



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

---

No. 302/101/2020-NFHM

Date: 17/09/2020

**Subject: Request for Proposal for converting digital files at NFAI (National Film Archive of India) to OCR format**

The bid should be submitted to **Administrative Officer, National Film Archive of India, Law College Road, Pune - 411004 latest by 3.00 P.M. on or before 09/10/2020** in a sealed envelope super scribing on envelope **“Request for Proposal for conversion of digital files to OCR format”** along with the terms and conditions of payment and delivery etc.

For any technical related queries please contact-

E-Mail- [paosdnfhm@gmail.com](mailto:paosdnfhm@gmail.com)

## Copyright Notice

Copyright© 2019 by National Film Archive of India. All rights reserved.

## 1. Disclaimer

The information contained in this Request for Proposal (RFP) 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 RFP document and all other terms and conditions subject to which such information is provided.

This RFP 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 RFP document is to provide Bidder with information to assist the formulation of their Proposals. This RFP 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 RFP 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 RFP document. NFAI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

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

## 2. Checklist

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

1. RFP fee Rs. 5,000.00 towards cost of Bid document in Envelope – “A”
2. Demand Draft / Banker’s Cheque / Bank Guarantee of INR 400,000/-(Four lakh only) towards Bid Security in Envelope “A”- Earnest Money Deposit (EMD)
3. Eligibility Criteria, Technical and Commercial Bids are prepared in accordance with the RFP document.
4. Envelope “A” Technical Response
5. Envelope “A” Section 9 annexures ( except for Annexure 1 and 2)
6. Envelope “B” Indicative Commercial Bid
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.
10. All the pages of documents submitted as part of Bid are duly sealed and signed by the authorized signatory.

### 3. Bid Schedule and Address

Sr. No.	Description	Detailed Information
1.	Name of Project	Request for Proposal for converting digital files at NFAI (National Film Archive of India) to OCR format
2.	Tender Reference Number	302/101/20202- NFHM
3.	Date of publishing the RFP	17.09.2020
4.	Last date and time for receiving Bidder's Pre-Bid clarifications in writing	21.09.2020 upto 5:45 PM
5.	Date and Time for Pre Bid Meeting	24.09.2020 at 11.00 AM
6.	Last date and time for Bid Submission	09.10.2020 upto 03.00 PM
7.	Address of Bid Submission	Administrative Officer National Film Archive of India, Law College Road, Pune – 411004
8.	Date and Time of Eligibility and Technical Bid Opening (Envelope A)	09.10.2020 at 04.00 PM
9.	Presentation of qualified agencies	<b>To be communicated later</b>
10.	Date and time of Commercial Bid Opening (Envelope B)	<b>To be communicated later</b>
11.	Name and Address for Communication	Administrative Officer National Film Archive of India, Law College Road, Pune – 411004
12.	Bid validity	<b>180 days after the date of bid opening</b>
13.	Bid Related Queries	E-mail id: <a href="mailto:paosdnfhm@gmail.com">paosdnfhm@gmail.com</a>
14.	RFP fees	INR 5,000.00
15.	EMD/Bid Security	INR 400,000.00

**Note:**

1. Bids will be opened in the presence of the Bidders' representatives who choose to attend.
2. Commercial bid opening will be communicated later

## 4. Introduction

### 4.1 About NFAI

The National Film Archive of India (NFAI) was established in February, 1964 as a media unit of the Ministry of Information & Broadcasting, Government of India. The mission of NFAI is to safeguard the heritage of Indian Cinema for posterity and act as a Center for dissemination of healthy film culture in the country. NFAI has a very large collection of filmic and non-filmic material belonging to every period and era of Indian cinema.

NFAI has a collection of approx. 1,32,000 film reels, 1,50,000 photos, 22,000 posters, 13,000 song booklets, 3,000 pamphlets, 1,00,000 press clippings, and 29,000 books.

NFAI encourages and promotes research and academic activities related to every aspect of Cinema. It assigns monographs about eminent Indian filmmakers and pioneering film personalities, research fellowships on themes pertaining to Indian cinema, and audio visual history recordings of senior artists and technicians. It has published a number of such projects till date. As part of its activities related to disseminating film culture, NFAI has a Distribution Library which supplies films to various film societies, educational institutions and cultural organizations in the country. It also conducts special screening programs across the country and is a major source of films for international film festivals in India and abroad.

