

**Notice Inviting Tender (NIT)
FOR
“Supply, Installation, Testing and Commissioning of Computer and Network Equipment for Setting Up Quality Check Lab at National Film Archive of India”**



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. 302/53/2020

19th March 2021

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.

Bids (Technical & Commercial) in separate sealed cover are invited for and on behalf of President of India for engagement of Security Services listed in Part II of this RFP. Please super scribe the above-mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid. **Both the envelope should be enclosed in a third sealed envelope super scribed with the RFP number and due date.**

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2. Checklist

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

1. NIT fee Rs. 5,000.00 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” Eligibility Response
5. Envelope “A” Section 11 Annexures (except for Annexure 1 and 2)
6. Envelope “B” Indicative Commercial Bid (Section 11; Annexure 1 and Annexure 2)
7. All the pages of Eligibility Criteria Response, Technical Bid 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.

All the pages of documents submitted as part of Bid are duly sealed and signed by the authorized signatory.

3. Bid Schedule and Address

The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below:

a.	Bids/queries to be addressed to	Administrative Officer, National Film Archive of India (NFAI)
b.	Postal address for sending the Bids	National Film Archive of India, Law College Road, Pune- 411004
c.	Name/designation of the contact personnel	Sh. D.K. Sharma, Administrative Officer, NFAI
d.	Telephone number of the contact personnel	020-29809379
e.	e-mail ids of contact personnel	nfaiacctts79@gmail.com

The table below mentions the revised dates related to the RFP schedule:

Sr. No	Particulars	Remarks
1	Cost of the RFP to be paid in form of a Demand Draft/Pay Order from any scheduled commercial bank in name of "Administrative Officer, NFAI" payable at Pune	Rs. 5000/-
2	Release of RFP	19 March 2021
3	Submission of queries	23 March 2021 upto 5.45 PM
4	Pre-Bid meeting with agencies	24 March 2021 at 11 AM at Conference Room at NFAI Phase I
5	Last date for submission of RFP response	5 April 2021 upto 3.00 PM
6	Opening of Commercial Proposal	To be intimated later

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Sr. No	Particulars	Remarks
7	Correspondence details	Shri. D. K. Sharma Administrative Officer, National Film Archive of India, Contact – (020) 29809379 Email ID - nfaiacctts79@gmail.com
8	Submission of Bid	Shri. D. K. Sharma Administrative Officer, National Film Archive of India, Law College Road, Pune - 411 004 Contact – (020) 29809379

4. Introduction

4.1 Objective of this NIT

National Film Archive of India (NFAI) has multiple schemes and programs running under the NFHM mission. One such program is scanning of filmic and nonfilmic reels available and to complete the process of scanning the scanned material needs to undergo Quality Check (QC) this process requires to be done on all the output that needs to be delivered and hence the QC rooms need to be setup with network connectivity to the storage which how the scanned output is stored.

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 Fifteen (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, the selected

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Bidder has to deploy requisite manpower and equipment/ software in good working condition, necessary to carry out work, within 14 days of issuance of award letter.

5. Scope of work

The scope of work broadly covers the following activities:

- i. Supply, installation, testing and commissioning of the entire QC lab setup for Picture QC Lab
- ii. Annual Maintenance of the Picture and Audio QC lab setup

I. Supply, Installation, Testing and Commissioning of the QC lab

- i. Bidder shall procure, install, test and commission all the equipment. The entire setup will be reviewed and verified by NFAI Technical Team.
- ii. Bidder shall undertake any re-work, as suggested by NFAI, at no additional cost.
- iii. All the equipment proposed to be deployed should be of latest make and model. (Manufactured post calendar year 2019).
- iv. A broad indicative layout of the proposed QC lab is appended to [Figure 1](#).

II. Annual Maintenance of the QC lab setup

- i. Bidder shall provide a comprehensive maintenance for all the equipment commissioned at the QC lab for a period of three years.
- ii. Bidder shall be responsible for carrying out regular software upgrades.
- iii. A comprehensive report of the services provided as part of the said component shall be provided to NFAI.

