



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 Meeting:

46th Antarctic Treaty Consultative Meeting and 26th 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.

[illegible]

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
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 VII 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 deadlines for clarification are provided in the table below. Proposals received after this deadline will not be considered.

Last date of submitting queries on RFP	12 January 2024
Last Date for submission of Proposal (Technical & Financial Bid)	22 January 2024 before 11:00 Hrs IST
Bid Opening Date	22 January 2024 (15:30 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, for an Integrated Solution for Information, Communication, and Audio-Visual Platform, including equipment and personnel.	Work orders and proof of work completion in physical or electronic formats for past events organized during the last five financial years
3.	The bidder must have organized Conferences for Government of India Departments/ Organizations and Associations.	Work orders and proof of work completion 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
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 50% 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 50% shall not be considered. However, the RFP Evaluation Committee reserves the right to change the cutoff marks for in-person presentations based on the total number of participating bidders.

2.2.2. Techno-Commercial Section-B:

An in-person presentation outlining a comprehensive implementation strategy for successful delivery of IT and AV services. This includes support for multilingual, 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 ₹ 16,36,000/- (Rupees Sixteen Lakhs Thirty Six 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.

Bank account details to transfer money towards EMD:

Name of the Beneficiary	NATIONAL CENTRE FOR POLAR AND OCEAN RESEARCH
Name & Address	State Bank of India, Commercial Branch Shree Vidyadiraj Bhavan, Francisco Luis Gomes Road, Vasco-Da-Gama Goa – 403 802, India
Bank Account Number	10153336180
Bank Account Type	Saving Account
Bank Branch Code	04116
IFS Code	SBIN0004116

MICR No	403002047
SWIFT CODE	SBININBB229
PAN No	AACFN4991P
TAN No	BLRN01981A

In case of Demand draft it may be drawn in favor of "**NCPOR**" payable at Vasco-Da- Gama.

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.

3.1.2. **EMD Relaxation for Micro, Small and Medium Enterprises (MSME):**

The bidder seeking EMD exemption must submit the valid supporting document for the relevant category with the bid. Micro and Small Enterprises (MSEs) as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME)" are exempt from submission of EMD (Bid security). Bidders claiming exemption from EMD under this rule (170 of GFR) are however required to submit a signed Bid securing declaration (Annexure IV) accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and fail to sign the contract, or submit a performance security before the deadline defined in the request for bid documents, they will be suspended for the period of 12 months from being eligible to submit Bids for tenders issued by NCPOR.

3.1.3. **Bid Security Declaration (in lieu of EMD)**

Bidders are mandatorily required to submit Bid Security Declaration (in lieu of EMD) as per format enclosed as "Bid Security Declaration Form" at Annexure V. In case a bidder does not submit the aforesaid declaration, then the bid shall be considered non-responsive and shall be returned unopened.

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/MSE certificate for EMD exemption 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.
- 3.2.4. **Integrity Pact:** Bidders shall also have to essentially sign an Integrity Pact (IP) as at Annexure- IV for participating in this Tender, duly signed by the same signatory who is authorized to sign the bid documents and enclosed to the technical bid. All the

pages of the Integrity Pact shall be duly signed and submitted as part of Technical bid. The Integrity Pact would be implemented through a panel of two Independent External Monitors (IEMs) appointed by the Ministry of Earth Sciences. The names and contact details of the IEMs are mentioned in the enclosed Integrity Pact. The IEM would review independently and objectively assess, as to whether and to what extent parties have complied with their obligations under the IP. Also, IEM would have access to all contract documents, whenever required. The bidders may raise disputes / complaints, if any, with the IEM.

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 05% 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. Higher advance amount can be considered upon submission of equivalent amount of Bank Guarantee as per rules. 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 the 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 I

Services for Integrated Solution for Information, Communication, and Audio-Visual Platform,
Including Equipment and Personnel
46th ATCM & 26th 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 support 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.	(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. ...
6. Integrity pact as per format (Annexure VI) signed and attached	(Yes / No)	1. 2. 3. 4. ...

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
46th ATCM & 26th 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 III

Services for Integrated Solution for Information, Communication, and Audio-Visual Platform,
Including Equipment and Personnel
46th ATCM & 26th 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.	<p>Verifiable experience in delivering conference support services for Information, Communication, and Audio-Visual Platforms, including equipment provision and personnel management.</p> <ul style="list-style-type: none"> Those with 10 or more years of experience will receive 10 marks. Those with less than 10 years of experience will receive marks based on the number of years they have worked. <p>Note: Documents to support verifiable experience may include work orders/work completion certificates</p>	Not to be filled.	1. 2. 3. 4. -. -. -. -
2.	<p>Average Turnover for last five years.</p> <ul style="list-style-type: none"> Bidders with an average turnover of 20 Crores or more will be awarded the maximum of 10 marks. Bidders with an average turnover of 10 Crores or more will be awarded 08 marks. Bidders with an average turnover of 5 Crores or more will be awarded 5 marks. Bidders with an average turnover of 3 Crore or more will be awarded 3 marks. <p>Note: Verifiable supporting document to be provided.</p>	Not to be filled.	1. 2. 3. 4. -. -
3.	<p>Total events organized in the five years ending on March 31, 2023</p> <ul style="list-style-type: none"> 10 Marks for 15 or more events. 08 Marks for 10 or more events. 05 Marks for 01 or more events. <p>Note: Verifiable documents to support the number of completed events to be provided.</p>	Not to be filled.	1. 2. 3. 4. -. -
4.	<p>Experience in conducting multilingual events in the last five years ending on March 31, 2023.</p> <ul style="list-style-type: none"> 05 Marks for 01 or more multilingual events. <p>Note: Verifiable documents to support the experience in conducting multilingual events to be provided</p>	Not to be filled.	1. 2. 3. 4. -. -
5.	<p>Relevant events organized for Government Departments/ Organizations, Public Sector Undertakings (PSUs), and Autonomous Bodies in the five years ending on March 31, 2023.</p> <ul style="list-style-type: none"> 10 Marks for 10 or more events. 08 Marks for 07 or more events. 05 Marks for 04 or more events. 03 Marks for 01 or more events. <p>Note: Verifiable documents to support the number of completed events to be provided.</p>	Not to be filled.	1. 2. 3. 4. -. -

