

Notice Inviting Quotation (NIQ)
(Limited Tender Enquiry)
FOR
“Procurement for Upgradation of Server and Configuration of Storage
and SAN Switch at NFAI”



राष्ट्रीय फिल्म संग्रहालय
NATIONAL FILM ARCHIVE OF INDIA
सूचना एवं प्रसारण मंत्रालय
MINISTRY OF INFORMATION AND BROADCASTING
भारत सरकार/GOVT OF INDIA

विधि महाविद्यालय /पुणे – 411004/LAW COLLEGE ROAD, PUNE 411004

Ref. No. 302/14/2016 - GEM

Sept 23, 2021

Subject: Procurement for Upgradation of Server and Configuration of Storage
and SAN Switch at NFAI

The bid should be submitted to **Administrative Officer, NFAI, Law College Road, Pune - 411004** latest by **3.00 P.M. on or before 29/09/2021** in a sealed envelope super-scribing on envelope “Procurement for Upgradation of Server and Configuration of Storage and SAN Switch at NFAI” along with the terms and conditions of payment and delivery etc.

For any tender related queries please contact-

E-Mail- nfaiacctts79@gmail.com

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1. Disclaimer

The information contained in this Notice Inviting Tender (NIT) document or information provided subsequently to Bidder or applicants whether verbally or in documentary form by or on behalf of National Film Archive of India (NFAI), is provided to the Bidder on the terms and conditions set out in this NIT document and all other terms and conditions subject to which such information is provided.

This NIT document is not an agreement and is not an offer or invitation by NFAI to any parties other than the applicants who are qualified to submit the Bids ("Bidders"). The purpose of this NIT document is to provide Bidder with information to assist the formulation of their Proposals. This NIT document does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this NIT document and where necessary obtain independent advice. NFAI makes no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of this NIT document. NFAI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this NIT document.

Note: Bids will be opened in the presence of the Bidders' representatives who choose to attend Bid opening meeting.

2. Checklist

The following items must be checked before the Bid is submitted:

1. NIT fee Rs. 1,000.00 towards cost of Bid document in Envelope – "A"
2. Bid Security Declaration in Envelope "A"- Bid Security Declaration (Annexure - 3)
3. Eligibility Criteria and Commercial Bids are prepared in accordance with the NIT document.
4. Envelope "A" Pre-Qualification Response
5. Envelope "A" Section 10 Annexures (except for Annexure 1 & Annexure - 2)
6. Envelope "B" Indicative Commercial Bid (Section 10; Annexure 1 & Annexure 2)
7. All the pages of Eligibility Criteria Response and Commercial Bid are duly sealed and signed by the authorized signatory.
8. Prices are quoted in Indian Rupees (INR).
9. All relevant certifications, audit reports, etc. are enclosed to support claims made in the Bid in relevant Envelopes.
10. All the pages of documents submitted as part of Bid are duly sealed and signed by the authorized signatory.

3. Bid Schedule and Address

Sr. No.	Description	Detailed Information
1.	Name of Project	Notice Inviting Tender for Procurement for Upgradation of Server and Configuration of Storage and SAN Switch at NFAI
2.	Tender Reference Number	302/14/2016 – GEM
3.	Date of publishing the NIT	23/09/2021
4.	Last date and time for Bid Submission	29/09/2021 Upto 03.00 PM
5.	Address of Bid Submission	Administrative Officer National Film Archive of India, Law College Road, Pune – 411004
6.	Date and Time of Bid Opening (Envelope A)	29/09/2021 at 04.00 PM
7.	Date and time of Commercial Bid Opening (Envelope B)	To be communicated later
8.	Name and Address for Communication	Administrative Officer National Film Archive of India Law College Road Pune – 411 004 Ph. No. – 020-29701569 E-mail: nfaiaccts79@gmail.com
9.	Bid validity	180 days after the date of bid opening
10.	Bid Related Queries	E-mail id: nfaiaccts79@gmail.com
11.	NIT fees - Tender fee in the form of DD drawn in favor of Sr. AO, ROB, Pune	INR 1,000.00

Note:

1. Bids will be opened in the presence of the Bidders' representatives who choose to attend.

2. Commercial bid opening will be communicated later

4. Introduction

4.1 Objective of this NIT

National Film Archive of India (NFAI) is a media units of Ministry of Information & Broadcasting, Gol. Govt. of India invites bids for upgradation of its existing servers and configuration of its storage appliances and SAN Switch

4.2 Cost of the NIT

The Bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in the conduct of informative and other due diligence activities, participation in meetings / discussions / presentations, preparation of Proposal, providing any additional information required by NFAI to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the Bid process. NFAI will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. This NIT does not commit NFAI to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this Bid. All materials submitted by the Bidder would become the property of NFAI and may be returned completely at their sole discretion.

