

**NATIONAL FILM ARCHIVE OF INDIA,
MINISTRY OF INFORMATION AND BROADCASTING,
GOVERNMENT OF INDIA
LAW COLLEGE ROAD,
PUNE – 411 004.**

RFP No. - 252/79/2016

**REQUEST FOR PROPOSAL
FOR
“CONVERSION OF VIDEO CASSETTES TO DVDS & OTHER ARCHIVING
FORMATS”**

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Glossary

Terms	Definitions
EMD	Earnest Money Deposit
NFAI	National Film Archive of India
AV	Audio Video
BEC	Bid Evaluation Committee
PBG	Performance Bank Guarantee
DVD	Digital Video Disc
NFHM	National Film Heritage Mission
RFP	Request for Proposal
PSU	Public Sector Undertaking
UPS	Uninterrupted Power Supply
ALTO	Alternate Linear Tape Open
VHS	Video Home System
Bidder/Vendor	A Single Entity or a Consortium (as the case may be) submitting their Proposal to NFAI for this project
Subtitles	Subtitles are required to be in English

1 Introduction

1.1 Key Events and Dates

S. No	Information	Details
1.	Advertising Date	28 th Dec-2016
2.	Last date to send in requests for clarifications / Queries	10 th Jan-2017 till 5 pm in prescribed format only to osdnfhn@gmail.com
3.	Date, Time and place of pre- bid conference	12 th Jan-2017 at 3 pm National Film Archive of India (NFAI) Law College Road Pune 411 004
4.	Last date (deadline) for submission of bids	20 th Jan-2017 at 03.00 pm
5.	Opening of Tender	20 th Jan-2017 at 04.00 pm
6.	Presentations	To be declared at later stage
7.	Opening of Financial Bids	To be declared at later stage
8.	Contact Details	Officer on Special Duty, NFHM National Film Archive of India, Law College Road, Pune – 411004 Phone: 020-25671569

1.2 Other Important Information Related to Bid

S. No.	Item	Description
1.	Earnest Money Deposit (EMD)	Rs. 2.5 Lakhs
2.	Tender Fee	Rs. 2500
3.	Bid Validity Period	(180) One-hundred-and-eighty days from the date of opening of Financial Bid
4.	Last date for furnishing Performance Security to NFAI (By successful bidder)	Within fourteen (14) working days of the date of notice of award of the contract or prior to signing of the contract whichever is earlier or as intimated in the work order issued by NFAI

S. No.	Item	Description
5.	Performance Security value (Performance Bank Guarantee)	10% of Contract Value / Bid value of successful bidder
6.	Performance Bank Guarantee (PBG) validity period	PBG should be valid till for 180 days from the end of Contract period
7.	Last date for signing contract	As intimated in work order by NFAI

2 Instructions to Bidder

2.1 Project Brief

As part of preservation of film culture in the country, as per mandate of NFAI, the existing video cassettes have to be converted & preserved in digital format. NFAI recognizes the fact that, with the advancements in technology, various options are now available for preservation and maintenance of video cassettes. Large volumes of video cassettes can now be converted, stored and maintained in digital format. Video tapes can be converted to digital format by a simple process of keying-in mechanism through a digitization-software and further, and also digitized high quality data can be stored in various media such as external Hard Disk etc. and can also be made available on DVD for easy dissemination.

2.2 Bidder Inquiries

Bidder shall send in their written queries to the designated officer as per the details below :

Officer on Special Duty, NFHM
National Film Archive of India,
Law College Road,
Pune – 411 004

The pre-bid queries shall be submitted as per the format mentioned in the Annexure 1 only. Bidder submitting the queries in a different format shall not be considered by NFAI. The Pre-Bid queries shall be emailed on the email ID osdnfhm@gmail.com by the prescribed date and time. Any queries after the said submission time shall not be considered by NFAI. The response to the queries will be published on NFAI website nfai.gov.in . No telephonic queries will be entertained. This response of NFAI to the queries shall become integral part of RFP document.