III. General requirements

- i. Implement the above-mentioned solution within 15 days.
- ii. The vendor shall work with NFAI and with any assigned parties.
- iii. The vendor shall maintain high quality and performance of the solution.
- iv. The vendor shall prepare and provide user manual or training materials for NFAI officials.
- v. The Annual Maintenance services shall commence post expiration of warranty of the equipment installed. The period of annual maintenance services shall be three (3) years.
- vi. A separate agreement shall be entered into between the bidder and NFAI for commencement of annual maintenance.

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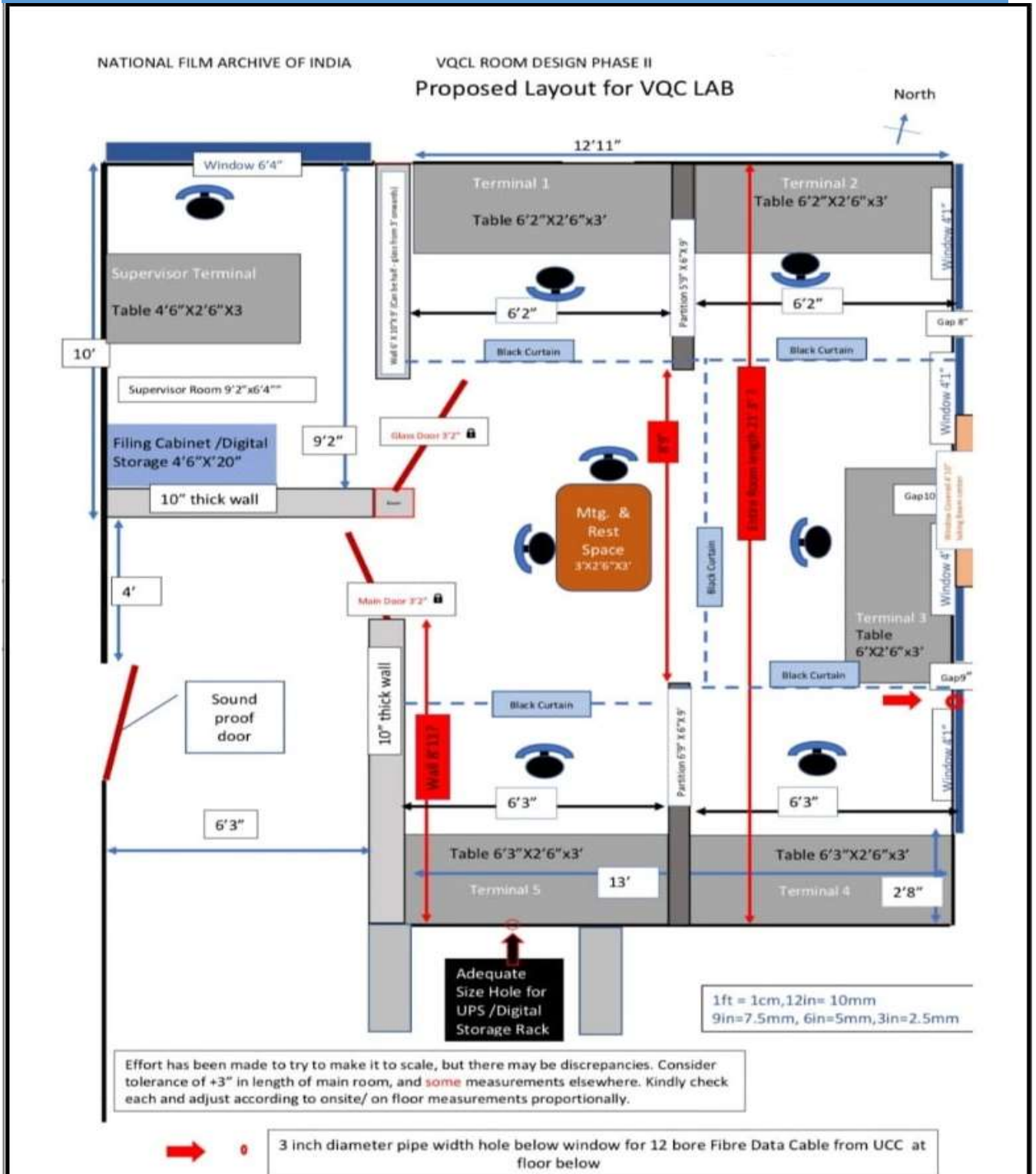


