



November 2020

Expression of Interest

Revamping and augmentation of Film Printing
and Processing Lab

Ref: 252/83/2020



National Film Archive of India,

Ministry of Information and
Broadcasting,

Government of India

Law College Road,

Pune – 411 004.

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Abbreviations

Eoi – Expression of Interest

Goi – Government of India

HVAC – Heating, Ventilation and Air Conditioning

MoU – Memorandum of Understanding

NFAI – National Film Archive of India

RFP – Request for Proposal

Note:

1 Schedule details

Sr. No	Particulars	Remarks
1.	Release of Eol	December 23, 2020
2.	Submission of queries	January 07, 2020 upto 5:00 pm
3.	Clarification meeting with agencies	January 11, 2020 at 11:30 am
4.	Last date for submission of Eol response	February 11, 2020; 3 PM
5.	Presentation of the qualified agencies	February 13, 2020; 11 AM
6.	Correspondence details	Shri. Kiran Dhiwar, Film Preservation Officer, National Film Archive of India, Contact – (020) 25671569 Email ID - film@nfaipune.gov.in
7.	Submission details	National Film Archive of India, Law College Road, Pune – 411 004

2 Preamble

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 the 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.

3 Instruction to Bidders

3.1 Completeness of Response

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

The response to this EoI should be complete in all aspects. Bidders failing to furnish the information as mentioned in this EoI shall be liable to rejection. The Bidders have to also note that not submitting a substantially responsive EoI response will result in rejection of their Bid.

3.2 Proposal Preparation Costs

The Bidder is responsible for all costs incurred in connection with participation in the EoI 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 Bid, providing any additional information required by NFAI to facilitate the evaluation process, and in negotiating a definitive contract and any such activities related to the Bid process. Further, the bidder shall not make any claimant for the reimbursable cost that they may have incurred in anticipation of award or for preparing their bid. NFAI will in no case be responsible or liable for any such costs, regardless of the conduct or outcome of the bidding process.

This EoI does not obligate NFAI to award a contract or to engage in negotiations. All materials submitted by the Bidder would become the property of NFAI and may be returned completely at their sole discretion.

3.3 Signing of Communication with the NFAI

All communications to NFAI including response to this EoI and the supporting documents shall be numbered, stamped and signed on each page by the authorised representative of the Bidder. An authorisation letter stamped and duly signed by the authorised signatory of the Bidder should be submitted along with the bid. Failing to do so shall result in the rejection of their bid.

3.4 Amendment of EoI Document

At any time prior to the last date for submission of the Bid response, NFAI may, for any reason, whether at their own initiative or in response to a clarification requested by a prospective Bidder, modify the EoI document through an amendment. The amendment will be published on the NFAI website (www.nfaipune.gov.in) and it shall be the responsibility of the Bidders to be vigilant about the updates uploaded by NFAI on their website.

In order to accord prospective Bidders reasonable time to take the amendment into account for preparing their Bids, NFAI may, at its discretion, extend the last date for submission of the Bids. The Bidders are allowed to resubmit their Bids, if required, after such amendments (but within the last date and time of submission of Bids). If NFAI deems it appropriate to revise any part of this EoI or to issue additional data to clarify any provision of this EoI, they may issue a supplement/amendment/corrigendum to this

Eol. Any such corrigendum shall be deemed to be incorporated by this reference into the Eol.

3.5 NFAI's Right to Modify Submission Deadline

NFAI may, in exceptional circumstances and at their sole discretion, extend the deadline for submission of Proposals by issuing a corrigendum that shall be published 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.

3.6 NFAI's Right to Terminate the Process

NFAI may terminate the Eol process at any time and without assigning any reason what so ever. NFAI makes no commitments, express or implied, that this process will result in a business transaction with anyone. This Eol does not constitute an offer by NFAI. The Bidder's participation in this process may result in NFAI shortlisting the Bidder to whom a complete Technical and Commercial response in form of an RFP may be given at a later date.

