

NFDC – NATIONAL FILM ARCHIVE OF INDIA
(A Govt. of India Enterprise)
Law College Road, Deccan Gymkhana, Pune – 411004

Ref. No. EOI/NFHMQC/01/2023

Date: 07.09.2023

Expression of Interest (EOI) Intimation Notice

Sub: - Expression of Interest (Eoi) invited by NFDC-NFAI for "Engaging an Agency for providing Manpower and setup related Infrastructure for the Quality check for Digitization & Restoration project under NFHM at NFDC-NFAI, Pune, Maharashtra, India"

NFDC-NFAI invites Expression of Interest (Eoi) for " Engaging an Agency for providing Manpower and setup related Infrastructure for the Quality check for Digitization & Restoration project under NFHM at NFDC-NFAI, Pune, Maharashtra, India."

Last date of submission of Eoi is 18th September 2023 till 16:00 hrs

You are requested to participate and submit your responses on or before 18th September 2023 positively. In case of any queries please feel free to contact Shri Jasbir Singh, Manager NFDC-NFAI and email id: **nfaipune@gmail.com**

Sd/-
Manager, NFDC-NFAI

Expression of Interest (EOI)

FOR

Engaging an Agency for providing Manpower and setup related Infrastructure for the Quality check for Digitization & Restoration project under NFHM at NFDC-NFAI, Pune, Maharashtra, India

**NFDC-National Film Archive of India
(A Govt. of India Enterprise)**

Law College Road, Deccan Gymkhana,
Pune – 411 004

Tel No – 020 2970 1569

Website-<https://www.nfai.nfdcindia.com>,
<https://www.nfdcindia.com>

Email: nfaipune@gmail.com

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1. Objective of this Expression of Interest (Eoi)

National Film Development Corporation (NFDC) - National Film Archive of India (NFAI) is a media unit of the Ministry of Information & Broadcasting, Government of India. The mission of NFDC-NFAI is to safeguard the heritage of Indian Cinema for posterity and act as a Center for dissemination of healthy film culture in the country.

The Ministry of Information & Broadcasting, Government of India had launched the National Film Heritage Mission (NFHM) with an objective of Preservation, Conservation, Digitization and Restoration of filmic heritage of the country. Under this mission, 5113 Features & Shorts Films are earmarked for Digitization and in which 2253 Features & Shorts Films will undergo Restoration process.

NFDC-NFAI is implementing Digitization of Film Content & Restoration of Audio Content project at Pune location, whereas Restoration of Picture Content project is being executed at Mumbai & Chennai location through various vendors.

In this connection, NFDC-NFAI is looking forward to engaging an agency which will provide the manpower and requisite infrastructure for undertaking the Quality check for Digitization & Restoration projects under NFHM. The main objective of this scope is to do the quality check of

- Digitized Picture & Audio Contents
- Graded Films and DCP
- Restored Picture & Audio Contents
- Deliverables of Digitized & Restored Film Contents
- Cataloging of Films Collection at NFDC-NFAI

NFDC-NFAI invites Expressions of Interest from eligible applicants for providing the requisite manpower and setup related infrastructure for conducting Quality check as mentioned above. Interested Applicants are requested to participate in the EOI process.

Subsequently, NFDC-NFAI shall issue Request for Proposal (RFP) based on interest received from prospective bidders vide this Expression of Interest. Only those bidders who express their interest through this Eol will be allowed to submit their technical and commercial bid later as mentioned in RFP which will be published later, subject to the fulfillment of Eol and RFP terms and conditions. However, to seek wider participation, NFDC-NFAI reserves the right to invite / include other players / agencies / vendors at the time of inviting proposals (RFP).

2. Eol Issuing Authority

Expression of Interest (Eol) is issued by NFDC-NFAI, intending to know the potential bidders to execute the said works. NFDC-NFAI reserves the right to reject fully and/or partially any or all bids without assigning any specific reason whatsoever at any point of time.