Figure 1: Proposed Layout of Quality Check Lab at NFAI – Phase II

NFAI Quality Check Lab:

- i. The specifications aimed at Supply, Installation, Testing & Commissioning for QC Lab at NFAI Phase II premises as mentioned in Annexure 13
- ii. Setting up the required network infrastructure as shown in the above layout diagram
- iii. Deploying all software's required for functioning of the QC Lab

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- iv. Maintaining the hardware and software supplied to NFAI for setting up the QC Lab for the next 36 Months

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 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).

6.5 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

6.6 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).

6.7 Bid Security Declaration

- a) Bidders shall submit, along with their Bids, Bid Security Declaration in favor of "Administrative Officer, NFAI", payable at Pune, and should be valid for 6 months from the submission date of the Bidders Bids. (Refer Annexure -3)
- b) The Bid / Proposal submitted without Bid Security Declaration, as mentioned above, will be summarily rejected.

6.8 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 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.

6.9 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.

6.10 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.

6.11 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.

6.12 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.

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

6.13 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 for Supply, Installation, Testing and commissioning of equipment for Setting Up Quality Check Lab at National Film Archive of India”**.

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.

6.14 Contents of the 2 Envelopes

Envelope A - Technical Bid

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

- 1 NIT Fee in the form of Demand draft/Pay order
- 2 Bid Security Declaration – Annexure 3
- 3 Power of attorney for authorization of a representative for signing of the bid – Annexure 5
- 4 Checklist of the documents to be submitted in pre-qualification stage – Annexure 8
- 5 Declaration for Acceptance of NIT Terms and Conditions – Annexure 7
- 6 Details of the bidder – Annexure 9
- 7 Similar project references – Annexure 10
- 8 Manufacturer's Authorization Form (MAF) for major components to be commissioned for the project such as File System Data Manager and Centralized Storage - Annexure 12
- 9 Three years audited Balance Sheet and Profit and Loss Statements.
- 10 NIT document duly sealed and signed by the authorized signatory on each page
- 11 All necessary supporting documents

Envelope B - Commercial Bid

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

Softcopy 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

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3.	Technical Proposal <<Bidder Name>>	Pdf	Yes	On submission of bid
4.	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 “Proposal for Supply, Installation, Testing and Commissioning of Computer and Network Equipment for Setting Up Quality Check Lab at National Film Archive of India”.
- **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)

6.15 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.

6.16 Bid Currency

All prices shall be expressed in Indian Rupees only.

6.17 Bid Language

The bid shall be in English Language.

6.18 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.

6.19 Deadline for Submission

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

6.20 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.

6.21 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.

6.22 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.

6.23 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

6.24 NIT Abandonment

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

6.25 Bid Evaluation Process

The Bid Evaluation will be carried out in 2 stages:

Stage 1 – Envelope “A” i.e. Eligibility and Technical bids 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 the eligibility and technical criteria.

6.26 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.