6.	<p>Number of online/virtual events conducted in the last Five years, up to March 31, 2023.</p> <ul style="list-style-type: none"> 05 Marks for 05 or more events. 03 Marks for 03 or more events. 02 Marks for 01 or more events. <p>Note: Verifiable documents to support the number of completed events to be provided.</p>	Not to be filled.	<p>1. 2. 3. 4. -. -.</p>
<p>Score of Section-A (1 to 6)</p> <ul style="list-style-type: none"> Bidders with a score greater than 50% will be invited for an in-person presentation. The RFP Evaluation Committee reserves the right to change the cutoff marks for in-person presentations based on the total number of participating bidders. 		Not to be filled.	Not to be filled.

Section-B (In-Person Presentation)			
7.	<p>Understanding of ATCM's Unique IT/AV Needs Understanding and comprehension of event needs, a holistic work plan, and the conceptualization of the meeting's execution.</p> <p>▪ Max Marks: 20</p>	Not to be filled.	Not to be filled.
8.	<p>Strategic Approach to IT/AV Implementation Innovative technical solutions for the smooth and successful execution of the meeting focusing on innovation, efficiency, and effectiveness.</p> <p>▪ Max Marks: 10</p>	Not to be filled.	Not to be filled.
9.	<p>Proficiency in Handling Multilingual Aspects The bidder's ability to effectively manage and coordinate the multilingual elements of the event, ensuring smooth communication across different language groups.</p> <p>▪ Max Marks: 10</p>	Not to be filled.	Not to be filled.
10.	<p>Core Team Structure The bidder's ability to assemble a team with well-defined roles, emphasizing their overall quality and clear communication skills.</p> <p>▪ Max Marks: 05</p>	Not to be filled.	Not to be filled.
11.	<p>Selection and Deployment of Conference Software.</p> <p>▪ Max Marks: 05</p>	Not to be filled.	Not to be filled.
<p>Score of Section-B (7 to 11)</p> <p>▪ Maximum Marks 50. Based on assessment by an expert panel.</p>		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.
<p>Total Score of Section-A, Section-B and Section-C (1 – 12)</p> <p>▪ Combined Quality cum Cost Based Score (CQCCBS) with 80% weightage for quality (Section A & B) and 20% for cost (Section C)</p>		Not to be filled.	Not to be filled.

Annexure IV

Services for Integrated Solution for Information, Communication, and Audio-Visual Platform,
Including Equipment and Personnel
46th ATCM & 26th CEP

Format for Earnest Money Deposit Declaration

(To be submitted on the Bidder's Letter Head)

I/We.....(Insert Name and Address of Bidder) **am/are** submitting this declaration in lieu of Earnest Money Deposit for the Tender for with tender number , thereby fully accepting that **I/We** will be suspended and shall not be eligible to participate in the Tenders invited by NCPOR, for a period of **one year from the date of such Suspension Order**, under the following circumstances:

- (1) If after the opening of Tender, **I/We** withdraw or modify **my/our** Tender during the period of validity specified in the Bid documents (including extended validity, if any),
- (2) If, after the award of work, **I/We** fail to furnish the required Performance Security **or** sign the Contract, within the time limits specified in the Tender Document.

Signature of the Tenderer with seal

Annexure V

Services for Integrated Solution for Information, Communication, and Audio-Visual Platform,
Including Equipment and Personnel
46th ATCM & 26th CEP

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD

(On Bidders Letter head)

Bid Security Declaration Form

Date: _____

Tender No. _____

To

(insert complete name and address of the purchaser)

I/We, the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser/vendor/agency during the period of bid validity (i) fail to execute the contract, or (ii) fail to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration) Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing)

Corporate Seal (where appropriate)

Form 9: Integrity Pact

(To be signed on Plain Paper)

(To be submitted as part of Technical bid)

Integrity Pact for RPF: Services for Integrated Solution for Information, Communication, and Audio-Visual Platform, Including Equipment and Personnel for 46 ATCM, Kochi, India**1. General**

This pre-contract Agreement (hereinafter called the Integrity Pact) is made on

_____ day of _____ the month of _____ 2024, between, on one hand, the

Director, National Centre for Polar & Ocean Research, Headland Sada, Goa, India (hereinafter called the "PRINCIPAL" expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part

represented by Mr. _____

_____, Director, (hereinafter called the "BIDDER" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the PRINCIPAL enters into an agreement (hereinafter called the 'CONTRACT') with the CONTRACTOR to provide Services for Integrated Solution for Information, Communication, and Audio-Visual Platform, Including Equipment and Personnel, which expression shall mean and include, unless context otherwise requires) as per the details of the CONTRACT.

