

DIRECTORATE OF
Sch. Castes & Sch. Tribes Research and Training Institute (SCSTRTI)
CRPF Square, Bhubaneswar 751003, Odisha
(Telephone No. 0674-2561635 / Fax No. 0674-2561635 / E-mail. Id. scstrti@yahoo.co.in)

SHORT TENDER NOTICE

Tender Notice No: 4734

Date: 05.12.2018

Sealed Tender is invited from Registered Firm/Company for 'Enriching Virtual Reality Experiences' as per the Scope of Work mentioned in Terms & Conditions document.

Qualifying Criterion

1. The bidding Firm/Company should be Indian.
2. The bidding Firm/Company should be a registered entity.
3. The bidding Firm/Company should have previous experience of creating Interactive Kiosks and Immersive Experiences for tribal/ethnographic/folk museums in India.
4. The bidding Firm/Company should have a proven track record of undertaking similar works in Govt./Non-Govt. Institutions of Odisha/India. It must have prepared, got approval and have executed at least two projects as per prevailing guidelines of the GoI, or the State Government of Odisha.
5. The bidding Firm/Company should have adequate infrastructure and dedicated and experienced technical and skilled personnel to execute the work.
6. The bidding Firm/Company should possess valid registration under GST, up-to-date GST submission Receipt, income tax submission up-to-date returns and other applicable taxes.

Submission and Opening of Tender papers will be as per following dates mentioned below.

Sale of Tender paper- **05.12.2018 to 19.12.2018**

Last date and time of receipt of Tender paper – **19.12.2018 (3 P.M.)**

Date and time of opening of Tender paper – **20.12.2018 (4 P.M.)**

The Bid should accompany the Earnest Money amounting to Rs. 30,000/- (Rupees thirty thousand) only and an amount of Rs. 1000/- (Rupees one thousand) only towards processing charges (non-refundable) in the form of Demand Draft drawn in favour of the Director, SCSTRTI, Bhubaneswar payable at SBI, P. D. Market Branch, Bhubaneswar. Failure to deposit the EMD shall be liable to the rejection of the Bid.

For details indicating the scope of work, specifications and evaluation process please refer to the Terms and Conditions document, which will be available in the Office of Director, SCSTRTI or can be downloaded from the website as stated below. For any details the bidder may contact the office on any working day during 11 AM to 4 PM. The bidder may also visit the SCSTRTI website www.scstrti.in or Govt. website www.odisha.gov.in for details.

SCSTRTI reserves all rights to accept or reject all or any of the Tender at any stage without assigning any reasons thereof. SCSTRTI also reserves the right to engage/empanel one or more firm depending on requirements.

Sd/-
Director & Spl. Secy. to Govt.
SCSTRTI, Bhubaneswar.

Memo No. 4735

Dated 05 / 12 / 2018

Copy to Notice Board of ST / SC Development Department / SCSTRTI / ATLC Bhubaneswar for information.

Sd/-
Asst. Director (Stat/D.D.O)

Memo No. 4736

Dated 05 / 12 / 2018

Copy to the Head Portal Group Secretariat IT Centre, Bhubaneswar, and M/s Luminous for wide circulation of the notice through Govt. website.

Sd/-
Asst. Director (Stat/D.D.O)

Terms and Conditions

Qualifying Criterion, Evaluation Process, Scope of Work and Terms & Conditions for ‘Enriching Virtual Reality Experiences’

1. General

All the works and services of the Organization described below shall be performed in close cooperation with the SCSTRTI, Bhubaneswar, Odisha. It has been attempted to outline the Organization’s tasks during execution of its works and services as detailed as possible. However, the concerned Firm/Company shall bear in mind that the list of tasks and activities outlined below are just indicative and can by no means be considered as the complete and comprehensive description of the Organization’s activities. It is rather the Firm/Company’s responsibility to critically verify the scope of goods and services indicated and to extend and expand it, wherever it deems necessary according to its own professional judgment. It is understood that the Firm/Company shall have to perform all works as necessary to fulfill the objectives of the Project/Deal. All planning works shall comply with the relevant as well as applicable to Indian Standards and Legislation.

2. Priority areas of Tribal Museum of SCSTRTI

The Tribal Museum named as ‘Museum of Tribal Arts and Artifacts’ in the premises of SCSTRTI, Bhubaneswar, exhibits different traits of material culture and manifests the cradle of tribal life. It is the mission of the Museum to help support the conservation and preservation of tribal material culture, and showcases the same through its activities, like exhibition, entertainment, education and research. With its splendid exhibits, it plays a pivotal role in popularizing tribal tourism in Odisha.