S.No.	Item	Description
1	Project Title	Engaging an Agency for providing Manpower and setup related Infrastructure for the Quality check for Digitization & Restoration projects under NFHM
2	Employer Details	
	Organization	NFDC-National Film Archive of India
	Contact Person	Manager, NFDC-NFAI Email: nfaipune@gmail.com
	Contact details	NFDC-NFAI, Law College Road, Deccan Gymkhana, Pune – 411 004 Tel No – 020 2970 1569 Website- https://www.nfai.nfdcindia.com , https://www.nfdcindia.com Email: nfaipune@gmail.com

3. Calendar of Events

The following table enlists important timelines for completion of bidding activities:

S. No.	Milestone	Date and time
1.	Release of Expression of Interest (Eol)	Thursday, 07-09-2023
2.	Last date for submission of bid related queries	Wednesday, 13-09-2023 (till 16:00 IST)

3.	Last date for submission of Eol Response	Monday, 18-09-2023 (till 15:00 IST)
4.	Date of opening of Physical copies	Monday, 18-09-2023 (till 16:00 IST)
5.	Date of intimation for presentation (Note: Those who are eligible and submitted the documents as per the Clause no. 11 will be called for presentation)	Wednesday, 20-09-2023 (11:00 IST)
6.	Date of Presentation	Monday, 25-09-2023 (11:00 IST)

4. Queries related to EOI

The respondent shall mail the queries related to this EOI to the below email ID by the stipulated time as mentioned in clause no. 3- Calender of Events.

Email ID: nfaipune@gmail.com

Subject should be: EOI - Queries Pune

5. Eol Document

The Eol document can be downloaded from the websites <https://www.nfdcindia.com>, <https://www.nfai.nfdcindia.com>

6. Submission of Eol Response and Presentation

The response to this EOI shall be in complete form in all respects as specified in this Eol document. The **physical copies of sealed EOI document cover** shall be sent by registered / speed post or dropped in the tender box at **NFDC-NFAI, Law College Road, Deccan Gymkhana, Pune – 411 004** on or before 16:00Hrs on last date mentioned in the “**SI No:3 - Calendar of Events**”. If any of the dates specified in “**SI No:3 - Calendar of Events**” falls on a national or state holiday, next working day would be considered.

All pages of the EOI response along with relevant forms should be signed by authorized signatory of bidder along with the seal. The EOI shall be submitted as follows:

- **Physical Submission:** Two printed copies of the entire proposal shall kept in sealed cover (A4), one marked ORIGINAL and the second one as DUPLICATE. The both sealed cover shall be kept in A3 size sealed cover.
- **Electronic/ Online Submission:** The scanned copy of the original proposal Shall be mailed to: nfaipune@gmail.com, the scanned copies of the document shall be kept in the folder and should be password protected. (Note: the password will be requested from the selected bidders on the day of presentation)

- If any discrepancy found between electronic submission and physical submission, the electronic submission shall prevail and will be considered as the proposal for the purpose of evaluation.
- The proposal should be appropriately referenced.
- If the conditions mentioned in the Sr. no. 6 are not complied, the submission will not be accepted.

NFDC-NFAI may, in exceptional circumstances and at its discretion, extend the deadline for submission of EOI response by issuing an addendum to be made available on the NFDC's & NFDC-NFAI's website only, in which case all rights and obligations of NFDC-NFAI and the bidders previously subject to the original deadline will thereafter be subjected to the deadline as extended. The bidders are requested to visit the NFDC-NFAI & NFAI website frequently for any update on EOI.

Note:

- Incomplete EOI will be rejected.
- The Authority reserves the right to extend the EOI submission date for which the EOI is invited.
- The Authority reserves the right to verify the particulars furnished by the respondents independently and reserves the right to reject any proposal without assigning any reason thereof in the interests of effective implementation of the project.

