. **Dispute Resolution:** Any disputes or differences that arise from matters related to the RFP document will be addressed through a designated dispute resolution mechanism. The ultimate authority to make decisions rests with the Director of NCPOR, and such decisions will be considered both final and binding. It is important to note that all disputes will fall within the exclusive jurisdiction of courts situated in Goa.
- 5.12. **Liquidated Damages and Compensation Clause:** The appointed Agency shall professionally perform its obligations. In case of delay in the execution of the assigned work to the agency, NCPOR may impose a penalty as per the penalty terms of this RFP (subject to a maximum of 10%). If the delay is beyond the stipulated time or the quality of products is sub-par, then NCPOR may annul the project and shall be free to get it done from other agencies at the risk and costs of the appointed agencies. NCPOR may debar and blacklist these agencies for applying in its future events for a period of 3 years.

The performance evaluation will be done on the basis of:

- 5.12.1. Timely mobilization of resources.
 - 5.12.2. Preparation of venue and meeting set up in accordance with the timelines indicated by ATCM-2024 Organizing committee / Secretariat.
 - 5.12.3. On site validation, quality checks & controls and evaluation by designated officials of products used.
 - 5.12.4. Production of certificate of quality if so desired by officials.
 - 5.12.5. Manpower support and efficient coordination with NCPOR.
 - 5.12.6. NCPOR reserves the right to claim compensation to cover its losses for organizing the rest of the events at a higher rate in case of non-performance or IT and AV Management Company rendering services that are not at par leading to termination of the contract. NCPOR may also recover the extra expenses that need to be borne by NCPOR in case a new IT and AV Management Company has to be hired at a higher rate in case of non-performance of IT and AV Management Company.
- 5.13. **Penalty Clause:** If at any future point of time it is found that the IT and AV Management Company has submitted information which is factually incorrect or if the IT and AV Management Company does not fulfil any of the contractual obligations, the NCPOR may take a decision to cancel the contract with immediate effect, and/or debar the bidder from bidding prospectively in this and all other tender procedures for a period to be decided by the NCPOR and take any other action as deemed necessary.
- 5.13.1. The penalty with respect to its time period and quality of products shall be quantified by the NCPOR at its own discretion/satisfaction.
 - 5.13.2. It would be first and foremost the responsibility of the contractor to ensure that the services are being provided satisfactorily and contract is executed as per agreed terms and conditions.
 - 5.13.3. In case of delayed or unsatisfactory services the NCPOR may impose a penalty as per the Performance matrix detailed below:
- | Problem | Penalty per instance |
|---|----------------------|
| I. Problems in the interpretation system (Automated mic and Camera symbolization) | ₹ 5 lakh |
| II. Problems in the sound system (below optimum quality, echo, etc.) | ₹ 5 lakh |
| III. Problems in computers, peripherals | ₹ 1 lakh |
| IV. Problems in internet networking | ₹ 5 lakh |
| V. Problems display LED units | ₹ 4 lakh |
- 5.14. By participating in this process, bidders acknowledge and accept these General Terms and Conditions, and any deviations or non-compliance may result in disqualification. The decision of the evaluation committee will be final and binding. Bidders are also requested to provide an undertaking that the information provided is accurate and complete.

ANNEXURE-II

(TO BE SUBMITTED WITH FINANCIAL BID- COVER-2)

Services for Integrated Solution for Information, Communication, and Audio-Visual Platform,
Including Equipment and Personnel
XLVI ATCM & XXVI CEP

FINANCIAL BID FORMAT

The Quotes should be submitted in the following format:

- Bidders should quote in Indian Rupees only.
- Bidders are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted prices.
- Bidders can avail "Optional Additions," enabling to include items across various categories that they deem essential for the project's successful execution. These additions can be specified clearly and included as separate line items. Bidders have the flexibility to include as many necessary items as needed, each being distinct and clearly defined within the structure. This approach allows for a comprehensive and transparent representation of potential requirements beyond the initial recommendations.
- Each page must be endorsed by authorised signatory of the bidder/ company.

[1] Serial Number	[2] Suggested Item(s)	[3] Suggested Quantity	[4] Quoted Quantity	[5] Unit Rate (₹)	[6] Amount (₹) [4] x [5]	[7] Tax Rate (%)	[8] Tax Amount (₹) [6] x [(%)]	[9] Total Amount (₹) [6] + [8]
0	Example Item - XX	10	12	₹ 50.00	₹ 600.00	15%	₹ 90.00	₹ 690.00
AV-0	Audio-Visual							
AV-1	Gooseneck Microphones (connected to floor calling console)	149						
AV-2	Headphones for Table (connected to floor calling console)	149						

ANNEXURE-II

(TO BE SUBMITTED WITH FINANCIAL BID- COVER-2)

AV-3	IR headset with Transmitters & IR boosters (Multichannel -4 Language option)	700						
AV-4	Conference Microphones with Sound System	97						
AV-5	Conference Webcam	1						
AV-6	Floor calling system	-						
AV-7	Sound System with delay speakers, controllers, Mixers, Amplifiers (As Per room Requirement)	-						
AV-8	Auto Camera enabled Video screening of the speakers.	14						
AV-9	LED Screens – 16 ftX 10ft for presentations, video projecting, and text editing – (with 2.6mm to 2.9mm pitch, including riser, switchers, processors etc)	8						
AV-10	LED Screen – 20ft x 11.5 ft for main stage (with 2.6mm to 2.9mm pitch, including riser, switchers, processors etc)	4						
AV-11	LCD Screens 55 inches for presentations, video projecting, and text editing	36						
AV-12	LCD Screens 65 inches for presentations, video projecting, and text editing	4						
AV-13	LCD Screens 55 (Connected to LR-1, LR-2 CCTV System)	6						
AV-14	Switching system Barco with 4K inputs also. For presentations, camera feed, and other connectivity	4						
AV-15	Hybrid Meeting Setup at Main Meeting Halls for up to 100 remote attendees, including software for video mixing and control of the virtual meeting platform with branding.	2						

ANNEXURE-II

(TO BE SUBMITTED WITH FINANCIAL BID- COVER-2)

AV-16	<i>Any other AV equipment which vendor things is required please specify so as to the smooth working of the conference. Also list of all relevant operators and their credentials to be mentioned</i>	As Needed						
EL-0	Electrical accessories for supporting 160 points							
EL-1	Illumination Lights	-						
EL-2	AC sockets							
EL-3	Sockets & switches							
EL-4	Extension Board(s) multiple 5- & 15-Amp sockets							
EL-5	Wire Managers							
EL-6	<i>Optional Additions (items) under Electricals considered necessary to be specified.</i>							
NW-0	Network- Wireless /wired Internet supporting 50,000 sq. mt. across 2 floors							
NW-1	Intelligent Conference Management System Software	-						
NW-2	Router (s)							
NW-3	Managed Switch(s)							
NW-4	Firewall							
NW-5	Access Points (AP's)							
NW-6	CAT 6 cables							
NW-7	Power over Ethernet (PoE) Switches:							

ANNEXURE-II

(TO BE SUBMITTED WITH FINANCIAL BID- COVER-2)

NW-8	Network Cabinets/Racks							
NW-9	<i>Optional Additions (items) under Networks considered necessary to be specified.</i>							
OE-0	Office Equipment- Computers/ Printer / Scanner							
OE-1	Desktop projector (Full HD 1920 x 1080 for presentations and videos, or WXGA 1280 x 800) / LCD Screen (Full HD 1920 x 1080 with 120Hz or 144Hz refresh rate)	2						
OE-2	Workstation with Dual Monitor (Intel Core i5 or AMD Ryzen 5, 2.5 GHz to 3.5 GHz; 32 GB RAM, 512GB SSD, USB-C, USB 3.0/3.1, HDMI, DisplayPort, and audio jacks)	60						
OE-3	Workstation with Dual Monitor	3						
OE-4	Network Laser Duplex Colour Printer (1200 x 1200 dpi, 40 PPM, Ethernet connectivity)	2						
OE-5	Network Laser Duplex B/W Printer (1200 x 1200 dpi, 40 PPM, Ethernet connectivity)	18						
OE-6	Multifunction Printer (High speed scanner) -(1200 x 1200 dpi, 40 PPM, Ethernet connectivity) (60-80 images per minute at 600x600)	2						
OE-7	Heavy Duty Printers (1200 x 1200 dpi, 60-100 PPM, Ethernet connectivity, Multiple high-capacity input trays 1000-2000 sheets.)	2						
OE-8	<i>Optional Additions (items) under Office Equipment considered necessary to be specified.</i>							

ANNEXURE-II

(TO BE SUBMITTED WITH FINANCIAL BID- COVER-2)