4.3 Due Diligence

The Bidders are expected to examine all instructions, terms and specifications stated in this NIT. The Bid shall be deemed to have been submitted after careful study and examination of this NIT document. The Bid should be precise, complete and in the prescribed format as per the requirement of this NIT document. Failure to furnish all information or submission of a bid not responsive to this NIT will be at the Bidders" risk and may result in rejection of the bid. Also, the grounds for rejection of Bid should not be questioned after the final declaration of the successful Bidder.

The Bidder is requested to carefully examine the NIT documents and the terms and conditions specified therein, and if there appears to be any ambiguity, contradictions, inconsistency, gap and/or discrepancy in the NIT document, Bidder should seek necessary clarifications by e-mail as mentioned in Section-1.

4.4 Ownership of this NIT

The content of this NIT is a copy right material of National Film Archive of India. No part or material of this NIT document should be published in paper or electronic media without prior written permission from NFAI.

4.5 Project time period

The work has to be completed within maximum of 15 days after the award of contract. The Bidder is supposed to deploy sufficient professionals and trained manpower who would be able to complete the work, with proper Quality Checks as per international standards well within the stipulated time frame. In order to ensure timely completion of the project.

5. Technical Specifications

5.1 Overview

National Film Archive of India is one of the media units of Ministry of Information & Broadcasting, Govt. of India invites bids for upgradation and configuration of its existing storage appliances and SAN Switch.

There are total of 6 VNXe 3200 Storage appliances with total capacity of approximately 100 TB which are currently in a single rack and are in a standalone configuration.

5.2 Hardware

Currently NFAI has the following equipment:

Sr. No	Item	Number of Units
1	Dell Power Edge R630 Server (Server 1)	1
2	Dell Power Edge R530 Server (server 2)	1
3	Dell Connectrix DS 6505B	1
4	Dell EMC VNXE 3200	6

Detailed configuration mentioned below:

1. Server 1
Dell Power Edge R630 Server
Processor: 2 x Intel Xeon E5 2623 3.0GHz, 4C/8T, 10MB Cache
Hard drive: 3 x 600 GB 10K RPM SAS 2.5in
RAM: 2 x 8GB DDR4
Operating System – None
Current Status – Unutilized

2. Server 2
Dell Power Edge R530 Server
Processor: 2 x Intel Xeon E5 2623 3.0GHz, 4C/8T, 10MB Cache
Hard drive: 3 x 900 GB 10K RPM SAS 3.5in
RAM: 2 x 8GB DDR4
Operating System – Windows Server 2016 Standard
Current Status – CCTV Surveillance system

3. SAN Switch

Dell Connectrix DS 6505B

Type of ports: fiber Ports

Total Number of ports: 24

Number of Ports available: 20

4. Storage

Dell EMC VNXE 3200

Number of appliances: 6

Type of ports: Fiber

Capacity: Approximately 20TB x 4 Appliances & Approximately 10TB x 2

5.3 Scope of Work

NFAI would like to consolidate the multiple storage appliances into a single logical appliance of Approximately 100 TB and create 3 Separate LUNs as follows:

1. 60 TB for Library vendor
 2. 15 TB for NFAI internal use
 3. 7.5 TB for CCTV application
- i. Each of the above-mentioned LUN (Logical Unit Number) must be configured with RAID 5 configuration.
 - ii. Virtualization to be installed on Server 1: Dell PowerEdge R630 with virtual partition of 8 GB RAM each. Virtualization to be done using the Hyper-V feature of Windows Server OS.
 - iii. Installation of Cent OS on one instance which will host the library vendor application.
 - iv. Installation of Windows license on second instance which will be used for NFAI Internal content. Bidder Shall provide the latest Windows Standard Server License. *The License will be provided in the name of National Film Archive of India.*
 - v. CCTV application is currently hosted on Server 2, which must be connected to SAN Switch and shall be configured to access the data from storage appliances
 - vi. Procure & Install Dual Chanel 8Gb PCIe Host Bus Adapters on Server 1: Dell PowerEdge R630
 - vii. Server 1: Dell PowerEdge R630 to be connected to the SAN Switch via Fiber Optic Cables
 - viii. Configuration of 4 appliances of Dell EMC VNXE 3200 of 20 TB each and 2 appliances of Dell EMC VNXE 3200 of 10 TB each (Total 6 Appliances of Dell EMC VNXE 3200 approximately 100 TB) through the SAN Switch to Server 1 Dell PowerEdge R630.
 - ix. Each of the Dell EMC VNXE 3200 must be connected to the SAN Switch via Fiber Optic Cables

