



TENDER NOTICE

FOR

**DIGITIZATION OF TRAINING PROGRAMMES ALONG WITH STUDY
MATERIAL TO DEVELOP DIGITIZED TEACHING MODULES**

CLIENT:

APPAREL TRAINING AND DESIGN CENTER
(Under the aegis of, APPAREL EXPORT PROMOTION COUNCIL)
P-50, Paridhan Vikas Bhawan Sec-44, Gurgaon - 122003,
Haryana (India) Phone: 0124-4659511 / 4659507
Fax: 0124-4659500

NAME AND ADDRESS OF TENDERER:

SEAL:

TENDER NOTICE**APPAREL TRAINING & DESIGN CENTRE**

Apparel Training & Design Centre, National Head Office
Paridhan Vikas Bhawan, Plot-No. 50, Institutional Area, Sector-44, Gurgaon 122003

**Digitization of Training Programmes along with Study Material to
develop Digitized Teaching Modules.**

Ref: ATDC/NHO/RP/SMART/05/08/VOL-III

Dated: 08-08-2014

HOD (RP&PP) on behalf of the Director General “**Apparel Training & Design Centre**” **Paridhan Vikas Bhwan, P-50, Sec-44, Institutional Area, Gurgaon-122003** invites sealed quotes from suitable reputed production houses / creative Agencies with excellent past track record and experience of creating and developing Digital Contents.

SUBMISSION OF TENDER:

Separate envelopes should be used for Technical and Financial Bids and indication to that effect may be superscribed on the envelopes.

All the pages of the Tender Notice should be signed with the name and designation of the signing authority , with the seal of the company affixed at last page, in confirmation of having read, understood and agreeing with the terms and conditions of the Tender Notice and should be submitted with the bids. **This is important and essential.**

The envelopes superscribed ‘ **Technical Bid**’ should contain the tender form (General terms & conditions, Technical & tender Memorandum)) without the ‘Bill of Quantities’ part, duly signed and stamped along with all relevant documents establishing the credibility of the firm. The Technical Bid will not contain any price implication.

All envelopes containing the tender should be properly sealed.

The envelope containing Technical Bid must contain the Earnest Money Deposit (EMD) of Rs. 50,000/=(Rupees Fifty Thousand Only) and tender fee of Rs.1000/- (Rupees One Thousand Only) in the form of Demand Draft or FDR for 6 months in the name of Apparel Training & Design Centre payable at Gurgaon(For processing fee only Demand Draft will be accepted).

CRITERIA FOR TECHNICAL EVALUATION OF BIDS

Bids will be examined by the experts committee against the technical criteria attached at annexure-A

TECHNICAL EVALUATION PROCESS:

All the technical bids will be examined by the expert committee in terms of the technical evaluation criteria. **For clearing technical evaluation criteria qualifying marks will be 60%**

Financial Bids will be opened only for the bidders, whose Technical Bids have been found to be acceptable. Financial bid opening date and time will be intimated later on.


In the financial bids, the tenderer shall fill in the rates both in words and figures. The amount against each item is also to be filled in. In case of any discrepancy, the rates quoted by bidder in words shall be taken as correct.

The quoted price shall be inclusive of VAT, Sales Tax, , Excise Duty or any other taxes and duties prevailing in respect of this contract shall be payable by the supplier. ATDC will not entertain any separate claim whatsoever in respect of the same.

The comparison of the bids for the award of the order will be based on 60:40 percentage (Technical & Financial) criteria. Evaluation by the Technical Expert & Purchase Committee will be treated as final. Calculation of combined score 'S' will be based on the following formula:

$A=100 \times B/C$, Where

A= Financial Score of proposal under consideration
B= Price of Lowest financial proposal
C= Price of the proposal under consideration
Final Score, $S=0.6 * T + 0.4 * A$, where
T= Technical Score


(Dr. R. A. Lal)
HOD (RP/PP)

Scope of Work:

1. Digitization of Training Programmes along with Study Material to develop Digitized Teaching Modules in English language and to be translated in **Hindi** to be provided in DVDs for use during training as Digitized Teaching Modules. Multiple copies of same for distribution in secured media. Digitized Teaching Module may be incorporated such as copyright issues/ ATDC property clause etc.

