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No. 14/13/13/17/2020/Prov-23371
GOVERNMENT OF INDIA
CABINET SECRETARIAT
(Special Protection Group)

"Through CPP Portal"

4098

Admn Block, SPG Complex,
Sector-8, New Delhi - 110077
Phone - 011-25090554 Fax-011-25090682
E-mail-spgprov@nic.in

Dated: 26 JUN 2020

Invitation for Expression of Interest (EOI)

Cabinet Secretariat, Government of India intends to establish "Recording Studio" at New Campus SPG, Sector-21, Dwarka, New Delhi on turnkey basis.

The objective of this EOI is as under: -

- i) Development of state-of-the-art classroom lecture recording studio with storage and archiving facility at SPG Complex, Dwarka, Sector-21, New Delhi
- ii) The purpose of digital audio video recording studio is to record academic lectures of senior officers, guest lecture, academia and field demonstration. The audio-visual recorded file will be used for trainees undergoing different courses in SPG.
- iii) To identify suitable firms for design, development, implementation and maintenance of this studio on the turnkey based project, which would also include supply, installation, testing, commissioning, training and technical support of required infrastructure, technical equipment and software.

The EOI invitation given by SPG is on a non-committal basis. Thereafter, at second stage, bidding may not be restricted only to shortlisted bidders of EOI stage and subsequently normal Open Tender Enquiry (OTE) may be done.

The project requirement of SPG as given in Annexure-I.

Firms including interested OEM or their exclusive authorised distributors/ agents having and dealing with such nature of work and fulfilling the following Pre-Qualification Criteria may submit their EOI, duly enclosing product brochure, detailed budgetary quote and other connected documents. The concerned firms may also send their comments on the objectives and scope of the equipment projected in the enquiry. The firm are also required to provide details of the capabilities to undertake the installation & maintenance of subject equipment keeping in future requirements.

Sl No.	Pre-qualification Criteria
1	The vendor should be a reputed and registered firm/concern or a company registered under the Companies Act, 1956. The firm/company must be registered with taxation authority for

	various type of taxes proposed to be charged. Duly attested copies of the certificate should be furnished.
2	The bidder should have completed at least 01 project i.e. establishment of recording studio or similar category projects to any Central/State Govt Organization /PSU/Public Listed Company/universities during last five years before the bid opening date. Copies of work completion certificate to be furnished.
3	The firm should possess the essential infrastructure, facilities and technical expertise.
4	The firm should have local presence in NCR

Documents Required: -

- Profile of firm
- Budgetary estimate for the equipments.
- Certificate of Registration/Evidence of legal status of the firm.
- Copy of supply/work order related to establishment of recording studio or similar category projects received by the firm during last 5 years from any Central/State Govt Organization /PSU/Public Listed Company/Universities, along with work completion certificate.
- Undertaking of the firm that they have essential infrastructure, facilities and technical expertise.
- Documents related to local presence in Delhi NCR
- Duly filled Annexure-II.

Response to this EoI may be sent to below mentioned address on or before 16/07/2020.

Assistant Inspector General (Prov)
Administrative Block,
SPG Complex, Dwarka,
Sector-8, New Delhi - 110077
 Phone - 011-25090554, Fax-011-25090682
 e-mail - spgprov@nic.in

For clarifications, interested firms may contact AIG (Training), SPG on +91-11-25090940 from Monday to Friday between 1000 Hrs to 1800 Hrs or through e-mail id - spgtrg@nic.in


Assistant Inspector General (Prov)

N.O.O:

Copy to:-

- (1) AIG(Trg), SPG w.r.t. letter No.07/12/23/11/2013/Trg/20012/32629 dated 06/05/2020 for information and necessary action please.
- (2) AIG (Digital Security), SPG for uploading the same on SPG's website please.

1. Provide proper acoustic treatment (false ceiling/walls/floor) with minimum 0.90 NRC and Diffuser or Reflection filter required if any.
2. Have separate high-grade PC/Digital Audio Workstation(DAW) with Graphic card along with required lifetime licensed software for all studio, video recording and editing needs.
3. Have provision of proper lighting in the form of LED cool lights and diffused lights for recording studio.
4. Have full HD resolution video cameras with CCU and required accessories (such as wide angle lens, normal lens, macro lens, suitable lens adapter, tripod etc) capable of recording continuously for two hours in one go.
5. Have provision of online UPS for required load and minimum one hour power back up facility
6. Have proper provision of LED Television of size 42 inch or better to play the recorded video and another LED TV of 42 inch for viewing live video.
7. Provide Digital Portable Recorder (HD Camera) with Tripod for field recording interview with high quality post facilities recorded video to edit in studio.
8. Fulfil all electrical needs required for proper setting of a recording studio and it should also have provision of separate electrical earthing separate to protect equipment from lightning.
9. Have separate room for live recording and another room for post-production(editing)i.e. Production Control Room(PCR) with Observation Glass Window (sound proof) in between them.
10. Have proper cabling (hidden behind wooden wall) in recording and editing room.
11. Have all major elements like microphones (dynamic or condenser with POP filter), audio and video mixers, speakers with stand, stage monitor, headphone, 75 inch interactive panel, teleprompter, voiceover, mounted racks power supply extension etc.
12. Have state-of-the-art presentation tools and audio/video hardware for best quality recording of lectures.
13. Have a separate archive section with optimum storage and software for retrieval of required video in future.
14. Have scalability and compatibility with existing system to cater to the futuristic needs of SPG.
15. Be user friendly with simplified standard workflow.
16. Have an editing room with required furniture and technical table having laminate finish and proper edge binding in suitable ply.
17. Shall provide proper training to the officers of SPG in handling of Video Camera, live and post editing, use of audio and video mixtures, voiceover etc. so as to record the video in the form of class room lecture.
18. Ensure adherence to all relevant security/data standards as defined and notified by GOI from time to time.

Particulars for Expression of Interest

Sl.No.	Specifications	Details
1.	Name of firm	
2.	Year of Establishment	
3.	Place of Incorporation	
4.	Address of Registered Office	
5.	Address of Office in Delhi	
6.	Details of branches / associates outside Delhi	
7.	Company Profile:	
8.	Legal Status of Bidder: (proprietor/partnership/private ltd./ public ltd.)	
9.	Service Tax Registration.	
10.	PAN No.	
11.	Work experience (provide details of completed project in last 5 years (Central Government/State Government /PSUs /Universities)	
12.	Details of Annual Turnover	
Amount	2016-17	2017-18
		2018-19