



**NATIONAL FILM ARCHIVE OF INDIA
MINISTRY OF INFORMATION & BROADCASTING
GOVT.OF INDIA
LAW COLLEGE ROAD
PUNE -411004**

No.302/93/2018

Date: 07/05/2019

Subject: NIT for Migration of data from LTO-4 – LTO-8 at NFAL.

You are requested to kindly forward your commercial quotation for Migration of LTO-4 to LTO-8 as per details given below to be submitted on the Firm's letter head.

Sr. No	Information	Details
1.	Advertising Date	07 th May, 2019
2.	Last Date (deadline) for submission of bids	28 th May. 2019 up to 3.00 P.M.
3.	Last Date for submission of Pre-Bid queries	16 th May, 2019 at 5:00 P.M. (see Annexure 8 for format)
4.	Pre- Bid Meeting	17 th May, 2019 at 11:30 A.M.
5.	Bid Opening Date	28 th May. 2019 by 4.00 P.M.
6.	Opening of Commercial Bids	To be intimated later
7.	Correspondence Details	Mr. Kiran Dhiwar, Film Preservation Officer, National Film Archive of India, Law College Road, Pune – 411004.
8.	RFP fee	Rs. 1000/- (Rupees One Thousand Only)

The bid should reach to **Film Preservation Officer, National Film Archive of India, Law College Road, Pune - 411004** latest by **3 P.M. on or before 28/05/2019** in a sealed envelope super scribing on envelope **“Request for Proposal for Migration of data from LTO - 4 to LTO- 8 at NFAL.”** along with the terms and conditions of payment and delivery etc.

Instructions:-

- 1) Sealed quotations is to be submitted by a Firm / Company registered under the Companies Act, 2013.
- 2) Sealed quotation should reach to **Film Preservation officer, National Film Archive of India, Law College Road, Pune- 411 004**, on or before 28/05/2019 up to 3 P.M.
- 3) Sealed envelope super-scribing **“Quotation for Migration of data from LTO- 4 to LTO- 8 at NFAL.”** along with the terms and conditions of payment & delivery etc.

- 4) Decision on right to accept or reject on the quotation(s) without specifying any reason, is reserved with the authority of National Film Archive of India, Law College Road, Pune.
- 5) Terms and conditions enclosed with this tender, may also be signed & stamped by the Bidder, as an acceptance. Without this Bid will be treated incomplete.
- 6) The quantities mentioned in the table above are indicative and the actual procurement may vary.

Tender for Migration of data from LTO- 4 to LTO-8

Scope of Work

1.

- Currently NFAI has approximately 600 **Digitized titles** which are stored in LTO- 4 (2k Scan) and kept at NFAI phase II location.
- The bidder is required to migrate the data from LTO- 4 to LTO-8 by using latest available Hi-Speed technology offerings.
- NFAI has approximately 350 **digitally restored titles** (2k restoration) and are stored in LTO-4, which also needs to be migrated to LTO-8. Among the digitally restored titles, around 60 are **silent titles**.
- The work shall be carried out on a **Turnkey** basis by the bidder.
- Bidder shall ensure secure data transfer from LTO-4 to LTO-8.
- Bidder shall be fully liable for the secure upkeep of the LTO-4 material provided by NFAI.
- The bidder needs to ensure that there is no unauthorized movement/ copy of the material from NFAI

2. Digitized Titles

- Picture file in DPX are to be checked in terms of quality.
- Sound file in wave format is to be checked (if title is silent, film sound may not be available).
- Subtitle file in SRT needs to be checked (if available).
- In case subtitle file is available on Word file or Document file, the bidder shall convert it to suitable SRT file or any other suitable file format for proper synchronization with audio.

- Log sheet/ Data of the above picture files, sound files, subtitle files shall be prepared and has to be placed at the beginning of LTO-8 tape cartridge.
- The bidder shall convert all digitized titles provided by NFAI from LTO-4 to LTO-8.
- The bidder shall ensure that once the work is done, both LTO4 and LTO 8 are handed over to NFAI.