2.3 Pre-Bid Meeting

Pre-Bid meeting of the bidders shall be convened at the designated date, time and place as mentioned in the RFP. A maximum of 2 representatives per organization shall be allowed to participate in the Pre-Bid conference. An authorization letter for the representatives attending the Pre-Bid conference duly signed and stamped by the authorized signatory of the organization has to be submitted before attending the Pre-Bid Conference.

2.4 NFAI's right to terminate the process

NFAI may terminate the RFP process at any time and without assigning any reason whatsoever and NFAI shall not be held responsible for any cost incurred by the Bidder in bid preparation. NFAI reserves the right to amend/edit/add delete any clause of this Bid Document. However this will be informed to all and will become part of the bid / RFP.

2.5 Earnest Money Deposit (EMD) & Tender Fee

1. Tender fee of Rs.2500 shall be submitted at the time of proposal submission in the form of a Demand Draft issued by any Scheduled bank drawn in favour of the Administrative Officer, NFAI, Pune and payable at Pune
2. An EMD of Rs. 2.5 Lakhs, in the form of DD / FD / Bank Guarantee (in the format specified in Annexure 4) issued by any Scheduled bank drawn in favour of the Administrative Officer, NFAI, Pune and payable at Pune, must be submitted along with the Proposal. The Bank Guarantee should be valid for 6 months from the submission date of the Bidders Bids.
3. The EMD shall be denominated in Indian Rupees only. No interest will be payable to the Bidder on the amount of the EMD.
4. Proposals submitted without EMD as part of their pre-qualification cover will be liable for rejection.
5. Unsuccessful Bidder's EMD shall be returned to the unsuccessful Bidder within 30 days from the date of signing of an agreement with the successful Bidder.
6. EMD of Successful Bidder will be returned after the award of contract and submission of the Performance Bank Guarantee within specified time and in accordance with the format given in the RFP.
7. EMD shall be non-transferable.

2.6 Bid Submission Format

The entire proposal shall be submitted strictly as per the format specified in this Request for Proposal. Bids with deviation from this format are liable for rejection.

2.7 Submission of Bids

This shall be 3 covers (sealed and signed) system where:

- a. First cover shall contain the original pre-qualification documents including the EMD and the tender fee. The cover should be clearly marked as the "Pre-qualification documents"

- b. Second cover shall contain original technical proposal document and cover should be clearly marked as the "Technical Proposal". This cover shall not contain any commercials related to the proposal.
- c. Third cover shall contain original commercial proposal document and cover should be clearly marked as the "Commercial Proposal"

Note:

1. All three covers shall be in a one large cover, sealed and signed.
2. Commercial proposal should be in third cover only and any deviation will lead to disqualification of the bidder.
3. All the documents should be spiral or hard bound with proper index numbering. No loose papers would be accepted and could lead to disqualification
4. The Bidder should ensure that all the required documents, as mentioned in this RFP are submitted along with the bid and in the prescribed format only. NFAI will not accept delivery of Proposal in any manner other than that specified in this RFP. Proposal delivered in any other manner shall be treated as defective, invalid and rejected. Non-submission of the required documents or submission of the documents in a different format / contents may lead to the rejections of the bid proposal submitted by the Bidder.
5. **No Deviation Bid:** It is required that all the Bids submitted in response to this RFP should be unconditional in all respects, failing which NFAI reserves the right to reject the Bid.

2.8 Acknowledgement of understanding

By submitting a Proposal, each Bidder shall be deemed to acknowledge that he/she has carefully read all sections of this RFP, including all forms, schedules, annexure, corrigendum and addendums (if any) hereto, and has fully informed itself as to all existing conditions and limitations.