WHEREAS the BIDDER is a private company / public company / Government undertaking / partnership / registered export agency, constituted in accordance with the relevant law in the matter and the PRINCIPAL is an autonomous R&D institute under Ministry of Earth Sciences, Government of India performing its functions in oceanographic and polar research.

NOW, THEREFORE,

To avoid all forms of corruptions by following a system that is fair, transparent and free from any influence / prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to :-

Enabling the PRINCIPAL to obtain the 'Services for Integrated Solution for Information, Communication, and Audio-Visual Platform, Including Equipment and Personnel' at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and Enabling BIDDER to abstain from bribing or indulging in any corrupt practice and the PRINCIPAL will commit to prevent corruption, in any form, by its officials by following transparent procedures:

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

2. Commitments of the PRINCIPAL

- 2.1 The PRINCIPAL undertakes that no official of the PRINCIPAL, connected directly or indirectly with the CONTRACT, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the CONTRACT in exchange for an advantage in the contracting or implementation process related to the CONTRACT.

- 2.2 All the officials of the PRINCIPAL will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
- 2.3 In case any such preceding misconduct on the part of such official(s) is reported by the CONTRACTOR to the PRINCIPAL with full and verifiable facts and the same is prima facie found to be correct by the PRINCIPAL, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the PRINCIPAL and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the PRINCIPAL the proceedings under the contract would not be stalled.

3. Commitments of BIDDER

The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage and in particular commit itself to the following: -

- 3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the PRINCIPAL, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the CONTRACT in exchange for any advantage in contracting and implementation of the CONTRACT.
- 3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the PRINCIPAL or otherwise in procuring the CONTRACT or forbearing to do or having done any act in relation to the obtaining or execution of the CONTRACT or any other contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the CONTRACT or any other contract with the Government.
- 3.3 BIDDER shall disclose the name and address of agents and representatives in India.
- 3.4 BIDDER shall disclose the payments to be made by them to agents / brokers or any other intermediary, in connection with this CONTRACT.
- 3.5 The BIDDER further confirms and declares to the PRINCIPAL that the BIDDER is the original manufacturer / integrator / aviation service provider and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the PRINCIPAL or any of its functionaries, whether officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or comp BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the OWNER or their family members, agents, brokers or any other intermediaries in connection with the CONTRACT and the details of services agreed upon for such payments.
- 3.6 The BIDDER will not collude with other parties to impair the transparency, fairness and progress of the contracting and implementation of the CONTRACT.
- 3.7 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 3.8 The BIDDER shall not use improperly, for the purposes of competition or personal gain, or pass on to others, any information provided by the PRINCIPAL as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.
- 3.9 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 3.10 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

- 3.11 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the PRINCIPAL, or alternatively, if any relative of an officer of the PRINCIPAL has financial interest / stake in the BIDDER's firm, the same shall be disclosed by the BIDDER. The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1956.
- 3.12 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the PRINCIPAL.

4. Previous Transgression

- 4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.
- 4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Sanctions for Violations

- 5.1 Any breach of the aforesaid provisions by the BIDDER or anyone employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the PRINCIPAL to take all or any one of the following actions, wherever required: -
- 5.1.1 To immediately call off the CONTRACT without assigning any reason or giving any compensation to the BIDDER.
 - 5.1.2 Forfeiture of the Performance Security Bond either fully or partially, as decided by the PRINCIPAL and the PRINCIPAL shall not be required to assign any reason, therefore.
 - 5.1.3 To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
 - 5.1.4 To recover all sums already paid by the PRINCIPAL, with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the PRINCIPAL in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
 - 5.1.5 To encase the advance bank guarantee and performance bond/ warranty bond, if furnished by the BIDDER, in order to recover the payments already made by the PRINCIPAL, along with interest.
 - 5.1.6 To cancel all or any other contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the PRINCIPAL resulting from such cancellation/rescission and the PRINCIPAL shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
 - 5.1.7 To debar the BIDDER from participating in future bidding processes of the Government of India for minimum period of five years, which maybe further extended at the discretion of the PRINCIPAL.
 - 5.1.8 To recover all sums paid in violation of this pact by BIDDER(s) to any middleman or agent or broker with a view to securing the CONTRACT.
 - 5.1.9 In cases where irrevocable Letters of Credit have been received in respect of any contract signed by PRINCIPAL with the BIDDER, the same shall not be opened.
 - 5.1.10 Forfeiture of Performance Bond in case of a decision by the PRINCIPAL to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.
- 5.2 The PRINCIPAL will be entitled to take all or any of the actions mentioned at para

6.1.1 to 6.1.10 of this Pact also on the Commission by the BIDDER or anyone employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.

- 5.3 The decision of the PRINCIPAL to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes of this Pact. (The appointment of the Independent Monitor is in progress by Ministry of Earth Sciences and details of monitors shall be intimated to the BIDDER)

6 Fall Clause

- 6.1 The BIDDER undertakes that it has not provided / is not providing similar Air Support Services at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found at any stage that similar product/systems/ services or sub systems/ services was supplied by the BIDDER to any other Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable to the present case and the different in the cost would be refunded by the BIDDER to the PRINCIPAL, if the CONTRACT has already been concluded.