3. Digitally Restored Titles

- Picture file in DPX are to be checked in terms of quality.
- Sound file in wave format is to be checked (if title is silent, film sound may not be available).
- Subtitle file in SRT needs to be checked (if available).
- In case subtitle file is available on Word file or Document file, the bidder shall convert it to suitable SRT file or any other suitable file format for proper synchronization with dialog.
- The bidder shall convert all the digitally restored titles provided by NFAI into digital copies as mentioned below:
 - 1) High resolution (theatre) DCP 2K Flat 1.85:1 – 1998×1080 and/or 2K Scope 2.39:1- 2048×858, as per the content of the film and its aspect ratio.
 - 2) HD MP4 1280×720 (720p MPEG-4 35mbps).
 - 3) Apple ProRes (broadcast quality).
 - 4) SD 720×480 (480p MPEG-2 10mbps)
- The digital copy formats mentioned from 1) to 3) shall be on the LTO-8 and the digital copy format number 4) shall be transferred into a Hard Disk.
- The bidder is not allowed to use the digital copies in anyway other than handing over the same to NFAI or any purpose as defined and asked by the NFAI officials.
- Bidder shall be responsible for procurement of requisite number of Hard Disk required for the activity mentioned above.
- There may be separate picture and sound file on LTO-4, the bidder shall marry the picture and sound file and ensure syncing of the audio and video (including lip synchronization). In addition, the bidder shall also ensure that proper lip syncing is provided in the digital copy formats 1) to 4). Also, if the subtitle file is available, the same needs to be imbibed in the digital copy.
- Bidder shall be transferring the digitally restored **silent titles** to the LTO-8 format. However, synchronization activity need not be carried out for the **silent titles**.

- The Bidder shall ensure proper synchronization of picture-sound and subtitle wherever available and provided.
- In case subtitle file is available on Word file or Document file, the bidder shall convert it to suitable SRT file or any other suitable file format for proper synchronization with dialog.

2. During Migration:

- All necessary equipment, hardware, software, engineers, technicians are to be provided by the bidder to perform the above mentioned activities.
- The equipment available with NFAI can be used by the bidder only after giving proper justification for the same. Also, the proper upkeep of the NFAI equipment being used by the bidder, shall be the responsibility of the bidder till the time the said equipment is not returned to NFAI. The list of equipment available in the NFAI premises is in **Annexure-10 and 11.**
- Bidder needs to ensure conversion from LTO-4 to LTO-8 in the NFAI premises adhering to environmental and security Standards. Bidder shall be responsible to ensure secure custody of NFAI material that is being used for the said purpose.
- Any new equipment, hardware, software or related material required during the process of conversion from LTO-4 to LTO-8 shall be provided by the bidder after intimation to the concerned authority in NFAI with the said activity.

3. General Terms

- The bidder's staff shall not have access to phones, pendrives, hard drives, internet and any other medium which will enable the copying or movement of the material.
- Check whether data is as expected in the LTOs provided (both picture and audio exist, files open as expected, etc).
- Bidder shall deploy a LTO management system such as Storage DNA or equivalent for management of the entire LTO collection.
- Files are to be converted in high quality digital format with superior Audio and Video quality. The original aspect ratio of the title has to be maintained. At every stage, in case of any issue about maintaining aspect ratio, the bidder's technical team should consult NFAI Technical Team.
- The output of the LTO-4 to LTO-8 migration shall be reviewed by the Quality Assessment team of NFAI and their technicians. Also, the presence of the bidder's technical team during the quality assessment process is a must. The bidder shall prepare the schedule for the same in advance and submit it for approval of NFAI.

- The number of titles to be stored in one LTO-8 shall be decided by NFAI and the decision of NFAI in this regard shall be adhered to by the bidder.

4. SLA

- The bidder shall commence the installation and commissioning of necessary hardware, equipment, software and manpower within a week of issue of work order.
- The entire work needs to be completed within one year from the date of signing of contract.
- After the title conversion, if it is found that the conversion is not appropriate as per the specified standards (such as applicable SMPTE standards), the bidder is required to redo the entire activity with no additional cost to NFAI.

5. Bid Evaluation Committee

- NFAI will constitute a Bid Evaluation Committee (BEC) to evaluate the responses of the bidders
- The BEC constituted by the NFAI shall evaluate the responses to the RFP (First Cover, Second Cover and Third Cover) and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
- 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.
- 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.
- The Bid Evaluation Committee reserves the right to reject any or all proposals entails the basis of any deviations.
- Each of the responses shall be evaluated as per the criteria and requirements specified in this RFP.
- The BEC would submit its decision to the competent authority whose decision would be final and binding upon the bidders.