2.9 Disqualification

The Proposal is liable to be disqualified in the following cases;

1. The Bidder fails to meet the bidding requirements as indicated in this RFP:
2. Proposal not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming Proposal.
3. Proposal is not spiral/ hard bound, pages are not numbered and indexing not done

4. During validity of the Proposal, or its extended period, if any, the Bidder increases his quoted prices.
5. The Bidder qualifies the Proposal with his own conditions.
6. Proposal is received in incomplete form.
7. Proposal is received after due date
8. Proposal is not accompanied by all the requisite documents.
9. Proposal is not accompanied by the EMD and Tender fees.
10. If the Bidder provides quotation only for a part of the Project.
11. Information submitted in Technical Proposal is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the Contract (no matter at what stage) or during the tenure of the Contract including the extension period, if any
12. Commercial Proposal is enclosed with the Technical Proposal.
13. Bidder tries to influence the Proposal evaluation process by unlawful/corrupt/fraudulent means at any point of time during the Bid process.
14. In case any one Bidder submits multiple Proposals or if common interests are found in two or more Bidder, the Bidder shall be disqualified
15. Bidder fails to deposit the Performance Bank Guarantee (PBG) or fails to enter into a Contract within 30 Days of the date of issue of Letter of Intent or within such extended period, as may be specified by the NFAI.
16. Any Bid received by NFAI after the deadline for submission of Bids shall be declared late and will be rejected, and returned unopened to the Bidder at the discretion of NFAI. The validity of the bids submitted before deadline shall be till 180 days from the date of opening of the Bid.
17. While evaluating the Proposals, if it comes to the NFAI's knowledge expressly or implied, that some Bidder may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of Proposal then the Bidder so involved are liable to be disqualified for this Contract
18. If the Bid Security, Pre-qualification Proposal, Technical Proposal contain any information on price, pricing policy, pricing mechanism or any information indicative of the commercial aspects of the Bid.

19. Bidder doesn't agree to the negotiated Terms and Conditions.

In case of any of the above conditions, NFAI reserves the right to negotiate with L2 Bidder after informing the disqualification to L1 Bidder appropriately.

2.10 Bid Opening

1. Envelope A containing "Pre-qualification documents" shall be opened initially in the presence of Bidder and if the EMD and Tender Fee are as per the criteria then Envelope B of the qualified Bidder only shall be opened.
2. Envelope B containing the Technical Proposal shall be opened in the presence of the Bidder/representatives of Bidder who choose to attend, at the address, date and time specified in the RFP.
3. Envelope C containing the Financial Proposal will remain unopened and will be held in custody of NFAI until the time of opening of the Financial Proposals.
4. At the end of the evaluation of the Technical Proposals, NFAI shall invite Bidder who have qualified for the opening of the Financial Proposals. The date, time, and location of the opening of Financial Proposals will be informed by NFAI separately and individually to qualified Bidder.

2.11 Evaluation Process

2.11.1 Bid Evaluation Committee

1. NFAI will constitute a Bid Evaluation Committee (BEC) to evaluate the responses of the bidders
2. The BEC constituted by the NFAI shall evaluate the responses to the RFP (Envelope A, Envelope B and Envelope C) and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
3. The decision of the Bid Evaluation Committee in the evaluation of responses to the RFP shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
4. The Bid Evaluation Committee may ask for meetings with the Bidders to seek clarifications on their proposals. The Bidder shall submit requisite supporting documents/ certificates on the credentials. The BEC may visit Bidder's client site to validate the credentials/ citations claimed by the Bidder.

5. The Bid Evaluation Committee reserves the right to reject any or all proposals entails the basis of any deviations.
6. Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.
7. The BEC would submit its decision to the competent authority whose decision would be final and binding upon the bidders.

