CORRIGENDUM

The date for submission of Quotation for ‘Webcast Services’ has been extended upto February 13, 2014 by 3:00 PM due to administrative reasons and date of opening the offers shall be on February 14, 2014 at 11:30 AM at ICSI-HQ.

Other terms & conditions of Quotation for ‘Webcast Services’ dated January 16, 2014 remains the same.

The bidders may take note the above changes.

Date: February 6, 2014
(B PRADHAN)
JOINT DIRECTOR
Sealed Quotations are invited for **Webcast Services**. The terms and conditions are as under:

1. The sealed quotations are to be submitted in prescribed format duly stamped and signed and dated on each page. Details/supporting documents wherever applicable, if attached with the quotation should be dully authenticated by the bidder/s. No over-writings shall be accepted unless authenticated with full signature of the bidder/s.

2. The sealed quotations duly superscribed, “**Quotation for Webcast Services**” due on 27th January, 2014”, should be addressed by name to Shri Sutanu Sinha, Chief Executive, the ICSI and sent at the Institute’s address given below either by registered post/speed post/or by dropping in the tender box placed at IIIrd floor of Institute’s Headquarter & should reach on or before 27th January, 2014 by 3:00 PM.

Address:

**Shri Sutanu Sinha, Chief Executive**  
**The Institute of Company Secretaries of India**  
**ICSI House, 22, Institutional Area,**  
**Lodi Road New Delhi-110003**

Quotations received after the stipulated date and time shall not be entertained. The Institute shall not be liable for any postal delays what so ever and quotations received after the stipulated time/date are liable to be rejected summarily without giving any reason.

3. The quotations shall be opened on 28th January, 2014 at **11:30 AM** in the Institute of Company Secretaries of India at ICSI House, 22 Institutional Area, Lodi Road, New Delhi in the presence of those tenderer(s) who wish to be present. No separate communication will be sent in this regard. In the event of due date being a close holiday or declared Holiday for Central Government offices, the due date for opening of the bids will be the following working day at the appointed date, time and venue.
4. Cutting and overwriting should be avoided. Every cutting and overwriting must be duly initiated, otherwise the quotation / proposal is liable to be rejected.

5. Minimum number of webcast to be done is two in a year and same will be conducted on regular intervals on prior intimation.

6. The service provider is required to quote separately for each webcast of duration of 60 minutes, 120 minutes & 180 minutes.

7. Service provider (i.e. vendor) is required to do the followings:
   i) The service provider would make its own arrangement for installation of various equipment & manpower required for webcasting and the institute would not provide any equipment/material/manpower for the purpose.
   ii) Intimation about the webcast shall be circulated to all valid students of ICSI (4 lacs approx.) all over India through bulk e-mail / SMS to join the webcast, for which URL (i.e. weblink) shall be provided by the service provider at least in 02 days advance. It is expected that large no. of students may try to login. As such portal should have the sufficient capacity so that minimum 3000-4000 students can login to webcast at a time.
   iii) A banner may be displayed by the Service Provider on the webpage mentioning the Logo & Name of Institute, subject of discussion, date & time of the webcast, at least in 1-2 days advance, so that students visiting the site are well aware that when the webcast is scheduled to be live on air.
   iv) Bandwidth at the end of “service provider” should be sufficient to cater to the load, so that webcast is conducted smoothly. Clarity of the audio & video should be of best quality.
   v) Service provider must make their own arrangement for internet connectivity of minimum 500 kbps upload speed.
   vi) Service provider shall arrange minimum 05-07 collar mikes. One collar mike may be provided to each speaker for clarity of voice.
   vii) Service provider shall arrange minimum 02 (two) cameras for smooth recording. All equipments/connectors required for video mixing, audio mixing & live streaming of the event are to be arranged by the service provider. One of the persons of service provider should look after the video mixing & audio mixing and only proper mixed output of both cameras should be sent live on air.
   viii) On the video output, institute’s logo must appear at the right hand top corner of the screen. Further, name & designation of speaker (who so ever is speaking) should also appear as caption at bottom of the screen as footer.
   ix) Service provider shall provide one chat box on the webpage where students can type their query which should be visible to panel of speakers on a screen instantly. So that speakers can answer to the queries of students live. For the purpose, one LCD screen (32” inch size) is required to be arranged by service provider & be placed in front of speakers where they can live see the flow of questions, out of which they will pick & reply.
   x) Only genuine students of ICSI are to be allowed to login. To ensure that, students may be asked to enter their 17 digit student’s registration number before login to the webcast for putting their queries through chat box.
xi) After the webcast is over, the video recording of the whole show shall be provided to ICSI in a CD which can be uploaded on institute's website for further reference of the student.

xii) The bidders are required to deposit an earnest money of Rs. 4,000/- (Rupees four thousand only) for webcast service by way of demand draft in favour of The Institute Of Company Secretaries of India, payable at New Delhi. The tender not accompanied with earnest money shall be rejected summarily. The earnest money of the tenderers will be refunded without any interest/bank commission/collection charges after the order has been issued in favour of successful party.

xiii) The successful bidder would be required to submit a Performance Guarantee/Security Deposit for amounting Rs. 10,000/- in favour of The Institute of Company Secretaries of India, payable at New Delhi and shall be retained two months beyond the period of contract. The Performance Guarantee/Security Deposit will be made within 10 days after issue of work order.

xiv) Service provider’s team should reach venue (i.e. either institute’s HQ at New Delhi / or Noida office / or any other place as decided time to time) well in advance. The testing of the equipment on site and a trial run must be completed two hours in advance. They should make the equipments and set-up ready at least 30 minutes before the scheduled time of commencement of webcast. Webcasting should start sharp at the scheduled time. Any delay in this regard may attract penalty to the service provider.

xv) A penalty @ Rs. 1000/- per hour (or part thereof) subject to maximum of Rs. 5000/- on the delayed will be imposed in case of webcast service is not start in accordance with the time schedule given in the work order.

iii) Prices quoted for Webcast Services should be inclusive of all taxes.

GENERAL:

(a) All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the arbitrator to be appointed by the Secretary of the Institute of Company Secretaries of India, New Delhi. The award of the sole arbitrator shall be final and binding on both the parties under provisions of the Arbitration and Reconciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force. Place of such arbitration proceedings shall be at Delhi.

(b) The Institute reserves the right to accept or reject any or all tenders including the lowest tender/s without assigning any reason at its sole discretion and the decision of the Institute will be final and binding on all concerned.

(c) For any details / clarifications, Shri Surya Narayan Mishra, Asstt. Director (0120-4522083) may be contacted.

Date: January 16, 2014

( B PRADHAN )
JOINT DIRECTOR