3.7 Submission of Responses

The Bidders should submit their responses in the format given in this document as hard copies in a sealed envelope. The hardcopy of the Eol response should be in a single sealed envelope, clearly marked as “**Response to Eol for Revamping and Augmentation of Film Printing and Processing Lab << Name of the Bidder>>**”. This should not consist of any Commercial Proposal and doing so shall be liable for rejection of their bid. The envelope should indicate the complete address and contact details of the Bidder to enable the return of the unopened Proposal in case it is declared “late”. The original Proposal should be prepared in indelible ink and should contain no interlineations or overwriting, unless necessary to correct errors made by the Bidder itself.

Any such corrections must be initialed by the person who signs the Proposal. All pages of the Proposal must be sequentially numbered. The Bidder may submit suggestions/comments regarding Scope of Work for revamping and augmentation of film printing and processing lab which may be incorporated in the final RFP, if deemed appropriate.

The correspondence for any technical queries pertaining to this EoI and submission of Bid response should be made at the following address:

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

3.8 Short listing Criteria

NFAI will shortlist the Organisations / Agencies that meets the shortlisting (Pre-Qualification and Technical) criteria mentioned in this EoI. Any attempt by the Bidder to influence the Bid evaluation process may result in the rejection of the Bidder's Bid summarily.

3.9 NFAI Right to Accept / Reject Any or All Proposals

NFAI reserves the right to accept or reject any Proposal, and to annul the shortlisting process and reject all responses at any time, without incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds of the action taken by NFAI.

4 Scope of Work

As a part of revamping and augmentation of existing black and white film printing and processing lab, the bidder has to revamp, augment and maintain the facility, by incorporating necessary international best practices.

NFAI envisages to setup a lab to perform the following additional operations:

- a) Color negative processing
- b) Color positive processing
- c) Color film printing (liquid and dry gate)
- d) Color film processing Quality check setup with chemical lab
- e) Color film print storage of raw stock and finished prints
- f) Chemical mixing facility.

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The Bidders have to bring in expertise to revamp and maintain equipment/machinery so deployed/revamped/ augmented. The broad scope of work is underlined as under.

4.1 Revamping, upgradation and maintenance of the facility and equipment

As part of the said activity, bidder has to perform the following activities:

- a. Provide a comprehensive assessment report on the status (repairable or obsolete) all the equipments installed currently in the existing FTII laboratory, proposed to be revamped.
- b. Bidder has to conduct all the necessary field visits at its own cost.
- c. Perform necessary repair and servicing for all the repairable equipment in the film labs. List of all the equipments is appended to [Annexure 8.5](#).
- d. Wherever required, perform necessary upgrades of equipment, post due consultation with NFAI.
- e. To design and built up, install color film processors for negatives as well as positive films in 35mm/16mm formats.
- f. Provide monthly reports on the services/ upgrades performed on the equipments.
- g. Ensure regular upkeep of the equipments as per Internationally accepted practices.

4.2 Cleansing, polishing, painting of obsolete equipments

As part of the said activity, bidder has to perform the following activities:

- a. For those equipments that are beyond repair or obsolete, bidder in due consultation with NFAI has to undertake necessary cleaning, polishing, painting of such equipments.
- b. Bidder has to provide such cleaned, polished and painted equipment to NFAI, within six months from the submission of the assessment report highlighted under section 4.1.

