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 for Online Platform for 27th National Conference on Communications, 2021

Tender No: IITK/EE/NCC-21/2021/02
Tender Date: July 06, 2021,   *Tender Closing Date: July 15, 2021*, 5.00 PM IST

This is to notify that tenders are invited to purchase an online platform for National Conference on Communications (NCC) 2021 (https://www.iitk.ac.in/ncc2021/).

Terminology:
- Organizers: organizing committee of NCC 2021
- Vendors: applicants for the tender
- Event: National Conference on Communications (NCC) 2021

Requirements:
1. **Number of participants expected**: around 400.
2. **Past Experience**: The vendor must have organized at least ten big technical conferences (250+ participants). This is to ensure that the service will be free from any glitches. The platform must be able to handle 500 participants simultaneously. Please provide a list of big conferences (250 +) in the last year and a list of academic conferences organized at IITs/IISc in the last three years.
3. **Support**:
   a. The responsibility of setting up the whole platform lies with the vendor.
   b. A technical assistant from the vendor must present for all the sessions to handle any glitches and ensure smooth conduction.
4. **Sessions**:
   a. Keynote/Invited talks/Tutorials:
      i. Live video talk and Q&A
   b. Presentation talks: fewer attendees
      i. Uploading and playing of short videos
      ii. Live Q&A
   c. There will be parallel sessions at the conference (two on Day 1 and four on Days 2-4).
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 properly highlight the sponsors during the running of the event at multiple locations.

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

7. **Accessibility**:
   a. The online platform must have access control to allow only the registered participants to attend.
   b. Provision for allowing free access for some sessions is desirable.
   c. 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 navigating through different windows.
   d. It should not break down for attendees with a low bandwidth Internet connection
   e. It should be accessible from mobile as well.
   f. The platform should have parallel sessions ability that can seamlessly play live as well as recorded video streams.
   g. Organizers will provide the list of registered participants' names and email ID.

8. **Participant engagement and interactivity**:
   a. It should show who all participants are online currently.
   b. There should be an option for a public chat as well as a one-on-one chat between the participants.
   c. A mechanism to collect questions from the participants online.

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

10. **During the event:**
    a. All sessions (both live, recorded, or combination of live + recorded) should be recorded by the vendor and made available to the participant after the session is over.
    b. The online platform should support the feature that all pre-recorded presentation videos submitted by authors should be available to all participants "on-demand." Each video may have a separate page and clubbed to the session pages according to their assigned sessions.
    c. Sessions will be spread over time from 8.00 am IST to 8.00 pm IST with typically 8-10 hours of talks with intermittent breaks between sessions

11. **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.

In the technical bid, answer the following questions for the online platform for which you will be making the financial bid:
1. How many registered participants can your platform accommodate?

2. How many concurrent participants can your platform accommodate in a Hall/Auditorium?
3. Give the list of academic conferences that you have organized in the last year?
4. Give the list of academic conferences you have organized at IITs/IISc in the last two years?
5. What kind of support will the vendor provide for setting up the event
   a. Training to organizers, and the organizers will fill in the details.
   b. The system will be set up by the vendor with inputs from the organizers.
6. What kind of support will the vendor provide during the event
   a. One person/group of personnel will be assigned to troubleshoot in case of any problem, but the organizers will conduct the event.
   b. One dedicated personnel will be assigned to the event, who will oversee the running of the event, but the organizers will conduct the event.
   c. The vendor personnel will conduct the event, including all parallel tracks.
7. How many parallel sessions can the platform handle?
8. Are there design templates available to choose the design of the
   a. Landing page after you login
   b. Exhibitor's booth
   c. Auditorium/hall where the conference will be going on
9. Is the lobby of the platform
   a. 2D
   b. 3D
10. Is there a provision for highlighting the platinum (highest grade) sponsors? If yes, please mention how?
11. How many exhibition booths will the platform support?
12. Please mention what inventories can be put in the exhibitor's booth/exhibition hall. (e.g., pdf files, video files,
13. How many pdf files can be kept in the exhibition booth?
14. How many videos can be kept in the exhibition booth?
15. How can sponsors interact with the participants? Please explain.
16. Can the platform support access control access for some sessions and free access to some sessions (like plenary/invited talks).
17. Does the platform work with all (Windows/Mac/Android-based) systems?
18. Does the platform work with all kinds of devices (desktop, laptop, tab, or phone)?
19. Which browser is recommended for your platform?
20. Which video conferencing platform does your platform support (Zoom, WebEx, Remo)?
21. Where will the pre-recorded videos of the contributed talks be kept
   a. In cloud at vendor's end
   b. Organizers will upload the video in (say) youtube and share the link with the vendor.
22. Can the pre-recorded videos be programmed to run at a particular scheduled time in your online platform automatically so that no human intervention is required on the date of the event?
23. Where will the recorded videos of the live sessions be kept
   a. In cloud at vendor's end
   b. The vendor will share the video, and organizers will upload the video in (say) youtube and share the link with the vendor.
24. Will the recording be done at
   a. Organizer's end.
   b. Vendor's end.

25. After how much time will the recorded videos of the live events be available to the participants.
26. What is the maximum duration of the recording that can be done at one go in your platform?
27. Can the platform record only
    a. Live events
    b. Live + recorded events
28. Will the list of online participants at a session be visible to
    a. All?
    b. Only Host?
    c. Host + Speaker?
29. Is there a provision for organizers to hide the list of online participants to
    a. All?
    b. Speaker + Attendee?
30. How will participants ask a question to the Speaker?
    a. Text chat?
    b. Audio
    c. Video
31. How will the Attendee's chat among themselves
    a. Text
    b. Audio
    c. Video
32. Does the platform allow breakout rooms for a select group of Attendee to interact? If yes, how many attendees can interact at a given time?
33. What are the chat options available to the attendees?
    a. One on one with other attendees, including speakers
    b. Group chat among a select group of participants
    c. Public chat
34. Is the exhibition area available all the time?
35. Is there a provision for locking the exhibition area during plenary/invited talks? In other words, can all the participants who are logged in be made to attend the plenary/invited talk.
36. Is there a mechanism to generate an e-certificate for the participants if the organizers provide a template for the same? If yes, how?.
37. How many days after the conference will the online platform be available to the participants to see the recorded sessions?
38. Is there a selfie booth for the Attendee to take a picture?
39. What kind of analytics about the attendees will be provided by the platform e.g.
    a. Will the time spent by the Attendee in different sessions be provided to the organizers?
    b. Will the time spent by the Attendee in exhibitor's booths be provided to the organizers?
40. Any other feature of your online platform which is not covered in the questions above.

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 the 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. The bidders should submit copies of suitable documents supporting their reputation, credentials, and past performance.
7. The Institute reserves the right to accept and reject any quotations without assigning any reason thereof.
8. The quotations provided should be valid for a minimum period of 2 months
9. All the taxes should be mentioned in the quotation.
10. All prices should include any service charge; no extra payment will be made for the same.
11. 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, UP 208016

Sincerely,
Adrish Banerjee