



विद्युत अभियान्त्रिकी विभाग
DEPARTMENT OF ELECTRICAL ENGINEERING
भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY KANPUR
कानपुर - २०८०१६ (भारत)
KANPUR - 208016 (INDIA)

Phone: (0512)-2597198
Fax : (0512)-2590063
Webpage: <http://www.iitk.ac.in/ee>

To Whom It May Concern:
CALL FOR TENDERS

Tender No: IITK/EE/NCC-JTG-21/2021/01

Tender Date: June 10, 2021

Tender Closing Date: June 20, 2021

This is to notify that tenders are invited for purchasing an online platform for two events, viz., JTG summer school 2021 (<https://www.iitk.ac.in/jtg2021/>) and National Conference on Communications (NCC) 2021 (<https://www.iitk.ac.in/ncc2021/>).

Terminology:

- Organizers: organizing committee of JTG and NCC
- Vendors: applicants for the tender

Requirements for NCC 2021:

1. **Number of participants per event:** 300 (tentative number). Order will be taken in slots of 300 + multiple of 100, depending upon the final number of registrations. Maximum number of registration is expected to be within 800.
2. **Past Experience:** The vendor must have organized at least 10 big technical conferences (with 250+ participants). This is to ensure that the service will be free from any glitches. The platform must be able to handle 800 participants simultaneously. The vendor must have organized academic conferences at Indian Institute of Technology (IITs)/Indian Institute of Science (IISc). Please provide a list of big conferences (250 +) as well as academic conferences organized at IITs/IISc.
3. **Support:**
 - a. The responsibility of setting up the whole platform lies with the vendor.
 - b. There must be a technical assistant from the vendor present for all the sessions to handle any glitches and to ensure smooth conduction of the event.
4. **Sessions:**
 - a. Keynote/Invited talks/Tutorials: more number of attendees (300-500 at a time, tentative)
 - i. Live video talk and Q&A
 - b. Presentation talks: fewer attendees (30-50 at a time, tentative)
 - i. Uploading and playing of short videos
 - ii. Live Q&A
 - c. There will be parallel sessions in the conference (3-5 at a time).
5. **Aesthetics:**
 - a. Aesthetic but hassle-free and stable interface.
6. **Sponsors:**
 - a. There will be different grades of sponsors – platinum, gold and silver.
 - b. The online platform should have different benefits for these different grades of sponsors.
 - c. Exhibition area/lounge for sponsors.

- d. Sponsors should be able to present, interact with and organise activities for the participants. The recordings/chats to be made available to the organizers and sponsors.
- e. Branding and separate booths (with facility to video/text chat, pre-recorded video, information, etc.) for sponsors with customization specified by the sponsors.
- f. Pre-event and post-event emails, customized by the sponsors, to all attendees.

7. Accessibility:

- a. The online platform must have access control so as to allow only the registered participants to attend.
- b. The platform must be easy to use for non tech savvy attendees. For example, the senior speakers could join with just a click for their session, instead of having to navigate through different windows.
- c. It should not break down for attendees with low bandwidth Internet connection
- d. It should be accessible from mobile as well.
- e. The platform should be end to end event registration and virtual event platform, integrated into one single do it yourself platform.
- f. The platform should have parallel sessions ability that can seamlessly play live as well as recorded video streams. Mention how many parallel sessions can the platform support.

8. Participant engagement and interactivity:

- a. It should show who all participants are online currently.
- b. There should be option for public chat as well as one-on-one chat between the participants.
- c. There should be an option for breakout rooms
- d. A mechanism to collect questions from audience offline or online.

9. Pre-event:

- a. The webpage must be up at least 3 days before the event.
- b. The vendor should do test runs to ensure there will be no problems during the event.

10. Post-event:

- a. The webpage should be up for at least 15 days after the event
- b. The data recorded during the event should be made available to the organizers. The videos can be uploaded to a cloud, e.g., YouTube.
- c. Send customized thanks email to all the registered participants and speakers.

Requirements for JTG/IEEE Summer School 2021:

1. **Number of participants per event:** 300 (tentative number). Order will be taken in slots of 300 + multiple of 100, depending upon the final number of registrations. Maximum number of registration is expected to be within 800.
2. **Past Experience:** The vendor must have organized at least 10 big technical conferences (with 250+ participants). This is to ensure that the service will be free from any glitches. The platform must be able to handle 800 participants simultaneously. The vendor must have organized academic conferences at Indian Institute of Technology (IITs)/Indian Institute of Science (IISc). Please provide a list of big conferences (250 +) as well as academic conferences organized at IITs/IISc.
3. **Support:**
 - a. The responsibility of setting up the whole platform lies with the vendor.
 - b. There must be a technical assistant from the vendor present for all the sessions to handle any glitches and to ensure smooth conduction of the event.
4. **Sessions:**

- a. Presentation talks
 - i. Live video talk and Q&A of about three hours per day
 - ii. Pre-recorded video of about six hours per day.
- b. This is a single track event.

5. Aesthetics:

- a. Aesthetic but hassle-free and stable interface.

6. Sponsors:

- a. There will be different grades of sponsors – platinum, gold and silver.
- b. The online platform should have different benefits for these different grades of sponsors.
- c. Exhibition area/lounge for sponsors.
- d. Sponsors should be able to present, interact with and organise activities for the participants. The recordings/chats to be made available to the organizers and sponsors.
- e. Branding and separate booths (with facility to video/text chat, pre-recorded video, information, etc.) for sponsors with customization specified by the sponsors.
- f. Pre-event and post-event emails, customized by the sponsors, to all attendees.

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Terms and conditions:

1. Quote should be made in two parts: Technical bid & financial bid separately in the sealed envelopes.
2. Financial bid for the service/product whose technical bid is not acceptable will not be opened.
3. If the financial bid is included in the technical bid then quotation will be summarily rejected.
4. The sealed envelopes with the quotes should be superscribed mentioning whether it is a technical or financial bid.
5. Maximum educational discount, if any should be offered.
6. Bidder must have supplied the Service of Online Platform for National and International Conferences in the Higher Academic Institution like IIT's and IISER and should attach the credentials.
7. The bidders should submit copies of suitable documents in support of their reputation, credentials and past performance.
8. The Institute reserves the right of accepting and rejecting any quotations without assigning any reason thereof.
9. The quotations provided should be valid for a minimum period of 2 months
10. All the taxes should be mentioned in the quotation.
11. All prices should include any service charge; no extra payment will be done for the same.
12. Please send a quotation by courier, if you agree to the above terms and conditions, to the following address:

Attn: Adrish Banerjee
Department of Electrical Engineering
Indian Institute of Technology Kanpur
Kanpur, U.P. 208016

Sincerely,

Adrish Banerjee