2.11.2 Pre-Qualification Criteria

The Bidder shall fulfill all of the following eligibility criteria independently on date of submission of bid:

Table: Eligibility Criteria

S.N	Eligibility Criteria	Document Proof
1	The bidder should be a Company Registered under Indian Companies Act, 1956 OR A partnership firm registered under Indian Partnership Act, 1932.	Copy of the Memorandum and article of association Copy of the Certificate of Incorporation
2	Tender Fee	As per mention in clause 2.5
3	Earnest Money Deposit (EMD)	As per mention in clause 2.5
4	The bidder must have minimum annual turnover of INR 50 lacs (Rupees Fifty Lakhs only) in each of the last three financial years i.e. FY 2013-14, FY 2014-15 and FY 2015-16.	A duly signed and stamped certificate from the Chartered Accountant mentioning the turnover details for each of the Financial Year.
5	The bidder should have satisfactorily executed at least 3 projects of value 10 Lakhs each of “ Conversion of Video Cassettes related work ” in PSU/ Government of India / State Government Departments/ Film Archive/ Media Company during last 3 years.	Project completion certificate / work order clearly mentioning nature of the work carried out by the Bidder and the value of the project. <i>Note: The dates on the Project completion certificate / work order of the three preceding years only will be considered</i>
6	The bidder should not be blacklisted as on date by PSU /Government of India /State Government Departments	Undertaking from Authorized Signatory of the Bidder on company letterhead to be provided.

2.11.3 Process of Evaluation

1. Bidders who qualify on Envelope ‘A’ shall be considered for further Technical evaluation.
2. Bidders shall be evaluated as per prequalification criteria mentioned at 2.11.2.
3. The bidders who fulfil all the prequalification criteria will qualify for further Technical Evaluation (Envelope B) (Refer 2.11.3.)
4. Bidders with technical score of 65 marks or above in technical evaluation (Refer 2.11.4) will be considered to be eligible for financial evaluation (Envelope C) (Refer 2.11.6).
5. Amongst the bidders who are considered for financial evaluation, the Bidder scoring the highest composite score as per the clause 2.11.7 will be awarded the work as successful Bidder.
6. The Bid Evaluation Committee reserves the right to accept or reject any or all bids without giving any reasons thereof.
7. In case of Single Bid, NFAI reserves the right to accept or reject the bid.
8. Financial details as required in the prequalification documentation shall not be deviated from. Any deviations shall lead to disqualification.

2.11.4 Technical Evaluation

The proposals from bidders will be evaluated based on evaluation parameters mentioned below.

1. The technical evaluation marks should be given 70% weightage and commercial evaluation marks should be given 30% weightage to arrive at a composite score.
2. The Bidder with the higher composite score shall be awarded the contract.
3. However, NFAI reserves the right to confirm the bidder with the highest composite score as successful bidder subject to negotiations and approval of competent authority.

Table: Technical Evaluation Criteria

S. No.	Criteria	Maximum marks
1.	Experience and reputation of the bidder Profile of the organization including size, experience and reputation	10
2.	Past experience of similar work done in India and abroad for professional film archives/ media companies/ PSU/ Government organizations (extra weightage will be given for relevance of work and relevance of client) <i>Bidder is required to submit proof of all the documents for all the relevant work done in the past. It is advised to submit a</i>	15

S. No.	Criteria	Maximum marks
	<i>comprehensive list in tabular format for evaluation purpose with relevant supporting documents.</i>	
3.	Technical Equipment to be used	15
4.	Team structure and Manpower proposed. Team structure needs to be provided with lead for each team. <ul style="list-style-type: none"> • Project Manager • Digitisation team • Sub-titling team • Quality Check team • IT team • Any other team Detailed CVs need to be provided to ascertain the experience and relevance of each CV	20
5.	Approach and Methodology for conversion work <ul style="list-style-type: none"> - Process for preparation of video cassettes for digitization (20%) - Digitization process & equipment's proposed (15%) - Sub-titling process for available and non-available sub-titles (15%) - Restoration process, techniques, softwares and equipment (15%) - Indexing & cataloguing process/ methodology (15%) - Ability and strategy to meet timelines (20%) 	40
		100

2.11.5 Technical Score: (X)

The score secured based on evaluation of the Technical Bid as above shall be the Technical Score of the Bidder for the project being considered for evaluation (X).

$$\mathbf{X \text{ of the qualifying Bidder} = \text{Marks Scored by the respective Bidder}}$$

Only those Bidders who have **secured Technical Score of 65 marks** or above shall be declared as qualified for evaluation of their 'Financial Bid'.

