



# Indian Council of World Affairs

Sapru House, Barakhamba Road  
New Delhi

ICWA/IT/885/04/2011

Dated 03-02-2014

## NOTICE INVITING QUOTATIONS

### **Subject: Selection of Agency to Provide Webcasting Services & Video Gallery Maintenance on ICWA website**

Indian Council of World Affairs (ICWA) is an Autonomous Body and Institute of National Importance under the Ministry of External Affairs widely known for research and conferences on current and relevant international issues with institutional partners world-wide. Sealed quotations are invited for the Selection of Agency to provide Webcasting Services & Maintenance of Video Gallery on Council's website. The various components of the webcasting services are defined below:

#### **A. Event Capture**

Event capture will include capturing of video and audio of live action of the event. Multiple video cameras will record the event from various positions to give different perspective to the audience. Each audio source will have its own microphone to capture sound. Both video and audio sources will send the signals to respective mixing boards.

#### **B. Mixing and Recording**

The audio mixing board has separate channels for each audio input for which the volume of each channel is adjusted, and then combined with the other channels to create a mixed audio signal. The console has multiple inputs (from video cameras, a video play deck for titles and roll-ins, and the audio mixing board) and multiple outputs (to the encoding system, preview monitors, and video recorder). Throughout the webcast, an operator switches from one video input to another so viewers can see live action from the best perspective. The video switching console displays each video input (camera 1, camera 2, video playback) on a separate video monitor for the operator to preview. Throughout the webcast, the video switching console adds the mixed audio signal to the selected video, and then transmits a composite (picture + sound) video signal to the video recorder and the encoding system. For archiving and subsequent editing, a video recorder records the composite video signal.

#### **C. Encoding and Signal Distribution**

Throughout the webcast, the encoding system "samples" the composite video signal at a given frequency to determine sound and picture content. It then compresses the content by eliminating duplicated data, such as consistent background colors and redundant tones. Finally, it encodes the compressed content into small packets of digital information that can be streamed across the Internet. To reach the largest possible audience (that is, any user regardless of media player and Internet connection speed), the encoding system

simultaneously encodes and outputs separate signals for a variety of format/transmission speed combinations. Multiple encoded signals are transmitted directly from the encoding system to an origin server (a large server or bank of servers equipped with software for streaming media in multiple formats). The origin server caches (momentarily stores) the encoded signals for redistribution. From the origin server, the encoded signals are transmitted through the Internet either directly to the viewer or to an edge server (if the webcast is multicast).

## **Detailed Scope of Work**

The entire scope of work for the empanelled bidders has been divided into three stages:

- a. Pre Event
- b. During the Event
- c. Post Event

### **a. Pre Event Activities**

- Selected vendor will start the planning of the event in advance of the event
- Selected vendor may have to undergo through security clearance for some events. Selected vendor should provide required information for the same.
- During the event planning infrastructure required for event capture should be discussed. Adequate cameras, microphones, display screens etc. should be provided as per the Council's need.
- Selected vendor will provide proper consultancy/ guidance about the infrastructure (like air-conditioning, acoustics, lighting arrangement, power supply, network points, etc.,) required to prepare the installation site. Also, selected vendor will provide design for layout of the equipment at each location and install & commission the equipments accordingly.
- Selected vendor shall equip the location with all the equipments required for webcasting in advance of the event. Selected vendor should install, check and commission the equipments in advance so as to make webcasting operational on the day of event.
- All charges for handling and delivering the equipments to the site shall be borne by the vendor.
- The companies will make the live webcast interactive by using social media elements like Face book, Twitter, etc to increase the viewership.

### **b. During the Event Activities**

- Selected vendor would be responsible for providing the webcasting services to the client. Webcasting services can be divided into two types:
  - Capturing the event
  - Mixing and encoding the event
- Selected vendor would be responsible for Event Capture, Mixing, Recording and Encoding the event. Encoded signal needs to be distribute the signal through its their own Data Centre and servers.
- The selected vendor shall provide professionally skilled manpower, experienced in the field of installation, commissioning of webcasting equipments and in recording & webcasting an event.

