

REQUEST FOR PROPOSAL (RFP)

Selection of Agency for Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Film Content (Old & New Formats) & Video (Old & New Formats)

For

Information & Public Relations Department

Government of Odisha.



Information & Public Relations Department

Lok Sampark Bhawan, Bhubaneswar

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Government of Odisha
Information & Public Relations Department
Lok Sampark Bhawan, Bhubaneswar
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No.IPR-PM-MISC-0006-2022 885 /I&PR,Bhubaneswar, 16-01-2025

Selection of Agency for Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Film Content (Old & New Formats) & Video (Old & New Formats)

1. **Director, I&PR Department.** Govt. of Odisha (The Client) invites Request for Proposal (RFP) from the eligible bidders for Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Film Content (Old & New Formats) & Video (Old & New Formats)
2. Scope of work, eligibility requirement and other details may be seen in the website of I&PR Department www.inpr.odisha.gov.in/ website of Govt. of Odisha <http://www.odisha.gov.in> The RFP document may be downloaded from either.
3. Last date for receipt of sealed proposal is dtd 06-02-2025 by 05.00PM
4. Opening of RFP on dtd. 07-02-2025. at 11:30 AM in the office of the Director, I&PR, Lok Sampark Bhawan, Unit-V, Bhubaneswar. PIN – 751001.
5. Pre-bid consultaion with intending bidders on date 22-01-2025 at 11.30 AM in the conference hall of I&PR Departmant.

BIDDER'S DATA SHEET:

Sl. No. NoNosLNO	Information	Details
1	Bid Inviting Authority	The Director, I&PR Department, Govt of Odisha
2	Correspondence Address	Lok Sampark Bhawan, Unit-V, Bhubaneswar, Odisha – 751001 Telephone No- 2394890 Email: iprodisha@gmail.com
3	Method of Selection	Quality and Cost Based Selection i.e. QCBS (70:30) method shall be used to select the bidder. The bidder is required to submit the bids General (Pre-qualification), Technical & Financial bid separately in inside a single envelop mentioning the bid no. on or before date and time of submission. Financial bid of those bidders who qualify in Technical Bid by scoring 80% mark or above shall be opened
4	Bid Reference No. and Date	885 Dated 16-01-2025
5	Non-Refundable RFP Document Fee	₹11,200/-(inclusive of 12% GST) Eleven Thousand Two Hundred Only in the form of Demand Draft drawn on any Nationalized Bank or Scheduled Commercial Bank in favor of "DDO-cum-Under Secretary to Govt. ", I & P R Department payable at Bhubaneswar. MSME registered firm are exempted

6	Earnest Money Deposit (EMD)	Earnest Money Deposit (EMD) of ₹20,00,000/- (Rupees Twenty Lakh Only) in the form of Demand Draft/Bank Guarantee (BG) from any Government, Nationalized, and Schedule Commercial Bank, in favor of "DDO-cum-Under Secretary to Govt. "I & P R Department, payable at Bhubaneswar. The EMD of successful Bidder is liable to be forfeited if the Bidder revokes any terms of the tender within the validity period. EMDs given by unsuccessful Bidders will be refunded after placing of work order to the successful Bidder. <i>Note: Firms registered under MSE (Micro & Small) shall be exempted of the EMD cost on submission of valid registration certificate</i>
7	Last Date and Time for Submission of Bid document	06-02-2025 by 05:00 PM
8	Date and Time of opening of Pre-Qualification (PQ) & Technical Qualification (TQ) Bids	07-02-2025
9	Address for Submission of Proposal	The proposal must be submitted to: The Director Information & public Relation Department, Government of Odisha, Lok Sampark Bhawan, Unit-V, Bhubaneswar, Odisha – 751001 Telephone No- 2394890 Email: iprodisha@gmail.com Mode of submission: Speed Post/Registered Post/Courior Service/Drop in the box installed at Loka Sampark Bhawan, Bhubaneswar during the office hour only. Submission of proposal through any other mode and late proposal will be rejected.
10	Opening of Commercial Bid	To be informed


 Director, I & P R, 2025

Memo No. 886 /IPR., Date 16.1.25

Copy forwarded to OSD to the Principal Secretary to Government/Sr. Executive Asst. to Director and Director (Tech.) for kind information of the Principal Secretary to Govt., and Director, I&PR respectively.

Director (Tech.)

Memo No. 887 /IPR., Dated 16.1.25

Copy forwarded to Joint Director (Advt.) for information and necessary action. He is requested to publish the RFP in leading Odia dailies (The Samaj, Sambad, Prameya) and leading English dailies (the Times of India and the New Indian Express (All Edition), The Hindustan Times (New Delhi Edition) on dated 17-01-2025

Director (Tech.)

Memo No. 888 /IPR., Dated 16.1.25

Copy forwarded to the System Analyst for information and necessary action.

He is requested to take appropriate steps for uploading the Request for Proposal (RFP) in the website of I&PR Department <https://inpr.odisha.gov.in/> website of Govt. of Odisha

Director (Tech.)

Memo No. 889 /IPR., Dated 16.1.25

Copy forwarded to State Portal, Secretariat/System Analyst for information and necessary action.

They are requested to hoist the RFP in the State Govt. portal.

Director (Tech.)

Memo No. 890 /IPR., Dated 16.1.25

Copy forwarded to Superintendent, Issue Section for information and necessary action. He is requested to display the RFP in the Notice Board of this Department.

Director (Tech.)

Memo No. 891 /IPR., Dated 16.1.25

Copy forwarded to the Superintendent, Diary Section for information and necessary action. He is requested to collect the sealed bid documents received by Speed Post/Registered Post/Courier Service only till 06-02-2025 by 5:00 P.M and hand over the bids to the Additional Director for safe custody.

Director (Tech.)

Memo No. 892 /IPR., Dated 16.1.25

Copy forwarded to OE-II Section for information and necessary action.

They are requested to provide the tender box and keep the conference hall ready on dated 22-01-2025 and 07-02-2025 at 11:00 A.M.

Director (Tech.)

NOTICE INVITING RFP

Director I&PR invites RFP from eligible firms for Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Film Content (Old & New Formats) & Video (Old & New Formats) for I&PR Department, Government of Odisha.

The RFP document can be downloaded from the I&PR websites <https://inpr.odisha.gov.in>. www.odisha.gov.in. Response to this Request for Proposal (RFP) shall be deemed to have been done after careful study and examination of this document with full understanding of its implications. Subsequent sections provide general information about the Issuer, important dates for RFP processing, addresses for communication and correspondence, and the overall eligibility, Technical evaluation criteria and related terms for the interested bidders.

Issuer

The Director
Information & Public Relation Department,
Government of Odisha
Bhubaneswar.

1. **Fact Sheet**

This Fact Sheet comprising important factual data of the tender is for quick reference of the Bidder.

Clause Reference	Topic
The Proposal	Information & Public Relations Department, Odisha Request for Proposal (RFP) for Selection of Agency for Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Film Content (Old & New Formats) & Video (Old & New Formats) for I&PR Department, Government of Odisha.
Method of Selection	Quality and Cost Based Selection i.e. QCBS (70:30) method shall be used to select the bidder. The bidder is required to submit the bids General (Pre-qualification), Technical & Financial bid separately in a big envelop mentioning the bid no. date of submission. Financial bid of those bidders who qualify in Technical Bid by scoring 80% mark or above shall be opened.
RFP Document Fee (Non-Refundable)	The RFP document can be downloaded from the website https://inpr.odisha.gov.in/ www.odisha.gov.in . The bidders are required to submit the RFP document fee of ₹11,200/- (inclusive of 12% GST) Eleven Thousand Two Hundred Only in shape of Bank Draft in favour of DDO-cum-Under Secretary to Govt., I & P R Department and payable at Bhubaneswar from any of the scheduled commercial banks along with the proposal (General Bid) documents.

Earnest Money Deposit (EMD)	Earnest Money Deposit (EMD) of ₹20,00,000/- (Rupees Twenty Lakh Only) in the form of Demand Draft/Bank Guarantee (BG) from any Government, Nationalized, and Schedule Commercial Bank. The EMD of successful Bidder is liable to be forfeited if the Bidder revokes any terms of the tender within the validity period. EMDs given by unsuccessful Bidders will be refunded after placing of work order to the successful Bidder. <i>Note: Firms registered under MSE (Micro & Small) shall be exempted of the EMD cost on submission of valid registration certificate</i>
Performance Bank Guarantee (PBG)	Performance Bank Guarantee (PBG) @ 3% of the cost of the project from any Nationalized/Scheduled Commercial Bank in the prescribed format in favor of DDO-cum-Under Secretary to Govt., I & P R Department shall be submitted by the successful bidder within 30 days of issue of work order.
Scope of Work	Selected Bidder is expected to deliver the equipment and services listed in Scope of Work as mentioned in this RFP.
Language	Bid must be prepared by the Bidder in English language only.
Currency	The bidder should quote in Indian Rupees only. The total price inclusive of taxes, levies and duties will be considered for evaluation. So, the bidder must mention the base price and the tax component separately.
Validity Period	Proposals/bid must remain valid for minimum 180 days from the last date of bid submission.