2.11.6 Financial Score: (Y)

The financial offers shall be evaluated on the basis of total lump sum charges offered by the Bidder for the RFP. If there is a discrepancy between words and figures, the amount in words shall prevail. For any other calculation/ summation error etc. the bid may be rejected.

Based on the Financial Quote given by the Bidder, the Relative Financial Score (Y) will be calculated as below, only for the qualifying bidders.

‘Y’ of the qualifying Bidder = $\frac{\text{Lowest quoted offer of the qualifying Bidder}}{\text{Offer quoted by the respective qualifying Bidder}} \times 100$

The marks secured as above shall be the Relative Financial Score (Y) of the Bidder for the project.

2.11.7 Composite Score of the Bidders (Cs)

1. The Technical Score (X), as per Clause No. 2.11.5, and Relative Financial Score (Y), as per Clause No. 2.11.6, secured by each Bidder will be considered for computing the Final Composite Bid Score.
2. The Bidder securing the highest Composite Bid Score will be adjudicated as the most responsive Bidder for award of the Project.
3. The overall score will be calculated as follows:-

$$Cs = (0.70 * X) + (0.30 * Y)$$

Where,

Cs = Final Composite Bid Score

X = Total Technical score of the qualifying Bidder

Y = Total Relative Financial Score of the qualifying Bidder

Composite score of the Bidders for a Project shall be worked out as under:

Table: Composite Bid Score			
Bidder	Technical Score	Relative Financial Score	Composite Score
	X	Y	Cs = (0.70 * X) + (0.30 * Y)
A			
B			
C			
D			

4. The preferred Bidder shall be the one securing the highest Final Composite Score.
5. In the event of two or more Bidders securing exactly the same composite score, then NFAI reserves the right to:
 - a. Declare the Bidder whose technical score is highest, among the bidders who have secured exactly the same composite score as preferred Bidder, Or
 - b. Invite fresh financial proposals from these bidders having same composite scores and evaluating these financial proposals, or
 - c. Adopt any other method as decided by NFAI.

6. NFAI reserves the right to confirm the preferred Bidder as successful Bidder subject to negotiations

2.12 Award Criteria

Prior to expiry of the validity period, NFAI will notify in writing that the successful Bidder's proposal has been accepted. Upon the successful Bidder's furnishing of a Performance Bank Guarantee, the contract signing process will commence. In case the successful Bidder is unable to furnish the Performance Bank Guarantee and execute contract within 21 days, NFAI shall forfeit the Earnest Money Deposit and shall invite the Bidder ranked second in the commercial bid subject to the condition that the second rank Bidder shall match the price quoted by the earlier successful Bidder.

2.13 Signing of Contract

Once NFAI notifies the successful Bidder that its proposal has been accepted, NFAI shall enter into a separate Agreement, incorporating the conditions of the RFP and its amendments and any special conditions during negotiations between the NFAI and the successful Bidder.

3 Scope of Work

3.1 Setup facility for conversion of video cassettes at the NFAI office

The vendor, on receiving Purchase Order/ Work Order from NFAI, will setup a conversion facility in NFAI premises for conversion of video cassettes. Following is the list of indicative tasks;

- i. The vendor needs to setup and install the infrastructure as per the requirement specified in the document viz. type and number of video cassettes.
- ii. The vendor should provide enough equipment and manpower so as to complete the conversion process within the stipulated timeframe i.e. 12 months.
- iii. The vendor shall also make arrangements for maintenance of infrastructure (Workstation, UPS, Network Setup, Equipments, Converter software etc.) installed, at his own cost and maintain continuity of work without stoppages.
- iv. Then vendor shall ensure that sufficient skilled staff is deployed to perform the work.
- v. NFAI will provide space and electricity to the vendor.
- vi. The vendor shall make provision for table, chairs, stationery, power backup, generator etc.