### 4.2 Objective of this RFP

National Film Archive of India (NFAI) has around 14,170 collection of digital files in various regional languages (approx. 700,000 pages) primarily in pdf format. In order to facilitate better searchability and indexing within these digital files, NFAI envisages to convert the said repository of digital files into OCR format and to subsequently store such format in the data server available with NFAI.

### 4.3 Cost of the RFP

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 RFP 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.

### 4.4 Due Diligence

The Bidders are expected to examine all instructions, terms and specifications stated in this RFP. The Bid shall be deemed to have been submitted after careful study and examination of this RFP document. The Bid should be precise, complete and in the prescribed format as per the requirement of this RFP document. Failure to furnish all information or submission of a bid not responsive to this RFP 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 RFP documents and the terms and conditions specified therein, and if there appears to be any ambiguity, contradictions, inconsistency, gap and/or discrepancy in the RFP document, Bidder should seek necessary clarifications by e-mail as mentioned in Section-1.

#### 4.5 Ownership of this RFP

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

#### 4.6 Project time period

The work has to be completed within maximum of 6 months 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 Bidder has to deploy requisite equipment's in good working condition, necessary to carry out work, within 30 days of issuance of award letter.

## 5. Scope of work

### 5.1 Overview

A broad overview of the indicative quantum of digital files/pages at NFAI is mentioned below. Majority of the pages are stored in pdf format.

#	Language	Number of files <sup>[1]</sup>
1	English	10,939
2	Guajarati	452
3	Bengali	110
4	English-Gujarati	20
5	Hindi	940
6	Marathi	1,705
7	Total no. of files	14,166
8	<b>Total no. of pages (approx.)</b>	<b>700,000</b>

[1] The numbers provided are indicative in nature and is provided to give a perspective on the quantum of work to the prospective bidders

The detailed account of the digital stock available with NFAI is appended to Annexure 15.

### 5.2 Scope of work

The scope of work is as mentioned below:

5.2.1) Conversion of digital files to searchable OCR formats

5.2.2) Storage of OCR to data storage platform at NFAI and Cataloguing

#### 5.2.1 Conversion of digital files to searchable OCR formats:

- i. The bidder shall provide a report on description of materials received from NFAI and materials to be converted, including volume, size, type, and characteristics of informational content (extent of grayscale/color information, presence of halftones and other illustrations, font size and type, use of intermediates and their characteristics, etc.).
- ii. Bidder shall be responsible to conduct the conversion process, perform text conversion and optical character recognition (OCR) or intelligent character recognition (ICR).
- iii. Bidder shall certify the conversion to be at least 99% accurate as measured by character count, and the converted text must be associated with the respective digital image or document.
- iv. Bidder along with the competent authority at NFAI shall review of such OCR-ed text for its

correctness and searchability.

- v. The bidder shall undertake necessary corrective actions as suggested by NFAI during the review process at no additional cost.

#### 5.2.2 Storage of OCR to data storage platform at NFAI and Cataloguing

- i. The bidder shall be responsible for storage of the final OCR output files, as approved, on the data storage platform available at NFAI .
- ii. It shall be bidder's responsibility to ensure secure upkeep of materials shared by NFAI.
- iii. It shall be responsibility of the bidder to provide a catalogue for such files that have been converted to OCR formats.

#### 5.2.2 General requirements

- i. Implement the above mentioned solution within 6 months.
- 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 officers.
- v. It shall be bidder's responsibility to ensure secure upkeep of materials shared by NFAI.

## 6. Instruction to Bidders

### **A. The Bidding Document**

#### **6.1 Completeness of Response**

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

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

#### **6.2 Cost of Bidding**

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

#### **6.3 Content of Bidding Document**

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

#### **6.4 Clarifications of Bidding Documents and Pre-bid Meeting**

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

Bidders should submit the queries only in the format given below:

Sr. No.	Document Reference	Page No	Clause No	Description in RFP	Clarification Sought	Additional Remarks (if any)

--	--	--	--	--	--	--

Replies to all the clarifications, modifications received through email will be posted on NFAI website ([www.nfaipune.gov.in](http://www.nfaipune.gov.in)). Any modification to the bidding documents which may become necessary shall be made by NFAI by issuing an Addendum.

### **6.5 Amendment of RFP 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](http://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 RFP. The Bidders are allowed to resubmit their Bid, if required, after such amendments (but within the last date and time for submission of the Bids).