2. Background Information

The purpose of this Request for Proposal (RFP) is to shortlist reputed organizations for Digitization, Restoration, Development & Implementation of Enterprise Archival of its Legacy Photos (Old & New Formats), Audio (Old & New Formats), Film Content (Old & New Formats) & Video (Old & New Formats) for I&PR Department, Government of Odisha.

The solution should be capable to collate, organize and protect hundreds and thousands of Audio Visual Tapes, Films, Negatives, Photos, Audio Tapes in a central library and should have the capability to implement the analytics for searching relevant content i.e., image, audio, video frame, audio clip etc., from the central library.

3. Requirement, Scope of Work, Deliveries & Timelines

The scope of work primarily focuses on Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Film Content (Old & New Formats) & Video (Old & New Formats) for I&PR Department, Government of Odisha. The entire contract period is five (5) years from the date of Final Acceptance Test (FAT)/Go-live whichever is earlier.

Site visit, survey & feasibility for identification/validation of the actual legacy data for Digitization, Restoration & Development are to be undertaken by the prospective bidder at I&PR Department. The officer in-charge of I&PR Department shall coordinate to provide the necessary information. The bidder

shall be responsible for all costs incurred in connection with participation in the bid process including site visits.

4. Detailed Requirement under this Project

- a. I&PR Dept., Govt. of Odisha intend to implement Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Film Content (Old & New Formats) & Video (Old & New Formats) which can cater to the requirement of e- archiving old, current and future documentaries..
- b. All the software, hardware and services required to meet the required functionalities should be supplied by the selected bidder.
- c. Proposed Enterprise Archival Solution should not be declared with End of Life or End of Support by the OEM for at least next 5 years from the date of Final Acceptance Test (FAT)/Go-live.
- d. The product specifications are mentioned in detail in the **Annexure-3** under minimum technical specification. Please refer to the same for required sizing. Bidder should propose products in order to comply the requirement.
- e. Upon awarding of the contract, the bidder should ensure a kick-off meeting within 15 days along with requirements to capture all required information.

5.1 Detailed Scope under this Project

The major components factored for the project are listed below: -

1. The bidder has to take overall responsibility for Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats) Audio (Old & New Formats), Video (Old & New Formats), Film Content (Old & New Formats) at I&PR Dept., Govt. of Odisha. Besides the successful bidder will carry out the assignment of digitisation and e-archiving of the photos and video documentaries to be produced anew in the entire period of contract. The inventory of the photos, films and video documentaries available for restoration, digitisation and e-archiving is at Annexure-17. However the same may not be exclusive.
2. The solution should be capable to collate, organize and protect hundreds and thousands of data including Photos, audio, video & film content in a central library and should have the capability to implement the analytics for searching of relevant contents from the central library.
3. Setting-up required IT Infrastructure for Digitization, Restoration, Development & Implementation of Enterprise Archival Solution.
4. File based ingress to Central Storage and Cataloguing and Metadata tagging.
5. Criteria based search and Metadata update.
6. Facility to define users and groups permission to access, edit, move, copy, publish the contents.
7. The bidder will coordinate with the officials of I&PR Dept., Govt. of Odisha for timely completion of the supply, installation and commissioning of the above solutions.
8. The bidder will do the setup for complete infrastructure solution as asked in the technical specification along with the digitization of the existing content.

1. The bidder shall be entirely responsible for the design and architecture of the solution to be implemented satisfying all the requirements of I&PR Department.

Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Video (Old & New Formats) & Film Content (Old & New Formats).

- Supply, install and commission of the proposed solutions for I&PR Dept., Govt. of Odisha as per Bill of Quantity mentioned in this RFP (Annex. 17) complying with the technical specification, infrastructure, services, accessories and necessary documents/manuals. The BoQ will also include the digitisation and e-archiving of documents, photos, videos and films etc to be generated by the Deptt in the period of contract.
- The Bidder shall ensure the safe delivery of the equipment up to the designated place for installation. Any transit insurance, labor, road permits etc., if required for the same, shall be arranged by the Bidder at no extra cost to I&PR Department.
- The Bidder shall be responsible for Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Video (Old & New Formats), Film Content (Old & New Formats) at I&PR Dept., Govt. of Odisha.
- The bidder will be required to do a thorough As-Is-Study of the below requirement.
- The existing image, audio and video analog needs to be digitized and ingested to the new infrastructure. The infrastructure setup for archiving unit, Media Asset Management and Storage configuration are the key elements, which needs to be studied by the bidder team in coordination with I&PR officials to design the same.
- The Solution design should have a design document, workflow diagram, policies, services and road map for archiving for minimum 10 years.
- The primary task will be existing professional services for smooth migration.
- To ensure smooth implementation, migration & performance as per the design shall be carried out by the selected bidder at onsite.
- The bidder shall ensure the seamless installation & integration of the offered solution with optimal performance and digitization services.
- The installation & commissioning shall include all the components and sub-components like cables such as fiber, ethernet etc., connectors, infrastructure setup including hardware and software licenses, accessories and other components required for smooth commissioning of the solution as a part of the RFP requirement, should be supplied by the bidder.
- The solution offered should be Robust, Secure and Scalable.
- Testing of the equipment commissioned and ensuring proper functioning at all levels.
- The proposed solution should have latest technology features and standards.

The details of legacy data including Photos, audios, film contents and videos are listed in **Annexure-17** for the bidder's reference. The bidder is advised to visit the department to conduct a survey and assess the

feasibility of digitizing, restoring and developing the legacy data mentioned in **Annexure-17**. The successful bidder should ensure that the digitization, restoration and development efforts remain aligned with the objectives of the department and achieve the department's objectives with an acceptable downward variation up to 10% . Variation beyond the downward permissible limit will be subject to examination of a designated technical committee and approval by competent authority.

Overall, this excerpt outlines the expectations and processes involved in digitizing, restoring and developing legacy data, ensuring alignment with departmental objectives and allowing for flexibility in handling unforeseen challenges.

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2. Warranty & Support

- Warranty shall be provided by the successful bidder for the entire contract period of the project for all the software & hardware supplied with a view to ensure the smooth functioning and achieve the highest uptime on the offered solution.
- The bidder shall ensure that the solution supplied shall not be declared as End of Support/End of Service for the entire contract period.
- Software updates and upgrades at no cost to I&PR Dept., Govt. of Odisha during the entire contract period.
- On-site support from the Bidder.
- Warranty support of entire equipment's for a period of 5 years.
- The Bidder should have the Back to Back support agreement with all the OEMs, till the completion of the contract period to ensure the smooth functioning and to achieve the highest uptime on the offered solution.

1.

3. Training & Handholding

Key training requirements of the Bidder are listed below: -

- i. The Selected Bidder shall impart necessary handholding for effective usages of the equipment when required by I&PR Dept., Govt. of Odisha.
- ii. Training Materials, Applications, User Manual and Completion Reports.
- iii. Bear the expenses towards training, quoted as part of the Financial Proposal submitted.
- iv. The successful bidder will be required to hold training for at least 4 Officials/Management team of I&PR Dept., covering basic concept, infrastructure workflow, near line storage, deep archiving, file ingest and retrieval etc., along with digitization of content.

4. Onsite support

The Bidder shall deploy adequate manpower who would provide day to day operation & management support of the proposed solution. The bidder shall engage adequate and competent manpower as per the following project requirement.

- To provide services to manage the technical as well as functional aspects of the project and to maintain the Service Level Agreement (SLA) as per requirement
- Client Co-ordination
- Project Monitoring and Control
- Quality Assurance and Control
- Resolving Project related issues
- Review of Asset Reconciliation
- Quarterly Project Progress Review Meeting
- Management Information System Reporting of the Project
- Administrative Issues Resolution

5. Project Deliverables, Milestones & Time Schedule

The milestones, deliverables and time schedule for the implementation of project shall be as follows: -

- a) The time specified for delivery and other activities as mentioned in the table below shall be deemed to be the essence of the contract and the successful bidder shall arrange supplies and provide the required services within the specified period.

- b) It should be noted that any delay in the project timelines shall attract

Liquidated Damages to the Agency.

Sl. No.	Activity / Mile stone	Delivery Schedule
1	Delivery of Equipment	4 to 6 Weeks from date of issue of purchase/work order to the Bidder
2	Installation, Configuration & Integration (Infrastructure)	4 Weeks from date of Delivery of Equipment
3	Digitization, Restoration & Development (Services)	24 Weeks from date of issue of purchase order to the Bidder
4	User Acceptance Testing, Sign-off & Training	1 Week from date of Installation, Configuration & Integration

Note: - Total time for completion of the contract/project is 24 weeks. In case the project is not completed in time, penalty of 0.5% per week maximum up to 12 weeks will be applicable. After that I&PR will be free to cancel the contract.