3.2 Pre- Conversion preparation

Pre-processing of video cassettes are to be performed by the vendor on the Video cassettes collected before digitizing the contents. It shall include (but is not limited to):

- i. Vendor shall be responsible to collect all available video cassettes from respective department of NFAI and prepare a master list prior to conversion.
- ii. The cassettes to be collected and returned in lots as agreed mutually between the vendor and the NFAI department for master listing and conversion work.
- iii. Appropriate documentation and is to be maintained between the vendor and NFAI in terms of asset movement and handling. The vendor shall be responsible for the same.
- iv. The log register and according to the master list of video cassettes should contain at least the following details (indicative):
 - Title of the cassettes collected
 - Condition of video cassettes
 - Date of Collection
 - Expected date of return
 - Returned by (Vendor representative)

- v. The vendor is required to check and clean (to remove any fungal and dust infection) the video cassettes and make ready for conversion process after collection of Cassettes.
- vi. The vendor shall replace the cassette covers in case it is not in good condition. The covers provided need to be durable and of standard quality.
- vii. After collection of video cassettes from NFAI by the vendor, it would be the responsibility of the vendor to maintain and return the assets back to NFAI without any damages. In case of mishandling or any damage caused, the vendor will be responsible for the same and liable for appropriate penal action as decided by NFAI authorities.
- viii. Video cassettes would be digitized at the NFAI premises and the vendor shall be responsible for collecting them from respective department of NFAI to carry out the conversion work.
- ix. The vendor shall ensure all precautions are taken so that the video cassette reel does not get stuck, twisted or entangled during the conversion process.

3.3 Digitization and Storage

- i. Video Cassettes shall be converted and upgraded in high quality digital format with superior Audio and Video quality.
- ii. After conversion of video cassettes to digital format and successful quality assurance process, storage of the same needs to be in three copies each of digital media as mentioned below :
 - One set of Golden Master DVD, unencrypted (Title wise, NFAI name and logo) in .MOV file format.
 - Three sets of Duplicate DVD, encrypted – (Title wise, NFAI name and logo) in .MOV file format. These copies should be in Read only/view only mode. Copying or duplication of these discs should not be allowed in any case.
 - One set of all digitized material in deep archival (ALTO/blu-ray based) solution with proper title indexing in .MOV format.
- iii. The .MOV wrapper shall have codec of DV25 quality with digitization done at 24 fps and 720 p.
- iv. Upgrading of picture and sound quality while conversion process of video cassettes using latest upgrading software. The vendor shall ensure that the originality of the content, such as the color grading, etc. are not disturbed. Upgrading would include but not limited to removal of disturbances, hissing sounds, contrast balancing, etc.

- v. The Vendor shall ensure that the video and sound are synchronized and easily replicable for making multiple copies.
- vi. The vendor shall add the sub-titles in English for the video cassettes digitized. In case of sub-titles not available, the same needs be created and added.
- vii. The vendor will be responsible for quality assurance and perform 100% quality check before taking a sign-off from NFAI. The vendor is responsible to go through all cassettes to see if they are complete and legible. The vendor will undertake Quality Control processes for all aspects of processing and post-processing of records.
- viii. All Storage media such as DVDs, Deep archival solution, etc. shall be procured by vendor. All media provided shall be of superior quality and durable.

3.4 Indexing and cataloguing

- i. After the video cassettes are converted and stored in digital form, the same needs to be indexed. The vendor is required to create metadata for indexing as per the requirements of NFAI.
- ii. The indexing needs to be accurate and hence the vendor shall establish required procedures for assuring the accuracy of indexing. Indexing is required for effective identification of digital video from Master DVDs, duplicate DVDs and other storage media.
- iii. **Title duplication is to be avoided.** In case there are duplicates, the better quality video cassette is to be chosen for conversion.
- iv. Data sheets prepared after completion shall be same for all storage media such as DVDs / Hard Disk etc.
- v. The process carried out for cleaning also needs to be documented.