6.27 Performance Bank Guarantee

NFAI will require the selected Bidder to provide a Performance Bank Guarantee, within 15 days from the Notification of Award, for a value equivalent to 3% of the Total Cost of the Contract. The Performance Guarantee should be valid for the entire duration of the project. The Performance Guarantee should contain a claim period of 15 days from the last date of validity (after the last date of validity). The selected Bidder shall be responsible for extending the validity date and claim period of the Performance Guarantee at least 2 months before the expiry of its validity. In case the selected bidder fails to submit the renewed performance guarantee before 20 days of expiry of its validity, NFAI at its discretion shall invoke the performance bank guarantee without giving any notice whatsoever to the bidder. In case the selected bidder fails to discharge their contractual obligations during the period or NFAI incurs any loss due to bidder's negligence in carrying out the project implementation as per the agreed terms & conditions, NFAI may at its discretion shall invoke Performance Bank Guarantee.

7. Pre-qualification criteria

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

<u>Sr. No</u>	<u>Criteria</u>	<u>Supporting document</u>
1	The Bidder / Organization / Company must be a registered under Indian Companies Act, 2013 or the Partnership Act, 1932 or relevant Shop Establishment Act or Municipal Act Note: 1. Consortium Strictly not Allowed	Copy of Certificate of Incorporation/ Partnership Deed or equivalent
2	The Bidder should have experience in undertaking the similar works related supply, installation, testing, commissioning and maintenance of the computer hardware and networking equipment in last 3 years as on date of submission of the bid	Minimum 3 Work Orders / Purchase Orders / Contract / Work order in last 3 years as on date of submission of the bid showcasing similar works like supply, installation, testing, commissioning and maintenance of the computer hardware and networking equipment
3	The bidder should have minimum 10 Technically qualified manpower with relevant experience in supply, installation, testing, commissioning and maintenance of the computer hardware and networking equipment as on date of submission of bid	Certificate from the HR head / company secretary of the prime bidder
4	The Bidder must have an average turnover of 50 Lakhs in the past 3 financial years i.e. 2017-18, 2018-19 and 2019-20	Audited P&L statements AND Turnover Certificate for last three years from a Chartered Accountant to be provided
5	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.	Self-certification on the Bidders letter head to be provided

8. Evaluation Process

8.1 Technical Evaluation Committee

- The Technical Evaluation Committee constituted by the department shall evaluate the bids.
- The Technical Evaluation Committee shall evaluate the Technical proposal 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.

8.2 Process of Evaluation

- The Agency/Organization/Company shall be evaluated as per the Pre-Qualification Criteria.
- The Agency/Organization/Company who fulfill Pre- Qualification Criteria will only be considered for Financial opening.
- Amongst the Agency/Organization/Company who are considered for financial evaluation, the Agency/Organization/Company with the lowest cost as per Lowest Cost System (LCS) 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.
- The equipment proposed by the bidder should comply with the Technical specification as mentioned in Annexure 13.

9. Payment milestone

Sr. No	Milestone	Payment in percentage terms (excluding the AMC value)
1.	On completion of supply, installation, testing and commissioning of required work	70% of the Total Project cost
2.	On final acceptance of the work by NFAI	30% of the remainder payment shall be made after final acceptance of work by NFAI
3.	Payment of Annual Maintenance value (at the end of each maintenance year post warranty period)	To be paid Annually at the end of each year post successful acceptance of the work by NFAI

10. Commercial Proposal

- 1 The financial offers shall be evaluated on the basis of Grand Total (in words 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 and Annexure 2 both.

11. Annexures

11.1 Annexure 1: Template for Commercial Proposal for Supply, Installation, Testing and Commissioning of Computer and Network Equipment for Setting Up Quality Check Lab at National Film Archive of India

Sr. No	Activity	Quantity (in Nos.)	Per Unit rate (in INR)	Total
(A)	(B)	(C)	(D)	(E= C×D)
1.	Supply, Installation, Testing and commissioning of equipment mentioned in Annexure 13 and Annexure 14	-		
2.	All other peripheral activities	Lumpsum		
3.	Annual Maintenance Services for the newly installed setup	3 Year (post warranty period)		
III	<i>GST (as applicable)</i>			
Grand Total (In figures) excluding GST (1+2+3)				
Grand Total (In figures) including GST (1+2+3+III)				
Grand Total (In words excluding GST)				
Grand Total (In words including GST)				

Note:

- 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 consonance with the applicable standards.