7. Response Requirements

- The EOI shall be in accordance with the requirements specified herein in this document for EOI and in the format prescribed in this document.
- Proposals must be direct, concise, and complete in all manner. Respondent is expected to provide only the relevant information in the EOI.

8. Invitation of EOI Conditions

- This EOI is not an offer and does not carry any commitment to engage a bidder who submits the same or any other commitment related thereto.

- The Authority reserves the right to withdraw this EOI and change or vary any part thereof at any stage of this process in the best interest of the Project.
- Timing and sequence of events resulting from this EOI shall ultimately be determined by the Authority.
- For all the proposals received on or before the last date and time prescribed for submission, the proposals and accompanying documentation will become the property of NFDC-NFAI and will not be returned after opening of the proposals.
- By submitting an EOI, each respondent shall be deemed to acknowledge that it has carefully read all sections of this EOI, including all terms & conditions, and annexure/s hereto and has fully informed itself about all existing conditions and limitations.
- The proposal and all correspondence and documents shall be written in English language only.

9. Scope of Work

National Film Heritage Mission

The National Film Heritage Mission (NFHM) was launched in 2015, for preserving, digitizing, and restoring the film heritage of India.

The objectives of NFHM are:

- Condition assessment of film reels to ascertain the remaining life of the film
- 2K/ 4K Digitization of Films – total films are 5113
- 2K/4K Restoration of Films – total films are 2253
- Construction of archival and preservation facilities
- Trainings and workshops for in-house capacity building
- Web-based end to end IT solution.

The scope of work of this project is to select an Agency which will provide manpower and may setup related infrastructure for the Quality check for Digitization project till **31st March 2025** & Restoration projects till **31st March 2026** under NFHM at NFDC-NFAI, Pune. The main objective of this scope of

work is to do the quality check of following category

- Digitized Picture & Audio Contents
- Graded Films and DCP
- Restored Picture & Audio Contents
- Deliverables of Digitized & Restored Film Contents
- And Cataloguing of approx. 25000 Films (Features & Shorts) collection at NFDC-NFAI, Pune.

At present at NFDC-NFAI, Digitization of Film content and Restoration of Audio content projects are taking place in Pune location, whereas Restoration of Picture content project is happening in Mumbai & Chennai location. NFDC-NFAI is currently storing the raw digitized & restored content in LTO 7 & LTO 8(Linear Tape Open).

It is proposed to conduct the quality checks of Digitized content, Audio Restored Content, LTOs & deliverables at Pune location. Also, the cataloguing activities proposed at NFDC-NFAI, Pune facility.

9.1 General Requirement

- 1) The agency will do the quality check of approx. 1000 Digitized films (both Picture & Audio), approx. 2700 Graded films, approx. 300 Picture Restored films, approx. 1500 Audio Restored Films, & deliverables for both the projects of 5113 films. NFDC-NFAI reserves the right to increase or decrease the above-mentioned number of films.
- 2) The quality check has to be completed by 31st March 2025 for Digitization project including deliverables and 31st March 2026 for Restoration project including deliverables and Cataloguing of films has to be completed by 31st Dec 2025.
- 3) The number of resources required for completion of said scope of work may be proposed by the bidder. However, the actual number of resources shall be finalized by NFDC-NFAI.
- 4) The requisite infrastructure may be setup by the successful bidder in which

the resources will be deployed for said scope of work.

- 5) The respondent may submit the details of the required infrastructure to complete this project.

9.2 Resource Requirement

The successful bidder shall deploy manpower with basic understanding as provided below:

- Awareness of analog film formats, analog to digital workflows for audio-visual mediums
- Ability to pay meticulous attention to detail
- Trained eyes and ears for quality checking the digital content
- Previous experience in audio-visual Quality Check will be an added advantage
- Experience in film digitization/ film restoration/ digital post-production is preferred

9.3 Infrastructure requirement

The requisite infrastructure (Hardware, Software & Civil works) may be setup by the successful bidder with consultation of NFDC-NFAI in which the resources will be deployed for said scope of work. The bidder shall be able to setup the required infrastructure by own and/or along with consortium partner.