- x. Manufacturers Authorization Form to be supplied for all hardware equipment to be supplied by bidder

Scope of work must cover the following items:

- i. Verify the hardware status
- ii. Cabling between Server, SAN Switch and Storage Appliances
- iii. Setup Management interface connection
- iv. Configuration of storage appliances on the server
- v. Zoning on the SAN Switch as per the requirement
- vi. Sign-off on all installation reports
- vii. Provide Annual Comprehensive maintenance for all the equipments supplied post acceptance from NFAI for a period of 24 months. The AMC should cover the following list of services
 - a. Trouble shooting storage issues
 - b. Maintaining and updating device configurations

NOTE: ALL THE EQUIPMENT FOR THE ABOVE-MENTIONED ACTIVITIES NEED TO BE BRAND NEW AND OF LATEST MAKE/MODEL (MANUFACTURED POST 2019).

General requirements

- i. Implement the above-mentioned solution within 15 days from date of signing of contract/ receipt of work order by the selected bidder.
- ii. The bidder shall work with NFAI and with any assigned parties.
- iii. The bidder shall maintain high quality and performance of the solution.
- iv. The bidder shall prepare and provide user manual or training materials for NFAI officials.
- v. It shall be bidders' responsibility to ensure secure upkeep of materials shared by NFAI.

6. Instruction to Bidders

A. The Bidding Document

6.1 Completeness of Response

Bidders are advised to study all instructions, forms, terms and conditions, requirements, and other information in the NIT document carefully. Bidders submitting their Bids shall be deemed to have been done so after careful study and examination of the NIT document and with full understanding of its implications.

The response to this NIT should be full and complete in all respects. Failure to furnish all information as required by the NIT or the submission of a Proposal not substantially responsive to the NIT in every respect will be at the Bidder's risk and may result in rejection of their Proposal.

6.2 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and NFAI will in no case be responsible or liable for those costs.

6.3 Content of Bidding Document

The Bid shall be in 2 separate envelopes, Envelope A and B.

6.4 Clarifications of Bidding Documents and Pre-bid Meeting

A prospective Bidder requiring any clarification of the Bidding Documents may notify NFAI in writing through email at nfaiaccts79@gmail.com any time prior to the deadline for receiving such queries as mentioned in Section 1.

6.5 Amendment of NIT Documents

1. At any time prior to the deadline for submission of bids, NFAI may for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, amend the Bidding Documents.
2. Amendments will be provided in the form of Addenda to the Bidding Documents, which will be published on the NFAI website (www.nfaipune.gov.in). Addenda will be binding on Bidders. It will be assumed that the amendments contained in such Addenda had been taken into account by the Bidder in its bid.
3. In order to afford Bidders reasonable time to take the amendment into account in preparing their bids, NFAI may, at its discretion, extend the deadline for the submission of bids, in which case, the extended deadline will be posted on NFAI's website.
4. From the date of issue, the Addenda to the tender shall be deemed to form an integral part of the NIT. The Bidders are allowed to resubmit their Bid, if required, after such amendments (but within the last date and time for submission of the Bids).

6.6 NFAI's right to modify submission deadline

NFAI may, in exceptional circumstances and at their discretion, extend the deadline for submission of Proposals by issuing a corrigendum on the NFAI website (www.nfaipune.gov.in). In such a scenario, all rights and obligations of the project and the Bidders previously subject to the original deadline will thereafter be subject to the extended deadline.

B. Preparation of Bid

6.7 Bid Price

Prices submitted by the bidder should be exclusive of all taxes. The bidder should intimate the tax rate that is applicable as per the format mentioned in Commercial format (Annexure 1).

