

Scope of Work with terms and conditions

Specification, requirements and terms for Hybrid meeting /webcast/video recording services at the IIC venues

1. Scope and Specifications

1.1 IIC Programmes to cover for hybrid meeting/webcast

- 1.1.1 On average four regular Programmes, each having a duration of a minimum of 2 / 3 hours, in a month will be conducted for hybrid meetings \ live webcasts. There will be around 55 programmes in on year time.
- 1.1.2 The services are to be provided in coordination with the IIC Programme Division and CBO. Scheduled dates and times for these programmes will be intimated in advance; cancellation, if any, would be intimated 24 hours prior to the scheduled program.

1.1.3 Live streaming and Social Media services

Broadcasting of live webcasts to be done on social media platforms e.g. YouTube, Facebook, Twitter etc. and technical assistance to maintain the IIC social media channels will be provided.

1.1.4 Services to IIC Members / Conference Organisers.

In addition to the IIC programme, Hybrid meeting /webcast/video recording services will also be extended to the members/guests and at the IIC venues as per their requirement.

1.2 Webcasting equipment

Equipment along with required accessories would be provided, managed and set up at the respective venue by the vendor. The latest and high-end will be provided for the event and the following configuration of equipment with accessories must be provided to cover each event at the IIC as per the requirement:

- Ultra HD 4K Professional Camera units (3840x2160 resolution) plus / HD Professional Camera units (1920 x 1080 resolution)

- Minimum 4K / HD Vision Mixer with a provision for incorporating laptop inputs.
- Professional two-way talkback equipment
- Professional Video / Audio optimizer/mixer
- Professional encoding station.
- Power backup may also be arranged for Webcast equipment by the vendor.
- Any other accessories required for the hybrid meeting/webcast.

1.3 Manpower required

- 1.3.1 On the day of the event, depending upon the event/service requirement, sufficient manpower with cameramen, Vision / Audio mixer operator and Supervisor/streaming Engineer will be deputed at the IIC venue. A senior responsible person must monitor the arrangements and should be available for coordination for each and every webcast.
- 1.3.2 Post-event technical assistance will also be provided to IIC / members/ guests by the service provider. To explain the feasibility of webcast, hybrid and audio and video services at the IIC venues, dedicated and competent manpower is to be deputed at the IIC to answer technical queries.

1.4 Delivery of Audio-Video Content and copyright.

- 1.4.1 **Quality of videography:** Service provider will ensure Quality of videography / sound clarity/ editing of finished video (especially pertaining to beginning and ending) for IIC programmes,
- 1.4.2 Two copies of Video in high definition (HD) quality in MPEG4 format in DVD, duly tagged and marked should be submitted to the Programme Division of IIC within 24 working hours after completion.
- 1.4.3 IIC and members/ guests arranging an event at the IIC venues will have all the copyrights of hybrid meeting/webcast/recording videos and vendor must not use any of the material anywhere without prior permission of IIC. Recording once shared with the clients will not be archived by vendor for more than 14 working days.

2. Installation, Set up and Training

The responsibility regarding installation and setup will be as follows

- 2.1.1 Setup the entire audio and video equipment by vendor's team in the respective venue at IIC well in advance.
- 2.1.2 Equipment requires to be set up in coordination with Programme Division staff. Interface existing Equipment / Devices / Software.
- 2.1.3 The network setup must be made with the prior permission of the concerned IIC staff.
- 2.1.4 Must carry out trial runs, tuning of equipment etc. on its own Or with the organisers to ensure that each event is trouble-free and uninterrupted webcast.
- 2.1.5 Setup of streaming server and ensure transmitting media files from encoder machine to the streaming media server in real-time.
- 2.1.6 To ensure that its webcasting team agrees to abide by the rules and regulations of IIC. All equipment being brought in and taken out will be intimated and security related issues would be adhered to.
- 2.1.7 No advertisement will be placed on any content being shown live or via VoD.
- 2.1.8 Wherever required, IIC staff may be given training for better coordination and assistance to the webcasting team.