IC-0	Interpreter Cabin							
IC-1	Soundproof, wooden/fiber booth with large double glass window, proper ventilation, electrical fixtures. Big enough to accommodate 2 persons, table space for AV consoul documents etc.	8						
IC-2	<i>Optional Additions (items) under Interpreter's Cabin considered necessary to be specified.</i>							
HA-0	Hall Accessories							
HA-1	Table for Delegates (6ft.x 2.5ft x 2.5ft)	212						
HA-2	Ergonomic Chairs for Delegates	310						
HA-3	Ergonomic Chairs with Headrest	28						
HA-4	Flag post	60						
OC-0	Other Charges							
OC-1	Manpower (Managers, Technicians, Operators, Photographers, Videographers, support staff etc)							
OC-2	Management Overheads							
OC-3	<i>Optional Additions (items) under Other Charges considered necessary to be specified.</i>							
	Grand Total							

ANNEXURE-II

(TO BE SUBMITTED WITH FINANCIAL BID- COVER-2)

- *Col-3. Suggested Quantity: States the recommended or initially suggested quantity of each item/service. This quantity serves as a reference point for pricing.*
- *Col-4. Quoted Quantity: Indicate the quantity of each item/service that the service provider is quoting for. This quantity might be the same as the suggested quantity or may vary based on the provider's proposal.*
- *Col-5. Unit Rate: Cost per unit for each item/service. This rate corresponds to the pricing of one unit of the specified quantity.*
- *Col-6. Amount: Calculated cost for each line item by multiplying the unit rate with the quoted quantity.*
- *Col-7. Taxes rate: If applicable, such as GST etc. that need to be applied to the calculated cost amount. Clearly mention the tax rate.*
- *Col-8. Taxes: Amount worked out by calculating the tax amount for each line item.*
- *Col-9. Total: Sum up the total amounts of each line items, including taxes if applicable, to arrive at the overall total.*
- *Grand Total: Sum up the total amounts of all line items, including taxes if applicable, to arrive at the overall grand total. This figure represents the total cost of the entire proposal.*

(Bidders Signature & the Seal of the Company)

Annexure I

Services for Integrated Solution for Information, Communication, and Audio-Visual Platform,
Including Equipment and Personnel
XLVI ATCM & XXVI CEP

Step-1: Eligibility Evaluation.

Eligibility Requirement(s)	Eligibility Validation (Yes / No)	Documents in Support of Eligibility (Yes/ No)
1. Bidder is a duly constituted entity under Indian Laws.	(Yes / No)	1. 2. 3. 4. ...
2. Bidder has successfully organized IT and AV services with multilingual (minimum 4 languages) support, including virtual online platforms, for an Integrated Solution for Information, Communication, and Audio-Visual Platform, including equipment and personnel.	(Yes / No)	1. 2. 3. 4. ...
3. Bidder has organized Conferences for Government of India Departments/ Organizations and Associations with multilingual (minimum 4 languages) support.	(Yes / No)	1. 2. 3. 4. ...
4. Bidder has not been blacklisted/ barred/ disqualified by the Government of India/ PSUs, etc.	(Yes / No)	1. 2. 3. 4. ...
5. Bidder has a strong financial standing that enables them to undertake and manage a project of this scale without encountering any financial obstacles during the implementation phase.	(Yes / No)	1. 2. 3. 4. ...

Annexure III

Services for Integrated Solution for Information, Communication, and Audio-Visual Platform,
Including Equipment and Personnel

XLVI ATCM & XXVI CEP

Step-2: Techno-Commercial Evaluation

SL. No.	Bidders Performance Index and Marking Criteria	Marks Obtained	List of Documents in Support of Bidder's Claim along with Copies annexed .
Section-A			
1.	Verifiable experience in delivering conference support services for Information, Communication, and Audio-Visual Platforms, including equipment provision and personnel management. <ul style="list-style-type: none"> 10 Marks for more than 15 years. 08 Marks for more than 10 years. 05 Marks for more than 05 years. 02 Marks for less than 05 years. 	Not to be filled.	1. 2. 3. 4. -. -. -.
2.	Average Turnover for last three years. <ul style="list-style-type: none"> 10 Marks for turnover greater than Rs. 25Cr. 08 Marks for turnover greater than 15Cr. 05 Marks for turnover greater than 10Cr. 02 Marks for turnover greater than 05Cr. 00 Marks for turnover less than 05Cr. 	Not to be filled.	1. 2. 3. 4. -. -.
3.	Total events organized in the last three years ending on March 31, 2023 with multilingual support in a minimum of 4 languages. <ul style="list-style-type: none"> 10 Marks for more than 25 events. 08 Marks for more than 15 events. 05 Marks for less than 15 events. 	Not to be filled.	1. 2. 3. 4. -. -.
4.	Relevant events organized for Government Departments/ Organizations, Public Sector Undertakings (PSUs), and Autonomous Bodies in the last three years ending on March 31, 2023. <ul style="list-style-type: none"> 10 Marks for more than 15 events. 08 Marks for more than 10 events. 05 Marks for less than 10 events. 	Not to be filled.	1. 2. 3. 4. -. -.
5.	Number of online/virtual events conducted in the last three years, up to March 31, 2023. <ul style="list-style-type: none"> 10 Marks for more than 5 events. 08 Marks for more than 3 events. 05 Marks for less than 3 events. 	Not to be filled.	1. 2. 3. 4. -. -.
Score of Section-A (1 to 5) <ul style="list-style-type: none"> Score greater than 75% within the range of maximum and minimum scores of all eligible bidders will be invited for an in-person presentation. 		Not to be filled.	Not to be filled.

Section-B (In-Person Presentation)			
6.	Understanding and comprehension of event needs, a holistic work plan, and the conceptualization of the meeting's execution. ▪ <i>Max Marks: 20</i>	Not to be filled.	Not to be filled.
7.	Innovative technical solutions for the smooth and successful execution of the meeting. ▪ <i>Max Marks: 10</i>	Not to be filled.	Not to be filled.
8.	Utilization of efficient technology and its impact on improvement. ▪ <i>Max Marks: 05</i>	Not to be filled.	Not to be filled.
9.	Core Team Structure - Including Details and Single Point of Contact (SPOC), Event Manager. ▪ <i>Max Marks: 05</i>	Not to be filled.	Not to be filled.
10.	Key Components and Elements to Be Deployed for the Event. ▪ <i>Max Marks: 05</i>	Not to be filled.	Not to be filled.
11.	Selection and Deployment of Conference Software. ▪ <i>Max Marks: 05</i>	Not to be filled.	Not to be filled.
Score of Section-B (6 to 11) ▪ <i>Maximum Marks 50. Based on assessment by an expert panel.</i>		Not to be filled.	Not to be filled.
Section-C (Total Cost as per BOQ)			
12.	Total Quoted Commercial Value as per BOQ Annexure-II (Sealed Cover)	Not to be filled	Not to be filled.
Total Score of Section-A, Section-B and Section-C (1 – 12) ▪ <i>Combined Quality cum Cost Based Score (CQCCBS) with 80% weightage for quality (Section A & B) and 20% for cost (Section C)</i>		Not to be filled.	Not to be filled.

[A] Detailed IT/AV requirements at different designated places are listed below.


Hall 1 serves as the main hub for ATCM's Plenary and Working Group meetings. The room is designed to accommodate delegates from consultative parties, non-consultative parties, ATCM Observers, and Experts, including a top table for the Chair (six people). A schematic layout for Hall 1 is shown in Fig.1




ANNEXURE IV

The room's functionalities are heavily reliant on its robust IT/AV capabilities. Strong, stable internet connectivity, state-of-the-art audio-visual and floor calling system, adequate lighting, etc. are imperative to its operation. Specific IT/AV requirements for Hall 1 are listed in Table. 3.