6.8 Bid Security Declaration

- a) Bidders shall submit, along with their Bids, Bid Security in the format as per [Annexure -3](#)
- b) *The Bid / Proposal submitted without Bid Security Declaration, as mentioned above, will be summarily rejected.***

6.9 Invocation of Bid Security Declaration

The clauses under Bid Security Declaration made by the bidder will be invoked if:

- a) Bidder withdraws its bid before opening of the bids.
- b) Bidder withdraws its bid after opening of the bids but before Notification of Award.
- c) Selected Bidder withdraws its bid / Proposal before furnishing Performance Bank Guarantee.
- d) Bidder violates any of the provisions of the NIT up to submission of Performance Bank Guarantee.
- e) Selected Bidder fails to accept the order within five days from the date of receipt of the order. However, NFAI reserves its right to consider at its sole discretion the late acceptance of the order by selected Bidder.
- f) In case of a successful Bidder, if the Bidder fails to sign the Contract in accordance with this NIT.
- g) Bidder fails to submit the Performance Bank Guarantee (3% of the contract value) within stipulated period from the date of execution of the contract. In such instance, NFAI at its discretion may cancel the order placed on the selected Bidder without giving any notice.

6.10 Period of Validity of Bids

Bids shall remain valid for a period of 180 days after the date of bid opening as mentioned in Section 1 or as may be extended from time to time. NFAI holds the right to reject a bid valid for a period shorter than 180 days as non-responsive, without any correspondence.

6.11 Extension of Period of Validity

In exceptional circumstances, prior to expiry of the bid validity period, NFAI may request the Bidders consent to an extension of the validity period. The request and response shall be made in writing. Extension of validity period by the Bidder should be unconditional and irrevocable. The EMD provided shall also be suitably extended. A Bidder may refuse the request without forfeiting the bid Security.

6.12 Format for Bid submission

The bidder shall prepare one hard copy marked as ORIGINAL of the Technical Bid and the commercial bid will be submitted as hard copy only.

6.13 Signing of Bid

The Bid shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. All pages of the bid, except for printed instruction manuals and specification sheets shall be initialed by the person or persons signing the bid.

The bid shall contain no interlineations, erasures, or overwriting, except to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

The bid shall be signed by a person or persons duly authorized to bind the bidder to the contract. Such authority shall be either in the form of a written and duly stamped Power of Attorney (Annexure 5) or a Board Resolution duly certified by the Company Secretary, which should accompany the Bid.

C. Submission of Bid

The bidder may choose to submit **either hardcopy of the proposal, as mentioned in the NIT, or submit the softcopy** of their proposal, in the following manner

I. Hardcopy Submission

6.14 Envelope bidding process

The bids can be submitted in

The Bid shall be prepared in 2 different envelopes, Envelope A and Envelope B.

Each of the 2 Envelopes shall then be sealed and put into an outer envelope marked as **“Notice Inviting Tender Procurement for Upgradation of Server and Configuration of Storage and SAN Switch at NFAI”**.

The inner and outer envelopes shall be addressed to NFAI at the address mentioned in Section 1. The inner envelopes shall indicate the name and address of the Bidder.

If the outer envelope is not sealed and marked as indicated, NFAI will assume no responsibility for the bid's misplacement or premature opening.

6.15 Contents of the 2 Envelopes

Envelope A - Technical Bid

The following documents as per the sequence listed shall be inserted inside Envelope A:

- 1 Bid Security Declaration – Annexure -3
- 2 Power of attorney for authorization of a representative for signing of the bid – Annexure-5
- 3 Details of the bidder – Annexure - 8
- 4 Declaration for Acceptance of NIT Terms and Conditions – Annexure 6
- 5 Three years audited Balance Sheet and Profit and Loss Statements.
- 6 NIT document duly sealed and signed by the authorized signatory on each page
- 7 All necessary supporting documents

Envelope B - Commercial Bid

- 1 Commercial Bid Form – Annexure-1, Annexure – 2.