3. IIC will provide the following:

- 3.1 Programme schedule and content
- 3.2 Electricity
- 3.3 Audio Feed- If necessary vendor should ensure good quality audio in post-production.
- 3.4 Working and storage space as per requirement
- 3.5 Social Media platform for IIC programmes

4. Internet Bandwidth

For IIC programmes, an Internet bandwidth to stream audio and video will be provided by the IIC. For events of members/ conference organisers, the

Internet bandwidth will be made available through M/s Tata Teleservices on a paid basis at a predefined rate

5. Please suggest the services charges for the following:

5.1 Hybrid Event/ Webcast / Video Recording Services

S No.	Description	
	Hybrid Event Services	Price
5.1.1	a.) Single camera setup b.) Multi-Camera (2 Camera Setup) c.) Multi-Camera (3 Camera Setup) All hybrid event services may include: Video camera setup with camera man Encoder and A/V Capture device Streaming engineer Zoom license for up-to 100 participants for 2-way Audio/Video communication Streaming to one Social Media platform (Facebook, YouTube, Twitter etc.) DVD / Online link of the recording	
	Webcast Services	Price
5.1.2	a) Single camera setup b) Multi-Camera (2 Camera Setup) c) Multi-Camera (3 Camera Setup) All hybrid event services may include: Video camera setup with camera man Encoder and A/V Capture device Streaming engineer Streaming to Social Media platform (Facebook, YouTube, Twitter etc.) which will be a one-way broadcast DVD / Online link of the recording	
5.1.3	Video Recording Services	Price
	a) Single camera setup b) Multi-Camera (2 Camera Setup) c) Multi-Camera (3 Camera Setup) All hybrid event services may include: Video camera setup with camera man Encoder and A/V Capture device Streaming engineer Streaming to one Social Media platform (Facebook, YouTube, Twitter etc.) DVD / Online link of the recording	

5.2 Optional - Add On Services

S No.	Description	
5.2.1	Video Editing	Price
	a.) Video editing charges (Per Hour) * Number of hours of work may only be assessed after the scope is defined and also upon the duration of raw footage.	-
5.2.2	Add-on Zoom Licenses	Price
	a.) Large meeting add-on license for up-to 500 participants	-
	b.) Large meeting add-on license for up-to 1000 participants	
5.2.3	c.) Webinar License – 500 attendees	
	A/V Equipment	Price
	a.) LED Wall (Per Square Ft.) *	-
5.2.4	b.) 50" LCD TV with stand	
	c.) Projector (3500 Lumen)	
	d.) Projector (5000 Lumen)	
	Custom web development charges with hosting	Price
	a.) Landing page with custom branding	-
	b.) Registration gateway with custom branding	
5.2.5		
	Live streaming over private Content delivery network (2-3 Hr. event)	Price
5.2.6	a.) CDN charges for 100 Viewers b.) CDN Charges for 500 Viewers c.) CDN Charges for 2000 Viewers	-
	Streaming on more than one Social Media platform (Facebook, YouTube, Twitter, etc.	Price
	a.) Streaming on more than one Social Media platform (Facebook, YouTube, Twitter, etc.	-

6. Other terms and conditions for the service provider:

- 6.1 A Private Limited Company with at-least 10 years of exclusively in live streaming experience.
- 6.2 Have rendered streaming services to Large corporates, MNC's and Reputed Organisations
- 6.3 Have an average annual turnover of Rs. 1.5 Cr. over the last 3 years from streaming services only.
- 6.4 Should have at least a team of 10+ technically skilled streaming engineers, A/V technicians and cameramen on the company's payroll.
- 6.5 Have their own Audio/Video Equipment, minimum set of 6 Cameras units and 3 switchers, 6 encoders and relevant hardware.
- 6.6 Experience handling webcasts over multiple platforms including Youtube, Facebook, Instagram, Twitter and LinkedIn
- 6.7 Expertise in conducting Hybrid events over Zoom, MS Teams, Google Meet, Webex etc..
- 6.8 Technical know-how of setting up and troubleshooting streaming servers
- 6.9 Configuring servers for transcoding and video players for adaptive playback of multi-bitrate streams.

7. Penalty

If service provider, is unable to provide hybrid meeting/webcast/video recording services as per the requirement for an event or it does not meet the work satisfaction of IIC / member/ conference organiser, it will be penalised by deduction of cost equivalent to a **four** -hybrid meeting / webcast/ video recording and repeated default can lead to termination of the contract.

8. Termination

This agreement shall remain in effect for a period of three years subject to the terms of this Agreement and will be reviewed each year.. Either party may, at any time during the term of the Agreement, or any renewal thereof, terminate the Agreement upon thirty (30) days advance written notice.

9. Payment Terms and Conditions

- 9.1 IIC agrees on the payment terms as per approval and mutually agreed rate and terms with the service provider.

- 9.2 For Hybrid meeting/ Webcast/ Video recording services in the IIC venues, IIC will generate the invoice to the clients as per the selling rates. IIC selling rate will be more than the standard agreed rate with the service provider. The service provider will raise their invoice every month to the IIC as per agreed price of services with the service provider.
- 9.3 Payment will be made monthly only after a successful event, as per the agreement.
- 9.4 The cancellation charges of hybrid meeting/ webcast/ video recording services will be similar to the IIC CBO cancellation policy.