6. **INDICATIVE LIST OF EQUIPMENT REQUIRED FOR THE PURPOSE OF LTO-4 to LTO-8 MIGRATION**

Bidder is supposed to provide the indicative list of the required equipment for the following activities

<u>Sr.</u>	<u>Activity List</u>	<u>List of Required Equipment</u>	<u>Brand Name</u>	<u>Quantity</u>
1.	Conversion of LTO-4 to LTO-8			
2.	Creation of four digital copy formats of LTO-4 tape			
3.	Synchronization of picture, sound and subtitles			
4.	LTO-8 tapes			

Pre-qualification criteria:

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

Sr.No.	Pre-Qualification Criteria	Proof Document Required
1.	EMD	The EMD for the amount of Rs. 250,000 shall be submitted in the form of an Account Payee Demand Draft, or Bank Guarantee from any of the Public Sector Banks or a private Sector Bank authorized to conduct government business, in the name of ' Administrative officer, NFAI, Pune '. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. (As per format in Annexure 3)
2.	The agency/ Organization/ Company must be a registered under Indian Companies Act, 2013 or the Partnership Act, 1932	Certificate of Incorporation/ Registration Certificate
3.	The Agency/ Organization/ Company should have an average annual turnover of Rs. 50 Lakh in the three financial years, 2015-16, 2016-17 and 2017-18.	Audited Profit & Loss Statements for last three financial years (2015-16,2016-17 & 2017-18) and a CA certificate
4.	The Agency/ Organization/ Company should have executed similar projects which include work related to film scanning/digitization, LTO migration etc. for clients in India with a project value of atleast Rs. 15 Lacs within the last five financial years.	Copy of Work Order & Work Completion certificate of the project from the client clearly depicting the scope of work, contract period and project value. Note: Work Order and completion certificates from 1st January 2014 onwards will only be considered.

Sr.No.	Pre-Qualification Criteria	Proof Document Required
5.	The Agency/ Organization/ Company should not have been blacklisted or barred by Government of India (GoI) / any other entity of GoI or blacklisted by any state government or central government / department / Urban local body In India or from abroad either individually or as member of a Consortium.	Self-Declaration letter by bidder on the bidder's letter head (As per format in Annexure 7).
6.	The Agency/ Organization/ Company should have atleast 10 technical staff related to the work.	Letter from HR on company letter head as per Annexure 9.

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

Evaluation Process

Technical Evaluation Committee

- The Technical Evaluation Committee constituted by the department shall evaluate the bids.
- The Technical Evaluation Committee shall evaluate the Technical proposal (Pre-Qualification, Technical Evaluation) and Financial proposal of the qualified Agency/ Organization/ Company. The decision of the Committee shall be final and binding upon all the Agency/ Organization/ Company.

Process of Evaluation

- The Agency/Organization/Company shall be evaluated as per the Pre-Qualification first then followed by a Technical Evaluation Criteria.
- The Agency/Organization/Company who fulfill Pre- Qualification Criteria will only be considered for Technical Evaluation.
- The Agency/Organization/Company with technical score of **70 marks or above** in Technical Evaluation will be considered to be eligible for Financial Evaluation.
- Amongst the Agency/Organization/Company who are considered for financial evaluation, the Agency/Organization/Company with the highest composite score as per CQCCBS

method shall be awarded the work.

- At any time during the Bid evaluation process, the Committee may seek written clarifications from the Agency/ Organization/ Company. The Committee may seek inputs from their professional and technical experts in the evaluation process.
- The Technical 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.

Technical Evaluation Marking Scheme

Sr. No	Criteria	Description	Max.Marks
1	Experience and reputation of the bidder Profile of the organization	Average annual turnover of the bidder should be Rs. 50 lacs.(as per PQ) No. of years of experience for similar work.	15
2	Past experience of similar work done in India and abroad for professional media companies. (extra weightage will be given for relevance of work) <i>Bidder to submit all the relevant work experience documents</i>	Work Orders and work completion certificates from Reputed clients.	20
3	Manpower & Profile	Technical team and the relevant work	15
4	Deployment of manpower for NFAI work & their profile.	CV and relevant documents. CV's should specify the job description, roles & responsibility for the said work.	10
5	Technical Presentation		40
Grand Total			100

Technical Score: (X)