7 Independent Monitors

- 7.1 The PRINCIPAL has appointed following two Independent Monitors (hereinafter referred to as Monitors) through Ministry of Earth Sciences:
- 7.1.1 Sh. Ajay Kumar Lal, IRAS (Retd.) DDA, HIG Block 3A/101/A, Motia Khan (Near Jhandewalan Temple) D.B. Gupta Road, New Delhi-110015 (Email: ajay_k_lal@yahoo.com, Mobile No. 9560712003)
- 7.1.2 Sh. Pavan Kumar Jain, IDSE (Retd.) A-402, Shree Ganesh Apartments, Plot No. 12 B, Sector-7 Dwarka, New Delhi- 110075 Email: mespkj@gmail.com Mobile No.9313498388).
- 7.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.
- 7.3 The Monitors shall not be subjected to instructions by the representatives of the parties and perform their functions neutrally and independently.
- 7.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings.
- 7.5 As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the PRINCIPAL.
- 7.6 The BIDDER accepts that the Monitor has the right to access without restriction all Project documentation of the PRINCIPAL including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Sub BIDDERS. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Sub BIDDERS with confidentiality.
- 7.7 The PRINCIPAL will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.
- 7.8 The Monitor will submit a written report to the designated Authority of PRINCIPAL/Secretary in the Ministry within 8 to 10 weeks from the date of reference or intimation to him by the PRINCIPAL / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

8 Facilitation of Investigation

In case of any allegation of violation of any provisions of this Pact or payment of commission,

the PRINCIPAL or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

9 Law and Place of Jurisdiction

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the PRINCIPAL

10 Other Legal Actions

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

11 Validity

- 11.1. The validity of this Integrity Pact shall be from date of its signing and extend upto 5 years or the complete execution of the CONTRACT to the satisfaction of both the PRINCIPAL and the BIDDER, including warranty period, whichever is later.
- 11.2. Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

The parties hereby sign this Integrity Pact at _____ on _____ 2023.

SIGNED:	
PRINCIPAL For and on behalf of the PRINCIPAL NATIONAL CENTRE FOR POLAR & OCEAN RESEARCH NAME: DESIGNATION: COMPANY SEAL: DATE:	BIDDER For and on behalf of the BIDDER NAME: DESIGNATION: COMPANY SEAL:
WITNESS:	WITNESS:
1.....	1.....
2.....	2.....

Appendix to Integrity Pact

Guidelines for Indian Agents of Foreign Suppliers

1.0 There shall be compulsory registration of agents for all Global (Open) Tender and Limited Tender. An agent who is not registered with 'The Principal' shall apply for registration in the registration form with the appropriate unit.

1.1 Registered agents shall file an authenticated Photostat copy duly attested by a Notary Public/ Original certificate of the Principal confirming the agency agreement. It should cover - the precise relationship, services to be rendered, mutual interests in business - generally and/ or specifically for the tender. Any commission/ remuneration/ salary/ retainership, which the agent or associate receives in India or abroad from the Principal/ OEM, whether should be brought on record in the Agreement and be made explicit.

1.2 Wherever the Indian representatives have communicated on behalf of their principals and the foreign parties have stated that they are not paying any commission to the Indian agents, and the Indian representative is working on the basis of salary, or a retainer, a written declaration to this effect should be submitted by the party (i.e., Principal) before finalizing the order.

2.0 Disclosure of particulars of agents/ representatives in India, if any.

2.1 Bidders of Foreign nationality shall furnish the following details in their offers:

2.1.1 The 'Bidder/ Contractor' of foreign origin shall disclose the name and address of the agents/ representatives in India if any and the extent of authorization and authority are given to commit the Principals. In case the agent/ representative be a foreign Company, it shall be confirmed whether it is an existing Company and details of the same shall be furnished.

2.1.2 The amount of commission/ remuneration included in the quoted price(s) for such agents/ representatives in India.

2.1.3 Confirmation of Bidder that the commission/ remuneration, if any, payable to his agents/ representatives in India, maybe paid by 'The Principal' in Indian Rupees only.

2.2 Bidders of Indian Nationality shall furnish the following details in their offers:

2.2.1 The 'Bidder/ Contractor' of Indian Nationality shall furnish the name and address of the foreign principals, if any, indicating their nationality as well as their status, i.e., whether manufacturer or agents of manufacturer holding the Letter of Authority of the Principal authorizing the agent specifically to make an offer in India in response to tender either directly or through the agents/ representatives.

2.2.2 The amount of commission/ remuneration included in the price (s) quoted by Bidder for himself.

2.2.3 Confirmation of the foreign principals of Bidder that the commission/ remuneration, if any, reserved for Bidder in the quoted price(s), maybe paid by 'The Principal' in India in equivalent Indian Rupees on satisfactory completion of the Project or supplies of Goods and Spares in case of operation items.

2.3 In either case, in the event of contract, materializing, the terms of payment shall provide for payment of the commission/ remuneration, if any, payable to the agents/ representatives in India in Indian Rupees on expiry of 90 days after the discharge of the obligations under the contract.