Table 3. IT/AV Requirements for ATCM working group meeting (LIWA) - HALL 1

Sl. No.	Particulars	Quantity	Days	Remarks
1	Microphones for 29 Delegates at the Front Row	29	13	 <p>The Microphones should be attached to the floor calling system console at the delegate's table. Requirements for the Floor Calling system is described at Sl. No. 9</p> <p>Specification: The GSM Immune Gooseneck Microphone with unidirectional/ cardioid polar pattern. With Screw Lock Connector for easy connection with Chairman / Delegate units. Length of gooseneck should be minimum 500mm or more. Light Ring with Dual LED illumination to get active as per the selected mode of microphone Mute / Unmute. The Unit should be integrated with the Floor calling system. Digital Display on the unit : Optional</p> <p>Unit should be CE Certified.</p>
2	Microphones for 44 Delegates at the Third Row	44	13	Same as above
3	Microphones for the Chair, Secretary, and others at the top table	6	13	Same as above

ANNEXURE IV

4	Headphones for delegates seated at the Table	79	13	 <p>The Headphones should be attached to the floor calling system console at the delegate's table. Requirements for the Floor Calling system are described at Sl. No. 9. The floor Calling system console at the Delegate's table should have the functionality to select a preferred channel (language) for listening through the headphones.</p> <p>Specification: Lightweight Stereo Headphone with Adjustable headband. Rotating ear cups with replaceable foam ear pads. Sensitivity: 105 dB/mW. THD @ nominal level < 0.3% (200-2,000 Hz). Frequency range: 20-20,000 Hz. 1.5 m connection cable with 3.5 mm stereo jack connector. The unit has to be integrated with the Floor calling system, that has 4 to 5 channel minimum for language selection.</p> <p>Unit should be CE Certified.</p>
5	IR headset - 1 floor + 4 languages with Transmitters & IR boosters / Radiator	350	13	<p>Multi-Channel IR headset for listening in the preferred language</p> <p>Specification:</p> <p>IR headset: Stereo Headphone with Adjustable headband. Rotating ear cups with minimum 4 to 8 channel selection option.</p> <p>IR Transmitter: Should be integrated with the IR Headset / Booster or Radiator transmitting high quality sound in all channels. Capable of distributing a Minimum of 4 to 16 channels/languages.</p> <p>IR Booster/ Radiator: Should be integrated with IR headset and Transmitter. The unit should transmit up to minimum of 4 channels in high audio quality by means of invisible light, enabling delegates to listen to the interpreted languages by means digital IR headset.</p>

ANNEXURE IV

6	Wireless internet for delegates and wired network access for the top table	N/A	13	More information under Section 12 Other IT/AV Requirements (Network and Internet connection)
7	AC sockets	80	13	AC sockets for each delegation and top table staff are to be provided and be securely and evenly distributed across the meeting rooms, avoiding serial connections.
8	A recording (in mp3 or similar compressed file type) of the English and original language (raw channel) of each session	N/A	13	The recordings will be provided to the Secretariat staff at the end of the sessions of every day
9	Floor calling system with multilingual support (4 languages)	1	13	This microphone queuing system allows delegations to ask for the floor from the delegation microphones. The ordered list of requests for the floor is shown on a monitor on the Chair's table. The system should allow the secretary to select which delegation to give the floor to (even if not the first on the list) and to cancel any request for the floor. The system should also allow delegates to cancel their request for the floor and should allow delegates to see which delegations have asked for the floor (but not the lists of requests).
10	Sound System with delay speakers	N/A	13	<p>The system needs to be integrated with audio relayed from the Mic systems, and PA system. Audio check should be done to check for Echo, reverbs, and any form of distortions.</p> <p>Specification: The system must include Centre Fill, side fill, delay speaker, Tripod Stand for speakers, Digital Audio Mixer, Amplification, DI Box, stage monitor</p>
11	Intelligent Conference Management System Software	N/A	13	

ANNEXURE IV

12	Video screening of the speakers		13	A minimum of 6 to 8 FHD Auto Camera System with preset option shall be used for Video screening of the speakers seated both in the first and third rows, and video projection through the screens mentioned in Serial No. 10 and 11, and 12 should be implemented, considering the greater distances between seats in large rooms. In addition, there should be a minimum of 2 FHD fixed/manual cameras. The name of the Party of the speaker is to be shown at the bottom of the screens in synchronization with the floor calling system, since video camera angles could make neighboring signs and flags give misleading information. There should be a simultaneous screening of the speaker on all the screens.
13	LED Screens - 16ft X 10ft for presentations, video projecting, and text editing	4	13	Screens should be set up in such a way that a sheet of text projected on them is visible to all people seated. screens should be placed on the sides of the room (Two on each side depending on the size of the room and the screens). Specification: LED Screen (2.6 MM to 2.9MM pitch with controller, including LED riser, watch out server, Led processor, switcher etc)
14	LED Screens - 20ft X 11.5 ft for presentations, video projecting, and text editing	2	13	Screens should be set up in such a way that a sheet of text projected on them is visible to all people seated. Two large (LED or projection) screens must be placed in the front of the room, behind the Chair's table. Specification: LED Screen (2.6 MM to 2.9MM pitch with controller, including LED riser, watchout server, Led processor, switcher etc)

ANNEXURE IV

15	FHD/UHD LCD Screens 55 inches for presentations, video projecting, and text editing	15	13	<p>LCD screens (55 inches or larger) should be placed in the middle of the room facing delegates in the front row. The room layout will determine the number of screens needed. Two LCD screens (55 inches) should face the interpreter booths.</p> <p>Specification: FHD/UHD LCD Screens 55 inch, the screens should be integrated with the Camera console and systems to have same display on all the other screens. The Screens should be mounted on the floor at proper viewing angle for the delegates seated in front of them.</p>
16	FHD/UHD LCD Screens 65 inches for presentations, video projecting, and text editing	2	13	<p>Two larger size LCD screens (65 inches) should face the Chair's table.</p> <p>Specification: FHD/UHD LCD Screens 65 inch, the screens should be integrated with the Camera console and systems to have same display on all the other screens. The Screens should be mounted on the floor at proper viewing angle for the delegates seated in front of them.</p>
17	Lighting for hall	N/A	13	<p>The lighting of the room should be configured in such a way that does not bother the people seated. As a result, the lighting levels could be dimmer than usual for video standards. In addition, it should be possible to further darken the room during multimedia presentations. If the room has windows, it is helpful if either blinds or curtains can be used to help darken the room.</p>

ANNEXURE IV

18	Workstation	3	13	<p>Intel i Type or AMD Multi-Core Type Processor (The year of manufacturing should not be older than 2020) at least 16 GB RAM at least 256 GB Hard disk</p> <p>Frontal USB ports or USB extension cable</p> <p>Frontal headphone and mic connector</p> <p>English keyboard</p> <p>23" or larger Monitor</p> <p>MS Windows 10 English MS Office 2017 (or newer) with 2003 compatibility Adobe Reader Updated Antivirus</p> <p><i>Note: Additional PC may be required for Intelligent Conference Management System/Floor calling system for internal use by IT service provider.</i></p>
19	Network Laser Duplex B/W Printer	1	13	
20	Virtual meeting streaming platforms			Enterprise subscription with capacity to streaming HD quality meeting video to 100 people on cloud to connect via virtual link.
21	All other Digital, Audio, Cable, cable management systems, Electronic/Electric commitments. Operators/ Technicians	N/A	13	To be arranged by the event management firm.
22	Delegate Tables (6ft x 2.5ft x 2.5ft)	75	13	
23	Ergonomic Chairs for Delegates	120	13	Specification: Mid-back Revolving Chair of size 760mm W x 760mm D x 850-970 mm H, with with cushioned seat and Mesh back. Chairs should not have visible scratches or disfigurement. Chairs should have stability checked for seating persons upto 150Kgs.

ANNEXURE IV

24	Ergonomic Chairs with Headrest	8	13	Specification: High-back with hear rest revolving Chair of size 760mm W x 760mm D x 850-970 mm H, with with cushioned seat and Mesh back. Chairs should not have visible scratches or disfigurement. Chairs should have stability checked for seating persons upto 150Kgs.
25	Country Flag Tall Stand	30	13	Brass polished stand size as per protocol(8 feet). Flag will be supplied
26	Interpreters Cabin	4	13	Height of 8 feet: 3 feet height glass window on three sides: Effective ventilation: Inbuilt table on front side of 2 feet width with two electrical points built into table. The Cabin should include ergonomic chair and should have proper lighting. The cabin should also have Microphones, Headset, Display monitor, integrated with the system for live language translation and relay on specific language based channels.

Please note that all the cables and wires in HALL -1 should be properly concealed. IT/AV arrangements will be required during 18-30 May 2024 (13 days). All the necessary setup should be completed by 16:00 on 19 May 2024 followed by a live demo of the entire set-up.

2. IT/AV Requirements CEP Meeting - (Vembanad) - HALL 2

Hall 2 functions as the primary space for the Committee for Environmental Protection (CEP) Meetings in the first week and ATCM Working Groups in the second week. A schematic layout for Hall 2 is provided in Fig. 2.