II. Online submission

- A zip file containing softcopies of Bid Security Declaration, tender fees, pre-qualification documents, technical proposal, financial proposal and relevant annexures plus supporting documents shall be submitted to it@nfaipune.gov.in as specified above.
- **Online Submission**
 - **Naming Convention:**
 - Naming convention and format of the softcopies will be as mentioned below:

#	Particulars	File Format	Password Protected (Yes/No)	Time for sharing the Password
1.	Bid Security Declaration and Tender fees_ <<Bidder Name>>	Pdf	Yes	On submission of Bid
2.	Pre-Qualification Proposal <<Bidder Name>>	Pdf	Yes	On submission of Bid
3.	Financial Proposal <<Bidder Name>>	Pdf	Yes	During opening of financial proposals

- All the above-mentioned files will be put in one folder. The bidder shall create a zip file of

the folder. The said zip file shall be sent to NFAI. The naming convention to be followed for the zip file will be “**Procurement for Upgradation of Server and Configuration of Storage and SAN Switch**”.

- **Submission of softcopies:**
 - The bidder shall submit softcopies (zip file) of their proposals at it@nfaipune.gov.in
(Note: As per the schedule mentioned under Section 3 of NIT).
 - The bidder is required to share the password of document #1, #2 and #3, post receiving an email in the said regard from NFAI.
 - A confirmation mail shall be sent to the bidders from NFAI (it@nfaipune.gov.in) intimating them on the receipt of the same.
 - The password for document #4 shall be shared by the bidder at the time of opening of the respective financial proposals only. (Note: An intimation/ request mail for the same will be shared by NFAI in this regard)

6.16 Bid Submission

The Bidder should bear all the costs associated with the preparation and submission of their bid and NFAI will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

Bids sealed in accordance with the Instructions to Bidders should be delivered at the address as mentioned in the Section 3.

The offers should be made strictly as per the formats enclosed.

No columns of the tender should be left blank. Offers with insufficient/inaccurate information and Offers which do not strictly comply with the stipulations given in this NIT, are liable for rejection.

6.17 Bid Currency

All prices shall be expressed in Indian Rupees only.

6.18 Bid Language

The bid shall be in English Language.

6.19 Rejection of Bid

The bid is liable to be rejected if the bid document:

- a) Does not bear signature of authorized person.
- b) Is received through Fax.
- c) Is received after expiry of the due date and time stipulated for Bid submission.
- d) Is incomplete / incorrect.
- e) Does not include requisite documents.
- f) Is Conditional.
- g) Does not conform to the terms and conditions stipulated in this Notice Inviting Tender.

6.20 Deadline for Submission

The last date of submission of bids is given in Section 2, unless amended by NFAI through its website.

6.21 Extension of Deadline for submission of Bid

NFAI may, at its discretion, extend this deadline for submission of bids by amending the bidding documents which will be intimated through NFAI website, in which case all rights and obligations of NFAI and Bidders will thereafter be subject to the deadline as extended.

6.22 Late Bid

Bids received after the scheduled time will not be accepted by the NFAI under any circumstances. NFAI will not be responsible for any delay due to postal service or any other means.

6.23 Modifications and Withdrawal of Bids

Bids once submitted will be treated, as final and no further correspondence will be entertained on this.

No bid will be modified after the deadline for submission of bids.

6.24 Right to Reject, Accept/Cancel the bid

NFAI reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever.

NFAI does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the Tender without assigning any reason whatsoever. NFAI also has the right to re-issue the Tender without the Bidders having the right to object to such re-issue

6.25 NIT Abandonment

NFAI may at its discretion abandon the process of the selection at any time before notification of award.

6.26 Bid Evaluation Process

The Bid Evaluation will be carried out in 2 stages:

Stage 1 – Envelope “A” i.e. Eligibility will be evaluated. Only those Bidders who have submitted all the required forms and papers and comply with the eligibility criteria will be considered for further evaluation.

Stage 2 – Envelope “B”- Indicative Commercial bids of those Bidders who qualify in Pre-Qualification evaluation

6.27 Contacting NFAI

From the time of bid opening to the time of Contract award, if any Bidder wishes to contact NFAI for seeking any clarification in any matter related to the bid, they should do so in writing by seeking

such clarification/s from an authorized person. Any attempt to contact NFAI with a view to canvas for a bid or put any pressure on any official of the NFAI may entail disqualification of the concerned Bidder or its Bid.