6. Service Levels and Penalty Terms

Service Level Agreement (SLA) shall form part of the contract between I&PR/Client Department and the Bidder. SLA defines the terms of the Bidder's responsibility in ensuring the timely delivery and the compliance to the Performance Indicators as detailed in this RFP document. The Bidder shall comply with Service Levels requirements to ensure adherence to timelines, quality and availability of services. I&PR shall have the right to expect the following service levels as also to impose penalty on Bidder on its failure to meet them as under: -

Sl.No.	Description	Service Level	Applicable Penalty
1.	Supply and complete acceptance testing for 100% of the ordered quantity within 168 days of issuance of Work Order by the Department.	Within 168 days	No Penalty
		168 to 196 days	0.5 % (the value of undelivered and / or not accepted quantity) per week or part thereof, for every subsequent week subject to a max of 28 Weeks.
		> 196 days	The Contract shall be terminated and the PBG shall be forfeited.
2.	Resolution of any hardware or software issue.	Within 2 working days from the date of reporting of issue	No Penalty
		> 3 - 14 working days	The bidder shall provide temporary replacement of device(s) in which the issue has been reported. Failing to do so will attract penalty of Rs. 200 per day per reported device.
		> 3 - 14 working days	Rs. 200 per day per reported device, maximum up to 60 days, post that the department shall reserve the right to terminate the contract and forfeit the PBG.

7. **Pre-Qualification/Eligibility Criteria:-** Following table describe the pre-qualification criteria. A bidder participating in the bidding process shall possess the following minimum pre-qualification/eligibility criteria. Any bidder failing to meet the stated criteria shall be summarily rejected and will not be considered for Technical Evaluation.

Pre-Qualification Evaluation Criteria			
Sl. No.	PQ Criteria	Description of the Criteria	Documents to be Submitted
1	Legal Entity	The bidder or in case of a consortium, all the members of the consortium, must be incorporated/registered in India, under the Companies Act 1956/2013 or an LLP registered under the Limited Liability Partnership (LLP) Act 2008 or The Partnership Act 1932 Note: The consortium cannot be of more than two members (including Prime Bidder) All members of the consortium shall be jointly and severally liable for execution of the work	- Copy of Certificate of Incorporation/ Partnership Deed or equivalent, A duly notarized/ registered Joint Bidding Agreement/ Consortium Agreement) signed between Prime Bidder and all the consortium members. - The MoU should clearly mention detailed roles and responsibilities of the Prime Bidder and its Consortium partner.
2	Turnover	The average annual turnover of the Prime Bidder and its consortium partner should have minimum INR 35 Crore in each of the last 3 financial years ending with 2023-24 (i.e. 2021-22, 2022-2023, 2023-2024)	- Audited Balance Sheets/ CA Certificate. ** MSE Rule applicable
3	Net Worth	The Prime Bidder and its consortium partner must be positive net worth in last three financial years ending at 31st March 2024.	- Certificate from CA ** MSE Rule applicable
4 (A)	Technical Capability - I	The Prime Bidder or its consortium partner must be in the business in Development and maintenance of an Enterprise software Solution (like Media Asset Management, Film Digitization for Media and Entertainment Industry (Broadcasters/Production Houses/OTT Players or	Copies of the relevant documents. This certification should have the list of films and clearly indicating the number of hours of the digitization work. ** MSE Rule applicable

		Similar), in field for minimum 10 Years having minimum 25 full time tech resources on his pay roll.	
(B)	Technical Capability - II	ii. The Prime Bidder or its consortium partner must have expertise in Deployment and maintenance of an enterprise software Solution, Work-related to deployment, commissioning of Tape library management or Hard Disk storage management and Film scanning for at least 2000Hrs for Media & Entertainment Industry (Broadcasters/Production Houses/OTT Players) or similar	Copies of the relevant documents. This certification should have the list of films and clearly indicating the number of hours of the digitization work. <i>** MSE Rule applicable</i>
(C)	Technical Capability -III	The Prime Bidder or its consortium partner must have experience in development & implementation of projects having Data Migration, API Integration with Social Media and Other Applications.	Copies of the relevant documents <i>** MSE Rule applicable</i>
(D)	Technical Capability -IV	The Prime Bidder or its consortium partner must have experience of Implementing large Digitization project in any State/Central Government departments/broadcasters/ren owned institutes in India for Images, Audio & Video Files.	Copies of the relevant documents <i>** MSE Rule applicable</i>
5	Quality Certification	The Prime Bidder and its consortium partner must have valid Certificates for ISO 9001-2015.	Copies of the valid certificates.
6	Blacklisting	The Prime Bidder and its consortium partner should not be under a declaration of Ineligibility for corrupt and fraudulent practices issued by any Government or PSU in India.	Affidavit

7	Local Presence	The Prime Bidder or its consortium partner should have an office in Bhubaneswar. However, if the presence is not there in the state, the bidder should give an undertaking for establishment of a project office, within one month of award of the contract.	Relevant Documents supporting office addresses/ Undertaking.
8	RFP Document Fee	The bidder must have made a payment of ₹11,200.00 (Eleven Thousand Two Hundred Only) towards RFP document fee. <u>MSME Registered firms are exempted to pay RFP Document fee.</u>	The RFP document fee must be in favor of DDO-cum-Under Secretary to Govt., I & P R Department from any Nationalized/ Scheduled Commercial Bank payable at Bhubaneswar.
9	EMD	Earnest Money Deposit (EMD) of ₹20,00,000/- (Rupees Twenty Lakh Only) in the form of Demand Draft/Bank Guarantee (BG) from any Government, Nationalized, and Schedule Commercial Bank. The EMD of successful Bidder is liable to be forfeited if the Bidder revokes any terms of the tender within the validity period. EMDs given by unsuccessful Bidders will be refunded after placing of work order to the successful Bidder.	Demand Draft (DD) or BG in favour of DDO-cum-Under Secretary to Govt., I & P R Department <i>Note: Firms registered under MSE (Micro & Small) shall be exempted of the EMD cost on submission of valid registration certificate</i>

Note (MSE) : ** Exemption/ Relaxation in eligibility criteria will be as per the MSME guidelines issued by the Admn Deptt in GoO.

8. Technical Evaluation Criteria

In order to facilitate the technical proposal evaluation, the technical criteria laid down along with the assigned weights have been presented in subsequent section. The marking scheme presented here is an indication of the relative importance of the evaluation criteria. Bidders securing a minimum of 80% marks in the technical evaluation will only be considered for further financial bid evaluation. Bids which do not secure the minimum specified technical score will be considered technically non-responsive and hence debarred from being considered for financial evaluation.

Technical Evaluation Marks (Total Marks = 100)			
Sl. No.	Description of the Parameters	Max Score	Supporting Documents
1.	Technically Compliance to all Software & Hardware items asked in this RFP. The compliance sheet must be submitted in respective OEMs letter head only will be considered which should be duly authorized (seal and signed) by the authorize person of the respective OEM. The solution and compliance should support by the OEMs datasheet.	25	Compliance from OEM in their letter head with datasheet
2.	Prime Bidder or its consortium partner should have executed projects related to digitization & restoration of film reels. Total hours of digital restoration of film reels done in last 5 years ending with 31st March 2024. • 500 to 1000 Hours – 5 mark • 1000 to 2000 Hours – 10 Marks • 2000 to 3000 Hours – 15 Marks	15	Work orders/ completion Certificate (wherever available) in the name of the bidder or, Certified Auditor or Company Secretary certifying the claim of the bidder of have undertaken the said digitization/restoration on work. This certification should have the list of films and clearly indicating the number of hours of the digitization work.

3.	The Prime Bidder or its consortium partner should have completed the Digitization, Archiving and Media Asset Management Project for any State/Central departments/renowned institute in India in last 5 years ending with 31st March 2024. • One (01) projects – 05 Marks • Two (02) projects – 10 Marks	10	Work Order/ Completion Certificate
4.	The Prime Bidder or its consortium partner should have implemented projects related to the digitization of legacy tape audio-video content (Minimum 20,000 Hrs. of content in last 5 years) Total Hrs. of legacy audio-video Content digitization done in last 5 years. 20,000 to 25,000 Hrs. – 10 Marks 25,000 to 30,000 Hrs. – 15 Marks	15	Work Order/ Completion Certificate having the list of films clearly indicating the number of hours of the digitization work.
5.	The prime bidder should have more than 50 numbers of technical manpower on its payroll,	10	Current PF Challan/declaration with details from Company's management to be furnished
6.	Presentation on the proposed solution capturing the major features: - - Understanding of the project (how the solution proposed is relevant to the requirement of the I&PR Department) - Proposed technical solution with detailed architecture, work flow and methodology. - Implementation, Operation & Maintenance Support plan with team structure. - Demonstration of previously executed projects i.e., Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Video (Old & New Formats), Film Content (Old & New Formats), for evaluation of the Bidder's capability on proposed solution.	25	Presentation before the committee members.

Note: - All the bidders who secure a Technical Score of 80 marks out of total 100 marks i.e. 80% of total marks or more will be declared as technically qualified and are eligible for financial bid opening.