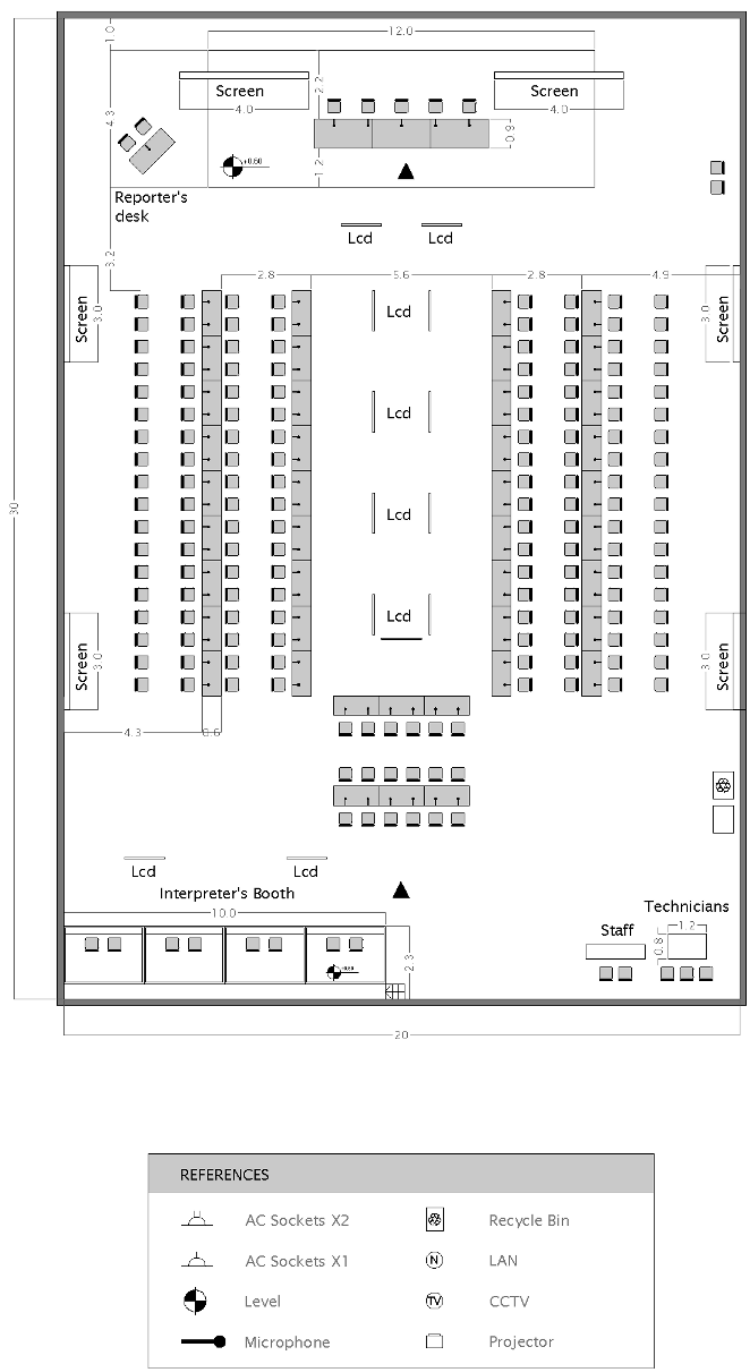




Fig. 2. Hall 2 (CEP and ATCM Working Groups)

Specific IT/AV requirements for Hall 2 are listed in Table. 4.

Table 4. IT/AV Requirements for CEP meeting - (Vembanad) - HALL 2

Sl. No.	Particulars	Quantity	Days	Remarks
1	Microphones for 42 Delegates at the Front Row	42	13	 <p>The Microphones should be attached to the floor calling system console at the delegate's table. Requirements for the Floor Calling system is described in Sl. No. 9</p> <p>Specification: The GSM Immune Gooseneck Microphone with unidirectional/ cardioid polar pattern. With Screw Lock Connector for easy connection with Chairman / Delegate units. Length of gooseneck should be minimum 500mm or more. Light Ring with Dual LED illumination to get active as per the selected mode of microphone Mute / Unmute. The Unit should be integrated with the Floor calling system. Digital Display on the unit : Optional</p> <p>Unit should be CE Certified.</p>
2	Microphones for 23 Delegates at the Third Row	23	13	Same as above
3	Microphones for Chair, Secretary, and others at the top table	5	13	Same as above

4	Headphones for delegates seated at the Table	70		 <p>The Headphones should be attached to the floor calling system console at the delegate's table. Requirements for the Floor Calling system are described in Sl. No. 9. The floor Calling system console at the Delegate's table should have the functionality to select a preferred channel (language) for listening through the headphones.</p> <p>Specification: Lightweight Stereo Headphone with Adjustable headband. Rotating ear cups with replaceable foam ear pads. Sensitivity : 105 dB/mW. THD @ nominal level < 0.3% (200-2,000 Hz). Frequency range : 20-20,000 Hz. 1.5 m connection cable with 3.5 mm stereo jack connector. The unit has to be integrated with the Floor calling system, that has 4 to 5 channel minimum for language selection.</p> <p>Unit should be CE Certified.</p>
5	IR headset - 1 floor + 4 languages with Transmitters & IR boosters	350	13	<p>Multi-Channel IR headset for listening in the preferred language</p> <p>Specification: IR headset: Stereo Headphone with Adjustable headband. Rotating ear cups with minimum 4 to 8 channel selection option.</p> <p>IR Transmitter: Should be integrated with the IR Headset / Booster or Radiator transmitting high quality sound in all channels. Capable of distributing a Minimum of 4 to 16 channels/languages.</p> <p>IR Booster/ Radiator: Should be integrated with IR headset and Transmitter. The unit should transmit up to minimum of 4 channels in high audio quality by means of invisible light, enabling delegates to listen to the interpreted languages by means digital IR headset.</p>

ANNEXURE IV

6	Wireless internet for delegates and wired network access for the top table	N/A	13	More information under Section 12 Other IT/AV Requirements (Network and Internet connection)
7	AC sockets	80	13	AC sockets for each delegation and top table staff are to be provided and be securely and evenly distributed across the meeting rooms, avoiding serial connections.
8	A recording (in mp3 or similar compressed file type) of the English and original language (raw channel) of each session	N/A	13	The recordings will be provided to the Secretariat staff at the end of the sessions of every day
9	Floor calling system with multilingual support (4 languages)	1	13	This microphone queuing system allows delegations to ask for the floor from the delegation microphones. The ordered list of requests for the floor is shown on a monitor on the Chair's table. The system should allow the secretary to select which delegation to give the floor to (even if not the first on the list) and to cancel any request for the floor. The system should also allow delegates to cancel their own request for the floor and should allow delegates to see which delegations have asked for the floor (but not the lists of requests).
10	Sound System with delay speakers	N/A	13	<p>The Sound system needs to be integrated with audio relayed from the Mic and PA system. Audio check should be done to check for Echo, Reverbs, and any other form of distortion's.</p> <p>Specfication: The system must including Centre Fill, side fill, delay speaker, Tripod Stand for speakers, Digital Audio Mixer, Amplification, DI Box, stage monitor</p>
11	Intelligent Conference Management System Software	N/A	13	

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12	Video screening of the speakers	6 to 8	13	A minimum of 6 to 8 FHD Auto Camera System with preset option shall be used for Video screening of the speakers seated both in the first and third rows, and video projection through the screens mentioned in Serial No. 10 and 11, and 12 should be implemented, considering the greater distances between seats in large rooms. In addition, there should be minimum of 2 FHD fixed/manual cameras. The name of the Party of the speaker is to be shown at the bottom of the screens in synchronization with the floor calling system, since video camera angles could make neighboring signs and flags give misleading information. There should be a simultaneous screening of the speaker on all the screens.
13	LED Screens - 16ft X 10ft for presentations, video projecting, and text editing	4	13	Screens should be set up in such a way that a sheet of text projected on them is visible to all people seated. screens should be placed on the sides of the room (Two on each side depending on the size of the room and the screens). Specification: LED Screen (2.6 MM to 2.9MM pitch with controller, including LED riser, watchout server, Led processor, switcher etc)
14	LED Screens - 20ft X 11.5 ft for presentations, video projecting, and text editing	2	13	Screens should be set up in such a way that a sheet of text projected on them is visible to all people seated. Two large (LED or projection) screens must be placed in the front of the room, behind the Chair's table. Specification: LED Screen (2.6 MM to 2.9MM pitch with controller, including LED riser, watchout server, Led processor, switcher etc)
15	FHD/UHD LCD Screens 55 inches for presentations, video projecting, and text editing	15	13	LCD screens (55 inches or larger) should be placed in the middle of the room facing delegates in the front row. The room layout will determine the number of screens needed. Two LCD screens (55 inches) should face the interpreter booths. Specification: FHD/UHD LCD Screens 55 inch, the screens should be integrated with the Camera console and systems to have same display on all the other screens. The Screens should be mounted on the floor at proper viewing angle for the delegates seated in from of them.