SL NO.	Work	Suggested Duration
1.	Digitization of Training Programmes along with Study Material to develop Digitized Teaching Modules.	Duration Approx. 10 Hours

2. ATDC SMART TOT Academies have captured some of the significant training programmes on videos. In order to convert them into Digitized format they will need to be edited, videos to be filtered, voice-overs recorded where the audio quality needs improvement and interface and evaluation modules added.
3. Above mentioned material is available at ATDC SMART TOT Academy, Gurgaon. Vendors may contact Ms. Roopali Shukla, Head, ATDC SMART TOT Academy (Contact No: 0124 - 4659538 to view the same).
4. ATDC will share raw video shoots and PowerPoint presentations of Trainings/Seminar/ Panel Discussion etc. conducted by ATDC SMART TOT Academy, while awarding the contract.
5. The developed Digitized Teaching Module should not start abruptly. It should be prefixed with the relevance and connectivity to the whole content along with the introduction about ATDC.
6. To provide cover page/slide show casing, for the purpose and relevance of Digital Contents.
7. The number of reviews required with ATDC should be mentioned and sufficient time given for Core Group reviews.
8. Since these digital contents have to penetrate into the rural sector, the software compatibility is essential and should be user friendly.
9. Vendor will edit Video and make the content in flow in accordance with Subject matter experts (Hired by Vendor) and as per the requirement of ATDC.
10. To create separate sections for separate modules/chapters/Topic to develop this content in a deliverable format.
11. To create an interface, which will include Menu, Video, PPT Slides, Topic Selection options and other interface components eg evaluation sections.

12. To create the standard template for consistency across all modules.
13. To improve the Video quality and enhance the Voice over of the existing videos and use animation wherever it is required.
14. To filter the audio/ record audio and incorporate voice over wherever required.
15. To make the format compatible and useable in **distance learning**.
16. This has to be done as per input of subject expert (hired by vendor) in consultation with ATDC.
17. The copyright to be incorporated at all places-DVDs, DVD Covers, DVD Stickers and all courses contents created.
18. Per hour and total cost may be quoted. If the content is less or more than the total hours prescribed, pro-rata adjustment of the total cost will be applicable while making payment.
19. Since multiple copies of digitized material are required, the vendor may also quote the cost of each DVD copy to be changed by them.



(Dr. R. A. Lal)
HOD (RP/PP)

New Tender

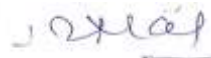
Name of organization	ATDC
TENDER Title	Digitization of Training Programmes along with Study Material to develop Digitized Teaching Modules
TENDER reference	ATDC/NHO/RP/SMART/05/08/TE-02
Tender type	Limited
Type of bid	Two-Bid System
Location	Gurgaon
Announcement Date	08.08.2014
Pre-bid Meeting	13.08.2014
Closing Date/Time	20.08.2014 at 11:30 Hrs
Opening Date/Time	20.08.2014 at 12:00 Hrs
Name of Person in Contact	Dr. R. A. Lal / Rakesh Kumar Balyan
Designation	HOD(RP/PP)/Purchase Officer(RP/PP)
Address	Apparel Training & Design Centre, Paridhan Vikas Bhavan, P-50,Sec-44,Institutional Area, Gurgaon(Haryana)-122003
Email	lal@atdcindia.co.in, balyanrakesh@atdcindia.co.in
Phone	0124-4659-511/507
Fax	0124-4659-500

Terms & Conditions

1. The tender form will be available on our website. Tender form may be downloaded from our website and should be attached with draft of is Rs.1000 as tender fee. No Tender would be accepted without tender fee.
2. The quote validity should be for 120 days from the date of submission. The quotes having validity less than 120 days shall be summarily rejected.
3. The Earnest Money deposit of Rs. **50,000/-** should be paid in the form of Demand Draft drawn in favour of ATDC, payable at Gurgaon or FDR for 6 months in the name of ATDC. Tenders received without EMD will be summarily rejected. EMD will be refunded on finalisation of contract.
4. Performance Security deposit @ 5% of the total contract value has to be submitted on receipt of work order. The Performance Security Deposit will be refunded after completion of warranty period. .
5. The selected party should execute an agreement on stamp paper worth Rs.100/-.
6. The Digitized Teaching Modules shall be finalized with the approval of ATDC.
- 7. The tenderer should have subject expert on their panel from Apparel Industry.**
8. The bidder should have excellent technical capacities to ensure smooth and high-quality production (video production staff, owner of its own video production studio or a documented proof of an access to a rented video studio).
- 9. The Digitized Teaching Modules shall be the sole property of ATDC under copy rights and tenderer will not have any right to share/circulate the material to third party after development of the digital contents.**
10. The rates quoted for each item shall be total composite price inclusive of all taxes, incidental charges and all applicable statutory royalty and levies. No extra charge on any account except quoted per hour price will be paid.
11. Any damage caused to the institute property during execution of the work shall be compensated by vendor.
12. Digitized Teaching Modules will have warranty of one year from the date of completion and hand over. Any defect in content, it's operation, DVDs or other material will be set right free of cost during warranty period.
- 13. The rate quoted by the bidder should be firm during the period of contract and also extended period if any. No escalation cost will be entertained. Rate approved will be valid for one year from the date of acceptance or till the completion of the work whichever is later.**
14. Any breach of the contract will result in cancellation of the work order in part or as a whole.
15. Each and every page of the offer should be signed by the Tenderer before submission as a token of acceptance. Corrections, if any, should be duly attested.