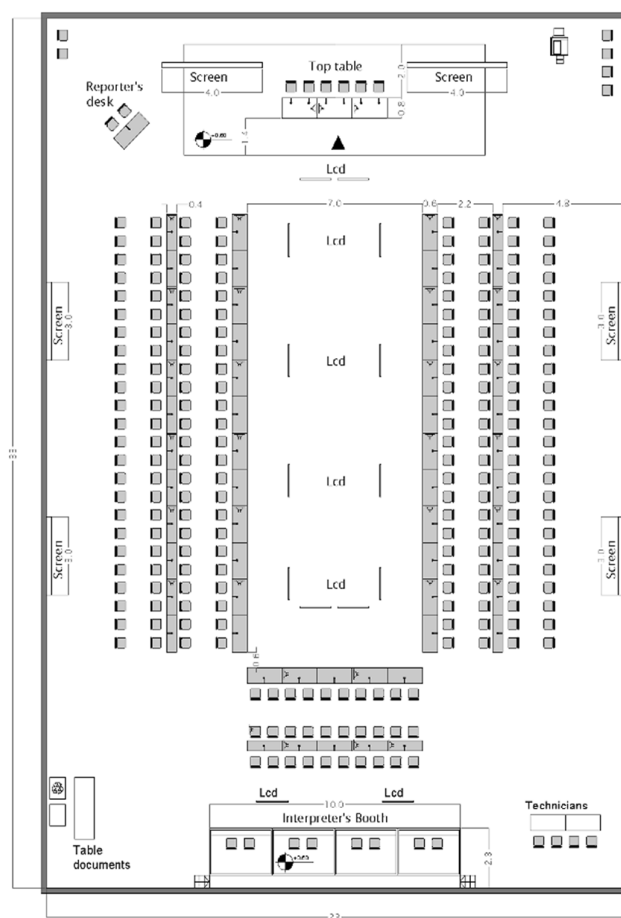
2.4 Failure to furnish correct and detailed information as called for in clauses above shall render the concerned bid liable to rejection or, in the event of a contract materializing, the same liable to termination by 'The Principal'. Besides this, there would be a penalty of banning business dealings with 'The Principal' or damage or payment of a named sum.

These are the detailed IT/AV Requirements for all the major halls for the 46th ATCM meetings. This document is prepared to give a basic understanding of the requirements for the planning and execution of the event.

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

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

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




REFERENCES			
	AC Sockets X2		Recycle Bin
	AC Sockets X1		LAN
	Level		CCTV
	Microphone		Projector


Fig. 1. Hall 1 (Plenary, ATCM Working Groups)

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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

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 SI. 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>

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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	

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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)

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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 from 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 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>

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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.

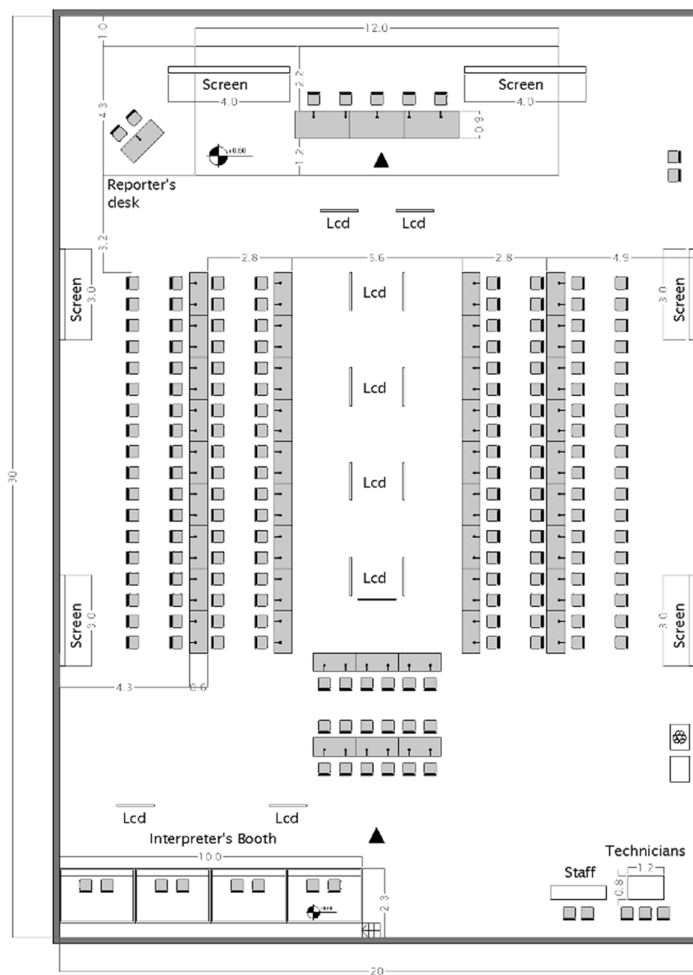
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24	Ergonomic Chairs with Headrest	8	13	Specification: High-back with hear rest revolving Chair of size 760mm W x 760mm D x 850-970 mm H, with with cushioned seat and Mesh back. Chairs should not have visible scratches or disfigurement. Chairs should 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.




REFERENCES			
	AC Sockets X2		Recycle Bin
	AC Sockets X1		LAN
	Level		CCTV
	Microphone		Projector


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

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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>

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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>Specification: 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			<p>Enterprise subscription with capacity to streaming HD quality meeting video to 100 people on cloud to connect via virtual link.</p>

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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) 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	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.