- The selected vendor shall keep a standby of technical staffs/ equipments to mitigate risk of any untoward incident.
- All sessions shall be recorded into Digital Video Format only and would be handed over to Council's at the end of the event.
- The selected vendor shall work for entire day on site as required by the event.
- Selected vendor should cover the entire event as per Council's requirement

**c. Post Event Activities**

- The vendor has to submit complete raw video recorded, digital copy and streamed video to the Council.
- The selected vendor shall be responsible for packing & removing the equipments from location of event, post completion of webcasting.
- Recorded video should be post displayed on ICWA website under Video Gallery within eight hours after completion of the event.
- The recorded video split into several parts and make it ready to upload on Youtube, within twenty four hours after completion of the event.
- The vendor will monitor and provide the number of viewers & their geographic locations and end-viewer feedback to the Council within ninety six hours on completion of the each event.

**Required features of Webcasting**

1. Audio/Video coverage of the sessions through professional quality DV cameras
2. Mixing of Cameras Out/PC out/ HDMI/ Svideo/ DVI and can produce master out for further processing/streaming
3. The mixing device should be capable of provide special effect/wipes with PIP features
4. Recording of sessions in DV format
5. Live streaming of sessions in Flash/Windows etc formats
6. The webcast should be able to stream live multimedia content to mobile phones of different platforms, also.
7. Webcast should have feature to synchronize the presentation slides of the presenter with live webcast. The slides should be shown on the webcast page separately from the video for good visibility for low speed webcast.
8. Webcast should stream HD videos for better quality video. Therefore bidder is required to provide HD equipments for capturing of the live event.
9. Webcast should be streamed in multiple bit rates and multiple resolution format
10. The bidder should be able to stream media files with HTTP live streaming technology with multiple bit data rates.
11. Webcast should support adaptive streaming i.e. supported to various mobile devices as well.
12. Webcast should have high error correction rate
13. Atleast three or more event will be live webcast in a month
14. Webcast should work with least buffering
15. Past experience in high load webcasting (more than 1000 parallel viewers)
16. CDN (Content Delivery Networks) for load sharing, and reduced latency

## **Terms & Conditions:**

1. The last date & time for submission of quotations shall be 26-02-2014 till 4.00P.M. ICWA may in exceptional circumstances and at its sole discretion may extend the last date & time of submission of quotation by issuing an appropriate notice. Such extension, if any, shall be notified on ICWA website and shall be applicable to all.
2. Firms will have to submit their quotations in two-bid system:
  - (i) Technical Bid
  - (ii) Financial BidFirms may submit two linked and sealed envelopes each with the phrase “**Webcasting Services for ICWA Website**” written thereon. The full name, postal address, telephone no. fax no. e-mail address of the firm should be written on the bottom left corner of the sealed envelopes. Such sealed Quotations will be received during working hours at the office of:

**Deputy Director(Administration)**  
**Indian Council of World Affairs**  
**Sapru House, Barakhamba Road**  
**New Delhi-110001**
3. Quotations may be submitted by Registered Post/ Courier service or in person, so as to reach ICWA on or before the last date & time set.
4. Technical bids are to be opened and evaluated first. Financial bids will be opened only of bidders shortlisted on basis of technical bids.
5. The contract awarded shall be valid for a period of two years from the date of placement of work order, unless extended by mutual consent, or annulled by ICWA for any reason whatsoever.
6. Bills shall be submitted by the Firm/Agency on per event basis to ICWA. Bills will be paid by A/c payee cheque only.
7. Firm will provide a dedicated relationship manager for ICWA.
8. At least 3 years experience in webcasting, video gallery maintenance & updating, live web-casting and managing web-casting archives are essential. Certified photocopies of necessary documents in proof, including proof of solvency and Tax Registration details, must be enclosed with technical bids.
9. Income tax clearance certificate for the last two years must be attached.
10. An Earnest Money Deposit (EMD) of Rs. 60,000/-(Rupees sixty thousand only) through a Demand Draft on any scheduled bank in Delhi drawn in favour of “Indian Council of World Affairs” New Delhi must accompany the

quotation letter. Quotation received without earnest money will not be considered. Earnest money received from other unsuccessful tenders will be returned without interest on demand.