### **6.6 NFAI's right to modify submission deadline**

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

## **B.Preparation of Bid**

### **6.7 Bid Price**

Prices submitted by the bidder should be inclusive of all taxes. The bidder should intimate the kind of tax that is applicable for each line item.

### **6.8 Earnest Money Deposit (EMD)**

- a) Bidders shall submit, along with their Bids, EMD of INR 400,000/- ( Indian Rupees Four Lacs Only), in the form of a Bank Guarantee (in the format specified in Annexure- 3) issued by any Scheduled bank in favour of "Administrative Officer, NFAI", payable at Pune, and should be valid for 6 months from the submission date of the Bidders Bids.
- b) EMD of all unsuccessful Bidders would be refunded by NFAI within one month of the Bidder being notified of being unsuccessful. The EMD, for the amount mentioned above, of the successful Bidder would be returned upon the submission of Performance Bank Guarantee as per the format provided in Annexure- 4.
- c) The EMD amount is interest free and will be refundable to the unsuccessful Bidders without any interest accrued on it.
- d) The Bid / Proposal submitted without EMD, as mentioned above, will be summarily rejected.

## **6.9 Forfeiture of EMD**

The EMD made by the bidder will be forfeited 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 RFP 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 RFP.
- 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.

## **6.10 Period of Validity of Bids**

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

## **6.11 Extension of Period of Validity**

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

## **6.12 Format of Bid**

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

## **6.13 Signing of Bid**

The Bid shall be signed by a person or persons duly authorized to sign on behalf of the Bidder.

All pages of the bid, except for printed instruction manuals and specification sheets shall be initialed by the person or persons signing the bid.

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

The bid shall be signed by a person or persons duly authorized to bind the bidder to the contract. Such authority shall be either in the form of a written and duly stamped Power of Attorney (Annexure 9.1) or a Board Resolution duly certified by the Company Secretary, which should accompany the Bid.

## **C. Submission of Bid**

### **6.14 Envelope bidding process**

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 “**Request for Proposal for conversion of digital files to OCR format**”.

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 bids misplacement or premature opening.

## **6.15 Contents of the 2 Envelopes**

### Envelope A - Technical Bid

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

- 1 Technical response
- 2 RFP Fee in the form of Demand draft/Pay order
- 3 Bid Earnest Money in the form of Demand Draft – Annexure-3
- 4 Power of attorney for authorization of a representative for signing of the bid – Annexure-5
- 5 Power of Attorney for Prime Bidder of Consortium – Annexure-17
- 6 Checklist of the documents to be submitted in pre-qualification stage – Annexure- 10
- 7 Details of the bidder / prime bidder – Annexure- 11
- 8 Similar project references – Annexure- 12
- 9 Proposed work plan – Annexure 13
- 10 Team composition – Annexure 14
- 11 Declaration for Acceptance of RFP Terms and Conditions – Annexure 6
- 12 Three years audited Balance Sheet and Profit and Loss Statements.
- 13 RFP document duly sealed and signed by the authorized signatory on each page
- 14 All necessary supporting documents

### Envelope B - Commercial Bid

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

## **6.16 Bid Submission**

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

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

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

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

### **6.17 Bid Currency**

All prices shall be expressed in Indian Rupees only.

### **6.18 Bid Language**

The bid shall be in English Language.

### **6.19 Rejection of Bid**

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

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

### **6.20 Deadline for Submission**

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

### **6.21 Extension of Deadline for submission of Bid**

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

### **6.22 Late Bid**

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

### **6.23 Modifications and Withdrawal of Bids**

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

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

### **6.24 Right to Reject, Accept/Cancel the bid**

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

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

### **6.25 RFP Abandonment**

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

### **6.26 Bid Evaluation Process**

The Bid Evaluation will be carried out in 2 stages:

**Stage 1** – Envelope “A” i.e. Eligibility 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.

### 6.27 Contacting NFAI

From the time of bid opening to the time of Contract award, if any Bidder wishes to contact NFAI for seeking any clarification in any matter related to the bid, they should do so in writing by seeking such clarification/s from an authorized person. Any attempt to contact NFAI with a view to canvas for a bid or put any pressure on any official of the NFAI may entail disqualification of the concerned Bidder or its Bid.