9. Instruction to Bidders

9.1 General

- a. While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements. Bidders and recipients of this RFP may consult their own legal advisers with regard to this RFP.
- b. All information supplied by Bidders may be treated as contractually binding on

the Bidders, on successful award of the assignment by I&PR on the basis of this RFP.

- c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the I&PR. Any notification of preferred bidder status by I&PR shall not give rise to any enforceable rights by the Bidder. I&PR may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the I&PR.

- d) This RFP supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

- e) The quoted equipment must have at least six years of life from the date of submission of the bid. The bidder should submit a declaration from the OEM, to this effect in their proposal. This is non-negotiable and I&PR will not ask to submit the declaration from OEM, after opening of the bid. Bid without above mentioned declaration may be summarily rejected.

- f) Change request of any kind after opening of the bid and award of the work shall not be entertained.

- g) No further communication of any shortfall of bidding documents shall be considered after submission of bids through online.

a.

2. Availability of RFP Document

- b. The availability of bidding documents shall be commenced from the date as mentioned in Notice Inviting Bids (NIB). The complete bidding document can be downloaded from the official website of IPRD and Official website of Govt. of Odisha [www.odishsa.gov.in /](http://www.odishsa.gov.in/) <https://inpr.odisha.gov.in> The prospective bidders are requested download

the bidding document from the websites and follow the bidding steps as prescribed.

- b) The bid Notice is also published in leading newspapers (Odia & English) for wide Circulation.

1.

3. Compliant Proposals/ Completeness of Response

- a) Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b) Failure to comply with the requirements set out in this RFP may render the Proposal non-compliant and the Proposal may be rejected. Bidders must include all documentation specified in this RFP.
- c) Follow the format and respond to each element in the order as set out in this RFP. Comply with all requirements as set out within this RFP.

10 Pre-bid Meeting & Clarifications

10.1 Pre-bid Meeting

- a. A pre-bid Meeting will be held on 22-01-2025 at in the O/O the IPRD to clarify the doubts of potential bidders in respect of the procurement and the records of such meeting shall be published on the respective websites as Pre-bid clarifications.
- b. The pre-bid meeting will be held offline only. Only the prospective bidders shall be allowed to participate in the Pre-bid meeting.
- c. The Queries should necessarily be submitted in the format as prescribed in **Annexure-4** of this RFP.
- d. Any requests for clarifications post the indicated date and time may not be entertained by IPRD

10.2 Responses to Pre-Bid Queries and Issue of Corrigendum

- a) At any time prior to the last date for receipt of bids, I&PR may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a Corrigendum.
- b) The Corrigendum (if any) will be posted www.odisha.gov.in/ <https://inpr.odisha.gov.in>
- c) Any such corrigendum shall be deemed to be incorporated into this RFP.

- d) In order to provide prospective Bidders reasonable time for taking the corrigendum into account, IPRD may, at its discretion, extend the last date for the receipt of Proposals.

10.3 Amendments to RFP Document

At any time prior to the deadline for submission of Proposal, I&PR Department reserves the right to modify and amend any of the stipulated condition/criterion in the RFP, depending upon project priorities vis-à-vis urgent commitments. Such amendments in shape of corrigendum/addendum shall be hosted in the websites where the original RFP was hosted.

10.4 Period of Validity of Bids

- a. Bids submitted by the bidders shall remain valid for a period of 180 Days from the date of submission of RFP. A Bid valid for a shorter period shall be rejected by the procuring entity as nonresponsive Bid.
- b) Prior to the expiry of the period of validity of Bids, the procuring entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an additional specified period of time. A bidder may refuse the request and such refusal shall be treated as withdrawal of Bid and in such circumstances bid security shall not be forfeited.
- c) Bidders who agree to an extension of the period of validity of their Bids shall extend or get extended the period of validity of bid securities submitted by them or submit new bid securities to cover the extended period of validity of their bids. A bidder whose bid security is not extended, or that has not submitted a new bid security, is considered to have refused the request to extend the period of validity of its Bid.

10.5 Format and Signing of Bids

- a) All the Bids submitted by the bidders must be submitted with the checklist.
- b) Each page of the bidding document shall be kept with the office seal and signature by the authorized representative from the Bidder.

10.6 Cost & Language of Bidding

- a)
- The bidder shall be responsible for all costs incurred in connection with participation in the bid process, including site visits but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions / presentations, preparation of bid, in providing any additional information required by I&PR to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. I&PR will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

- b) The Proposal should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English,

translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

10.7 Alternative/ Multiple Bids

- a. Each bidder shall submit only one Proposal. The bidder who submits or participates in more than one proposal will be disqualified.
- b. The Bidder shall quote for only one brands/make/model for each item in the technical bid and should also mention the details of the quoted make/model of the respective items.

10.8 RFP Document Fees

The bidders are required to submit the RFP Document Fee of ₹11,200/- in shape of Demand Draft in favour of DDO-cum-Under Secretary to Govt., I & P R Department and payable at Bhubaneswar from any Nationalized or Scheduled Commercial banks along with the General Bid Proposal. Proposals received without or with inadequate RFP Document fees shall be rejected.

10.9 Bid Security/Earnest Money Deposit (EMD)

Earnest Money Deposit (EMD) of ₹20,00,000/- (Rupees Twenty Lakh Only) in the form of Demand Draft/Bank Guarantee (BG) from any Government, Nationalized, and Schedule Commercial Bank. The EMD of successful Bidder is liable to be forfeited if the Bidder revokes any terms of the tender within the validity period. EMDs given by unsuccessful Bidders will be refunded after placing of work order to the successful Bidder.

10.10 Submission of Manufacturer's Authorization Form

Bidder must submit the dully signed MAF of the major items at the time of bid submission in the Prequalification Proposal as per the prescribed format (Annexure-9). The MAF should be submitted in OEM's letter head mentioning required details.

10.11 Opening of Bids

- a) The Bids shall be opened by the Evaluation Committee in the presence of the bidders or their authorized representatives who choose to be present.
- b) The committee may co-opt experienced persons in the committee to conduct the process of Bid opening.
- c) The committee shall prepare a list of the bidders or their representatives attending the opening of Bids and obtain their signatures on the same. The list shall also contain the representative's name and telephone number and corresponding bidders' names and addresses. The authority letters, if any, brought by the representatives shall be attached to the list. The list shall be signed by all the members of Bid opening committee with date and time of opening of the Bids.

d) The committee shall conduct a preliminary scrutiny of the opened technical Bids

to assess the prima-facie responsiveness and ensure that the: -

- i. Bid is accompanied by bidding document fee, bid security and processing fee (if applicable).
 - ii. Bid is valid for the period, specified in the bidding document.
 - iii. Bid is unconditional and the bidder has agreed to give the required performance security and other conditions, as specified in the bidding document are fulfilled.
 - iv. Any other information which the committee may consider appropriate.
- e) The Financial Bid shall be kept unopened and shall be opened later on the date and time intimated to the bidders who qualify in the evaluation of General & Technical Bids.

10.12 RFP Evaluation

10.13 Evaluation & Tabulation of Pre-qualification Bid

- a) Determination of Responsiveness: The designated committee of I&PR shall determine the responsiveness of a Bid on the basis of bidding document and the provisions of pre-qualification/ eligibility criteria of the bidding document.
- b) A responsive Bid is one that meets the requirements of the bidding document without any material deviation, reservation, or omission where: -
1. "Deviation" is a departure from the requirements specified in the bidding document.
 2. "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and
 3. "Omission" is the failure to submit part or all of the information or documentation required in the bidding document.
- c) A material deviation, reservation, or omission is one that, if accepted, shall:-
1. Affect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the bidding documents; or
 2. Limits in any substantial way, inconsistent with the bidding documents, the procuring entity's rights or the bidder's obligations under the proposed contract; OR
 3. If rectified, shall unfairly affect the competitive position of other bidders Presenting responsive Bids.

- d) The designated committee of I&PR shall examine the technical aspects of the Bid in particular, to confirm that all requirements of bidding document have been met without any material deviation, reservation or omission.
- e) Fulfillment of eligibility criteria: All the criteria mentioned in **Section 5 (Eligibility Criteria)** are mandatory. The bidder has to comply with all the components mentioned in the eligibility criteria.
- f) All supporting documents as mentioned in **Annexure-16**.

10.14 Evaluation & Tabulation of Technical Bid

The Technical evaluation committee will evaluate the technical response submitted by the Bidder. The Technical bid response includes the below details:-

- a) The Technical Bid response will be initiated with the Technical Bid Cover letter in specified format as mentioned in **Annexure- 8**.
- b) Detailed Compliance Sheet of the Technical Specification asked in the RFP (**Annexure-3**) dully signed in Company Letter Head.
- c) In case of deviation while evaluating the Technical Bid response based upon the criteria, the bid will be subjected for rejection.
- d) All supporting documents as mentioned in **Annexure-16**.

10.15 Evaluation & Tabulation of Financial Bids

Technically qualify of the proposal will be given weightage of 70% and financial proposal weightage will be given to 30%. The price proposal of only those agencies who qualify technically that is who score minimum 80 out of 100 marks will be opened.