10. Eligibility Criteria for EOI

The respondent must satisfy the following criteria to be considered a valid respondent to this EOI

#	Eligibility Requirements	Documents to be submitted
1	The Respondent should be a company registered under the Companies Act, 2013 or the Companies Act, 1956 OR A Limited Liability Partnership (LLP) registered under the LLP Act, 2008 or	• Copy of Certificate of Incorporation/ Registration/Partnership deed of Bidder should be submitted along with Registration of Firm document/Certificate

#	Eligibility Requirements	Documents to be submitted
	<p>Indian Partnership Act 1932 as on bid due submission date.</p> <p>OR</p> <p>A Sole Proprietorship with valid Certificate/ License issued by Municipal authorities under Shop and Establishment Act in India as on bid due submission date.</p>	<p>OR</p> <ul style="list-style-type: none"> • Copy of valid Certificate/License issued by Municipal authorities under Shop and Establishment Act in India <p>OR</p> <ul style="list-style-type: none"> • For companies registered under the LLP Act 2008, Copy of Registration Certificate and LLP Agreement should be submitted
2	The Respondent should submit average annual turnover document of last five financial years (FY 2022-23, 2021-22, 2020-21, 2019-2020, 2018-19)	Duly signed CA Certificate clearly citing the average turnover for last 5 financial years (FY 2022-23, 2021-22, 2020-21, 2019-2020, 2018-19)
3	The Respondent should have Positive Net worth for last five financial year. (FY 2022-23, 2021-22, 2020-21, 2019-2020, 2018-19)	A copy of the duly signed CA certificate
4	The Respondent must have experience in providing Digitization / Restoration / Grading of services of Film Content OR manpower supplied for above similar services in the last 5 years to State Government / Central Government / PSU / Union Territory (UT) / Urban Local Body (ULB)/ Private Organization	<p>Documents to be submitted:</p> <ol style="list-style-type: none"> 1. Copy of Work Order / Agreement OR 2. Project Completion / ongoing Certificate by Client
5	The Respondent should have PAN and GST registration certificate as on last date of submission.	<ol style="list-style-type: none"> 1. Copy of PAN Card 2. Copy of GST Registration Certificate.
6	The Respondent should not be debarred/blacklisted by any State Government/ Central Government/ PSU in India for Unsatisfactory past performance, corrupt & fraudulent practices or any other unethical conduct either indefinitely or for a particular period of time by any State/ Central government/ PSU / UT in last five years till the date of opening of bid.	A self-certified letter signed by the Authorized Signatory of the Bidder

11. EoI Presentation

The respondent will be called for presentation to assess their understanding of scope and proposed engagement model. Presentation shall comprise of following points

- I. Profile of the Respondent as per the Eligibility criteria of the EOI
- II. Similar projects undertaken/executed/planned covering details of client and modalities involved.
- III. Detailed approach and methodology to be followed for modality of implementation.
- IV. Timelines for execution of the project
- V. Experience of organization and professional staff strength having similar experience as specified in scope of work

The respondent will require to submit one physical copy of above presentation to NFDC-NFAI after the presentation.

12. Documents to be submitted

Form I-Details of Organization

Name	
Nature of the legal status in India	
Nature of business in India	
Date of Incorporation	
Address of the Registered Office in India	
Details of the Authorized representative (Name, designation, contact information, email)	
Other Relevant Information	

Form II- Details of Prior Experience

Client Information	
Name of the Client	
Details of the Clients Contact person for reference Please include name, designation, postal address, contact phone, fax number and email ID	

Any relevant details of the organization	
Project Details	
Total contract value of the project	
Domain of the Project	
Please provide a description of the project including the scope of the project, complexity of project, significant achievements and any other detail considered significant	
Project Duration	
Date of commencement of project	
Date of successful completion of project If the project is not completed, indicate the milestones already achieved and expected date of completion	

****End of Document****