11.2 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 Supply, Installation, Testing and commissioning of Computer and Network Equipment for Setting Up Quality Check Lab at National Film Archive of India

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.

- 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

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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:

11.3 Annexure 3: Bid Security Declaration format

(On Company letterhead)

Date: _____

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

11.4 Annexure 4: Format for Performance Bank Guarantee

<<On Rs. 500 Stamp paper>>

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:

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- 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:

11.5 Annexure 5: Power of attorney for authorization of a representative for signing of the bid 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 **“Notice Inviting Tender for Supply, Installation, Testing and commissioning of Computer and Network Equipment for Setting Up Quality Check Lab at National Film Archive of India”**, 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)

11.6 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 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:

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11.7 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 e No.	Claus	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: osdnfhm@gmail.com

11.8 Annexure 8: Checklist of the documents to be submitted in pre-qualification stage

#	Criteria	Supporting document	Submitted (Yes / No)	Proposal page number
1	Covering letter	As per the format mentioned in section 2		
2	Bid Security Declaration	As per the format mentioned in Annexure- 3		
3	Power of Attorney authorizing the signing of the bid	As per the format mentioned in Annexure- 5		
4	Witness details and signatures for the Power of Attorneys	Note of Annexure- 5		
5	The Bidder / Organization / Company must be a registered under Indian Companies Act, 2013 or the Partnership Act, 1932 or relevant Shop Establishment Act or Municipal Act Note: 1. Consortium Strictly not Allowed	Copy of Certificate of Incorporation/ Partnership Deed or equivalent,		
6	The Bidder should have minimum 3 years of experience in undertaking the similar works related supply, installation, testing, commissioning and maintenance of the computer hardware and networking equipment as on date of submission of the RFP response	Work Orders / Purchase Orders / contract copy/ service agreement / workorder /purchase order showcasing similar experience like supply, installation, testing, commissioning and maintenance of the computer hardware and networking equipment (counting backwards from March 2020)		
7	The bidder should have minimum 10 Technically qualified manpower with relevant experience in supply, installation, testing, commissioning and maintenance of the computer hardware and networking equipment as on date of submission of bid	Certificate from the HR head / company secretary of the prime bidder		
8	The Bidder must have an average turnover of 50 Lakhs in the past 3 financial years i.e. 2017-18, 2018-19 and 2019-20	Audited P&L statements AND Turnover Certificate for last three years from a Chartered Accountant to be provided		

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9	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.	Self-certification on the Bidders letter head to be provided		
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11.9 Annexure 9: Details of the bidder / prime bidder

Details of the Bidder				
1	Name of the Bidder			
2	Address of the Bidder			
3	Incorporation status of the firm (Public Ltd/ Pvt Ltd)			
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 Cr.)				
13	Year	2017-18	2018-19	2019-20
14	Net worth			
15	Turn Over			
16	PAT			

11.10 Annexure: 10 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	
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)	

11.11 Annexure: 11 Certificate of compliance by the bidder

<<On Company letterhead>>

Certificate of Compliance to Government Orders

Date: _____

This is to inform that, M/s _____
(Prime bidder), M/s _____ (Consortium member(s)), M/s _____ (International Knowledge Partner(s)) and M/s _____ (Manufacturer(s) whose software, hardware, equipment and any other item(s) are proposed in the technical bid of M/s _____ (Prime 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 _____ (Prime bidder) and M/s _____ (Consortium member(s)) 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 (Prime bidder and Consortium member(s))

11.12 Annexure 12: Manufacturer's Authorization Form (MAF)

(This form has to be provided by the OEMs of the products proposed)

Letter No.