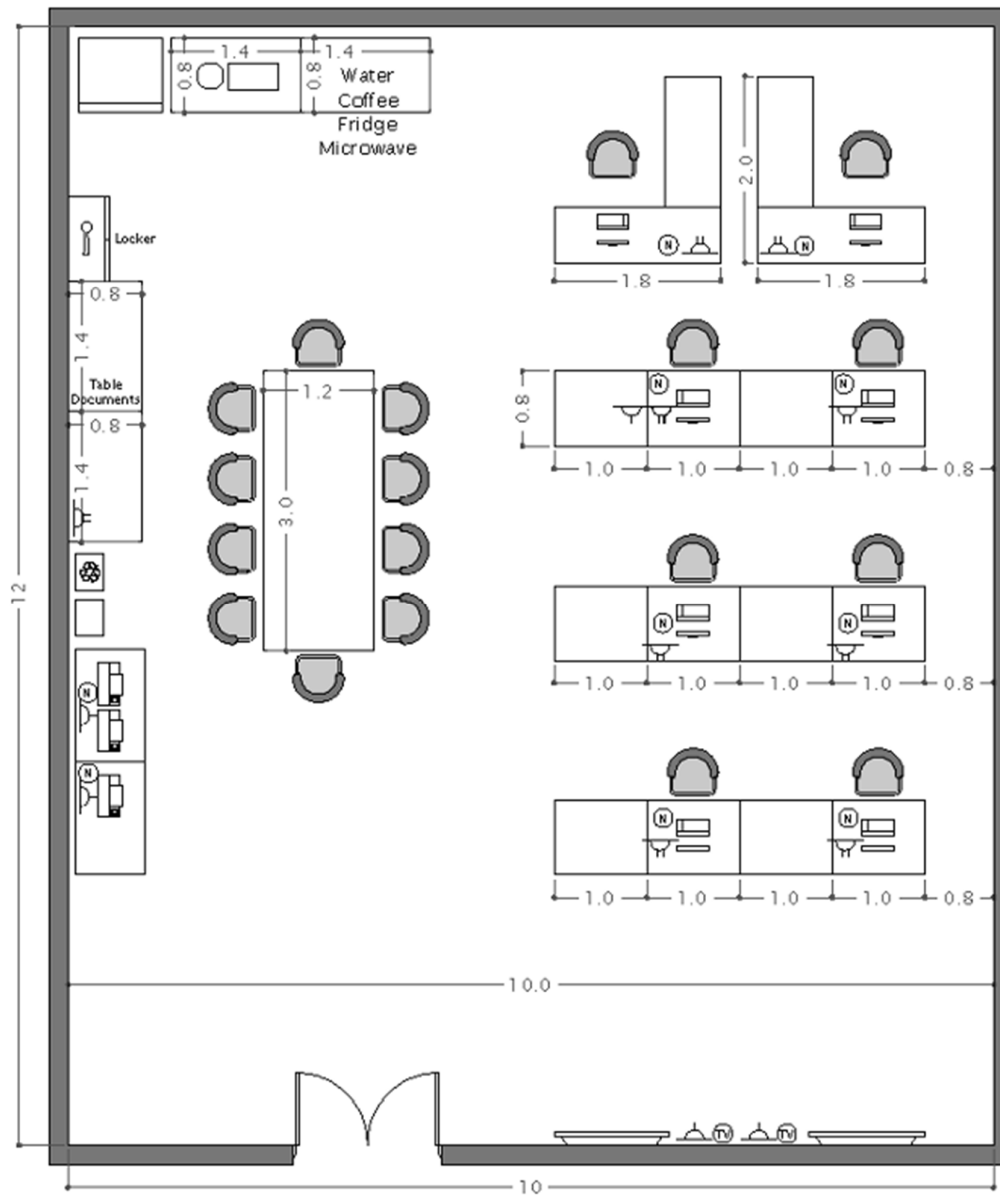


Fig. 3. Hall 3 (ATS)

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

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	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

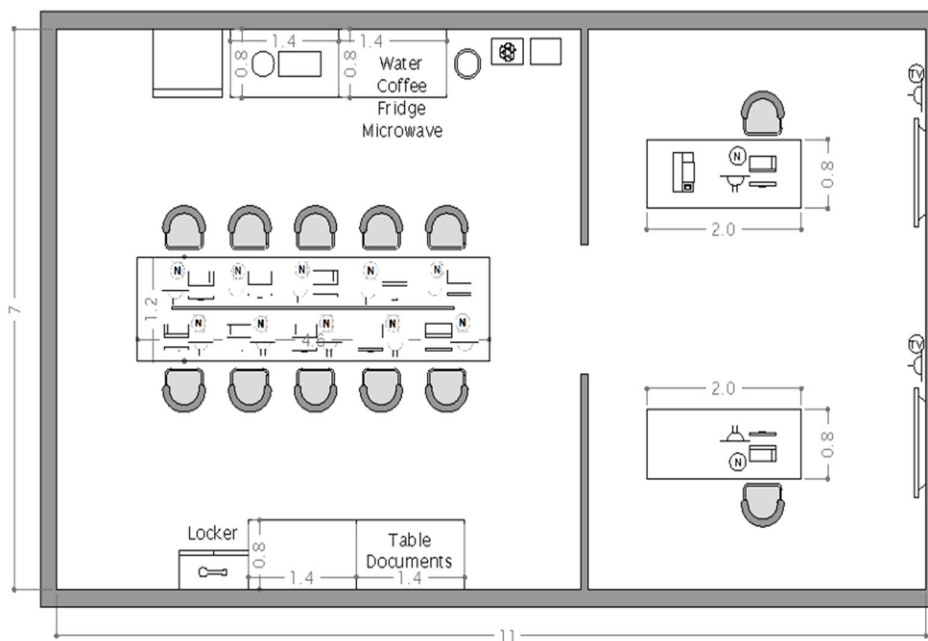


Fig. 4. IT/AV Requirements at Hall 4 (Rapporteurs)

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

Sl.No.	Particulars	Quantity	Days	Remarks
1	Workstations	11	19	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	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.