- The evaluation of the Bidders shall be done in 3 stages where the Bidders shall be first evaluated against the Pre-Qualification criteria. Only those bidders fully satisfying the Pre-Qualification criteria shall be considered for further Technical evaluation and Commercial evaluation. The bids shall be evaluated using the **Combined Quality Cum Cost Based system (CQCCBS)** selection method as mentioned below.
- The score secured based on evaluation of the Technical Bid as above shall be the Technical Score of the Bidder (X). Only those Bidders who scores **70 marks and above** in the Technical Evaluation shall be considered for further evaluation.
- The commercial quote shall be evaluated on the basis of total cost 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 Commercial Quote given by the Bidder, the Relative Commercial Score (Y), only for the qualifying bidders, will be calculated as:

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

Adjusted to two decimal places

Final Composite Score for the Bidders shall be computed considering the Technical Score (X) and Relative Commercial Score (Y) and shall be calculated as mentioned below:

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

Where,

Cs = Final Composite Bid Score

X = Total Technical score of the qualifying Bidder

Y = Total Relative Commercial Score of the qualifying Bidder

- The Bidder shall be selected on the basis of the Highest Final Composite Bid Score (Cs)
- In case the Bidder with the Highest Final Composite Bid Score, rejects to accept/undertake the work, an offer at the sole discretion of NFAI shall be made to the Bidder with Second Highest Final Composite Bid Score; in such cases the Second Highest Final Composite Score bidder should match the line item wise commercial quotes of the Highest Final Composite Score (Cs) bidder.
- Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".
- In the event the Highest Final Composite Bid Score are 'tied', the bidder securing the highest Technical Score will be adjudicated as the Best Value Bidder for award of the Project.

Submission of Bids

Documents comprising the Bid

A two Folder system shall be followed for the bid –

I) Technical Bid (Folder A: (i) Folder A-1 and (ii) Folder A-2):-

- Folder A-1: RFP Fee, EMD Details and Pre-Qualification documents.
- Folder A-2: Technical bid (including the credentials).

II) Financial Bid (Folder B):- Financial bid as per the format specified in the RFP.

The Bid shall include the following documents: -

S. No.	Documents Type	Document Format
Folder A:		
i) RFP Fee & EMD Details: Folder A-1 : Folder A-1		
ii) Pre-Qualification Documents and Technical Documents: Folder A-2		
1.	RFP Fee, EMD Details and Pre-qualification documents. (Folder A-1)	As specified in RFP
2.	Technical Bid. (Folder A-2)	As specified in RFP
Financial Bid: Folder –B		
3.	Financial Bid. (B)	As specified in RFP

GENERAL TERMS & CONDITIONS:

- 1) Reputed firms who have experience in the similar nature of work may send their proposals for the same in sealed envelopes super-scribing **“Quotation for Migration of data from LTO-4 to LTO-8 at NFAI”**, in person/ By post / By Courier to reach the **“Film Preservation Officer, National Film Archive of India, Law College road, Pune”** on or before 28/05/2019 up to 3.00 PM. The bids will opened on the same day at 4.00 PM.
- 2) Both Envelope A and B shall be sealed and put into another bigger envelope, which shall clearly mention **“Quotation for Migration of data from LTO-4 to LTO-8 at NFAI”**. This envelope shall be sealed and addressed to **“Administrative Officer, NFAI”**. **Envelope A shall not have any details pertaining to the commercial proposal.**
- 3) Proposal validity shall be for 180 days from the last date of submission of the bids.
- 4) The bids/ offers received after the stipulated date and time shall not be considered.
- 5) The validity of the rates shall be for a year.
- 6) The Competent Authority reserves the right to accept any offer or reject all of them without assigning any reason thereof. No correspondence will be entertained by NFAI, Pune in this regard.
- 7) The amount of offer should be quoted in **Indian Rupees (in figures as well as in words) exclusive of GST**. In case of discrepancy, **the amount quoted in words shall be treated as valid.**
- 8) If a firm accepts the order and fails to execute the order in given time, in full or part as per terms and conditions stipulated therein, it will be open to the Director, NFAI to recover liquidated damages from the firm at the rate of 5% of the value of the loss per month or part thereof subject to maximum of 10% of the value of the total value of loss. It will also be at