Date:

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

Subject: OEM Authorization Letter

Ref: NIT from NFAI Ref: 302 / 53 / 2020 dated 19 March 2021

Dear Sir:

We who are established and reputable manufacturers / producers of having factories / development facilities at (address of factory / facility) do hereby authorize M/s (Name and address of Bidder / Prime Bidder) to submit a Bid, and sign the contract with you against the above Bid Invitation.

We hereby extend our full guarantee and warranty for the Solution, Products and Services offered by the above firm against this Bid Invitation.

We also undertake to provide any or all of the following materials, notifications, and information pertaining to the Products manufactured or distributed by the Supplier:

- a. Such Products as the Employer may opt to purchase from the Supplier, provided, that this option shall not relieve the Supplier of any warranty obligations under the Contract; and
- b. In the event of termination of production of such Products:
 - i. Advance notification to the Employer of the pending termination, in sufficient time to permit the Employer to procure needed requirements; and
 - ii. Following such termination, furnishing at no cost to the Employer, the blueprints, design documents, operations manuals, standards, source codes and specifications of the Products, if requested.

We duly authorize the said bidder / prime bidder to act on our behalf in fulfilling all installations, Technical support and maintenance obligations required by the contract.

Yours faithfully,
(Name)
(Name of Manufacturer)

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Note: This letter of authority should be on the letterhead of the manufacturer and should be signed by a person competent and having the power of attorney to bind the manufacturer. The Bidder in its Bid should include it in original.

11.13 Annexure 13: Indicative Equipment details for Picture Quality Check (QC) Lab

#	Item	Description	QTY
1.1	Workstation	12-core Intel Xeon W processor, up to 4.4GHz or higher 96GB 2933MHz DDR4 ECC memory 1TB SSD +1 TB SSD storage 32GB graphic card, macOS Big Sur or higher Mouse, Rails, Keyboard with Numeric Keypad	6
1.2	GUI Monitor	GUI Monitor 27-inch WQHD (2560x 1440) IPS monitor with frameless design International color standard 100% sRGB and 100% Rec. 709 wide color gamut Colman Verified with factory calibrated for excellent Delta E < 2 color accuracy ProArt Preset and ProArt Palette provide numerous adjustable color parameters 75Hz refresh rate and Adaptive-Sync technology (48~75Hz) to animated content with fast action and eliminate screen tearing including Mini DisplayPort, DisplayPort, HDMI, dual-link DVI-D, audio in and earphone jack, plus four USB 3.0 ports Ergonomic stand with tilt	6
1.3	Reference Monitor	31" Reference monitor- 31.1" In-Plane Switching (IPS) HDR Panel DisplayPort HDMI 4096 x 2160 Native Resolution 1500:1 Static Contrast Ratio 350 cd/m ² Brightness 178°/178° Viewing Angles 9 ms Response Time (GtG) 10-Bit Support for 1.07 Billion Colors 99% Adobe RGB & 98% DCI-P3 Color Spaces Built-In Calibration Sensor & Software	6
1.4	Capture and Playback solution	Thunderbolt 3 capture and playback solution broadcast quality 8 and 10-bit high dynamic range capture in all formats up to 4K DCI at 60p, and 12-bit high dynamic range capture in all formats up to 4K DCI at 30p. Plus, the built in SD card reader	6