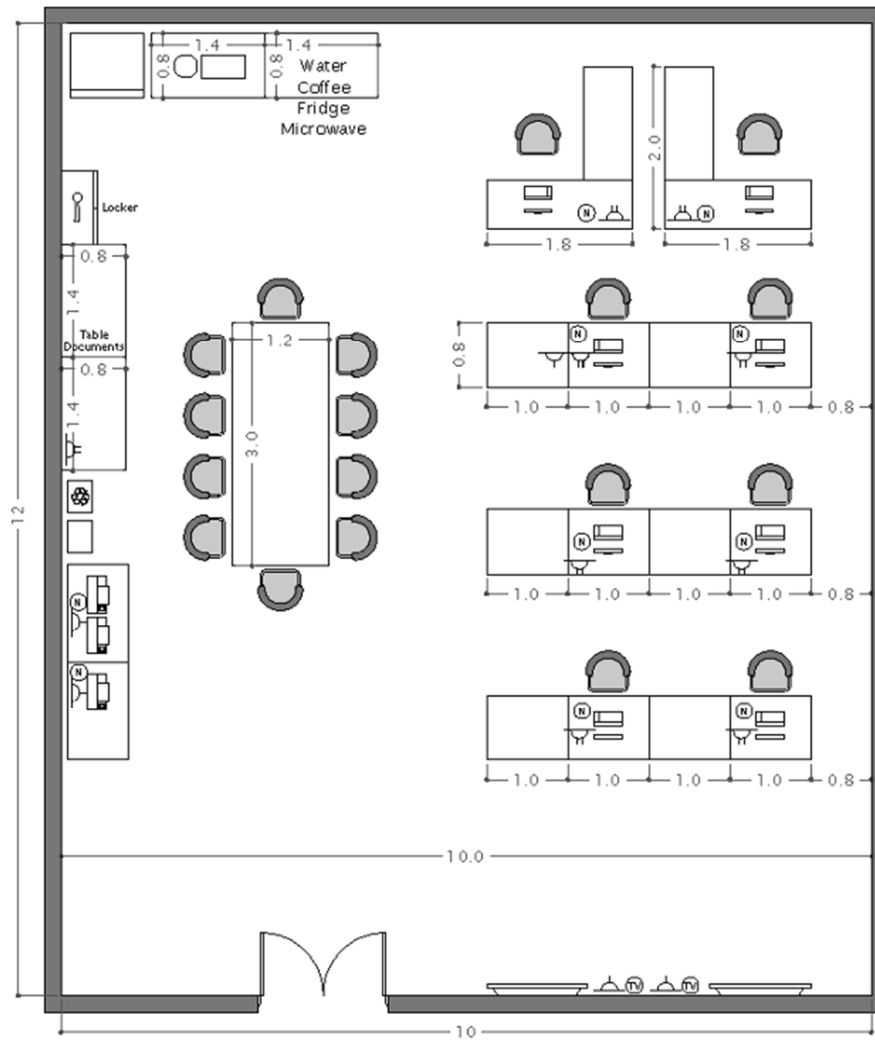


Fig. 5. IT/AV Requirements at Large Office 2 (HCS)

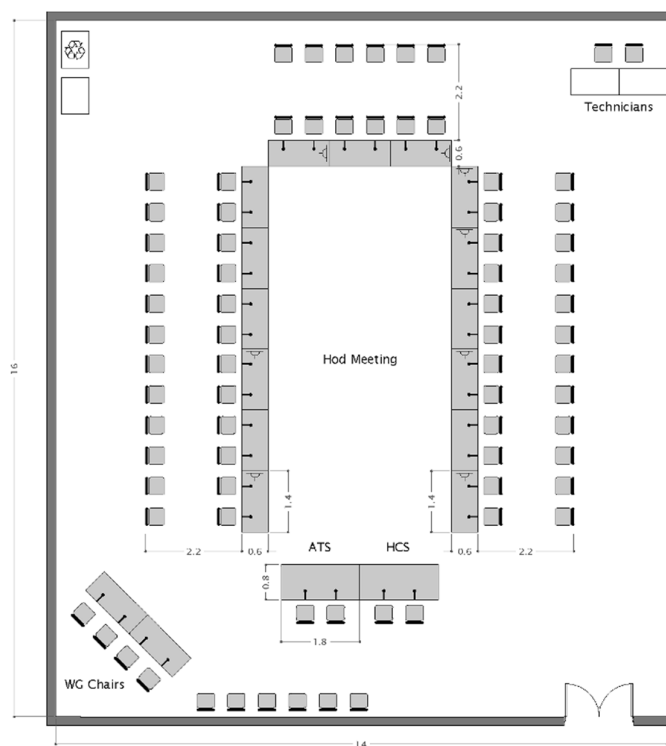
Table 8. IT/AV Requirements HCS Office - HALL 5.

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)</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	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.



REFERENCES			
	AC Sockets X2		Recycle Bin
	AC Sockets X1		LAN
	Level		CCTV
	Microphone		Projector

Fig. 6. Hall 6 (Heads of Delegation)

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

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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.