Normalized Technical Score of the firm $(T_n) = (T_f / T_h) * 100$

T_f: Technical score of the firm

T_h: Highest Technical score

Normalized Financial Score of the firm $(F_n) = (Q_i / Q_f) * 100$

Q_f: Quoted price of the firm

Q_i: Lowest Quoted price

Total normalized score $St = T_n * 0.7 + F_n * 0.3$

10.16 Correction of Arithmetic Errors in Financial Bids

The Proposal evaluation committee shall correct arithmetical errors in substantially responsive Bids, on the following basis, namely: -

- a) 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, unless in the opinion of the Proposal Evaluation Committee there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected.
- b) If there is an error in a total corresponding to the addition or subtraction of Subtotals, the subtotals shall prevail and the total shall be corrected; and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (a) and (b) above.

10.17 Exclusion of Bids / Disqualification

- a) A procuring entity shall exclude/ disqualify a Bid, if: -
 - i. The information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation; or
 - ii. The information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete; and
 - iii. The bidder is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;
 - iv. The Bid materially departs from the requirements specified in the bidding document or it contains false information;
 - v. the bidder, submitting the Bid, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the procuring entity or other governmental authority a gratification in any form, or any other thing of value, so as to unduly influence the procurement process;
 - vi. a bidder, in the opinion of the procuring entity, has a conflict of interest materially affecting fair competition.
- b) Bid shall be excluded/ disqualified as soon as the cause for its exclusion / disqualification is discovered.
- c) Every decision of a procuring entity to exclude a Bid shall be for reasons to be recorded in writing and shall be: -
 - i. communicated to the concerned bidder in writing;
 - ii. Published on the State Public Procurement Portal, if applicable.

10.18 Lack of Competition

- a) A situation may arise where, if after evaluation of Bids, the proposal evaluation committee may end-up with one responsive Bid only. In such situation, the Proposal Evaluation Committee would check as to whether while floating the Bid all necessary requirements to encourage competition like standard bid conditions, industry friendly specifications, wide publicity, sufficient time for formulation of Bids, etc. were fulfilled. If not, the tender would be re-floated after rectifying deficiencies. The bid process shall be considered valid even if there is one responsive Bid, provided that:-
- i. the Bid is technically qualified;
 - ii. the price quoted by the bidder is assessed to be reasonable;
 - iii. the Bid is unconditional and complete in all respects;
 - iv. there are no obvious indicators of cartelization amongst bidders; and
 - v. the bidder is qualified as per the provisions of pre-qualification/eligibility criteria in the bidding document;
- b) The Evaluation Committee shall prepare a justification note for approval by the next higher authority of the procuring entity, as per the provisions of the Rule 204 (xxii)

10.19 Acceptance of the successful Bid and award of Project

10.20 Award Criteria

I&PR will award the project to the successful bidder whose proposal will be determined to be substantially responsive and the bid most responsive as per the process outlined in preceding paras. Also I&PR reserves the right to award the Project to multiple successful bidders at L1 price or the negotiated price whose bid will be found to be substantially responsive as per the process outlined above.

10.21 Right to Accept Any Proposal and To Reject Any or All Proposal(s)

I&PR reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for such action.

10.22 Purchaser's Procurement Rights

Without incurring any liability, whatsoever to the affected bidder or bidders, the

Purchaser reserves the right to:-

- a) Amend, modify, or cancel this tender and to reject any or all proposals without assigning any reason.
- b) Change any of the scheduled dates stated in this tender.
- c) Reject proposals that fail to meet the tender requirements.
- d) Increase or decrease the quantity of the hardware items.
- e) Remove any of the item at the time of placement of order.
- f) Increase or decrease no. of resources supplied under this project.
- g) Should the Purchaser be unsuccessful in negotiating a contract with the Agency, the Purchaser will begin contract negotiations with the next best value bidder in order to serve the best interest.
- h) Make typographical correction or correct computational errors to proposals
- i) Request bidders to clarify their proposal.

10.23 Notification of Award

Prior to the expiry of the validity period, I&PR will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, I&PR may like to request the bidders to extend the validity period of the bid. The notification of award will constitute the formation of the contract.

10.24 Issuance of Purchase Order

The I&PR shall reserve the right to negotiate with the bidder(s) whose proposal has been ranked best value bid on the basis of Technical and Commercial Evaluation to the proposed Project, as per the guidance provided by CVC. On this basis the Purchase order would be issued.

10.25 Performance Guarantee

The I&PR will require the Agency to provide a Performance Bank Guarantee, within 30 days from the Notification of award, for a value equivalent to 3% of the total cost of ownership i.e. total order value excluding taxes. The Performance Guarantee should be valid for a period of 5 years 3 months (63 months). The Performance Guarantee shall be kept valid till completion of the project and Warranty period. The Agency shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case

the Agency fails to submit performance guarantee within the time stipulated, the I&PR at its discretion may cancel the order placed on the Agency after giving prior written notice to rectify the same. I&PR shall invoke the performance guarantee in case the selected Service Provider fails to discharge their contractual obligations during the period or I&PR incurs any damages due to Service Provider's negligence in carrying out the project implementation as per the agreed terms & conditions.

10.26 Issuance of Purchase Order/ Work Order

After the I&PR notifies the successful bidder that its proposal has been accepted, I&PR shall issue a Purchase Order to the successful bidder taking into account the relevant clauses of RFP, pre-bid clarifications, Corrigenda, the proposal of the bidder in addition to other agreed clauses.

10.27 Failure to Agree with the Terms and Conditions of the RFP

Failure of the successful bidder to agree with the Terms & Conditions of the RFP and the Proposal submitted by the successful bidder, despite the deviations submitted by the Bidder are adequately considered and mutually agreed, shall constitute sufficient grounds for the annulment of the award, in which event I&PR may award the Project to the next best value bidder or call for new proposals from the interested bidders.

10.28 Confidentiality

- a) Notwithstanding anything contained in this bidding document but subject to the provisions of any other law for the time being in force providing for disclosure of information, a procuring entity shall not disclose any information if such disclosure, in its opinion, is likely to: -
 - i. Impede enforcement of any law;
 - ii. Affect the security or strategic interests of India;
 - iii. Affect the intellectual property rights or legitimate commercial interests of bidders;
 - iv. Affect the legitimate commercial interests of the procuring entity in situations that may include when the procurement relates to a project in which the procuring entity is to make a competitive bid, or the intellectual property rights of the procuring entity.
- b) The procuring entity shall treat all communications with bidders related to the procurement process in such manner as to avoid their disclosure to competing bidders or to any other person not authorised to have access to such information.

- c) The procuring entity may impose on bidders and sub-contractors, if there are any for fulfilling the terms of the procurement contract, conditions aimed at protecting information, the disclosure of which violates (a) above.
- d) In addition to the restrictions specified above, the procuring entity, while procuring a subject matter of such nature which requires the procuring entity to maintain confidentiality, may impose condition for protecting confidentiality of

such
informatio
n.

11. General Terms and Conditions of RFP

Bidders should read these conditions carefully and comply strictly while submitting their bids.

11.1 Definitions

For the purpose of clarity, the following words and expressions shall have the meanings hereby assigned to them: -

- a) "Request for Proposal (RFP)", means this detailed notification seeking a set of

solution(s), services(s), materials and/or any combination of them.
- b) "IPRD", shall mean the Information & Public Relations Department, Government of Odisha.
- d) "Authorized Representative" shall mean any person authorized by either of the parties.
- e) "Agency/Vendor/Bidder" means any firm offering the solution(s), service(s) and /or materials required in the RFP. The word Vendor/Bidder when used in the pre award period shall be synonymous with Bidder, and when used after award of the Work shall mean the successful Bidder or Agency to whom IPRD issues the Purchase Order for rendering of sales & services.
- f) "Service" means provision of Contracted service as per this RFP.
- g) "Site" shall mean the location(s) for which the Order has been issued and where the service shall be provided as per Scope mentioned in the RFP.
- h) "Termination Notice" means the written notice of termination of the Purchase

Order issued by one Party to the other in terms

hereof.

11.2 Language

- a) The Proposal should be filled by the bidders/Agency in English language only.

For purposes of interpretation of the documents, the English translation shall govern. All Proposals and accompanying documentation will become the property of I&PR and will not be returned.

- b) The Purchase Order as well as all correspondence and documents relating to the Project exchanged by the successful/ Agency and the Purchaser, shall be written in English language only. Supporting documents and printed literature that are part of the Project may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the special conditions of the contract, in which case, for purposes of interpretation of the Project, this translation shall govern.
- c) The successful Bidder/Agency shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

11.3 Notices

- a) Any notice given by one party to the other pursuant to the Project shall be in writing to the address specified in the Purchase Order. The term "in writing" means communicated in written form with proof of dispatch and receipt.
- b) A Notice shall be effective when delivered or on the Notice's effective date, whichever is later.

11.4 Governing Law

The Project shall be governed by and interpreted in accordance with the laws of the Govt. of Odisha/Govt. of India unless otherwise specified in the Purchase Order.