- the discretion of the Director, NFAI alternatively, to arrange procurement of the required service from any source, at the risk and expenses of the firm accepted and failed to execute the order according to stipulations agreed upon.
- 9) The bidder shall ensure that there is no correction or over writing in their bid.
 - 10) The bidder should have studied all terms and conditions of the bid before submitting the bid.
 - 11) Disputes or difference of any kind between NFAI and the firm in connection with or arising out of the services work (whether before or after the termination of this work) shall be referred to or settled by arbitration of a person appointed by the Director, NFAI. The award of the Arbitrator shall be final and binding upon the parties.
 - 12) No advance payment will be made. 100% Payment will be made on after completion of satisfactory work done.
 - 13) The Bidder shall conform to the provision of any Government Acts, which relate to works and to the regulations and bye-laws of any local authorities.
 - 14) The Bidders shall give all notices required by the said acts or laws etc. Pay all fees payable to such authorities and allow for these contingencies in his tendered rates, and all other fees payable to the local authorities.
 - 15) The Bidder shall maintain in good condition all work executed till the completion of entire work.
 - 16) NFAI, Pune will evaluate and compare the quotations determined to be substantial response i.e. which are properly signed; and conform to the terms and conditions and specifications.
 - 17) All Bidders shall quote their rates taking into account all expenses (e.g. Proper Packing – forwarding & Courier / Transportation up to door of NFAI, Pune, Toll Tax, City entries tax etc.), scope of work and the terms and conditions given in the tender document.
 - 18) All the above-mentioned terms and conditions are mandatory and Bidder shall abide by all the above stated conditions.
 - 19) Quoted rates of the successful bidder will be valid for One year from the date of Opening of Tender. During the one year period, NFAI may place subsequent number of Orders for supply of quoted goods. Warranty of Supplied good / work must be of One year from the date of supply / receipt.
 - 20) NFAI may at its discretion place part or full order or additional order at the rates quoted here. In such case, if any, unit cost shall be used to arrive at the final figure.

- 21) NFAI may cancel any part of whole of the tender document without assigning any reason thereof.
- 22) **RFP Fees:** The detailed tender document can be obtained from the Administrative Officer, NFAI on any working day between 10.00 AM to 4.00 PM on payment of **Rs. 1000/-**(non-refundable) in cash till **28/05/2019** after the publishing of this tender. Complete tender document can also be downloaded from our web site “www.nfai.gov.in” the downloaded tender document can be submitted by paying **Rs. 1000/-** (Rs. One Thousand Only) in the form of Demand Draft/Pay order in favour of “**Administrative Officer, NFAI**” to be enclosed with the filled bid.
- 23) **Performance Guarantee:** The Bidder will be required to furnish a Performance Guarantee by way of Bank Guarantee through a public sector bank, as per GFR, for a 10% of tender cost within 15 days of receipt of the confirmed order. Performance Bank Guarantee should be valid up to 60 days beyond the date of completion of Contract period. The specimen of PBG is given in **Annexure 4**.
- 24) **EMD:** Bidders are required to submit Earnest Money Deposit (EMD) for an amount of Rs.250,000/- along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft / Banker’s Cheque in favour of **Administrative Officer, NFAI, Pune** or Bank Guarantee from any of the Public Sector Banks or a private Sector Bank authorized to conduct government business as per **Annexure-3**. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract. The EMD will be forfeited if the bidder withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.

Technical Specifications:**INDICATIVE LIST OF EQUIPMENT REQUIRED FOR LTO-4 TO LTO-8
MIGRATION**

Bidder is supposed to procure the necessary equipment required for Activity list specified as under.

<u>Sr.</u>	<u>Activity List</u>	<u>Required items</u>	<u>Brand Name</u>	<u>Quantity</u>
1.	Conversion of LTO-4 to LTO-8			
2.	Creation of four digital copy formats of LTO-4 tape			
3.	Synchronization of picture, sound and subtitles			
4.	LTO-8 tapes			

Commercial Proposal:-

1. The financial offers shall be evaluated on the basis of Grand Total (in words) offered by the Bidder in their proposal.
2. Procurement of LTO-8 tapes shall be the responsibility by the bidder. Hence, the bidder shall quote brand name and market price of the proposed LTO-8 tapes in the commercials.
3. If there is a discrepancy between words and figures, the amount in words shall prevail.
4. Any other calculation/ summation error etc. may lead to rejection of the bid.
5. Any deviations will not be accepted and may lead to disqualification of the bid.

The commercial proposal needs to be submitted as per the **Annexures 1 and Annexure 2** both.

