

HIGH COURT OF DELHI: NEW DELHI

File No. 759 /DA-1 /IT/DHC/No. 169(IT)

Dated: 13-06-2023

From:

The Registrar General,
High Court of Delhi,
New Delhi.

To:

On the website of Delhi High Court.

Subject:- NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR DESIGN & CREATION OF A HIGH RESOLUTION 360⁰ VIRTUAL TOUR OF THE HIGH COURT OF DELHI.

This Court invites Expression of Interest (EOI) from the reputed and experienced firms in the relevant field for the design & creation of a high resolution 360⁰ Virtual Tour of the High Court of Delhi.

Specifications of Virtual Tour & Scope of Work:

The firm(s) may note the following specifications & scope of work for the design & creation of a high resolution 360⁰ Virtual Tour of the High Court of Delhi while submitting their proposals:

- The Virtual Tour will cover the entire premises of the High Court of Delhi and also adjacent area, if needed, as directed by the Authority.
- It will be designed & developed as a cross-platform interactive and intuitive 360⁰ Virtual Tour properly seen with full-screen view on any browser, computer, tablet or phone (Android & iOS) without any additional installation/plugins and will have built-in security features.
- It will include 360-degree views (panoramas), 360-degree videos, embedded sounds, videos, photographs, floor plans, text, audio, 3D images, frames and other required inputs.

- It will have features like availability of multifunctional hotspots and clickable objects & buttons, rotate and zoom, Live Panorama (day-to-night effect), and other advance features.
- It will have proper narration/audio from start to end, including the history of this Court and other information as required.
- It should also be compatible with assistive technology/tools for differently-abled persons.
- It will be hosted on the website of Delhi High Court as well as in its Mobile App.
- The selected firm will use high-end camera & latest technology for design & creation of 360⁰ Virtual Tour of the High Court of Delhi.

A compliance statement against the abovementioned specifications and scope of work, including the technical details i.e. the details of camera & other technology to be used by the firm for design & creation of a high resolution 360⁰ Virtual Tour of the High Court of Delhi, must be provided by the firm.

Other terms & conditions of this EOI are as under:

1. Only the firm(s) which have good experience in the field of design & creation of 360⁰ Virtual Tour and other similar works and have successfully delivered at least three-four 360⁰ Virtual Tour to Government Departments/PSUs in the recent past are eligible to submit Expression of Interest. The interested firm(s) will submit detailed information in this regard in the format as per **Annexure-‘A’**.
2. Only the firm(s) which are based in Delhi/NCR are eligible to submit the EOI.
3. The firm(s) will submit **Earnest Money Deposit (EMD) of Rs. 15,000/-** by way of Demand Draft/Bankers Cheque/Pay Order drawn **in the favour of “The Registrar General, Delhi High Court”** payable at New Delhi.
4. **The EOI received without EMD shall be summarily rejected and no request for waiver of EMD will be entertained.**
5. The interested firm(s) are requested to submit Expression of Interest (EOI) along with required documents and EMD in a sealed envelope superscribed with "Expression of Interest for the design & creation of a high resolution 360⁰ Virtual Tour of the High Court of Delhi" to the AO(J) (IT), Room No. 6, Ground Floor, Lawyers' Chamber Block-III, Delhi High Court on or before 07/07/2023 till 5:30 p.m. clearly mentioning all the rates with GST/tax and other required information along with

compliance sheet and undertaking. The Expression of Interest (EOI) should be addressed in the name of "The Registrar General, Delhi High Court, New Delhi" and the subject of this letter & due date must be superscribed on the envelope. EOI received without subject & due date mentioned above, shall be summarily rejected. EOI received after due date in IT Branch shall also be summarily rejected.

6. The firms are required to submit their technical and financial bids in separate sealed envelopes placed in a separate single sealed cover.
7. The High Court of Delhi reserves the right to alter/amend the scope of work at a later stage based on its requirements. The High Court of Delhi also reserves the right to award the work fully/partially to different firms.
8. The selected firm may be asked to visit the premises of the High Court of Delhi to survey the area and interact with the Registry where they can be briefed about our requirements and, thereafter, they will make presentation of their plan before the Authority. The presentation/demo of proposed Virtual Tour will also factor in selection of firm.
9. The firm(s) will have to give demo of the proposed 360⁰ Virtual Tour as also other Virtual Tours created by them for different organizations before the authorities in Delhi High Court.
10. Financial Bids of only those firms shall be opened whose technical bids & presentation/demo of 360⁰ Virtual Tour are found suitable as per the requirements of this Court.
11. The validity of rates should not be less than 180 days from the last date of submission of Expression of Interest and the taxes/GST applicable should be clearly mentioned. Financial Bids with less period of validity of rates shall be summarily rejected.
12. Financial Bid/Quotation must be tendered strictly in the format mentioned in **Annexure-‘B’** of this instant Notice. Financial Bid(s)/Quotation(s) in any other format than prescribed shall be liable to be rejected.
13. The firm shall submit an undertaking (strictly as per **Annexure-‘C’**) that neither the firm nor its Partner/Director/Proprietor has not been debarred/black-listed by any Government/Semi-Government Organization/PSU/Autonomous Bodies in India, failing which the EOI of the firm shall be rejected.
14. The selected firm will immediately start the work of design & creation of a high resolution 360⁰ Virtual Tour of the High Court of Delhi, including photography, video