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16	FHD/UHD LCD Screens 65 inches for presentations, video projecting, and text editing	2	13	<p>Two larger size LCD screens (65 inches) should face the Chair's table.</p> <p>Specification: FHD/UHD LCD Screens 65 inch, the screens should be integrated with the Camera console and systems to have same display on all the other screens. The Screens should be mounted on the floor at proper viewing angle for the delegates seated in from of them.</p>
17	Lighting for hall	N/A	13	<p>The lighting of the room should be configured in such a way that does not bother the people seated. As a result, the lighting levels could be dimmer than usual for video standards. In addition, it should be possible to further darken the room during multimedia presentations. If the room has windows, it is helpful if either blinds or curtains can be used to help darken the room.</p>
18	Workstation	3	13	<p>Intel I Type or AMD Multi-Core Type Processor (The year of manufacturing should not be older than 2020) at least 16 GB RAM at least 256 GB Hard disk</p> <p>Frontal USB ports or USB extension cable</p> <p>Frontal headphone and mic connector</p> <p>English keyboard</p> <p>23" or larger Monitor</p> <p>MS Windows 10 English MS Office 2017 (or newer) with 2003 compatibility Adobe Reader Updated Antivirus</p> <p><i>Note: Additional PC may be required for Intelligent Conference Management System/Floor calling system for internal use by IT service provider.</i></p>
19	Network Laser Duplex B/W Printer	1	13	
20	Virtual meeting streaming platforms			Enterprise subscription with capacity to streaming HD quality meeting video to 100 people on cloud to connect via virtual link.

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21	All other Digital, Audio, Cable, cable management systems, Electronic/Electric commitments. Operators/ Technicians	N/A	13	To be arranged by the event management firm.
22	Delegate Tables (6ft x 2.5ft x 2.5ft)	75	13	
23	Ergonomic Chairs for Delegates	120	13	Specification: Mid-back Revolving Chair of size 760mm W x 760mm D x 850-970 mm H, with with cushioned seat and Mesh back. Chairs should not have visible scratches or disfigurement. Chairs should have stability checked for seating persons upto 150Kgs.
24	Ergonomic Chairs with Headrest	8	13	Specification: High-back with hear rest revolving Chair of size 760mm W x 760mm D x 850-970 mm H, with with cushioned seat and Mesh back. Chairs should not have visible scratches or disfigurement. Chairs should have stability checked for seating persons upto 150Kgs.
25	Country Flag Tall Stand	30	13	Brass polished stand size as per protocol (8 feet). Flag will be supplied
26	Interpreters Cabin	4	13	Height of 8 feet: 3 feet height glass window on three sides: Effective ventilation: Inbuilt table on front side of 2 feet width with two electrical points built into table. The Cabin should include an ergonomic chair and should have proper lighting. The cabin should also have Microphones, Headset, Display monitor, integrated with the system for live language translation and relay on specific language-based channels.

Please note that all the cables and wires in Large Meeting Room-2 should be properly concealed. IT/AV arrangements will be required during 18-30 May 2024 (13 days). All the necessary setup should be completed by 16:00 on 19 May 2024 followed by a live demo of the entire set-up.

3. IT/AV Requirements - Foyer - HALL 1B & 2B

Open Halls 1 and 2 will be the designated area for Coffee Breaks and Public Internet Access. Specific IT/AV Requirements are listed in Table 5.

Table 5. IT/AV Requirements at Foyer - Halls 1 and 2.

Sl.No.	Particulars	Quantity	Days	Remarks
1	Workstations	4	13	<p>Intel i Type or AMD Multi-Core Type Processor (The year of manufacturing should not be older than 2020)</p> <p>at least 16 GB RAM</p> <p>at least 256 GB Hard disk</p> <p>Frontal USB ports or USB extension cable</p> <p>Frontal headphone and mic connector</p> <p>English keyboard</p> <p>23” or larger Monitor</p> <p>MS Windows 10 English</p> <p>MS Office 2017 (or newer) with 2003 compatibility</p> <p>Adobe Reader</p> <p>Updated Antivirus</p>
2	Network Laser Duplex B/W Printer	4	13	
3	Wireless and wired internet	N/A	13	More information under Section 12 Other IT/AV Requirements (Network and Internet connection)

IT/AV arrangements will be required during 18-30 May 2024 (13 days). All the necessary setup should be completed by 16:00 on 19 May 2024 followed by a live demo of the entire set-up.

4. IT/AV Requirements for ATS Office - (Grand Ball Room-3) - HALL 3

Hall 3 will be used for ATS Staff. A schematic layout for Hall 1 is shown in Fig. 3. Specific IT/AV requirements for Hall 3 are listed in Table 6. Some of the IT services at Hall 3 will be required a few days prior to the ATCM schedule.

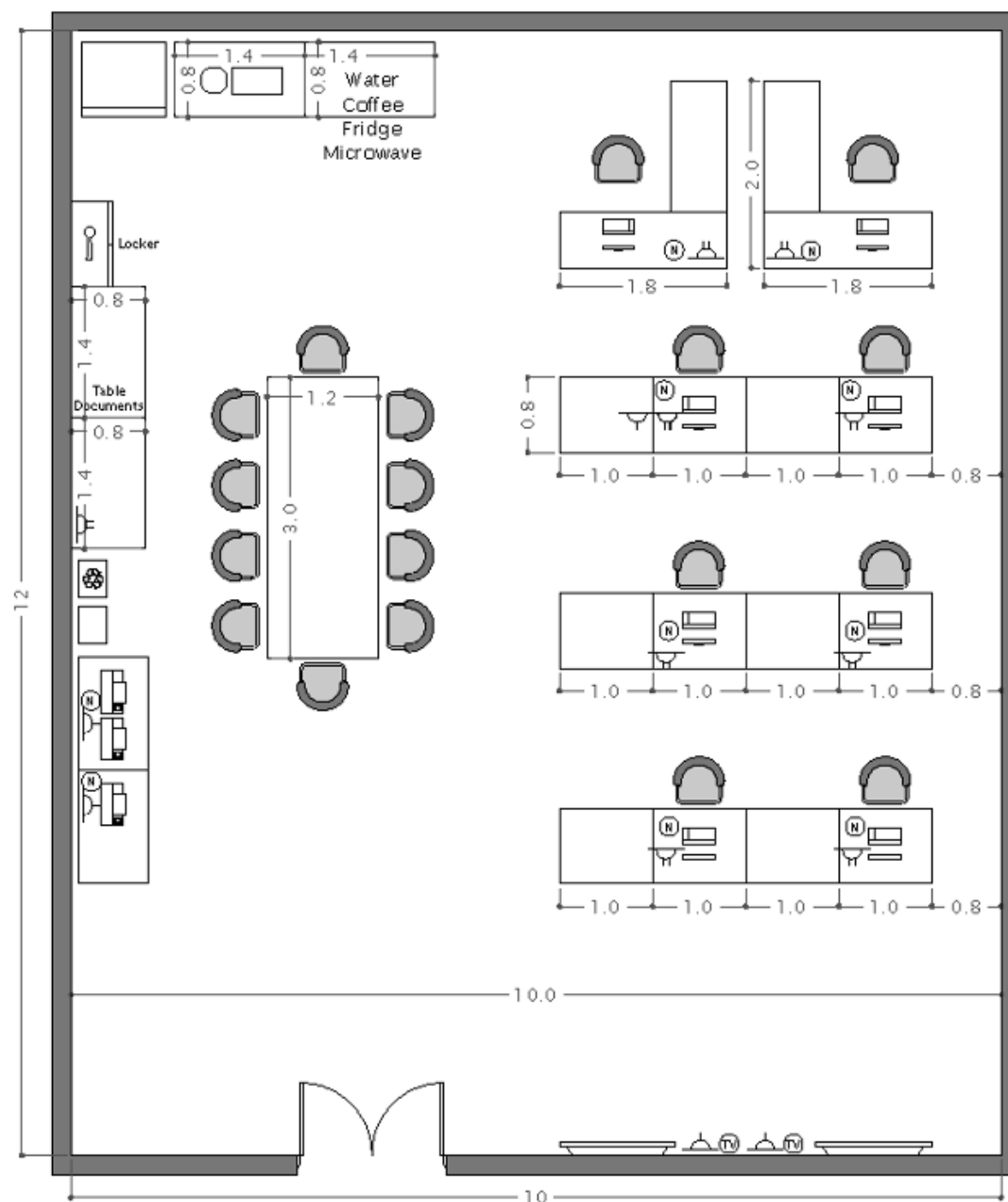


Fig. 3. Hall 3 (ATS)