## 7 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.	<p>The agency/ Organization/ Company or member of the Consortium must be a registered under Indian Companies Act, 2013 or the Partnership Act, 1932</p> <p><b>Note:</b>            1) The consortium cannot be more than 3 members (including Prime Bidder)            2) All members of the consortium should be jointly and severally liable for execution of the work.</p>	<p>i. Certificate of Incorporation/ Registration Certificate.</p> <p>ii. Certificate of compliance under company letterhead (Refer Annexure - 16)</p> <p>iii. A duly notarized / registered Memorandum of Understanding (MoU) signed between Prime Bidder and all the consortium members.</p> <p>iv. Power of Attorney as per Annexure- 17 shall be submitted in case of a Consortium.  <i>MOU should clearly mention detailed roles and responsibilities of the Prime Bidder and its Consortium members.</i></p> <p><b>Note:</b> In case the Consortium member is an entity registered in any country outside India, a valid Apostille certificate needs to be provided in the Annexure 5 and 17. Kindly refer to the note in Annexure 5 and 17.</p>

Sr.No.	Pre-Qualification Criteria	Proof Document Required
2.	The Agency/ Organization/ Company or a member of Consortium should have an annual turnover of INR 25 Lacs in the last three financial years, 2017-18, 2018-19 and 2019-20.	<p>i. A letter (on the letter head) from the practicing Chartered Accountant duly signed &amp; stamped and clearly mentioning the turnover details for the agency/ organization/ company each year in the last three financial years (FY 2017-18, 2018-19 and 2019-20).</p> <p>ii. Audited Balance sheet and Income Statement for the last three financial years (FY 2017-18, 2018-19 and 2019-20).</p>
3.	The Agency/ Organization/ Company should have executed similar projects which include work related to conversion of scanned documents to OCR etc. for clients (Government of India (GoI) / any other entity of GoI or any state government or central government / department / Urban local body In India)/ any commercial organization in India with a project value of atleast INR 15 Lacs within the last five financial years. Or two projects worth INR 7.5 lacs each	<p>Copy of Work Order &amp; Work Completion certificate of the project from the client (Government of India (GoI) / any other entity of GoI or any state government or central government / department / Urban local body In India)/ any commercial organization in India clearly depicting the scope of work, contract period and project value.</p> <p><b>Note:</b> Work Order and completion certificates from 1st January 2015 onwards will only be considered.</p>
4.	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 - Certification by the prime bidder and all members of the consortium on their letter head duly signed by the authorized signatory mentioning that the Bidder should not have been blacklisted by any State Govt. or Central Govt. department and organization in India or abroad as on date of submission of this bid.
5.	The Agency/ Organization/ Company should have atleast 10 technical staff related to the said 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.

## 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 (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.

### 8.2 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.

### 8.3 Technical Evaluation Marking Scheme

Sr. No	Criteria	Description	Max.Marks
1.	Experience and reputation of the bidder Profile of the organization	Any Nationally or Internationally recognized awards, credentials etc. towards conducting similar works	15
2.	Past experience of similar work done in India and abroad for professional media companies/ Government Organizations. (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/ Government Organizations.	10
3.	Deployment of manpower for NFAI work & their profile.	CV and relevant documents. CV should specify the job description, roles & responsibility for the said work.	20
4.	Technical Presentation		55
<b>Grand Total</b>			<b>100</b>

#### 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:

'Y' of the qualifying Bidder = Lowest quoted offer of the qualifying Bidder

$$\frac{\text{-----}}{\text{Offer quoted by the respective qualifying Bidder}} \times 100$$

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.

## 9 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. 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.

**Annexure 1: Template for Commercial Proposal for conversion of digital files to OCR format**

Sr.No	Activity	Quantity (in Nos.)	Per Unit rate (in INR)	Total
(A)	(B)	(C)	(D)	E= C×D
1.	Conversion of digital file pages to OCR searchable formats	700,000		
2.	Cataloguing of the converted files	700,000		
3.	GST ( as applicable)			
<b>Grand Total (In figures)</b>				
<b>Grand Total (per unit) (In words)</b>				

**Note:**

1. 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.
2. The rates quoted in the commercial proposal shall be **inclusive of GST**.
3. 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.
4. The decision of NFAI shall stand final and binding with regard to the total quantity of digital files that require to be converted to OCR.
5. NFAI may choose to take or not take any of the items mentioned in the commercial proposal format at its discretion.
6. 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.
7. NFAI's technical team shall review the work and the work output should be in consonance with the applicable standards.