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#	Item	Description	QTY
1.5	External GPU	External GPU Compatible with Mac with Thunderbolt 3 ports Radeon Pro 580 graphics processor with 8GB of GDDR5 memory Two Thunderbolt 3 ports Four USB 3 ports One HDMI 2.0 port 85W power delivery	6
1.6	Software	Studio Color grading software Advanced HDR grading tool Color warper for refined grading Targeted grading with Magic Mask Advanced color management wide-gamut color space Updated 3D professional scopes Additional LUT support New Viewer Wipe modes	6
1.7	Connector Cable	Thunderbolt Cable -TB 3	6
1.8	Speakers	Active DSP Powered Studio Monitors Active DSP Powered Studio Monitors- 6 dB free field frequency response: 53 Hz ... 22 kHz, ± 6 dB -3 dB free field frequency response: 57 Hz ... 21 kHz, ± 3 dB Pass band free field frequency response: 59 Hz ... 20 kHz, ± 2 dB Self-generated noise (with input gain set to 100 dB for 0 dBu): < 20 dB(A) bei 10 cm Max. SPL in full space at 3% THD at 1m (averaged between 100 Hz and 6 kHz): 102,8 / 108,8 dB SPL	12
1.9	Volume Controller	2-Channel Passive Volume Controller Super compact 2 channel analog passive volume control Rotary volume attenuation control Mute button Completely transparent operation No power required 2 x combo inputs (balanced and unbalanced) 2 x TRS outputs (balanced and unbalanced) 1 x Mini jack I/O	6

Supply, Installation, Testing and Commissioning of Computer and Network Equipment for Setting Up Quality Check Lab at National Film Archive of India

#	Item	Description	QTY
1.10	Edit keyboard with dial with clutch	Edit keyboard with dial with clutch, USB C powered Built into the Speed Editor is a Search Dial reminiscent of the jog wheel that editors have used for decades to shuttle through footage. Combined with push-button transport controls, the Search Dial allows you to jog through your footage and trim in and out points. The Search Dial is machined from metal and has a weighted feel for slowly jogging through your footage or shuttling through by spinning the dial. Keyboard Shortcuts	6
2.1	File System Data Manager	File System to File System Sync, scalable, wide area, data management services platform - with controller and Server hardware. Data managers perform the actual tasks to index, analyze (visibility) or sync, move, backup, archive, tier data (mobility). It can be installed across central, on-premise, remote, field or cloud machines. Data managers maintain no state, communicating with the central controller for job information, reporting metadata and progress. Data managers can be scaled to hundreds of systems as needed.	1
2.2	Centralized Storage	Storage compatible with EFS file system, should be mountable on EFS as NODE with No parity. Should also act as an individual storage and virtual volumes can be created. Should able to deliver 6 nos of 4K streams out of combined storage, (4K 12bit uncompressed.) total of 384 TB RAW (320 TB Usable) - 16 bay server system with Metadata Controller and accessories. Distributed file system and multiple levels of hardware redundancy ensure the highest level of data protection Multiple levels of RAID that increase both reliability and performance High Availability options to increase uptime with 'no single point of failure' infrastructure Choice of file protection mechanisms to suit content value and budget Grow to 5PB and beyond Fault tolerant with the addition of a second metadata controller, implements advanced IPMI-fencing and PDU-fencing mechanism.	1
2.3	Network Switch	48 XGT ports (10G) ,6 QSFP + 40 Gbe ports, Layer 3 managed switch, redundant power supply, 2 fan trays, Minimum 16MB of packet buffer, throughput Upto 1071 Mpps, Latency less than 1 UC sec., accessory kit	1

Supply, Installation, Testing and Commissioning of Computer and Network Equipment for Setting Up Quality Check Lab at National Film Archive of India

#	Item	Description	QTY
2.4	Installation & Training	Installation (supply & laying cable for Network connectivity for all Picture QC Terminals with Central storage on the premises) & Commissioning with 3 days user training.	1

11.14 Annexure 14: Indicative Equipment details for Audio Quality Check (QC) Lab

#	Item	Description	QTY
1	Workstation	3.0GHz 10-core Intel Xeon W processor Turbo Boost up to 4.5GHz 32GB 2666MHz ECC memory or higher 1TB SSD storage or higher Vega 56 with 8GB Graphic card 10Gb Ethernet, macOS Catalina 10.15.7 Four Thunderbolt 3 ports 27-inch Retina 5K 5120x2880 P3 display	2

* Above equipment for Annexure 14 is limited only to Supply and Installation.

----End of Document----