6.28 Performance Bank Guarantee

NFAI will require the selected Bidder to provide a Performance Bank Guarantee, within 15 days from the Notification of Award of work for a value equivalent to 3% of the Total Cost of the Contract. The Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

7 Pre-qualification criteria ^[1]

Only the firms satisfying the following pre-qualification criteria would be considered for financial bid opening:

#	Criteria	Supporting document
1.	The bidder should be registered as per the relevant Act (Companies Act or Partnership Act or any other relevant Act) in India.	Certificate of Incorporation/ Registration Certificate as per the relevant act
2.	The Bidder should have a minimum 3 years of experience in undertaking work related to Deployment & Configuration of Storage and Servers and network deployment activities in India as on date of submission of response to this NIT.	Work order/completion certificate for the works carried out clearly indicating the start date and services rendered as part of the work undertaken as per Annexure - 9 Project Citation format Note: i. Work Order/ completion certificates for similar works till bid submission date shall only be considered
3.	The Bidder should have an average annual turnover of INR 15 Lakhs for each of the last three financial years (FY 2017-18, 2018-19 and 2019-20)."	i. A letter (on the letter head) from the practicing Chartered Accountant duly signed & stamped and clearly mentioning the turnover details for the agency/ organization/ company each year in the last three financial years (FY 2017-18, 2018-19 and 2019-20).". ii. Audited Balance sheet and Income Statement for the last three financial years (FY 2017-18, 2018-19 and 2019-20)."
4.	The Bidder should not be blacklisted by any State Govt. or Central Govt. department/ organization/ international government organization (in India) as on date of submission of response to this NIT	Self - Certification by the bidder on their letter head duly signed by the authorized signatory mentioning that the Bidder should not have been blacklisted by any State Govt. or Central Govt. department and organization in India or abroad as on date of submission of this bid.
5.	Certificate of Compliance	Certificate of compliance under company letterhead (Refer Annexure - 11)
6.	Power of Attorney	Power of Attorney as per Annexure- 5 shall be submitted.

[1] Note: Any document in other than English language should be translated to English language by the Bidder. The whole and

sole responsibility of the correctness of the translation shall be with the Bidder only.

- The bidder shall submit all the documents necessary as proof to satisfy the pre-qualification criteria mentioned in clauses above.

8 Evaluation Process

8.1 Evaluation Committee

- The Evaluation Committee constituted by the NFAI shall evaluate the bids.
- The Evaluation Committee shall evaluate the Pre-Qualification proposal and Financial proposal of the qualified bidder. The decision of the Committee shall be final and binding upon all the bidders.

8.2 Process of Evaluation

- The bidder shall be evaluated as per the Pre-Qualification Criteria.
- The bidders who fulfill Pre- Qualification Criteria will only be considered for Financial opening.
- Amongst the bidders who are considered for financial evaluation, the bidder with the lowest cost as per Lowest Cost System (LCS) shall be considered for awarded the work.
- At any time during the Bid evaluation process, the Committee may seek written clarifications from the bidder. The Committee may seek inputs from their professional and technical experts in the evaluation process.
- The Evaluation Committee reserves the right to accept or reject any or all bids without giving any reasons thereof.
- In case of Single Bid, NFAI reserves the right to accept or reject the bid on approval of component authority as per relevant Government rules.

9 Payment milestone

Sr. No	Milestone	Payment in percentage terms (excluding the AMC value)
1.	On final acceptance of the work (Supply, Installation, testing and commissioning of required work)	100% payment shall be made after final acceptance of work by NFAI which shall be conducted within 30 working days of completion of scope of work by the bidder
2.	Payment of Annual Maintenance value (at the end of each maintenance year.)	To be paid Annually at the end of each maintenance year

10 Commercial Proposal

1. The financial offers shall be evaluated on the basis of Grand Total (excluding GST) offered by the Bidder in their proposal.
2. If there is a discrepancy between words and figures, the amount in words shall prevail.
3. Any other calculation/ summation error etc. may lead to rejection of the bid.
4. Any deviations will not be accepted and may lead to disqualification of the bid.
5. The commercial proposal needs to be submitted as per the **Annexures 1 & Annexure 2**

Annexure 1: Template for Commercial Proposal for Procurement for Upgradation of Server and Configuration of Storage and SAN Switch at NFAI