Functionally, it ensures the preservation and visual presentation of most of the dying out indigenous arts and crafts including different tools, technologies, weapons, dhokra items, textiles, costumes, ornaments, and even house types of men and gods. A visit to the Museum would help the visitors feel the touch of tribal life and living in the remote countryside, in the forests and mountains of Odisha.

3. Intent of Specification

Museum of Tribal Arts and Artifacts, Bhubaneswar, Odisha intends to enrich Virtual Reality or Immersive Experiences (360 Degree) of eight culturally vibrant tribal communities to show case the socio-cultural life style on 10 selected aspects. Under this scheme, the visitor will be able to experience tribal life through VR headsets. 360-degree immersive videos of tribal villages, surrounding hills, rivers, streams, traditional houses, sacred spaces, local markets etc. shall be specially created as an experience for the visitors of the Museum.

The executing Firm/Company shall provide all material and services detailed hereinafter and related with this facility to be made available for the use of visitors.

It is not the intent to identify each and every requirement and this document shall deem to include all that is necessary to provide services, complete in all respects as a world class Interactive and Immersive Experience facility to the visitors.

4. Qualifying Requirements

- a. The bidding Firm/Company should be an Indian.
- b. The bidding Firm/Company should be a registered entity.
- c. The bidding Firm/Company should have previous experience of creating Interactive Kiosks and Immersive Experiences for tribal / ethnographic / folk museums in India.
- d. The bidding Firm/Company should have a proven track record of undertaking similar works in Govt./Non-Govt. Institutions of Odisha/India. It must have prepared, got approval and have executed at least two projects as per prevailing guidelines of the GoI, or the State Government of Odisha.
- e. The bidding Firm/Company should have adequate infrastructure and dedicated and experienced technical and skilled personnel to execute the work.
- f. The bidding Firm/Company should possess valid registration under GST, up-to-date GST submission Receipt, income tax submission up-to-date returns and other applicable taxes.

5. Instructions for the Bidders

- a. Only the qualified bidders as per the qualifying requirements mentioned above shall submit the Tenders.
- b. The bidding Firm/Company may submit their bid in two separate sealed envelopes on or before the due date. Envelope ONE marked in bold, as **Technical Bid** shall contain EMD, processing fees, complete profile of Firm/Company/Technical Expert(s)/Consultant(s), documents supporting qualifying requirements and technical details of the equipment/services to be provided. Envelope TWO marked in bold, as **Financial Bid** shall contain a detailed schedule of prices for the proposal as per Annexure-1. Both the sealed envelopes are to be put in one large envelope which should be super scribed as **“Enriching Virtual Reality Experiences”** The envelopes are to be addressed to the Director, SCSTRTI Odisha, CRPF Square, Bhubaneswar -751003. SCSTRTI will not be responsible for delay in transit or damage or loss of tender document sent by post.
- c. Earnest Money Deposit (EMD) for this tender shall be Rs.30,000/- (Rupees Thirty Thousand) only in the form of the bank draft, on any Nationalized Bank, payable at Bhubaneswar and shall be in favour of Director, SCSTRTI, Bhubaneswar. Failure to submit the EMD shall be liable to the rejection of the Bid.
- d. The EMD shall be returned to the unsuccessful bidders on the finalization of the tenders. For the successful bidder, this EMD shall be adjusted against the first installment of funds released to them.
- e. Processing Fees (non-refundable) for this tender shall be Rs. 1000/- (Rupees One Thousand) only submitted in the form of the bank draft, on any Nationalized Bank, payable at Bhubaneswar and shall be in favour of Director, SCSTRTI, Bhubaneswar.
- f. All the documents related with the qualifying requirements should be self-attested and the originals of these copies shall be made available for verification whenever called for by the Tender Processing Committee.
- g. Last date for submission of proposal is within 15 days of publication of this advertisement. The Technical Proposal will be opened immediately thereafter.

6. Documents and Information to be submitted

The bidding Firm/Company shall furnish the following information and documents.

- a. Details of Organization set up – State whether Proprietorship, Partnership, Private Limited or Public Limited or Registered under Societies Registration Act.
- b. Particulars of similar jobs carried out in the past five years including stipulated period of completion.
- c. Details of similar work at hand and value of works.
- d. Financial status indicating annual turnover.
- e. Balance Sheet/Audited Statement for the past three years.
- f. Latest Income Tax, Service Tax & other applicable taxes registration and clearance certificates, if applicable to the Organization.
- g. Staff strength of the Firm/Company and profile of Key Personnel including fulltime and part-time Personnel separately.
- h. List of equipment/computer aided design facilities/software in use etc., available with the Firm/Company.
- i. Performance certificate from previous clients.
- j. An Undertaking to the effect that the applicant has never been blacklisted.
- k. Copy of Registration Certificate (if any) with Central / State Authorities / Public Sector undertakings for undertaking such works.