5 Pre-Qualification

The Organisation / Agency fulfilling the following Pre-Qualification criteria only needs to submit their Bid responses. Only the Organisations / Agencies fully satisfying the Pre-Qualification criteria shall be considered for further evaluation and shall be issued a Request for Proposal. The Pre-Qualification criteria's are as mentioned below:

#	Criteria	Supporting document
1	<p>A single entity or a Consortium of entities is allowed where each entity should be registered as per the relevant Act (Companies Act or Partnership Act or any other relevant Act) in India or globally. In case of a Consortium, the prime bidder should be registered in India.</p> <p>Note: The consortium cannot be more than 3 members and all members should be jointly and severally liable for execution of the work.</p>	<p>Copy of Certificate of Incorporation or equivalent, and a duly registered Memorandum of Understanding signed between the all the consortium members and the prime bidder and clearly mentioning roles and responsibilities of the prime bidder</p>
2	<p>The Bidder or Prime Bidder of the consortium should have a minimum 5 years of experience in undertaking work related to Film lab equipment revamping, upgradation and maintenance as on date of submission of response to this EoI</p>	<p>Work order / completion certificate for the works carried out and the Project citation format as per Annexure 8.4</p>

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#	Criteria	Supporting document
3	The Bidder or Any member of the consortium should have a minimum turnover of Rs 30 Lakhs in each of the last three financial years (FY 2016-17, 2017-18 and 2018-19). All members should be jointly and severally liable for the work.	Copy of the audited Profit and Loss Statement for all the members of the consortium including prime bidder for each of the last three financial years (FY 2016-17, 2017-18 and 2018-19)
4	The Bidder or Prime Bidder and any member of the consortium should not be blacklisted by any State Govt. or Central Govt. department / organization / international government organization (in India) as on date of submission of response to this EoI	Self-certification by the prime bidder and all members of the consortium on their letter head duly signed by the authorized Signatory
5	The Bidder or Prime Bidder and all members of the consortium should have the necessary technical manpower for carrying out the said work	Certificate from the HR head / company secretary of the prime bidder and all members of the consortium with names and profile of the technical manpower at team leader level.

6 Evaluation of the Organisations / Agencies

The evaluation will consist of two stages:

- a. Pre-Qualification stage and
 - b. Technical presentation stage
- 1 The Bidder shall be evaluated on the basis of the Pre-Qualification criteria as mentioned in Section 5. Preference shall be given to the quantum of similar work on the lines of revamping, upgradation and maintenance of film labs.
 - 2 The Bidders satisfying the Pre-Qualification criteria shall be called for a Technical presentation. The Technical presentation should involve profile and experience of the bidder, understanding of the project, proposed solutions, proposed team and international associations, approach and methodology, workflow, timelines etc. which may be useful in drafting the RFP, which then would be shared with shortlisted bidders only.

The Evaluation Committee constituted by NFAI shall evaluate the presentations and arrive at the shortlisting. The RFP document may be shared with shortlisted firms only at a subsequent date. The shortlisted firms would thereafter be expected to submit their Technical and Financial bids based on the RFP. The technical proposals then would be evaluated based on the weightages and response of the bidders mentioned in the RFP. The successful Bidder, by following due processes, would be selected accordingly.

It should be noted that the decision of the Evaluation Committee in the evaluation of responses to the EoI shall be final. No correspondence with the Evaluation Committee regarding the evaluation of the EoI will be entertained. The Evaluation Committee reserves the right to reject any or all proposals on the basis of any deviations. Concealment or contradiction of facts would be liable to strict action. Any such incidence gives NFAI the complete right to reject the claim of the Bidder at any stage, even after the completion of tendering process, without even a formal notice. Each of the responses shall be evaluated to validate compliance of the Bidders according to the criteria as set out in EoI and supporting documents mentioned against each criteria.

7 Details to be submitted by the bidder

The bidder is expected to submit the following as part of the Bid:

1. Brief company profile
2. Documents as needed for highlighting compliance to the Pre-Qualification criteria (Section 5)
3. Proof of Authorization for the person signing the Bid. An authorisation letter signed by the authorised signatory needs to be submitted
4. Copy of the presentation as per Section 6
5. Any other document which may help NFAI in ascertaining the credentials and credibility of the Organization / Agency.