Sr. No	Activity	UoM	Quantity (in Nos.)	Per Unit rate (in INR)	Total
(A)	(B)		(C)	(D)	(E=CxD)
1.	Emulex LPE12002 Dual Chanel 8Gb PCIe Host Bus Adapter, Low Profile	Nos	2		
2.	Kit – 5M, Multi-Mode, LC-LC, Fiber Cable	Nos	18		
3.	Windows Sever Standard License	Nos	1		
4.	Integration & Configuration of servers, storage, and SAN switch (Integration & Configuration of 6 storage appliances)	Lumpsum	1		
5.	Annual Maintenance Services (post acceptance from NFAI) for 24 Months	Lumpsum	1		
III	GST (as applicable)				
	Grand Total (In figures) excluding GST (1+2+3+4+5)				
	Grand Total (In figures) including GST (1+2+3+4+5+III)				
	Grand Total) (In words excluding GST)				
	Grand Total (In words including GST)				

Note:

- The prices quoted by Bidder should be for delivery at the premises of the National Film Archive of India, Pune including transportation etc.
- The numbers are indicative in nature and liable to change. The rate per unit shall be considered for commercial calculation to be paid to the selected Bidders.
- In case of discrepancy between the Grand Total (in words excluding GST) and Grand Total (in figures excluding GST), the value mentioned in the Grand Total (in words excluding GST) shall be considered for evaluation and award of the contract.
- The decision of NFAI shall stand final and binding with regard to the total quantity of work that is required.
- NFAI may choose to take or not take any of the items mentioned in the commercial proposal format at its discretion.
- The unit rates prescribed above would be applicable in case of any changes in the quantity and final billing shall be calculated using the unit prices.
- NFAI's technical team shall review the work and the work output should be in accordance with the applicable standards.
- The bidder has to fill in details across all the line items mentioned in the table above.
- In case the commercial proposal submitted by the bidder is not as per the format mentioned in the RFP, the said bidder shall stand disqualified for further evaluation.

Annexure 2: Covering letter for Commercial Proposal Format

Date: dd/mm/yyyy

To
Administrative Officer,
National Film Archive of India,
Law College Road,
Pune – 411 004.

Subject: Submission of the Commercial bid Procurement for Upgradation of Server and Configuration of Storage and SAN Switch at NFAI.

Dear Sir,

We, the undersigned, offer to provide the services for <<Title of Services>> in accordance with your Notice Inviting Tender dated <<Date>> and our Proposal (Pre-Qualification and Commercial Proposals). Our attached Commercial Proposal is for the sum of <<Rs....., Amount in words and figures>>. This amount is excluding GST.

- PRICE AND VALIDITY

All the prices mentioned in our bid response are in accordance with the terms as specified in the NIT documents. We hereby confirm that our prices are exclusive of GST. We understand that the actual payment would be made as per the existing indirect tax rates during the time of payment.

- UNIT RATES

We have indicated in the relevant forms enclosed, the unit rates and total amount for the purpose of account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

- COMPLIANCE

We declare that all the material shall be provided strictly in accordance with the bid documents, irrespective of whatever has been stated to the contrary anywhere else in our bid. We accept NFAI can delete any line item of the commercial proposal.

Further we agree that additional conditions, if any, found in the bid documents, other than those stated in deviation schedule, shall not be given effect to.

- TENDER PRICING

We further confirm that the prices stated in our bid are in accordance with your Scope of Work included in NIT documents

- QUALIFYING DATA

We confirm having submitted the information as required by you in your bid document. In case you require any other further information/documentary proof in this regard before evaluation of our bid response, we agree to furnish the same in time to your satisfaction.

- BID PRICE

We declare that our Bid Price is for the entire scope of the work as specified in the <Refer Section No.>. These prices are indicated in Commercial Bid attached with our Tender as part of the Tender.

Our Commercial Proposal shall be binding upon us subject to the modifications resulting from negotiations, up to expiration of the contract period.

We hereby declare that our bid response is made in good faith, without collusion or fraud and the information contained in the bid response is true and correct to the best of our knowledge and belief.

We understand that our bid response is binding on us and that you are not bound to accept bids you receive.

Thanking you,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Annexure - 3: Bid Security Declaration format

(On Company letterhead)

Date: dd/mm/yyyy

Tender No. _____

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

Sir,

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a. have withdrawn/modified/amended, impairs, or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Sign
in the capacity of

Name:

Duly authorized to sign the bid for an on behalf of

Dated on _____ day of _____ (insert date of signing)

Corporate Seal

Annexure - 4: Format for Performance Bank Guarantee

<<On Rs. 500 Stamp paper>>

**To,
Administrative Officer,
National Film Archive of India,
Law College road,
Pune– 411004.**

Whereas, <<name and address of the bidder >> (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.