Table 6. IT/AV Requirements for ATS office - HALL 3

SI.No.	Particulars	Quantity	Days	Remarks
1	Workstation	8	19	<p>Intel i Type or AMD Multi-Core Type Processor (The year of manufacturing should not be older than 2020) at least 16 GB RAM at least 256 GB Hard disk</p> <p>Frontal USB ports or USB extension cable</p> <p>Frontal headphone and mic connector</p> <p>English keyboard</p> <p>23" or larger Monitor</p> <p>MS Windows 10 English MS Office 2017 (or newer) with 2003 compatibility Adobe Reader Updated Antivirus</p>
2	Workstation with Dual Monitor	1	19	<p>Intel I Type or AMD Multi-Core Type Processor (The year of manufacturing should not be older than 2020) at least 16 GB RAM at least 256 GB Hard disk</p> <p>Frontal USB ports or USB extension cable</p> <p>Frontal headphone and mic connector</p> <p>English keyboard</p> <p>23" or larger Dual Monitor</p> <p>MS Windows 10 English MS Office 2017 (or newer) with 2003 compatibility Adobe Reader Updated Antivirus</p>
3	Wireless and wired internet	N/A	19	More information under Section 12 Other IT/AV Requirements (Network and Internet connection)

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4	LCD Screens (connected to the large meeting rooms' CCTV system)	2	19	55 inch LCD Screens for simultaneous session re- transmission from Large Meeting Rooms 1 and 2
5	Network Laser Duplex B/W Printer	1	19	
6	Network Laser Duplex Color Printer	1	19	
7	Multifunction Printer (with fast speed multi- page scanner)	1	19	Multifunction printer with high- speed duplex multipage scanner or a separate document scanner.

Please note that all the cables and wires in the room should be properly concealed. All the necessary setup should be completed by 16:00 on 12 May 2024 followed by a live demo of the entire set-up.

5 . IT/AV Requirements Rapporteurs office - (Grand Ball Room 2) - HALL 4

Hall 4 will be used by Rapporteurs. The room will accommodate 9 workplaces for rapporteurs, plus separate desks for the Chief Editor and the Chief Rapporteur. One or two tables for documentation. A schematic layout for Hall 4 is shown in Fig. 4. Specific IT/AV requirements for Hall 4 are listed in Table 7. Some of the IT services at Hall 3 will be required a few days prior to the ATCM schedule

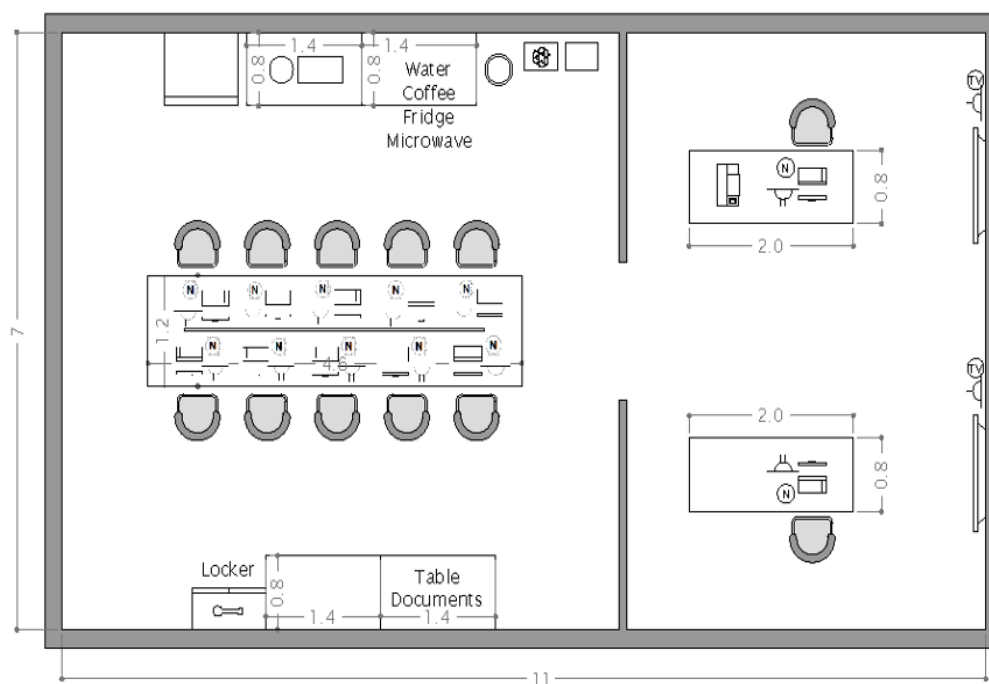


Fig. 4. IT/AV Requirements at Hall 4 (Rapporteurs)

Table 7. IT/AV Requirements for Rapporteurs office- HALL 4

Sl.No.	Particulars	Quantity	Days	Remarks
1	Workstations	11	19	<p>Intel i Type or AMD Multi-Core Type Processor (The year of manufacturing should not be older than 2020) at least 16 GB RAM at least 256 GB Hard disk</p> <p>Frontal USB ports or USB extension cable</p> <p>Frontal headphone and mic connector</p> <p>English keyboard</p> <p>23" or larger Monitor</p> <p>MS Windows 10 English MS Office 2017 (or newer) with 2003 compatibility Adobe Reader Updated Antivirus</p>
2	Wireless and wired internet	N/A	19	More information under Section 12 Other IT/AV Requirements (Network and Internet connection)
3	Network Laser Duplex B/W Printer	1	19	
4	FHD/UHD LCD Screens (connected to the Large meeting rooms' CCTV system)	2	19	55 inch LCD Screens for simultaneous session re-transmission from Large Meeting Rooms 1 and 2

Please note that all the cables and wires in the room should be properly concealed. All the necessary setup should be completed by 16:00 on 12 May 2024 followed by a live demo of the entire set-up.

6. IT/AV Requirements HCS Office- (Grand Ball Room-1) - HALL 5

Hall 5 will be used for HCS Staff. A schematic layout for Hall 5 is shown in Fig. 5. Specific IT/AV requirements for Hall 5 are listed in Table 8. Some of the IT services at Hall 5 will be required a few days prior to the ATCM schedule.

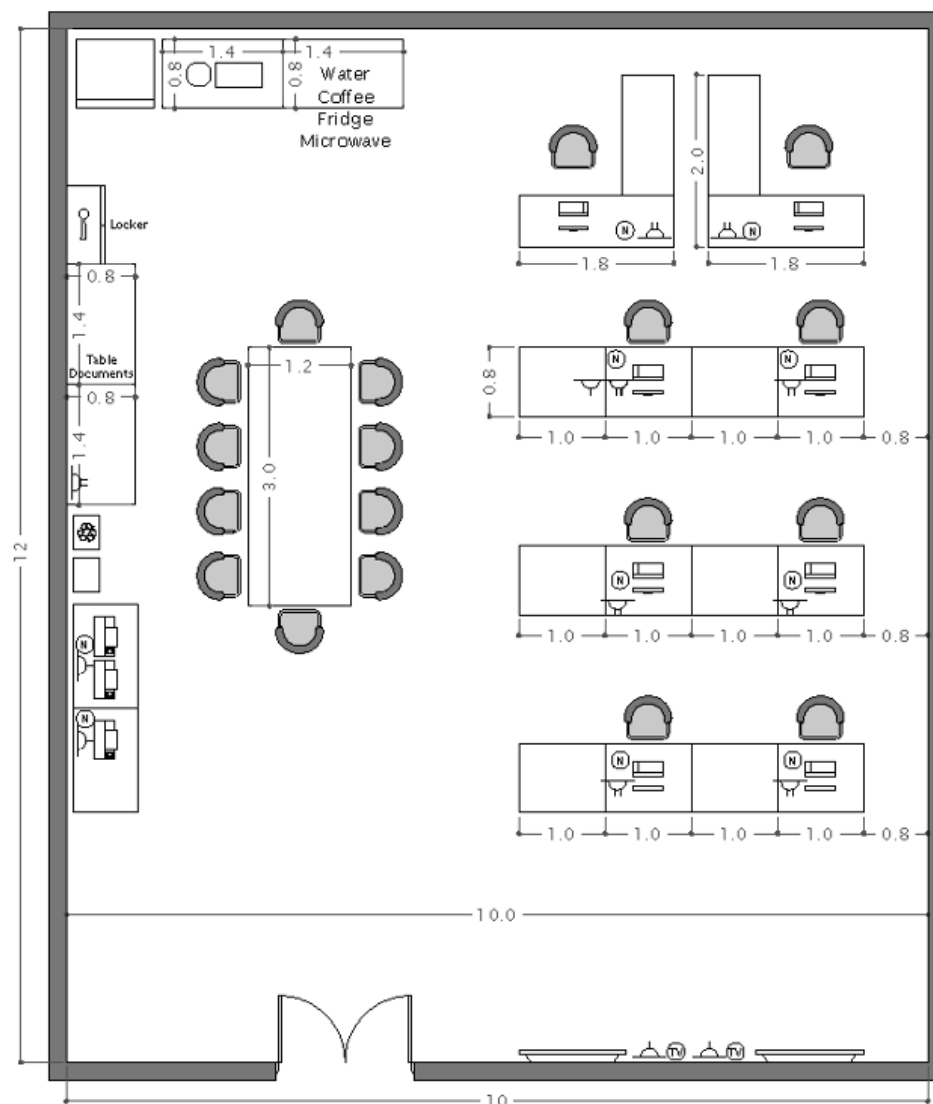


Fig. 5. IT/AV Requirements at Large Office 2 (HCS)

Table 8. IT/AV Requirements HCS Office - HALL 5.