16. ATDC reserves the right to accept or reject any or all the offers in full or part or to waive off any formality, minor deviations and omissions without assigning any reason(s) or to cancel the tender in whole. ATDC reserves the right to reject conditional tenders and also relax any quotation's/tender's condition at its discretion.
17. Submission of offers shall be treated as the acceptance of ATDC Terms and Conditions and any counter terms or conditions shall not be accepted.
18. In case of non-compliance of the work order or withdrawing the offer after submitting tender, the Security Deposit will be forfeited and the party will be blacklisted. Also, further action shall be taken at the costs of the party.
19. The tenderer should have its own establishment, which can be inspected at call by ATDC before finalization of the tender.
20. The tenderer should give the details of their current clients where they are executing such works, supported by attested documents.
21. **The work shall be completed within a period of 120 days from the date of issuance of work order.**

HOD (RP&PP)
Paridhan Vikas Bhawan,
P-50, Sec-44, Institutional Area,
Gurgaon (Haryana)-122003


(Dr. R. A. Lal)
HOD (RP/PP)

(On company/firm's letter head)

(Note: The quotes would be accepted in the following format only)

Quotation No. -----

Date: -----

To,

HOD (RP/Purchase Procurement),
 ATDC, Paridhan Vikash Bhavan,
 P-50, Sec-44, Institutional Area,
 Gurgaon (Haryana)-122003

**SUBMISSION OF SEALED QUOTES AGAINST
 TENDER ENQUIRY NO. -----DATED-----**

Dear Sir,

We are pleased to forward the best rates for creating and developing Digitization of Training Programmes along with Study Material to develop Digitized Teaching Modules as per the following details.

SL NO.	Work	Duration	Job/Qty	Rate per unit	Total Value
1.	Digitization of Training Programmes along with Study Material to develop Digitized Teaching Modules.	Duration Approx-10 Hours	01		
2.	Cost of copy of DVD	-	300		

Above quoted price should be inclusive of VAT/CST and any other taxes/charges.

Delivery schedule: **120 Days**

Payment terms: **30 days after successful completion of the job**

Warranty/guarantee: **One year from the date of completion and handover**

Validity of quote: **120 Days**

Other Charges: **No**

(Sign. of authorized Signatory
 With rubber stamp)

Annexure-A

Technical bid Evaluation Criteria

Sr. No.	Evaluation Criteria	Maximum Score	Evaluation Criteria	Score of Vendor
1	Total number of Digital Contents' Contracts executed during last 3 years 2011-12, 2012-13 and 2013-14. (to be corroborated with work orders and completion certificates)	10	Documents based	
2	No of Digital Contents' contracts executed specifically for Apparel Industry (to be corroborated with work orders and completion certificates) during the above period	10	Documents based	
3	Feedback report from at least 3 agencies in terms of value for which the Digital Contents job was executed recently. Feedback to be given on the letter head of the agency for which Digital Content job was executed.	10	Documents based	
4	Panel of Subject Matter Experts/resource person (internal and external) to be involved in development of Digital Content for ATDC, with their brief profile specifying expertise in Apparel Industry.	10	Documents based	
5	Details on production facility, video editing facility and set up; In- house or hired.	5	Based on presentation before the Experts Committee	
6	Details on software compatibility in rural areas and platform to be used for developing the Digital Content	10	Based on presentation before the Experts Committee	
7	How do you plan to handle raw video content, audio visual mixing with the use of available photographs, ppt presentation and video clippings, inserting suitable animations with required commentary, editing etc. Outline your strength in the area.	10	Based on presentation before the Experts Committee	
8	Details on auto run and Instructor led training	5	Based on presentation before the Experts Committee	
9	Any additional inputs relevant to the project	10	Based on presentation before the Experts Committee	
10	Vendor's description on Content development plan, output layout and operational method, ease of use, uses of various interface, compatibility for distance education, etc.	20	Based on presentation before the Experts Committee	
	Total	100		