11.5 Scope of Supply

- a) Subject to the provisions in the bidding document and Purchase Order, the Goods/Equipment and related services to be supplied shall be as specified in the bidding document (RFP).
- b) Unless otherwise stipulated in this document, the quantity and specifications are for minimum quantity and configuration respectively. The bidder may supply higher configuration.
- c) Unless otherwise stipulated in the Purchase Order, the scope of supply shall include all such items not specifically mentioned in the Purchase order but that can be reasonably inferred from the Contract as being required for attaining delivery and completion of the goods and related services as if such items were expressly mentioned in the Contract.

- d) The bidder shall not quote and supply hardware/ software that is likely to be declared as End of Sale and End of Service/ Support for the period as mentioned in BoM (**Annexure -2**) from the last date of bid submission. OEMs are required to mention this in the MAF for all the quoted hardware/ software. If any of the hardware/ software is found to be declared as End of Sale/ Service/ Support, then the bidder shall replace all such hardware/ software with the latest ones having equivalent or higher specifications without any financial obligation to the purchaser.

11.6 Project Value

- a) The Project value (PO Amount) shall be paid as specified in the Purchase Order subject to any additions and adjustments thereto, or deductions there from, as may be made pursuant to the Project.
- b) Prices charged by the Supplier/ Agency (for the Goods delivered and the Related Services performed under the Project shall not vary from the prices quoted by the Supplier/ Agency in its bid, with the exception of any price adjustments authorized in the special conditions of the Project.

11.7 Recoveries from Supplier/ Agency

- a) Recovery of liquidated damages, short supply, breakage, rejected articles shall be made ordinarily from bills.
- b) I&PR shall withhold amount to the extent of short supply, broken/ damaged or for rejected articles unless these are replaced satisfactorily. In case of failure to withhold the amount, it shall be recovered from performance security deposit of AGENCY available with I&PR.
- c) The balance, if any, shall be demanded from the Supplier/ Agency and when recovery is not possible, I&PR shall take recourse to law in force.

11.8 Taxes & Duties

- a) The GST if applicable shall be deducted at source.
- b) For goods/Equipment supplied from outside India, the successful/ Agency shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the country.
- c) For goods/Equipment supplied from within India, the successful Agency shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.
- d) If any tax exemptions, reductions, allowances or privileges may be available to the successful Agency in India, Agencies shall use its best efforts to enable the successful Agency to benefit from any such tax savings to the maximum allowable extent.

11.9 Packing and Documents

a) The Agency shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Purchase Order. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme atmospheric temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination of the Goods and the absence of heavy handling facilities at all points in transit.

b) The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Project, including additional requirements, if any, specified in the Purchase Order, and in any other instructions ordered by I&PR.

11.10 Insurance

The Agency should be responsible for undertaking the comprehensive insurance during the delivery, installation and commissioning period. After that it is the responsibility of the concern department to take care the equipment.

11.11 Transportation

The Agency shall be responsible for transport by sea, rail and road or air and delivery of the material in the good condition to the consignee at project locations. In the event of any loss, damage, breakage or leakage or any shortage the bidder shall be liable to make good such loss and shortage found at the checking/ inspection of the material by the consignee. No extra cost on such account shall be admissible.

11.12 Extension in Delivery Period and Liquidated Damages (LD)

a) Except as provided under clause "Force Majeure", if the supplier/ selected bidder fails to deliver the related Services within the period specified in the Purchase Order, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Purchase Order Price, as liquidated damages, a sum equivalent to the percentage specified in Section "Service Level Standards" for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in the bidding document and/ or Purchase Order. Once the maximum is reached, the Purchaser may cancel the Purchase Order pursuant to clause "Termination".

b) The time specified for delivery in the bidding document shall be deemed to be the essence of the Project and the supplier/ selected bidder shall arrange goods supply and related services within the specified period.

c) Delivery period may be extended with or without liquidated damages, if the delay in the supply of goods or service is on account of hindrances beyond the control of the selected bidder:

i. The selected bidder/Agency shall request in writing to the Purchaser giving reasons for extending the delivery period of service, if he/she finds himself

/herself unable to complete the supply of goods or service within the stipulated

delivery period or is unable to maintain prorate progress in the supply of goods or service delivery. This request shall be submitted as soon as a hindrance in delivery of goods and service occurs or within 15 days from such occurrence but before expiry of stipulated period of completion of delivery of goods and service after which such request shall not be entertained.

ii. The Purchaser shall examine the justification of causes of hindrance in the delivery of goods and service and the period of delay occurred due to that and recommend the competent authority on the period of extension which should be granted with or without liquidated damages.

Normally, extension in delivery period of service in following circumstances may

be considered without liquidated damages:

- When delay has occurred due to delay in approval by I&PR.
- When the delay has occurred in providing space or any other infrastructure, if I&PR was required to provide the same as per the terms of the Bid.

iii. If the competent authority agrees to extend the delivery period/ schedule, an amendment to the Purchase Order with suitable denial clauses and with or without liquidated damages, as the case may be, shall be issued. The amendment letter shall mention that no extra price or additional cost for any reason, what so ever beyond the contracted cost shall be paid for the delayed supply of goods and service.

11.13 Warranty

a) The bidder will provide the warranty support for the period of five years from the date of UAT.

b) The bidder shall either repair or replace the defective goods or parts thereof with brand new genuine/ authentic ones having similar or higher specifications from the respective OEM as per the time period specified.

11.14 Termination

I&PR may at any time terminate the Purchase Order by giving written notice to the Bidder if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to I&PR. I&PR reserves the right to cancel the Purchase Order in the event of happening one or more of the following Conditions:

- a) Failure of the successful bidder to accept the contract.

- b) Delay in delivery beyond the specified period.
- c) In addition to the cancellation of the contract, I&PR reserves the right to appropriate the damages through encashment of Bid Security / Performance Guarantee given by the Bidder.
- d) I&PR would not be liable to pay any damages to the Agency in cases comprising termination for default.

11.15 Settlement of Disputes

- a. General: If any dispute arises between the supplier/ Agency and I&PR during the execution of a Project that should be amicably settled by mutual discussions. However, if the dispute is not settled by mutual discussions, a written representation will be obtained from the supplier/ Agency on the points of dispute. The representation so received shall be examined by the concerned Committee which sanctioned the tender. The Procurement Committee may take legal advice of a counsel and then examine the representation. The supplier/ Agency will also be given an opportunity of being heard. The Committee will take a decision on the representation and convey it in writing to the supplier/ Agency.
- b. Standing Committee for Settlement of Disputes: If a question, difference or objection arises in connection with or out of the Order issued or the meaning of operation of any part, thereof or the rights, duties or liabilities of either party have not been settled by mutual discussions or the decision of tender sanctioning Procurement Committee, it shall be referred to the empowered standing committee for decision.

12. Special Terms and Conditions of RFP

12.1 Payment Terms and Schedule

The payment schedule is as follows: Each milestone payment will be made to the bidder against submission of Performance Bank Guarantee (PBG) which is TEN PERCENTAGE of the Project Cost)

Sl. No.	Project Milestone	Payment (%)	Documents Required
1	Delivery of Equipment & Verification	50% of the Equipment value	1. Original Delivery Challan 2. Original Invoice (In triplicate)
2	Installation, Configuration and Integration archival	30% of the Equipment value	1. Installation Certificate 2. Warranty Certificate
3	Completion of digitization and archiving	20% of the equipment value and 50% of the cost of the enterprise archival solution	

4	User Acceptance Test, Sign-off & Training	50% of the cost of the enterprise archival solution	1. Training to User Department 2. Sign-off from the I&PR Department
5	Day-to-Day Operation, Maintenance and Management Support (5 years support value)	20 Nos of QGRs Payable on Quarterly and Pro-rata basis.	On submission of manpower attendance sheet with seal and signature of the successful bidder after the end of respective quarter. (Total 20 Quarters)

12.2 Payment of Goods & Services Tax

GST shall be shown extra by the bidder in their invoices for the items applicable. The same shall be paid by I&PR as per actual after verification. If there is any tax savings, the same shall be reduced from the payable amount. Increase in existing tax rates taking place during the Project Period, that shall be borne and payable by the I&PR over and above the agreed price for each item as may be applicable as per the Invoice raised by the agency on the I&PR. Similarly, any reduction in taxes shall be to the benefit of I&PR.

12.3 Penalty

Penalty will be charged @ 0.5% of the Project value per week subject to maximum of 10% of total order value, in case of delayed in supply of stipulated time period. Similarly, 0.5 % will be deducted from the PBG on each time there is a delay in providing support in terms of Repair/replace of equipment's per hour beyond the minimum support assistance response period of 48 Hrs.