Sl. No.	Particulars	Quantity	Days	Remarks
1	Workstation	8	19	<p>Intel i Type or AMD Multi Core Type Processor (The year of manufacturing should not be older than 2020) at least 16 GB RAM at least 256 GB Hard disk</p> <p>Frontal USB ports or USB extension cable</p> <p>Frontal headphone and mic connector</p> <p>English keyboard</p> <p>23" or larger Monitor</p> <p>MS Windows 10 English MS Office 2017 (or newer) with 2003 compatibility Adobe Reader Updated Antivirus</p>
2	Wireless and wired internet	N/A	19	More information under Section 12 Other IT/AV Requirements (Network and internet connection)
3	FHD/UHD LCD Screens (connected to the large meeting rooms CCTV system)	2	19	55-inch LCD Screens for simultaneous session re-transmission from Large Meeting Rooms 1 and 2
4	Network Laser Duplex B/W Printer	1	19	
5	Network Laser Duplex Color Printer	1	19	
6	Multifunction Printer (with fast speed multi-page scanner)	1	19	Multifunction printer with high-speed duplex multipage scanner or a separate document scanner.

Please note that all the cables and wires in room should be properly concealed. All the necessary set up should be completed by 16:00 on 12 May 2024 followed by a live demo of the entire set-up.

7. IT/AV Requirements for Heads of Delegation - (Grand Salon) - HALL 6

The Hall 6 will have 33 seats at the front row (for each of the Consultative Parties Heads of Delegation (29), the ATCM Chair and Head of the HCS (2), and ATS (2)) + one per delegation at the second row. There will be a separate table for the WG and CEP Chairs (4 seats). A schematic layout for the Medium Meeting room is shown in Fig. 6.

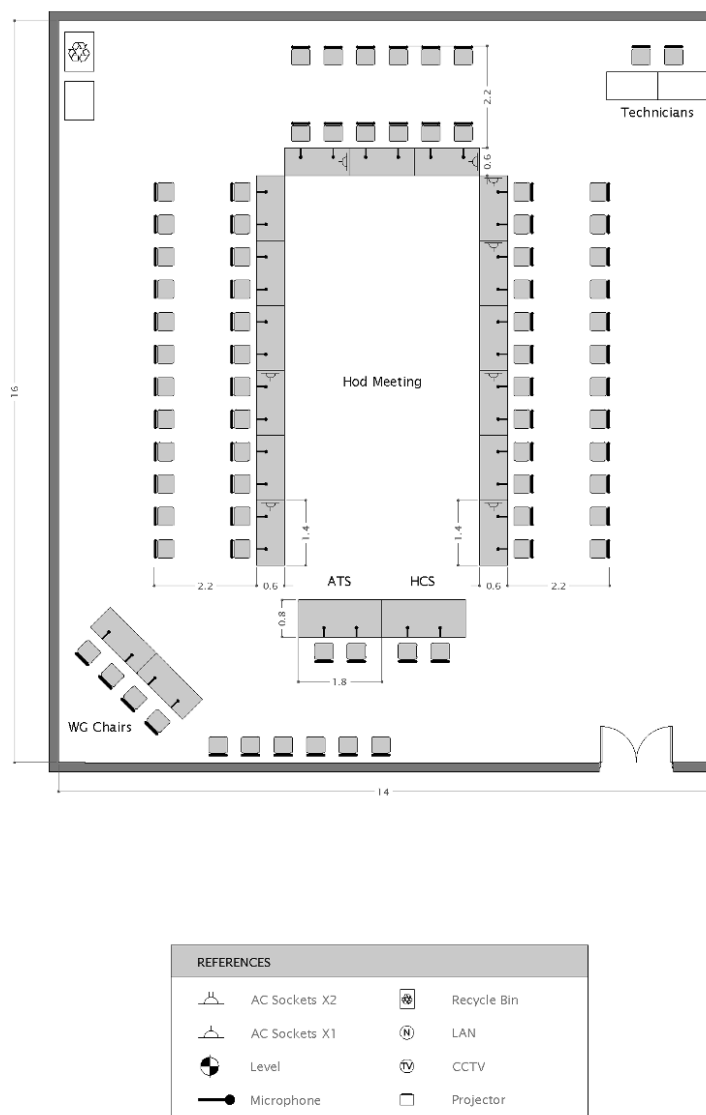


Fig. 6. Hall 6 (Heads of Delegation)

Specific IT/AV requirements for Head of Delegation Meeting are listed in Table. 9.

Table 9. IT/AV Requirements HoD Meeting Room - (Grand Salon) - HALL 6

Sl.No.	Particulars	Quantity	Days	Remarks
1	Microphones	37	13	One microphone per delegation. Microphone for each Chairperson.
2	Sound System	As per room requirement	13	The system must including speaker, Tripod Stand for speakers, Digital Audio Mixer, Amplification. Etc
3	Wireless internet	N/A	13	More information under Section 12 Other IT/AV Requirements (Network and Internet connection)
4	Desktop projector or an LCD Screen (connectable to a laptop for presentations or report drafting)	1	13	Connecting to the projector should be easy and with adequate flexibility (HDMI, VGA connections available with auxiliary long cabling).

Please note that all the cables and wires in the Medium Meeting Room should be properly concealed. IT/AV arrangements will be required during 18-30 May 2024 (13 days). All the necessary setup should be completed by 16:00 on 19 May 2024 followed by a live demo of the entire set-up.

8. IT/AV Requirements for Bureau Meeting, Contact and Small Group (Nattika 1, 2 and Diwan) - ROOM 1, 2, & 10

Room 1,2,& 10 will be used for Contact Groups and Legal Drafting Groups. A schematic layout for Rooms 1, 2, and 10 is shown in Fig. 7.

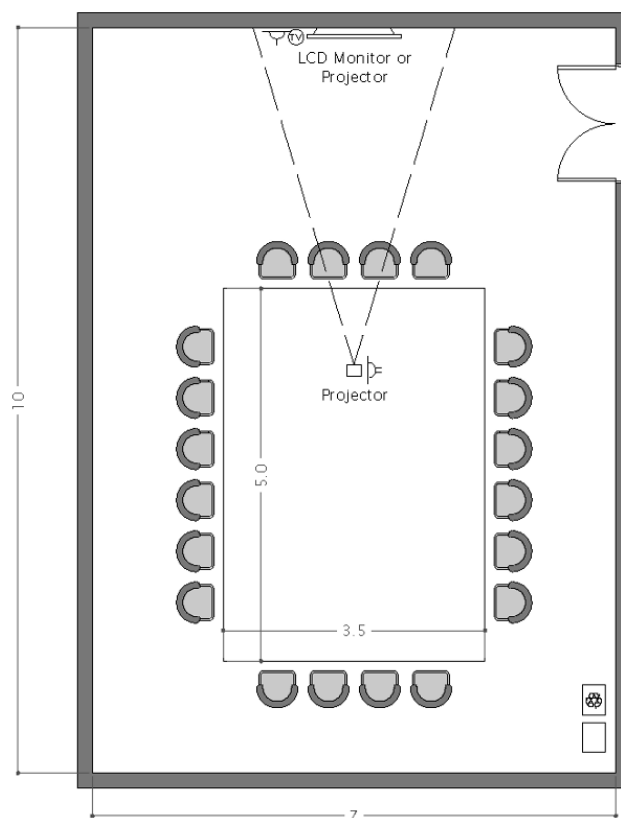


Fig. 7 Small Meeting Rooms 1 and 2 (Contact Groups)

Specific IT/AV Requirements for Small Meeting Rooms (Combined requirement list for the three rooms) is listed in Table 10.