## **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 conversion of digital files to OCR at NFAI.

Dear Sir,

We, the undersigned, offer to provide the services for <<Title of Services>> in accordance with your Notice Inviting Tender dated <<Date>> and our Proposal (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 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.

- **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 RFP documents

- **QUALIFYING DATA**

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

- **BID PRICE**

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

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

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

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

Thanking you,

Yours sincerely,



Authorized Signature:  
Name and Title of Signatory:  
Name of Firm:

Address:

**Annexure -3: 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,  
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: 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 “**RFP for conversion of digital files to OCR at NFAI**”, including signing and submission of all documents and providing information / responses to the NFAI, representing us in all matters before NFAI, and generally dealing with the NFAI in all matters in connection with our Proposal for the said Project.

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

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

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

**Annexure – 6 -Format of Unconditional Acceptance to the 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 – 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 conversion of digital files to OCR.

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 Checklist of the documents to be submitted in pre-qualification stage**

#	Criteria	Supporting Document	Submitted (Yes / No)
1.	Bid processing fee		
2.	EMD		
3.	Power of attorney for authorization of a representative for signing of the bid		
4.	EMD Bank Guarantee form		
5.	Details of the bidder / prime bidder		
6.	Similar project references		
7.	Proposed work plan		
8.	Team composition		
9.	Declaration for Acceptance of RFP Terms and Conditions		
10.	Eligibility Criteria Compliance		
11.	Three years audited Balance Sheet and Profit and Loss Statements		
12.	RFP document duly sealed and signed by the authorized signatory on each page		
13.	All necessary supporting documents		



**Annexure- 11 Details of the bidder / prime bidder**

<b>Details of the Bidder</b>					
1	Name of the Bidder (Prime)				
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. ( <b>Cell #</b> / Landline # with STD Code)				
10	E-Mail of the contact person:				
11	Fax No. (with STD Code)				
12	Website				
<b>Financial Details (as per audited Balance Sheets) (in INR Cr.)</b>					
13	Year	2016-17	2017-18	2018-19	2019-20
14	Net worth				
15	Turn Over				
16	PAT				

**Annexure- 12 Similar project references**

<b>Relevant projects</b>	
<b>General information</b>	
Name of the project	
Client for which the project was executed	
Name and contact details of the client	
<b>Project details</b>	
Description of the project	
Scope of services	
Service levels being offered	
Technologies used	
Outcomes of the project	
<b>Other details</b>	
Total cost of the project	
Total cost of the services provided by the bidder	
Duration of the project (no. of months, start date, completion date, current status)	

**Annexure- 13 Proposed work plan**

#	Activity	Calendar Month					
		1	2	3	4	5	6

**Annexure- 14 Team composition**

<b>Name of Staff with qualification and experience</b>	<b>Area of Expertise</b>	<b>Position Assigned</b>	<b>Task Assigned</b>	<b>Time committed for the engagement</b>

**Annexure- 15 Stock of digital material with NFAI**

S.No	Magazine Name	Language	Folders	Files
1.	B V Dharap	English	--	13
2.	Censor Board Registers	English	--	06
3.	Chanderi	Marathi	12	147
4.	Chaya	Marathi	14	666
5.	Chitra	English	01	01
6.	Chitrajyot	Gujarathi	09	363
7.	Chitrapat	Hindi	02	12
8.	Chitrasampada	Marathi		01
9.	Chitrasharada	Marathi		01
10.	Cine Advance	English	30	1289
11.	Cine Blitz	English	18	166
12.	Cinema	English	05	42
13.	Cinema In India	English	10	51
14.	Cinema India International	English	7	18
15.	Cinema Sansar	Hindi	01	28
16.	Cinema Vision	English	03	06
17.	Cinemaya	English	63	18
18.	Close Looks	English	5	31
19.	Deep Focus	English	10	19
20.	Encyclopaedia Of Indian Cinema	English	01	01
21.	Film India	English	27	284
22.	Film Industry	English	12	522
23.	Film Information	English	31	1475
24.	Film Land	English	02	46
25.	Film Mirror	English	06	52
26.	Film Pictorial	English	01	01
27.	Film Sangeet	Hindi	13	68
28.	Film World	English	13	81
29.	Filmfare	English	1172	59
30.	Hindi Cinema Filmography	English	--	10
31.	Indian Cinematograph Committee	English	--	10
32.	Indian Movie News	English	05	44
33.	Indian Talkie 1931-56 Silver Jubile Souvenir	English		01
34.	Indian Talkies_1931-81			01
35.	Journal Of Arts And Ideas	English	09	17
36.	Katha Chitra	Hindi	01	01
37.	Kiran Weekly	Marathi	01	27
38.	Madhuri	Hindi	24	475
39.	Moj Mojah	Gujarathi	03	89
40.	Mother India	English	11	131
41.	Motion Picture	English	01	08
42.	Movie	English	19	177
43.	Movie Land	English	13	538