Annexure- 1: Particulars of the Bidder

Sl. No.	Information Sought	Details to be Furnished
1	Name of the bidding Company	
2	Address of the Company	
3	Incorporation status of the firm (Public limited / Private limited, etc.)	
4	Year of Establishment	
5	Date of registration	

6	RoC Reference No.	
7	Details of company registration	
8	Details of registration with appropriate authorities for GST	
9	Name, Address, e-mail ID, Phone nos. and Mobile Number of Contact Person	
10	Roles & Responsibilities	

Annexure-2: Indicative Bill of Quantity (BOQ)

[A] Infrastructure - Enterprise Archival Solution

Item No.	Product Description	Quantity
1.	Media Asset Management (MAM) with inbuilt HSM Module Software	1 Set
2	MAM Hosting Server: MAM Server must meet performance requirement of complete solution. Following are minimum specification. • Dual Xeon Scalable CPUs, Each CPU must have minimum 16 cores and 2.2 GHz base frequency. • 64 GB DDR4 ECC Registered RAM • 2x 960 GB high speed SSD or M.2 for OS • Linux OS and database compatible with MAM • 19" Rack-mountable Server with redundant hot-swappable SMPS. • Minimum 2x 1G Ports. • Minimum 2x 10GbE Ports.	2 Nos.
3.	Transcoding Application	1 Set
4.	Transcoding hosting Server • CPU: Dual Intel Xeon Silver 20C/40T • RAM: 64GB DDR4 • HDD: 2 x 960GB SSD on RAID 1 • OS: Linux • Network Adapter: Dual 10GbE SFP+ • Power Supply: Dual Hot plug	1 Nos.
5	Production Storage – 250TB raw capacity Ports: Only 10GbE SFP+ per controller wise	1 Set
6	Archive / Cold Storage 1.8PB with Media redundancy on replication mode (No RAID). Total size with Dual Replication	1 Set

	factors: 3.6PB	
	Network Port : 2 x 10GbE SFP+ and 1 x 1GbE IPMI port	
7	Core Network switch - Layer 3 • Upto 12 X 10Gbps Sfp+ ports with SFP+ module • Upto 100GbE • Upto 2 X 100Gbe ports for stacking • Switching capacity: 500 Tbps or higher • Throughput/Forwarding rate: 600 Mpps or higher • Dual power supply • Management: CLI based	2 Nos for Redundancy
8.	Distribution Network Switch Layer 2: • 24 x 1G RJ45 10/100/1000Mb Auto sensing port • 4 x 10GbE SFP+ uplink ports with SFP+ modules • Switching Capacity: 150Fbps or Higher • Throughput / Forwarding rate: 150Mbps or Higher • 1U Rack factor • Management: CLI based	2 Nos for Redundancy
9	• Passive network Components i.e Transceiver, LC to LC cable, SAS cable, Ethernet cables, Patch panels, patch cables etc. • Racks with KVM & PDU	As per the design

[B] Services - Enterprise Archival Solution		
Activity	Type of films	Approximate Reels
Film repair, cleaning, digitization, digital deliverables, restoration	35mm Reels (GB) (16 frames/ft)	240 reels
	16mm Reels (40frames/ft)	30 reels
Tape repair, cleaning, digitization, digital deliverables, restoration	Low Band Umatic	400 hours
	High Band Umatic	400 hours
	Betacam	400 hours
	DV/DV CAM	600 hours
Audio	Old & New Format	Any Quantity
Photo	Old & New Format	Any Quantity

Note: Any left out AV and Photo materials should be digitized & archived.

Annexure-3: Technical Specifications Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Video (Old & New Formats) & Film Content (Old & New Formats).

[A] Infrastructure - Technical Specification			
Media Asset Management (MAM) with inbuilt HSM Module Software			
Sl. No.	Product Features / Compliance	Comply (Yes/No)	Remarks
1	Offered MAM Software must be built on recent technology, running on non-proprietary standard IT Hardware.		
2	The solution should be deployed in a Modular Architecture with easy scalability. Such that different modules of software can be deployed across different servers		
3	It must support client access from multiple OS based systems like iOS, Windows, Linux. The server should be based on Linux OS for better security.		
4	The solution should permit creating of Custom Metadata Fields with permission level assignments to categories by user groups. It should not limit the number of metadata fields which users can create. Users should be able to create Metadata at Category, Asset or Frame Level in an asset. Following types of fields are mandatory for each metadata level: a. Text b. Integer c. List d. Multi Select List e. Date, Time Above fields must be user definable from the Web GUI. No hard coding / CLI changes should be required for the same.		
5	MAM database and application should be cluster based and both application and database should be running on all the servers with no single point of failure.		
6	customer reference must be provided for the same.		
7	The solution should have an option of creating separate Divisions inside an organizational structure with options of configuring Users, Access Rights, Categories and Metadata for each division.		
8	Permission levels must be granular. Each category / folder / sub folder at the minimum must offer following		

	role-based permissions – • Metadata Update • Trash/untrash a file • Share/export content • Download • Retrieve • See Asset History Above settings must be user definable from the Web GUI. No hard coding / CLI changes should be required for the same.		
9	The system should have a Frame Accurate playback of proxy videos. The system should be format agnostic and should manage different formats of Audio, Video, Image and Documents in same folders with seamless access.		
10	The proposed system should use open standards and provide an API for third party integrations		
11	The proposed system should use elastic search for fast search results and use an open architecture		
12	The proposed system should provide capability to export content to remote locations and websites if needed.		
13	Automated dual copies of media should be possible for DR purposes.		
14	The solution should be compatible with other storage solutions such as cloud storage for future upgrade		
15	The MAM software should support Oriya language & Hindi Language besides English in both GUI & Metadata.		
16	The system should have built-in configuration options in Web GUI for system administrators to change workflow settings for storage, networking, and permissions without the need for customization.		
17	The system should be able to manage all kinds of media files – Audio, Video, Images& Documents. Word files must be previewed as pdf.		
18	Users should be able to define their custom search filters using AND / OR operations between multiple search criteria. The search criteria must support both embedded & custom metadata fields to search from.		
19	Offered Solution must have options for Bulk Metadata Export and Import.		
20	Offered solution (with additional software license), should be capable of supporting a		

	Hybrid environment – Media and processing distributed between local and cloud storages managed under a single interface and database.		
21	The solution should be tightly integrated with the offered archive storage on API level. The solution should provide vault management and also support externalization of archive disks		
23	The Solution should have API Native driver for Archive Storage offering in the solutions		
24	MAM should able to keep the UUID information of each HDDs in the Archive for future Vault management system		

Transcoder Solutions

Sl. No.	Product Features / Compliance	Comply (Yes/No)	Remarks
1	The offered transcoder should be able to transcode the input files to the mentioned output formats in at least 3 times (3X) to real-time speed		
2	The proposed transcoder should support parallel transcoding		
3	The solution should support cluster-based transcoding to connect multiple transcoders as a single cluster with load sharing		
4	The solution should support multi folder support for both input and output		
8	The solution should support hot folder for auto transcoding for all input folders		
6	The solution should provide real-time reports of all ongoing transcoding jobs with option to abort any job		
7	The solution should support GPU based acceleration for better performance IF REQUIRED		
8	The solution should take care of up and down conversions automatically		
9	The solution should provide REST based API for third party integrations		
10	The system should strictly be on a client-server architecture		
11	The server operating system should be based on Linux based for higher		

	security		
12	The transcoding system should be cluster based.		
13	Input formats: Codecs: Avi, WMV, H264, MPEG, DV, H265, AVC etc Wrappers: Avi, WMV, mp4, MXF, Mov Resolution: Up to full HD 1080p		
14	Output formats: Codecs: XDCAM HD 422, H264 Wrappers: MXF. Mp4 Resolution: Up to full HD 1080p		
15	All licenses should be perpetual.		

Production Storage 240TB Raw Capacity			
Sl. No.	Product Features / Compliance	Comply (Yes/No)	Remarks
1	Proposed storage should be a Dual controller true unified storage system with the support of Active-Active controller configuration.		
2	Default cache 24 GB per controller, At Least 192GB per controller should support.		
3	Initially Quoted with 2 x 25G Ports and 2 x 10G SFP+ as front-end ports per controller and 2 x 12 Gbps SAS Backend Ports per controller.		
4	All cables and modules(Transceiver) should be supplied along with the storage.		
5	Storage should support SAS protocol for SAN(Block Level Volume).		
6	Support drives including SAS HDD and SAS SSD in the same enclosure		
	i. 2.5" SAS SSD		
	ii. 2.5" 10,000 or 15,000 RPM SAS HDD		
	iii. 3.5" 7,200 RPM Nearline SAS		
	iv. Storage should support RAID 6 and Global hot spare		
	v. Storage should be quoted with 10 TB maximum capacity of individual drive of 12Gbps SAS, 7.2K RPM.		
7	Proposed storage should be true unified storage architecture with redundant power supply. Storage controllers should be able to support Block (SAN), file storage(NAS), Immutable Object Storage and cloud integration should be supported.		
8	All these protocols should be supported on		

	controllers and licenses for full storage capacity should be quoted for the duration of the product life cycle NFS, CIFS/SMB, AFP, FTP, SFTP, WebDAV, iSCSI, FC, and SAS		
9	Proposed storage should be able to separate the File Level share folder control with file protocols for secure file sharing process (like share a folder on HTTP or FTP only and share another on CIFS or AFP only.		
10	Storage should support scale up architecture to expand the storage in terms of capacity by adding expansion enclosures.		
11	Storage should support scale out architecture as well to expand the storage in terms of performance along with capacity by adding additional nodes.		
12	Proposed storage should support single namespace for scaling up the storage.		
13	Automated support request Proposed Storage should have the option to automatically create support tickets with relevant logs with the OEM support in case of critical event.		
14	Storage should support Intelligent Drive Recovery with superior RAID protection and recovery compared to generic RAID, increasing data integrity and system efficiency while keeping your data secure against error and loss. Copy and clone data before disks fail.		
15	Drive advance features like Automatic bad-sector reassignment, & Dedicated bandwidth to each connected drive should be supported.		
16	Feature related to storage management like User account management, Group management, Folder management - folder access control, Quota management, Integration with Microsoft Active Directory (AD) and LDAP, ACL. Folder encryption with AES, Web-based management software, WORM Feature, Storage Resource Management to analyze history records of resource usage should be available.		
17	Storage should support compression and deduplication.		
18	Proposed storage should support high availability feature in case complete system goes down for both file level and block level.		
19	Notification on mail and SNMP should be config.		
20	File/Folder level Replication should be supported by default. Synchronous and		