3.5 Subtitles

- i. The vendor is responsible to add the available subtitles and ensure precise synchronisation.
- ii. In case the subtitles are not available for any film, the vendor needs to bring in the required competent translators with a proven track record, to create the sub-titles in English Language and then add the same to the digitized films after approval of NFAI.
- iii. Consent of NFAI would be required on the profile of the translator. In case, NFAI is not satisfied with the translator profile, the vendor will ensure alternate translator is provided to the satisfaction of NFAI.

3.6 Quantum of work :

Details of Video Cassettes

NFAI have around 10,000 number of Video Cassettes in various format such as Digibeta, Betacam SR, U'matic, VHS etc. of various film and program. For the purposes of bidding, the following assumptions are to be made:

1. 10,000 (ten thousand) video cassettes containing approximately 3 lakh minutes of duration
2. 10% of total cassettes cover to be replaced
3. 30% of total cassettes need cleaning

Quantity and type of cassettes are mention below in table.

S No	Type of cassettes	No of Cassettes (Approx.)
1	Digibeta & Betacam	5500
2	U'matic	3000
3	VHS	1500

NFAI reserves the right to prioritise the list of titles for conversion. The titles which are not available with NFAI in any other formats could be chosen for conversion on priority.

4 Timeline for completion of work

The complete work of conversion of cassettes including mobilization, assessment, cleaning, digitization, indexing and cataloguing, digital storage in DVDs/ deep archival solution/ etc. and handover of all 10,000 cassettes needs to be completed within 18 months from award of contract. The bidder is expected to demonstrate in the proposal on how this will be achieved.

5 Payment Milestones

S. no	Milestones	Payment (%)
1	On signing of the contract	10%
2	On mobilization of resources and commissioning of all the necessary equipment's at NFAI premises	10%
3	On successful completion of 20% of the work	10%
4	On successful completion of 40% of the work	10%
5	On successful completion of 60% of the work	10%
6	On successful completion of 80% of the work	10%
7	On successful completion of 100% of the work	20%

8	After successful completion of the rework as per the finding of the work audit and final work acceptance by NFAI post quality check.	20%
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6 Performance Guarantee

- 6.1 NFAI will require the selected Bidder to provide a Performance Bank Guarantee, within 15 days from the Notification of Award, for a value equivalent to 10% of the Total Cost of the Contract. The Performance Guarantee should be valid upto 180 days from the end of contract. The Performance Guarantee should contain a claim period of 15 days from the last date of validity.

- 6.2 The selected Bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee at least 2 months before the expiry of its validity. In case the selected bidder fails to submit the renewed performance guarantee before 20 days of expiry of its validity, NFAI at its discretion shall invoke the performance bank guarantee without giving any notice what so ever to the bidder.

- 6.3 In case the selected bidder fails to discharge their contractual obligations during the period or NFAI incurs any loss due to bidder's negligence in carrying out the project implementation as per the agreed terms & conditions, NFAI may at its discretion shall invoke performance bank guarantee.

7 Annexure

7.1 Annexure 1: Template for Pre Bid Query Format

Ref: RFP Notification <<>>

Name of the Bidder:

Contact Address of the Bidder:

Sr. No.	Section Number / Clause No.	Page Number	Query (in detail)	Justification / Suggestion

Signature:

Name of the Authorized signatory:

Company seal:

Date and Stamped

7.2 Annexure 2: Template for financial proposal (inclusive of all taxes, except service tax)

S. No	Item Name	Qty	Unit	Make / Model	Unit Rate Rs.	Total Price (Rs.)
A	B	C	D	E	F	G = C X F
1	Digitization per minutes	300,000	Minutes	NA		
2.a	Sub-titling of films: <i>When sub-titles are provided/ available</i>	150,000	Minutes	NA		
2.b	Sub-titling of films: <i>When sub-titles need to be done</i>	150,000	Minutes	NA		
2.c	Translation to create sub-titles	5000	Per film	NA		
3	DVD (Master Copy) (Unencrypted) (10,000 master + 10,000 copies)	10,000	Nos			
4	DVD (Other copies) (Encrypted) (Read/View Only)	30,000	Nos			
5	Deep archiving solution (Blu- ray based)	300,000	Minutes			
Grand Total (inclusive of all taxes except service tax) in words – (This figure shall be used for evaluation of financial proposals).						
Grand Total (with applicable taxes)						

Note:

1. The quantities mentioned in the RFP are approximate and only for bidding purposes.
2. The unit rate will be applied to arrive at the amount payable based on the actual work carried out.
3. NFAI reserves the right to increase/decrease/delete any of the work items mentioned in the RFP at its discretion prior to issuing the work order or during the execution of the works.
4. The rates prescribed above would be applicable in case of any addition of work. These rates would be applicable for entire contract period.
5. All equipment/ item proposed by the bidder needs to be of superior and durable quality. In case any item is found to be of sub-standard quality, it will be the responsibility of the vendor to replace with superior quality at the vendors expense.
6. The rates quoted should be inclusive of all taxes except service tax. The service tax would be paid as per prevailing rates at the time of payment.

7.3 Annexure 3 Template for Bank Guarantee

<<On Rs. 500 Stamp paper>>

To,
Administrative Officer,
National Film Archive of India (NFAI),
Law College road,
Pune – 411004

Whereas <<Name of the bidder>> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP # <<RFP Number>> dated <<Date>> for <<Name of the assignment>> (hereinafter called "the Bid") to NFAI.

Know all Men by these presents that we <<Name of the Bank>> having our office at <<Address>> (hereinafter called "the Bank") are bound unto the NFAI (hereinafter called "the Employer") in the sum of Rs.<<Amount in figures>> (Rupees<<Amount in words>> only) for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <<Date>>

The conditions of this obligation are:

- a. If the Bidder having its bid withdrawn during the period of bid validity specified by the Employer in the RFP #; or
- b. If the Bidder, having been notified of the acceptance of its bid by the Employer during the period of validity of bid
 - i. Withdraws his participation from the bid during the period of validity of bid document; or
 - ii. Fails or refuses to participate in the subsequent Tender process after having been short listed;

We undertake to pay to the Employer up to the above amount upon receipt of its first written demand, without the Employer having to substantiate its demand, provided that in its demand the Employer will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to <<insert date>> and including <<extra time over and above mandated in the RFP #>> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

- a. Our liability under this Bank Guarantee shall not exceed Rs. <<Amount in figures>> (Rupees <<Amount in words>> only)
- b. This Bank Guarantee shall be valid up to <<insert date>>)
- c. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <<insert date>>) failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank)

Seal:

Date:

7.4 Annexure 4 Template for Performance Bank Guarantee

<<On Rs. 500 Stamp paper>>

To,

Administrative Officer,
National Film Archive of India (NFAI),
Law College road,
Pune - 411004

Whereas, <<name of the bidder / prime bidder and address>> (hereinafter called “the bidder”) has undertaken, in pursuance of contract no. <Insert Contract No.> dated. <Date> to provide Implementation services for <<name of the assignment>> to NFAI (hereinafter called “the employer”)

And whereas it has been stipulated by in the said contract that the bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <Name of Bank> a banking company incorporated and having its head /registered office at <Address of Registered Office> and having one of its office at <Address of Local Office> have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the bidder, up to a total of Rs.<Insert Value> (Rupees <Insert Value in Words> only) and we undertake to pay you, upon your first written demand declaring the bidder to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs. <Insert Value> (Rupees <Insert Value in Words> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