S.No	Magazine Name	Language	Folders	Files
44.	Movie Times	English	01	43
45.	Natun Khabar	Bengali	04	110
46.	Naik Mahanaik _Nayee Duniya Film Visheshank 1992	Hindi	--	01
47.	Parade Ki Pariya _1913-1990	Hindi	--	01
48.	Patakatha	Hindi	03	10
49.	Picturpost	English	07	40
50.	Play Back And Fast Forward	English	07	34
51.	Rajathpat	Hindi	20	187
52.	Rangbhumi	Hindi	10	82
53.	Ranjit Bulletin	Eng-Guj	02	20
54.	Rasarang	Marathi	34	863
55.	Rup Bani Annual	English		
56.	Register's		17	
57.	Sargam Ka Safar_June 1989	Hindi		1
58.	Screens	English	54	2432
59.	Show Time	English	26	280
60.	So Many Cinemas	English	01	01
61.	Sound	English	08	43
62.	Star & Style	English	26	555
63.	Star Dust	English	38	451
64.	Sushama	Hindi	17	74
65.	Talk A Tone	English	08	38
66.	The Film Of India	English	--	01
67.	The Mirror	English	07	248
68.	Trade Guide	English	32	1528
69.	Tv And Video World	English	10	73
70.	Varieties__Weekly	English	02	54
71.	TOTAL			14,166

**Annexure- 16 Certificate of compliance by the Prime bidder and its associated parties**

<<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))

**Annexure- 17 Power of Attorney for Prime Bidder of Consortium**

**<<On Rs. 500 Stamp paper>>**

Whereas the ..... (the “Employer”) has invited bids from open market for the technically and financially qualified agencies and for the ..... Project (the “Project”).

Whereas, ....., ..... and ..... (collectively the “Consortium”) being Members of the Consortium are interested in bidding for the Project in accordance with the terms and conditions of the Request for Proposals and other connected documents in respect of the Project, and

Whereas, it is necessary for the Members of the Consortium to designate one of them as the Prime Bidder with all necessary power and authority to do for and on behalf of the Consortium, all acts, deeds and things as may be necessary in connection with the Consortium’s bid for the Project and its execution. We also understand and accept that all members of the consortium shall be jointly and severally liable for the execution of the work.

**NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS**

We, ..... having our registered office at ....., M/s....., having our registered office at ....., and M/s. ...., having our registered office at ....., (hereinafter collectively referred to as the “Principals”) do hereby irrevocably designate, nominate, constitute, appoint and authorise M/s ....., having its registered office at....., being one of the Members of the Consortium, as the Prime Bidder and true and lawful attorney of the Consortium (hereinafter referred to as the “Attorney”) and hereby irrevocably authorise the Attorney (with power to sub-delegate) to conduct all business for and on behalf of the Consortium and any one of us during the bidding process and, in the event the Consortium is awarded the Contract, during the execution of the Project, and in this regard, to do on our behalf and on behalf of the Consortium, all or any of such acts, deeds or things as are necessary or required or incidental to the submission of its bid for the Project, including but not limited to signing and submission of all applications, bids and other documents and writings, accept the Letter of Award, participate in bidders’ and other conferences, respond to queries, submit information / documents, sign and execute contracts and undertakings consequent to acceptance of the bid of the Consortium and generally to represent the Consortium in all its dealings with the Authority, and / or any other Government Agency or any person, in all matters in connection with or relating to or arising out of the Consortium’s bid for the Project and/ or upon award thereof is entered into with the Employer.

AND hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done



or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us / Consortium.

IN WITNESS WHEREOF WE THE PRINCIPALS ABOVE NAMED HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ....., 20....

For ..... (Signature,  
Name & Title)

For .....  
(Signature, Name & Title)

For ..... (Signature,  
Name & Title) (Executants)

(To be executed by all the Members of the Consortium) Witnesses:

- 1.
- 2.

*Notes:*

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
- *For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed*

*the Hague Legislation Convention 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Appostille certificate.*