This Guarantee shall be valid until <<Insert 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:

**Annexure – 5: Power of attorney for authorization of a representative for signing of the bid
On the letter head of authorized representatives**

<< On INR 500 stamp paper>>

Date: dd/mm/yyyy

**To
Administrative Officer,
National Film Archive of India, Law
College road,
Pune.**

Know by all men by these presents, We _____ (Name of the Agency and address of their registered office) do hereby constitute, appoint, and authorize Mr. / Ms.----- (name and residential address of authorized representative who is presently employed with us and holding the position of _____) as our authorized representative, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for the “**Notice Inviting Tender for Procurement for Upgradation of Server and Configuration of Storage and SAN Switch at NFAI**”, including signing and submission of all documents and providing information / responses to the NFAI, representing us in all matters before NFAI, and generally dealing with the NFAI in all matters in connection with our Proposal for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said authorized representative pursuant to this Power and that all acts, deeds, and things done by our aforesaid Attorney shall and shall always be deemed to have been done by us.

For _ Name:
Designation:
Date:
Time:
Seal:
Business Address:

Accepted,
(Signature)
(Name, Title and Address of the authorized representative)

Annexure – 6: Format of Unconditional Acceptance to the NIT (To be submitted on the Letterhead of the responding company)

Date: dd/mm/yyyy

To
Administrative Officer,
National Film Archive of India,
Law College road,
Pune.

Sub: Unconditional Acceptance to the aforementioned NIT

NIT Reference No:

“I/we, the undersigned on behalf of M/s do hereby declare that, I/we accept all the terms and conditions laid down in this NIT document, any such corrigendum shall be deemed to be incorporated by this reference into this NIT. We also undertake that we are willing to bid for this NIT without any conditions apart from those mentioned in the NIT document.

Thanking you,
Yours faithfully,

Signature of Authorized Signatory (with official seal)

Date:

Name:

Designation:

Address:

Annexure – 7: Pre-Bid Query Format Ref: NIT Notification <<>>

Name of the Agency:
 Contact Address of the Agency:

Pre-Bid Queries Format					
Name of the Agency with contact details:					
Department Name:					
Due Date:					
S. No.	NIT Page No.	NIT Clause No.	Clause Title	Queries / Clarification	Justification by SI

Signature:
Name of the Authorized signatory:

Company seal:

Date and Stamped

To be submitted in the specified format in excel only to email id: nfaiacctts79@gmail.com

Annexure- 8: Details of the bidder

Details of the				
1	Name of the Bidder			
2	Address of the Bidder			
3	Incorporation status of the firm (Public Ltd/ Pvt Ltd or as applicable)			
4	Details of Incorporation of the Company.		Date:	
			Ref#	
5	Valid GST registration no.			
7	Permanent Account Number (PAN)			
8	Name & Designation of the contact person to whom all references shall be made regarding this tender			
9	Telephone No. (Cell # / Landline # with STD Code)			
10	E-Mail of the contact person:			
11	Fax No. (with STD Code)			
12	Website			
Financial Details (as per audited Balance Sheets) (in INR)				
13	Year	2017-18	2018-19	2019-20
14	Turn Over			

Annexure - 9: Project citation format

Relevant projects	
General information	
Name of the project	
Client for which the project was executed	
Name and contact details of the client	
Work Order No & Date	
Status – Completed / ongoing	
Project details	
Description of the project	
Scope of services	
Outcomes of the project	
Other details	
Total cost of the project	
Total cost of the services provided by the bidder	
Duration of the project (no. of months, start date, completion date, current status)	

Annexure- 10: Certificate of compliance by the bidder

<<On Company letterhead>>

Certificate of Compliance to Government Orders

Date: _____

This is to inform that, M/s _____ (bidder), and M/s _____ (Manufacturer(s) whose software, hardware, equipment and any other item(s) are proposed in the bid of M/s _____ (bidder)) are in compliance with order F. No. 6/18/2019-PPD issued by Department of Expenditure via Office Memorandum dated July 23, 2020.

We, M/s _____ (bidder) understand and accept that if such certification is found to be false, it would be a ground for immediate termination and further legal action in accordance with relevant laws of Government of India.

Name of Authorized signatory: _____

Signature of authorized signatory: _____

Stamp of the Organization (bidder)

*****END OF DOCUMENT*****