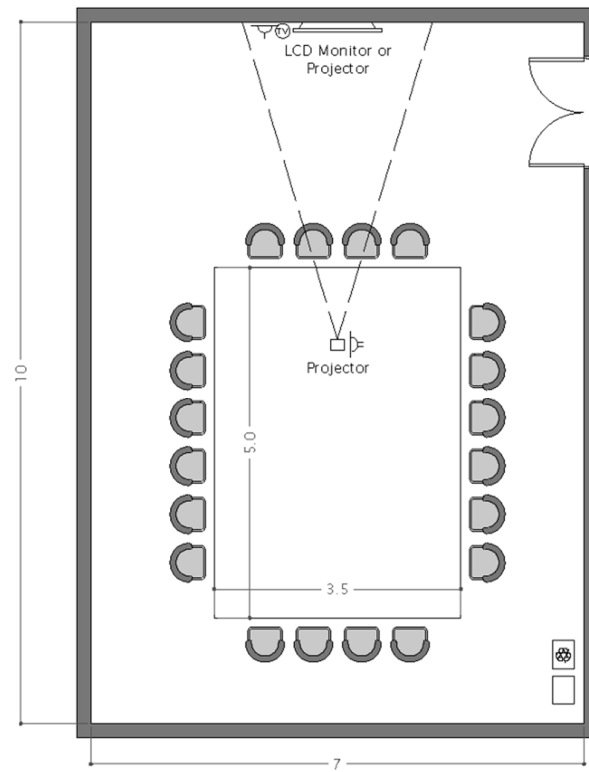


Fig. 7 Small Meeting Rooms 1 and 2 (Contact Groups)

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.

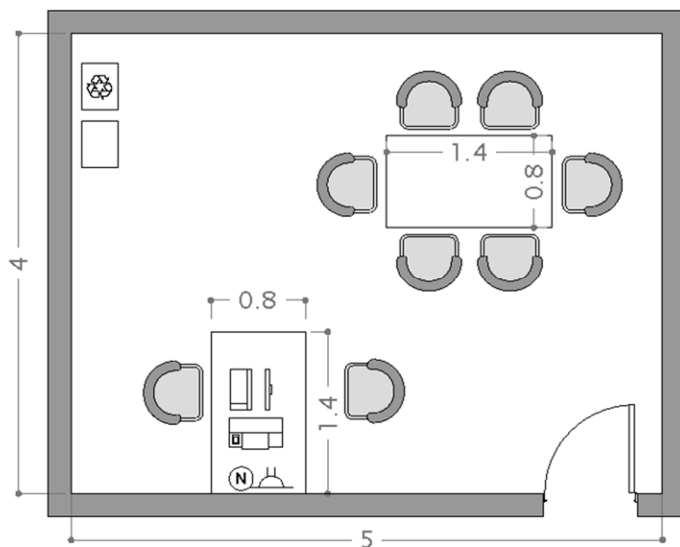


Fig. 8. IT/AV Requirements at Room 3,5,6 and 7

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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

SI.No.	Particulars	Quantity	Days	Remarks
1	Workstations	4	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	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

Sl.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.

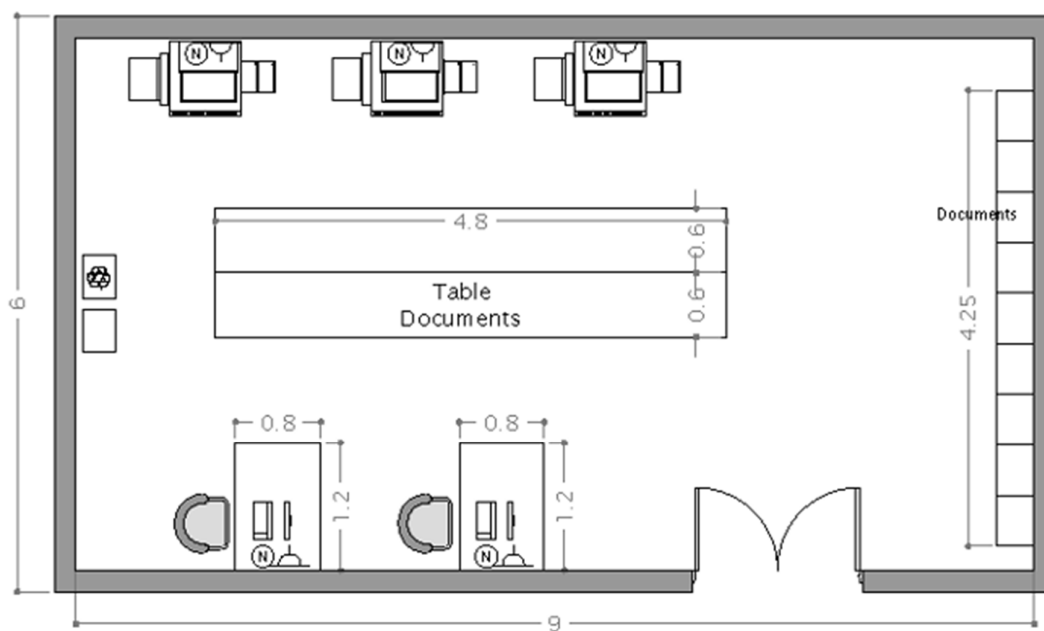


Fig. 9. IT/AV Requirements at Printing Area

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	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
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.