7. Tender Evaluation Process

The process shall be a two-bid evaluation. A consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS). The process of evaluation would be as under:

- a. Envelope (marked ONE) shall first be opened and checked for value and other details of the EMD. Any bid not accompanied by the EMD shall not be considered thereafter.
- b. Accompanying qualifying requirements in this envelope shall then be scrutinized for the details. It is expected that the bidder reads the qualifying requirements very carefully and submit all the documents that are essential to establish his credentials as qualifying bidder. Ambiguous or derivative statements/documents shall not be considered while evaluating the qualification of the bidders.

- c. On the initial scrutiny, if any queries arise, they would be sent to the bidders for clarification. Response of the bidders would be evaluated, along with main tender. Any incomplete or evasive replies would be considered as irresponsible correspondence-liable for rejection of the bid/tender.
- d. Technical evaluation would then be done only of those bidders who would be found fully qualified and their bids alone would be reserved for scrutiny and evaluation.
- e. Technical Evaluation shall be carried out on the following basis:

Relevant experience of the Firm/Company for the assignment, including 2 similar projects in last three years	40 points
Project understanding and work plan proposed	20 points
Qualification and experience of key personnel of the team proposed	20 points
Total (A)	80 points
Presentation (B)	20 points
Total (A+B)	100 points

- f. All Bidders satisfying the technical evaluation criteria will be invited for the presentation. Following the presentation, a final marking of 100 will be done and only those technical proposals scoring at least 60 percent in overall marking will be considered for financial evaluation.
 - g. Envelope (marked TWO) i.e. the Financial Bid shall be opened only for those Bidders who qualify in the technical evaluation and financial score will be arrived at as follows: The firm quoting the lowest will be given 25 marks. The other firms will be allocated marks based on the formula “25PL/P”, where P is the fee quoted by the firm while PL is the lowest fee quoted.
 - h. For selection the weightage will be: Technical Bid 80% + Financial Bid 20%.
 - i. Envelope (marked TWO) i.e. the financial bid shall be opened only for those bidders who qualify in the technical evaluation as mentioned above.
- K. SCSTRTI is not bound to accept any Bid and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Bidders.

8. Schedule of Prices

The prices to be quoted by the bidders (Envelope marked Two) shall strictly be in the format annexed as Annexure-1 with the details to be filled in by the bidders.

9. Scope of Work

Enriching Virtual Reality Experiences

Virtual Reality or Immersive Experiences are a 360-degree video experience of imaginary or real environments that can be delivered through VR headsets.

As a means of giving the museum visitor an experience of the villages and homes of Odisha’s tribal communities, this technology offers many possibilities. Through the means of 360-degree video the environment of tribal communities can be documented via the structure and location of the village, local landscape, flora and fauna. Visitors can experience the village, enter the traditional house to observe its construction and also visit the local market or *haat*.

To strengthen the existing Virtual Reality or Immersive Experience at the museum, SCSTRTI intends to carry out video documentation of Immersive Experiences (360 Degree) of eight culturally vibrant tribal communities to show case the socio-cultural life style on 10 selected aspects. The eight communities shall be decided by the SCSTRTI before start of the assignment.

Using the Oculus Rift Headset provided at the museum, visitors could virtually visit these communities. The following experiences must be included where possible for each community:

- Location of village and community gathering spaces
- Interior of traditional house
- Sacred Spaces in or near village
- Geographical features, surrounding hills, rivers, streams etc.

- Local market or *haat*
- Fields, kitchen gardens and animal sheds
- Household activities and crafts
- Daily life
- Livelihood activity
- Local flora and fauna

The virtual reality or immersive experiences must be produced from actual footage taken via 8K 360-degree camera. This video will respond to the movements of the user, with the view changing based on the direction in which he/she is looking.

a. Virtual Reality or Immersive Experiences (Content)

Video Format	8K 360-degree video
Duration of Video	2 minutes each
No. of Communities	8
Experiences/Videos	10 for each community
Language of Narration	English
Shooting Schedule	2 days for each community

The museum also intends to procure an additional Kiosk of the following configuration for viewing Virtual Reality or Immersive Experiences.

b. Virtual Reality or Immersive Experience Kiosk (Hardware)

Headset	
Headset	Oculus Rift (Plug and Play Type)
Display	5.7-inch OLED 1080p display running at up to 120 frames per second
Audio	3D Audio Technology
PC	
Monitor	21.5" LCD Display
OS	Genuine Windows 10
Processor	4.2GHz Intel Core i7-7700K 7th Gen processor
RAM	16GB DDR4 RAM
HDD	2TB 7200rpm Serial ATA hard drive with 128GB SSD
Graphics	NVIDIA GeForce GTX1060 3GB Graphics
Video Output	Compatible HDMI 1.3 video output
USB ports	3 x USB 3.0 ports plus 1 x USB 2.0 port
Input	Wireless optical mouse, Wireless keyboard
UPS	1 unit (6KVA)
AMC	5 years (CPU and Monitor), 1 year for VR Headset
Kiosk	
Kiosk Type	Standing
Kiosk Material	Wood/Laminate