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Table 10. Combined list of IT/AV Requirements Bureau Meeting, Contact and Small Group - (Natika 1,2 and Diwan) - ROOM 1,2 & 10

Sl.No.	Particulars	Quantity	Days	Remarks
1	Microphones and Sound System	60	13	20 Microphones and associated Sound System in each room Total Rooms: 3
2	Wireless internet	N/A	13	More information under Section 12 Other IT/AV Requirements (Network and Internet connection)
3	Desktop projector or an LCD Screen (connectable to a laptop for presentations or report drafting)	1	13	Projector system (with a screen) is required in only one of the Small Meeting Room with a seating capacity of 20. Connecting to the projector should be easy and with adequate flexibility (HDMI, VGA connections available with auxiliary long cabling).

Please note that all the cables and wires in Small Meeting Rooms should be properly concealed. IT/AV arrangements will be required during 18-30 May 2024 (13 days). All the necessary setup should be completed by 16:00 on 19 May 2024 followed by a live demo of the entire set-up.

9. IT/AV Requirements for ATCM, CEP Chair and working group meeting - (Atelier 1, 2, 3 and Diwan) - ROOM 3,5,6,7

Schematic layout for Room 3,5,6 and 7 and is shown in Fig. 8. Specific IT/AV requirements are listed in Table 11.

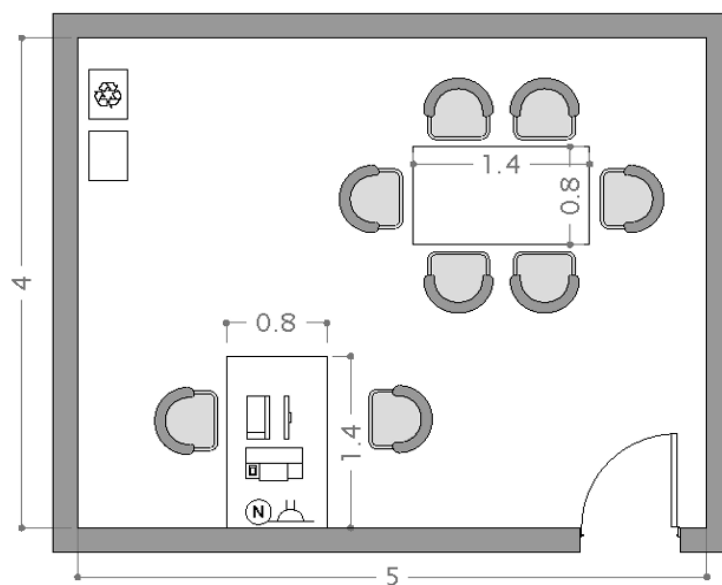


Fig. 8. IT/AV Requirements at Room 3,5,6 and 7

Table 11. Combined list of specific IT/AV Requirements for ATCM, CEP Chief and working group (Atelier 1, 2, 3 and Diwan) - ROOM 3,5,6,7

Sl.No.	Particulars	Quantity	Days	Remarks
1	Workstations	4	13	<p>Intel i Type or AMD Multi-Core Type Processor (The year of manufacturing should not be older than 2020)</p> <p>at least 16 GB RAM</p> <p>at least 256 GB Hard disk</p> <p>Frontal USB ports or USB extension cable</p> <p>Frontal headphone and mic connector</p> <p>English keyboard</p> <p>23" or larger Monitor</p> <p>MS Windows 10 English</p> <p>MS Office 2017 (or newer) with 2003 compatibility</p> <p>Adobe Reader</p> <p>Updated Antivirus</p>
2	Network Laser Duplex B/W Printer	4	13	
3	Wireless and wired internet	N/A	13	More information under Section 12 Other IT/AV Requirements (Network and Internet connection)

IT/AV arrangements will be required during 18-30 May 2024 (13 days). All the necessary setup should be completed by 16:00 on 19 May 2024 followed by a live demo of the entire set-up.

10. IT/AV Requirements for Translators Office - (Green Room) - ROOM 8

Room 8 will be required by Translation/interpretation coordinators and Interpreters. Specific IT/AV requirements are listed in Table 12.

Table 12. Specific IT/AV requirements for Translator Office - (Green Room) - ROOM 8

SI.No.	Particulars	Quantity	Days	Remarks
1	Workstations	2	13	Intel i Type or AMD Multi-Core Type Processor (The year of manufacturing should not be older than 2020) at least 16 GB RAM at least 256 GB Hard disk Frontal USB ports or USB extension cable Frontal headphone and mic connector English keyboard 23" or larger Monitor MS Windows 10 English MS Office 2017 (or newer) with 2003 compatibility Adobe Reader Updated Antivirus
2	Network Laser Duplex B/W Printer	1	13	
3	Wireless and wired internet	N/A	13	More information under Section 12 Other IT/AV Requirements (Network and Internet connection)

IT/AV arrangements will be required during 18-30 May 2024 (13 days). All the necessary setup should be completed by 16:00 on 19 May 2024 followed by a live demo of the entire set-up.

11. IT/AV Requirements for Printing - ROOM 11

Room 11 will be the designated Printing Section for the event. A schematic layout is shown in Fig. 9. Specific IT/AV requirements are listed in Table 13.

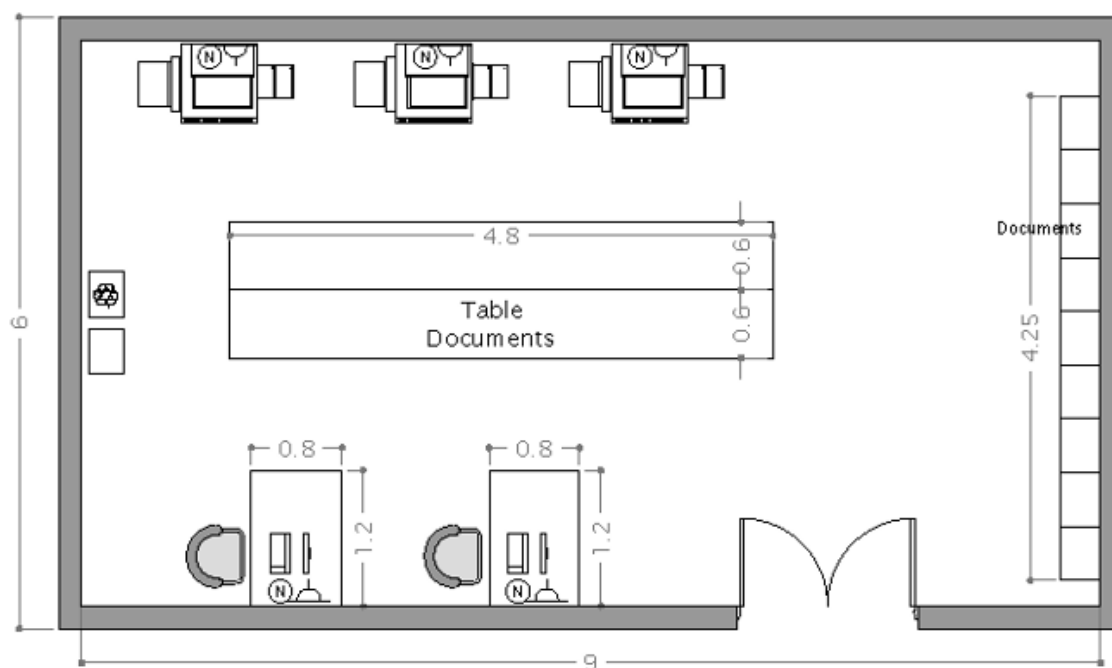


Fig. 9. IT/AV Requirements at Printing Area

Table 13. Specific IT/AV Requirements Printing Room

Sl.No.	Particulars	Quantity	Days	Remarks
1	Heavy duty printers	2	13	2 heavy duty (100 copies per minute or more) printers. Additional specifications for these heavy-duty printers are automatic stapling of documents, automatic duplexing, and networking capabilities.
2	Wireless and wired internet and network access	N/A	13	More information under Section 12 Other IT/AV Requirements (Network and Internet connection)
3	Workstation	2	13	<p>Intel i Type or AMD Multi-Core Type Processor (The year of manufacturing should not be older than 2020)</p> <p>at least 16 GB RAM</p> <p>at least 256 GB Hard disk</p> <p>Frontal USB ports or USB extension cable</p> <p>Frontal headphone and mic connector</p> <p>English keyboard</p> <p>23" or larger Monitor</p> <p>MS Windows 10 English</p> <p>MS Office 2017 (or newer) with 2003 compatibility</p> <p>Adobe Reader</p> <p>Updated Antivirus</p>
4	Network Laser Duplex B/W Printer	1		

IT/AV arrangements will be required during 18-30 May 2024 (13 days). All the necessary set up should be completed by 16:00 on 19 May 2024 followed by a live demo of the entire set-up.