Annexure 1: Template for Commercial Proposal for Migration of data from LTO-4 to LTO-8

Sr.No	Activity	Rate (Rs. In Figure)	Rate (Rs. In Words)
1.	Cost of One LTO-4 transfer to LTO-8		
2	Conversion to four digital formats with synchronization of picture, sound, subtitle and lip synchronization		
3	Cost of One LTO-8 tape		
4	Cost of One Hard disk drive		
Grand Total (per unit) (In figures)			
Grand Total (per unit) (In words)			

Note:

1. The rates quoted in the commercial proposal shall be **exclusive of GST**.
2. In case of discrepancy between the Grand Total (in words) and Grand Total (in figures), the value mentioned in the Grand Total (in words) shall be considered for evaluation and award of the contract.
2. The quantities mentioned in the RFP are approximate and subject to vary (increase or decrease).
3. The decision of NFAI shall stand final and binding with regard to the total quantity of LTO-4 to be migrated to LTO-8.
4. NFAI may choose to take or not take any of the items mentioned in the commercial proposal format at its discretion.
5. 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.

6. All output needs to be of superior and durable quality as specified in this RFP. In case any item is found to be of sub-standard quality, it will be the responsibility of the bidder to redo the same at no extra cost.

7. NFAI's technical team shall review the work and the work output should be in consonance with the applicable standards (FIAF, SMPTE etc.)

Annexure 2: Covering letter for Commercial Proposal Format

Date: _____,

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

Subject: Submission of the Commercial bid for Migration of data from LTO-4 to LTO-8.

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 (Technical and Commercial Proposals). Our attached Commercial Proposal is for the sum of <<Rs..... , Amount in words and figures>>. This amount is excluding GST.

a. PRICE AND VALIDITY

All the prices mentioned in our bid response are in accordance with the terms as specified in the RFP 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.

b. 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.

c. 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.

d. TENDER PRICING

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

e. 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.

f. 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: EMD Bank Guarantee format

Whereas.....(hereinafter called the “Bidder”) has submitted their offer dated.....for the services and supply of

(hereinafter called the “Bid”) against the customer’s request for proposal No.....

KNOW ALL MEN by these presents that WE..... of.....having our registered office at..... are bound unto.....(hereinafter called the “Customer”) in the sum of.....for which payment will and truly to be made to the said Customer, the bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this..... day of... 20..

The conditions of obligation are:

- (i) If the Bidder withdraws or amends, impairs or derogates from the Bid in any respect within the period of validity of this tender.
- (ii) If the Bidder having been notified of the acceptance of his tender by the Buyer during the period of its validity.
 - a) If the Bidder fails to furnish the Performance Security for the due performance of the contract.
 - b) Fails or refuses to accept/execute the contract.
 - c)

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

This guarantee will remain in force upto and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.....

(Signature of the authorized officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch)

Annexure -4: Format for Bank Guarantee

<<On Rs. 500 Stamp paper>>

To,

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

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.

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**On the letter head of authorized representatives**

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 “**RFP for Migration of data from LTO-4 to LTO-8 at NFAI,Pune**”, 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 RFP

(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 RFP

RFP 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 RFP document, any such corrigendum shall be deemed to be incorporated by this reference into this RFP. We also undertake that we are willing to bid for this RFP without any conditions apart from those mentioned in the RFP document.

Thanking you,

Yours faithfully,

Signature of Authorized Signatory (with official seal)

Date:

Name:

Designation:

Address:

Annexure -7 Format for declaration by the Agency for not being Blacklisted /Debarred, Adherence to laws and No Conflict of Interest

(To be submitted on the stamp paper worth INR 100/-)

Date: dd/mm/yyyy

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

Sub: Declaration for not being debarred / black-listed by Central / any State Government/Central Government department in India as on the date of submission of the bid, Adherence to Laws and No Conflict of Interest

RFP Reference No:

I/we shall obey rules & regulation regarding child labor, sexual harassment labor fundamental rights applicable time to time. We are abraded to obey norms & rules set by government, forest, mines, human rights, no discrimination and anti-corruption activities.

“I/we, the undersigned on behalf of M/s do hereby declare that, I/we have not ever been blacklisted and there were no debarring action in past or in process against us/firm for any default in supply of material/equipment or any reason in the contract entrusted to us/firm and also no enquiry is pending against us/firms by any Government organization.