10. Responsibilities of the Firm/Company/Consultant

Apart from photographs and textual content in English that will be provided by SCSTRTI, the Firm/Company will be responsible for carrying out all the creative, design and technical work as mentioned/not mentioned below and which are required to create Immersive Experiences for Museum of Tribal Arts and Artefacts, Bhubaneswar.

a. Planning and Pre-Production

- i. Discussion with the Director, Researchers and Curators at different levels to understand the project/selected theme.
- ii. Collection of all the text content, relevant documents and photographs necessary for creating the Virtual Reality or Immersive Experiences from SCSTRTI.
- iii. Content/Script writing

b. Design and Production

- i. Recording professional voice over in English.
- ii. Recording 8K 360-degree video footage from tribal villages of Odisha
- iii. Post Production and Deployment
- iv. Editing the 8K 360-degree video footage
- v. Coding, scripting and programming
- vi. Editing voice over and adding sound effects
- vii. Testing and Debugging
- viii. Installing the Virtual Reality or Immersive Experiences (8K 360-degree videos) in the Kiosks
- ix. Supplying and maintaining the hardware

11. Other terms and conditions

- a. The project would be open to review by SCSTRTI Officials and jointly agreed issues would be duly addressed in a time bound manner.
- b. The Director reserves the right to cancel the contract awarded to the selected Firm/Company, if he finds that the progress or the quality of the design is not satisfactory.
- c. The copyrights of the Virtual Reality or Immersive Experiences and its components (research, photographs, video clips, animation, narration etc.) shall be that of SC&ST Research and Training Institute.
- d. Final demonstration of the Project to the Director and the other Officials of SCSTRTI should be made before submitting the same.
- e. The Firm/Company must deliver the finished product within 180 days after issue of the work order.
- f. The quoted prices should be firm for a period of 30 days from due date of opening of the tender. SCSTRTI is not bound to accept lowest rate/s.

12. Execution of Agreement for the Work

For the Project as detailed above, the selected Firm/Company shall have to execute an agreement with SCSTRTI for undertaking the assignment. The contents of the agreement, besides other related things, include the following roles and responsibilities of the selected Firm/Company:

- a. To undertake the preparatory works in consultation with the Director, Tribal Museum Personnel and other Technical Experts and Technical/Expert Committee of SCSTRTI.
- b. To take up and complete the execution of the Project in consultation with the Director, Tribal Museum Personnel and other Technical Experts and Technical/Expert Committee of SCSTRTI.
- c. Any other related tasks as would be required for the assignment.

13. Dispute Settlement, Jurisdiction.

Jurisdiction for filing any suit in case of dispute shall be in the Local Court at Bhubaneswar only.

14. Time Schedule

Tasks	Time Frame
Preparatory works	30 Days
Execution of the work	120 Days
Finalization of the work	30 Days
Total	180 Days

15. Contact of the personnel of the Project.

For further details of the Project, the Deputy Director(M). Mob. No.- 7077949893 and Curator, Mob. No.- 9861049186 of the Tribal Museum may be contacted personally.

**O/o THE DIRECTOR, SC&ST RESEARCH AND TRAINING INSTITUTE, CRPF
SQUARE, BHUBANESWAR (ODISHA)**

PRICE SCHEDULE (Annexure-1)

Name of work: **'Enriching Virtual Reality Experiences'** as per the Scope of Work (*Please refer Terms & Conditions point 9*)

Sr. No.	Scope of Work
a.	Virtual Reality or Immersive Experiences (Content)
b.	Virtual Reality or Immersive Experience Kiosk (Hardware)

I/We hereby tender for Enriching Virtual Reality Experiences described in the under mentioned memorandum according to the specification within the time specified and at the rates specified therein subject to the condition of the contract: -

Firm/Company Name: - _____ Registration No.: - _____

Address: - _____

Earnest Money: - _____ Vide DD No.: - _____

Memorandum: -

Sr.	Scope of Work	Quantity	Rate	Amount	GST	Total
a.	Virtual Reality or Immersive Experiences (Content)	80 nos. of 8K 360-degree video				
b.	Virtual Reality or Immersive Experience Kiosk (Hardware)	1				
					Total	

Total in Words: -

Signature of the Contractor: - _____

Seal of Firm:

Name of Witness: - _____

Address: - _____

Signature of Witness: - _____

I hereby accept the above Tender on the behalf of the Government of Odisha.

Signature with Seal