8 Annexure

8.1 Bid Submission Letter

<< On the letter head of the Prime Bidder>>

Date: _____

Administrative Officer

National Film Archive of India,

Law College Road,

Pune - 411045

Dear,

1. The National Film Archive of India (NFAI), Ministry of Information and Broadcasting, Government of India (herein referred to as “Employer”) is willing to revamp, upgrade and undertake maintenance of the film lab.
2. The Employer seeks to engage an Organisation / Agency to provide services for “Revamping, augmentation of film printing, processing lab under NFAI, Pune.”
3. We have read the EoI carefully and have understood the Scope of Work mentioned
4. We are hereby submitting our response after careful examination of the details as mentioned in the EoI
5. We are hereby authorising _____ to sign the Bid and related documents on behalf of our organisation.
6. We are also submitting the bid processing fees as mentioned in the EoI

Yours sincerely,

[insert: Signature, name, and title of bidders authorized signatory, stamp]

8.2 Compliance Sheet for Pre-Qualification

#	Criteria	Supporting document	Submitted (Yes / No)
1	Covering letter	As per the format mentioned in section 8.1	
2	<p>A single entity or a Consortium of entities is allowed where each entity should be registered as per the relevant Act (Companies Act or Partnership Act or any other relevant Act) in India or globally. In case of a Consortium, the prime bidder should be registered in India.</p> <p>Note: The consortium cannot be more than 3 members and all members should be jointly and severally liable for execution of the work.</p>	<p>Copy of Certificate of Incorporation or equivalent, and a duly registered Memorandum of Understanding signed between the all the consortium members and the prime bidder and clearly mentioning roles and responsibilities of the prime bidder</p>	
3	<p>The Bidder or Prime Bidder of the consortium should have a minimum 5 years of experience in undertaking work related to Film lab equipment revamping, upgradation and maintenance as on date of</p>	<p>Work order / completion certificate for the works carried out and the Project citation format as per Annexure 8.4</p>	

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	submission of response to this EoI		
4	The Bidder or Any member of the consortium should have a minimum turnover of Rs 30 Lakhs in each of the last three financial years (FY 2016-17, 2017-18 and 2018-19). All members should be jointly and severally liable for the work.	Copy of the audited Profit and Loss Statement for all the members of the consortium including prime bidder for each of the last three financial years (FY 2016-17, 2017-18 and 2018-19)	
5	The Bidder or Prime Bidder and any member of the consortium should not be Govt. or Central Govt. department / organization / international government organization (in India) as on date of submission of response to this EoI	Self-certification by the prime bidder and all members of the consortium on their letter head duly signed by the authorized signatory	

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#	Criteria	Supporting document	Submitted (Yes / No)
6	The Bidder or Prime Bidder and all members of the consortium should have the necessary technical manpower for carrying out the said work	Certificate from the HR head / company secretary of the prime bidder and all members of the consortium with names and profile of the technical manpower at team leader level.	

8.3 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	
Service levels being offered	
Technologies used	
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)	

- a. Copy of Work Order
- b. Letter from the client to indicate the successful completion of the projects, if any

8.4 Details of the Bidder / Prime Bidder

Sr. No	Particulars	Details
1	Name and address	
2	Incorporation status of the firm (public limited / private limited, etc.)	
3	Year of establishment	
4	ROC reference number	
5	Name, Address, email, Phone nos. and Mobile Number of Contact Person	

8.5 Equipment list at the Film Lab

Sr. No	Equipment	Quantity (In Nos.)
1	Optical Picture Reduction Printer- 35mm to 16 mm	1
2	Optical Sound Reduction Printer – 35mm to 16 mm	1
3	Sensitometer	1
4	B H Modular Contact Printer	1
5	Film Processing Black & White	1
6	Ultrasonic Cleaning machine	1
1	TAKITA CP2000- 35 mm Contact Printer	1
2	TAKITA CP5000- 35 mm Reduction Printer	1
3	TAKITA CP3100- 35 mm Sound Printer	1
4	TAKITA Light Controller	1
5	DEBRI 35mm Step Printer	1
6	BH Printer	1
7	16mm Printer	1
8	Xrite Densitometer	1