- recording, etc. and successfully deliver the product as per specifications & requirements within 90 (ninety) days from the date of award of work.
15. The selected firm will give demo of the photos & videos of the premises/buildings of this Court (taken by them for creation of Virtual Tour) to the authorities from time to time and also give update about the progress of work, as and when directed.
 16. The selected firm will hand over all the original photographs & videos of the premises/buildings of this Court (taken during the creation of Virtual Tour) to the High Court of Delhi and shall not keep copies of the same.
 17. The High Court of Delhi will have the copyright of the 360⁰ Virtual Tour of the High Court of Delhi, designed & created by the selected firm, including all the photos & videos taken by the selected firm.
 18. The Demand Draft/Bankers Cheque/Pay Order towards EMD of all the tenderers, except the lowest three, shall be returned to the vendors on their written requests after finalization of EOI process, and EMD of successful tenderer will be returned only after supply and successful completion of the purchase order placed upon the firm fulfilling all the codal formalities against receipt.
 19. The Demand Draft/Bankers Cheque/Pay Order of L-2 & L-3 will be returned upon written request after issuance of the Purchase Order/Award of Work to the successful tenderer.
 20. The selected firm will provide three (03) years of support to resolve any issue/technical glitch, if arises, after hosting the Virtual Tour on the website of the Court & Mobile App.
 21. In case the firm wants any technical clarification regarding this EOI, Mr. Shashi Bhushan, Admn. Officer (Judl.), IT Cell at Tel No. 011-43010101 (Ext. – 4726) may be contacted.

The High Court of Delhi reserves the right to cancel this Notice without assigning any reason thereof. The High Court of Delhi reserves the right to reject all or any EOI without assigning any reason thereof.

Yours truly,



(Sarsij Kumar)
Director (IT)

for Registrar General

Copy to: PA to Registrar (IT), Delhi High Court for uploading on the official website of Delhi High Court.

Annexure-‘A’

**Information regarding Virtual Tour projects of other government organizations/PSUs
undertaken by the firm in the recent past**

Name & other details of the firm:

Sr. No	Name of the Govt. Organization /PSUs	Virtual Tour details with URL/link to view the same	Total Cost inclusive of GST/Tax (Please attach copy of purchase order/award of work, etc. issued by the said organization)	Date of award of work /purchase order	Date of completion of project and successful delivery of Virtual Tour (Please attach copy of completion certificate, if any, issued by the said organization)	Remarks (if any)

Signature of the Authorized Signatory
of the firm/company/organization
Official Stamp/Seal

Date:
Place:

Annexure-'B'

Name of the firm: _____ Address of the firm: _____

Contact No. : _____ Email Address: _____

PRICE BID

Description of Product (A)	Price offered (without taxes) in Rs. (B)	Tax Rate (%)	Total Amount for the Product (inclusive of tax) (C)	Undertaking furnished (Yes/No) (D)	Technical Compliance Sheet furnished (Yes/No) (E)	Details of past Virtual Tour projects furnished (Yes/No) (F)	Validity of Rates: (180 days or more) (G)	Remarks (If any) (H)

Price as at Column (C) in words: _____

Signature of the Authorized Signatory
of the firm/company/organization
Official Stamp/Seal

Date:

Place:

UNDERTAKING

I/We undertake that neither the firm (name of the firm _____) nor its Partner/Director/Proprietor (name of all owners _____) has/have been blacklisted/banned in its business dealings with any Central/State Government/Semi-Govt. Organization/Public Sector Undertaking/Autonomous Bodies or has/have been banned/terminated on account of poor performance/conduct.

I/We also undertake that all the terms and conditions of this instant EOI, including the technical specifications & scope of work are acceptable to me/us.

I/We undertake that in case the supply of final product is not found to be in conformity with the purchase order & EOI and subsequent directions, the firm will take back the same and again supply the final product, at the cost of the firm, as per purchase order & EOI as also other suggestions/directions issued by the High Court of Delhi during the design & creation of a high resolution 360⁰ Virtual Tour of the High Court of Delhi.

Signature of the Authorized Signatory
of the firm/company/organization
Official Stamp/Seal

Date:

Place: