

3551/2024

GOVERNMENT OF TRIPURA  
DIRECTORATE OF INFORMATION AND CULTURAL AFFAIRS  
AGARTALA

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No.F.76(69)-ICA/2023/Cul

Dated: 11.02.2024.

**Short Notice Inviting Quotation**

Short Notice Inviting Quotation in sealed cover is hereby invited from interested agencies / proprietors regarding real time live streaming / webcasting and Departmental Social media management for 42<sup>nd</sup> Agartala Book Fair on 21<sup>st</sup> February to 5<sup>th</sup> March 2024.

Sealed Quotation to be submitted in a larger envelope which are to contain 2(Two) separate smaller envelopes i.e one smaller envelope with documents pertaining to Technical Bid and another smaller envelope with quoted rate in prescribed format for Financial Bid. Such sealed quotation should reach to this Directorate of ICA, Gandhighat, Agartala on or before 2:00 PM of 17<sup>th</sup> February, 2024.

Terms & Condition pertaining to it can be collected from Directorate or same can be downloaded from the Departmental Website [www.ica.tripura.gov.in](http://www.ica.tripura.gov.in) or [www. tripura.gov.in](http://www.tripura.gov.in).

Sd/-  
Director  
Information & Cultural Affairs  
Government of Tripura

2024

**Terms & Conditions pertaining Short Notice Inviting Quotation for** real time live streaming / webcasting and Departmental Social media management for 42<sup>nd</sup> Agartala Book Fair on 21<sup>st</sup> February to 5<sup>th</sup> March 2024.

1. **Scope of Work:** Webcasting/ live streaming on all social media platforms of ICA Department of the entire event of 42<sup>nd</sup> Agartala Book Fair on 21<sup>st</sup> February to 5<sup>th</sup> March 2024.
  - a. Area of Coverage Should is entire premises of Hapania International Fair Ground and both the Stages. Location wise cameras and other requirement is mentioned below :

Sl. No.	Location	Video Camera required
1	Cultural stage, Seminar & Kabi Sammelan Stage and entire premises of Hapania International Fair Ground	4 full HD video Camera with stand, 1 wireless Camera, 1 Jimmy Zip with Camera, 2 Still Camera, 1 Drone Camera(if Required)

- b. Platforms and electricity connection will be provided by ICA Department. The selected vendor only needs to identify the place for the platform as per their convenience in consultation with concern official of ICA Department.
- c. The selected vender needs to arrange all other required equipment, internet connection etc for the said event.
- d. For safety and uninterrupted webcasting / live streaming Vander needs to arrange for additional power backup on their own.
- e. Vendor needs to establish temporary and uninterrupted continuous communication system (not mobile conference) between all the camera location for observation and management of the entire rally.
- f. Vendor needs to install PTZ Camera apart from the entire scope of webcasting / live streaming.
- g. Vendor shall arrange to display the content of concerned programme in live streaming .

2. **ELIGIBILITY:** Bidders need to submit all the required documents to meet the technical eligibly criteria.

- a. Relevant Trade Licence
- b. GST registration Certificate
- c. PAN Card
- d. Document ( e.g. work order/ sanction order) pertaining to experience of real time live streaming / webcasting and Departmental Social media management for two events in the Department(s) under the State Government /PSU.  
NB: Experience except the Department(s) under the State Government/PSU will not be entertained

3. **Others:**

- A. Sealed Quotation to be submitted in a larger envelope which are to contain 2(Two) separate envelopes i.e one envelope for Technical Bid and another envelope for Financial Bid. Such sealed quotation should reach the to the Directorate of ICA, Gandhighat, Agartala on or before 2:00 PM of 17<sup>th</sup> February,2024

- B. Quotation received after stipulated date & time will not be entertained.
- C. Received Quotations within stipulated period are likely to be opened on same day (17<sup>th</sup> February, 2024) at 4:00 PM or as intimated otherwise
- D. On top of the envelope name of the works along with full name & address, contact number, e-mail id of the bidder should be mentioned.
- E. In the context of Financial Bid rate to be quoted as per following format in the envelope earmarked for Financial I Bid -

Quoted rate for following flowing items	Total ( In figure and words) ( Inclusive of all Taxes)

- F. All types of arrangement for the purpose to be completed by the bidder.
- G. Income tax and GST will be deducted from the bill as per the existing norms.
- H. Payment will be made after completion of work as per work order.
- I. No enhancement of rates within the validity period of the contract shall be entertained. The offer rate validity will be 60 days from the last date of quotation.
- J. The undersigned reserved the right to cancel or accept the tender without assigning any reason.
- K. The rates of the particulars should be quoted as package wise instead of item wise. All the items in the package should be mentioned in the quoted rate. The L1 bidder will be selected on the basis of whole package.
- L. Other Terms & Conditions of the Quotation will be followed as per Manual of procurement of goods-2018, Govt. of Tripura.

**Signed by Bimbisar  
Bhattacharya**  
**Date: 11-02-2024 17:41:41**  
**Reason: Approved**  
 Director  
 Information & Cultural Affairs  
 Government of Tripura