11. The security deposit will be refundable after successful completion of the contract to the adjustment of dues against the contractors.
12. It may also be noted that in case of contractor backing out in mid-term without any explicit consent of this Council, the firm/company will be liable to recovery at higher rates, vis-a-vis, those contracted with it, which may have to be incurred by this Council on maintenance of machines for the balance period of contract through alternative means.
13. The above act of backing out would automatically debar the firm from any further dealing with this Council and the EMD/performance guarantee amount would also be forfeited.
14. No advance payment in any case would be made. However, quarterly payment on pro-rata basis on satisfactory rendering of service would be made.

Bidders are required to submit their response in below provided table as a form in Technical Bid.

**Annexure 1: TECH Form 1: TECH Profile**

<b>Item</b>	<b>Technical Specification</b>	<b>Compliance (Yes/ No)</b>	<b>Make and model of quoted equipment</b>
Professional DV camera	<ul style="list-style-type: none"> <li>➤ Shall have outputs for SD &amp; HD Video outs for connecting to an external video Switcher.</li> <li>➤ Shall have built-in Recording feature for SD / HD videos.</li> <li>➤ Must have talk back facility. Recording of sessions in DVD format.</li> </ul>		
Video Switcher	<ul style="list-style-type: none"> <li>➤ It should support A/V switching for minimum of 4 inputs and 4 outputs.</li> <li>➤ Shall support SD / HD Video formats (PAL/NTSC, HD720p30, HD720p60, HD1080i &amp; HD1080p)</li> </ul>		

<p>Audio/Video Mixer with PIP feature</p>	<p>Capable to show PIP between any two inputs. The setup must be capable to take input as PC (upto SXGA 1280x1024 pixel resolution), S-Video, DVI-D (upto 1080p30), Composite video (NTSC/PAL) etc</p> <p>It should have Composite video on RCA interface , S-Video and DVI out</p>		
<p>Encoding/Streaming Workstation For SD video format</p>	<p>Suitable Workstation/PC necessary hardware for capturing SD Video (PAL/NTSC) along with stereo audio (line level) for generating high quality multi bit streams in Flash/Windows format.</p> <p>Shall generate bit rates from 400 kbps to 2 Mbps.</p> <p>Multiple capture and streaming is optional</p>		
<p>Encoding/Streaming Workstation For HD video format</p>	<p>Suitable Workstation/PC necessary hardware to HD Video (720p/1080p) along with stereo audio (line level) capture for generating high quality multi bit streams in Flash/Windows format. Shall generate bit rates from 400 kbps to 2 Mbps.</p> <p>Multiple capture and streaming is optional</p>		
<p>DV Recording unit</p>	<p>HD/SD Video recording to be connected to Video Mixer output in DVD/DV format.</p>		
<p>Video Distributor (VDA/HD Video splitter)</p>	<p>1:6</p>		

Other than the above states items, Bidder should provide all the equipment, accessories, tools etc. to make the devices functional.

**Annexure 2: Bidder's Profile**

<b>Sr. No.</b>	<b>Particular</b>	<b>Details</b>
1.	Name of Bidder	
2.	Incorporated as (State Sole Proprietor, Partnership, Private Limited or Limited Firm)	
3.	Incorporation year	
4.	Full address	
5.	Name of the top executive with designation Telephone Mobile Email	
6.	Service tax number	
7.	Sales tax/ VAT No.	
8.	CST No.	
9.	PAN No.	
10.	Tender fees details	
11.	EMD details	