I/we guarantees to submit single RFP and no conflict and interests with the Purchasing Authority.

All the uploaded documents are true and I am aware, If any document found fake/fabricated immediate debarring action and legal action will be taken against me/us at any stage. In the event of any such information pertaining to the aforesaid matter found wrong at any time at any given point of time during the course of the purchasing my RFP shall be liable for cancellation/termination without any notice at the sole discretion of the purchaser.”

Thanking you,

Yours faithfully,
Signature of Authorized Signatory (with official seal)

Date:

Name:

Designation:

Address:

Annexure – 9 - Format for undertaking from HR about technical resources

(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: Technical resources with Data migration execution experience

RFP Reference No:

“I/we, the undersigned on behalf of M/s do hereby declare that, I/we have <<(in figure) (in words)>> technical resources as mentioned in PQ criteria under our payroll who have experience in data migration.

Thanking you,

Yours faithfully,

Signature of Company HR (with official seal)

Name:

Designation:

Signature of Authorized Signatory (with official seal)

Date:

Name:

Designation:

Address:

Annexure 10: Complete set of DCP Cinema package available with NFAI

Sr. No.	Particulars of item	QTY
1	DX115 Frame/Bay	2
2	DX115 Carrier	5
3	SATA Drives compatible to the DCP setup (1 TB)	5
4	External Hard Drives (2 TB)	2
5	DVD Writer/Reader	2
6	BR-Writer/Reader	2
7	<p>High end computer with 30" display with minimum specifications as mentioned below is available:</p> <p>2 Nos Intel ES 2667 Processor 3.2 GHz, 8 Core or better, 64 GB DDR4 ECC RAM , 4nos. 2TB SATA HDD 6200RPM 6GBPS in RAID 5</p> <p>Nvidia M4000 3D Graphics with 8GB VRAM or equivalent</p> <p>Licenses 05 software, (Windows) 16 DIMM slots for DDR4 ECC Memory upgradability and expandable upto 256 GB.</p> <p>IEEE - 1394a – 1 125 W, 90% efficient power supply USB 2.0 - 6 or more Serial Port – 1 PS/2 keyboard Mouse RJ - 45 to integrated Gigabit LAN - 2 or More</p> <p>Audio Line In -1 Audio Line Out-1 Microphone In -1 Integrated Broadcam 5764 PCIe LOM controller or equivalent. Broadcom (5761) NetXtreme Gigabit Ethernet Plus NIC or equivalent. Intel Gigabit CT Desktop NIC</p>	1
8	<p>LTO 7 External Tape Drive along with software for LFTS support with minimum specifications as follows is available:</p> <p>LT0-7 external Tape Drive Drive: LTO - 7 generation Drive storage capacity: 15 TB (compressed 2.5:1) per cartridge The drive supports Direct Attach Storage (DAS) mode or better</p> <p>The system supports Write-Once, Read-Many (WORM) mode for secured long term archiving</p> <p>The system has two generations of backward read compatibility</p> <p>The system has fast backup and restore performance - at speeds up to 750 MB/sec (2.7TB/hr) or better</p>	1

Annexure 11: Licenses of Software like Windows 10 OS, DCP encoding software with KDM generating facility, DaVinci Resolve entry Level, BRD/DVD authoring software available with NFAI

Sr.No.	Item Name	Quantity	Description
1	Windows 10 Operating System	1	For the Z840 workstation
2	DCP Encoding software with KDM facility and perpetual licenses	1	Industry Standard EasyDCP along with KOM generation capability as modules within Davinci Revival from Blackmagic. All of the below packages from easyDCP portfolio be included <ul style="list-style-type: none"> a. easyDCP Resolve Packager PlugIn b. easyDCP Resolve Encrypt PlugIn + the encryption module c. easyDCP Resolve Playback PlugIn d. easyDCP Resolve Playback PlugIn + decryption PlugIn module
3	Extra packages	1	easyDCP Standalone Softwares for DCP creation (Extra software packages)- <ul style="list-style-type: none"> i. easyDCP Creator Plus ii. easyDCP Player Plus iii. easyDCP KDM Generator
4	Davinci Resolve Entry Level Version	1	As Base software for easyDCP
5	BR/DVD Authoring software and perpetual licenses	1	Davinci Resolve Entry Level version, Bluray and DVD Encoding software with industry standard Bluray authoring software - Sony's Vegas DVD Architect