	Asynchronous replication should be supported.		
21	Support of SED (Self encrypting drives) should be available and folder level encryption should be supported.		
22	Intelligent multi-level drive spin-down.		
23	Proposed storage should support Resource Management to analyze history records of resource usage		
24	Product should have BIS certificate, ISO 9001, ISO 14001, UL or equivalent certificates.		
25	Point wise compliance and product link or datasheet should be shared for validation.		

Archive/Cold Storage 3.6PB Raw Capacity			
Sl. No.	Product Features / Compliance	Comply (Yes/No)	Remarks
1	i. The Archive shall have an initial useable, protected storage capacity of 1.8 PB and shall be based on hard disk media or Data Tape but non-linear access to Archive Content is preferred with 60 physical slots. ii. System should allow to start with minimum 2 drives for 2:1 replication factor. And User should able to buy the validated hard drives from the market as per the data growth iii. Archive Storage should be supplied with 1.8PB + 1.8PB in replication mode.		
2	The Archive shall be based on a modular architecture and the configuration must be capable of expansion by adding modules as required.		
3	The Archive shall be fully redundant with no single point of failure in the storage media. All Power Supplies and Disks must be hot swappable without loss of service.		
4	If the Archive is based on RAID technology, the Array should be multiple node Clustered or Replicated for resilience		
5	The Archive will be purchased without disks or Tapes such that standard commercially available disks or Tapes may be sourced from local suppliers with local warranty and added to the Archive storage as required.		
6	The Archive must support mixed disks drive capacities or mixed Tape Capacities within the same chassis & array. It is anticipated that 18TB disks will be used initially with the option to use. 20 TB, 22TB and larger disk capacities as they become available, in any mix without		

	loss of storage yield.system should allow multiple HDD manufacturer in the same array and same chassis.		
7	Compatible 3.5" Disks must be available from at least two disk drive vendors and be capable of mixed operation within the same module. The system must be compatible with 2.5" disks in future, and capable of supporting mixed 2.5" and 3.5" disks in the same module.		
8	The Archive shall support individually removable disk drives from all slots for shelf storage, and media transportation. Data shall be written as complete non-segmented files on the disks and replicated for protection against individual disk failure.		
9	The security of the Archive shall be based on keeping at least two Replicas of every media file by default with the option to keep a third replica of strategically important content, or a single replica where the storage is deemed to be a backup volume, on a user selectable basis.		
10	For disaster recovery purposes it shall be possible to remove any individual disk or Tape and recover media files using an external computer without special software.		
11	The power budget for the Archive storage shall not be more than 1.5 Watts per useable Terabyte of Storage capacity in normal operation, to minimize power consumption and A/C provisioning.		
12	Connectivity shall be based on 1GB Ethernet and/or 10GB Ethernet with RJ45/ SFP+ with GBIC slots		
14	The system shall be capable of integrating with Media Management Applications / VMS at low level using a publicly available and license-free API. All functions of the Archive shall be accessible through the API including Partial File Restore for specified formats.		
15	Optionally the system shall be capable of integrating with Media Management Applications at a high level using a Virtual File System which shall emulate a NFS / SaMBa / CIFS file system and should support FTP, FXP and Vendor Specific protocols listed separately. Where this approach is offered, the Virtual File System shall be capable of creating the necessary file replicas to meet the requirements of section 10 above.		
16	The system shall be capable of integrating with Media Management Applications Archive on premises with vault management facility		

17	Archive Storage should able to create and Managed Shelf / Vault workflow as a Copy of Last Resort for all, or strategically important static parts of the Archive by its self if required in the future. This feature should be embedded in the solution as option.		
18	Main Archive Storage unit can be expandable with 10 Expansion as scale up and can be add multiple Main Archive Chassis to increase the required throughput and scale out capacity with multiple Storage Array		
19	All the Units should have 4U Rack Space		
21	Archive Storage should have one Archive Storage Background. OEM should be independent to integrate with third-party MAM system over API		
22	Archive Storage OEM should have ISO 27001:2013 & BIS Certification and need to provide the Valid Certificate copy during the Bid		
23	Support distributed architecture to enable high performance		
24	Policy-Based Storage Engine. Support two copies (main and backup) or multiple copies automatically based on storage rules configured		
25	Support of groups to archive same type of contents in different partitions.		
26	Support of Externalized DISKS and keep track of the UUID of the disks externalized. The UI should show if the content of the object is available in which UUID of disks and if the UUID Disk is externalized		
Sl. No.	Product Features/Compliance	Comply (Yes/No)	Remarks
1	The network switches should be from a reputed manufacturer and designed for 24x7 operations		
2	The network switch should be rack mountable and with stacking.		
3	Core Network switch - Layer 3 • Upto 12 X 10Gbps Sfp+ ports with SFP+ module • Upto 100GbE • Upto 2 X 100Gbe ports for stacking • Switching capacity: 500 Tbps or higher • Throughput/Forwarding rate: 600 Mpps or higher • Dual power supply Management: CLI based		

4	Distribution Network Switch Layer 2: • 24 x 1G RJ45 10/100/1000Mb Auto sensing port • 4 x 10GbE SFP+ uplink ports with SFP+ modules • Switching Capacity: 150Fbps or Higher • Throughput / Forwarding rate: 150Mbps or Higher • 1U Rack factor Management: CLI based		
5	Bidder should provide all network accessories such as transceivers, SFP+ Modules and cables required for the efficient functioning of the entire system.		

[B] Services - Enterprise Archival Solution

Film Digitization: As a part of the film collection at I&PR, the bidder has to broadly carry out the following activities

Activity	Type of films	Approximate Reels
Film repair, cleaning, digitization, digital deliverables, restoration	35mm Reels (GB) (16 frames/ft)	240 reels
	16mm Reels (40frames/ft)	30 reels

Tape Digitization: As a part of the film collection at I&PR, the bidder has to broadly carry out the following activities

Tape repair, cleaning, digitization, digital deliverables, restoration	Low Band Umatic	400 hours
	High Band Umatic	400 hours
	Betacam	400 hours
	DV/DV CAM	600 hours
Audio	Old & New Format	Any Quantity
Photo	Old & New Format	Any Quantity

Note: Any left out AV and Photo materials should be digitized & archived.

v. **Description of the Services being procured for Film Reels & Technical requirements:**

The bidder shall perform the following works:

- - Digitization and post-processing of films with parameters meeting the requirements set by the contracting authority;
 - Saving of digital preservation copies (that is, uncompressed and unprocessed image sequence and audio files) on the storage device specified by the contracting authority;
 - Delivery of post-processed access copies to the contracting authority.

The bidder must possess the necessary equipment and technological base for performing the work:

-
- Film scanner suitable for archival films with 16-bit monochrome sensor, with sprocket less film transport module, capable of digitizing warped and brittle archival films with damaged perforations
- 35mm/16 mm/8 mm film digitization technology, capture area which includes partially perforations as well as partially the preceding and subsequent frames, thereby enabling the creation of access copies in 4K resolution;
- Suitable technology for post-processing archival films as per the scope of work described below.

Complete Scope of Work

1. Automated Film inspection & report
2. Film repair
3. Physical cleaning / Ultra cleaning
4. Picture Digitization @16 bit, 4K resolution
5. Audio digitization, 48Khz, 24-bit Mono / Stereo as per source format
6. Color grading on 4K resolution
7. Picture restoration @ 4K resolution
8. Audio restoration
9. Audio Video Sync

The digitization equipment used should be appropriate for the condition of the films and meet the technical criteria of scanner set by the contracting authority. Participation in the procurement requires the bidder to have the appropriate digitization equipment and experience in providing digitization of archival films and post-processing services.

Film Inspection & Cleaning

The bidder shall do an automated inspection of the film reels and submit the inspection report that is auto generated by the inspection machine. Perforation damages, splice joints film tears etc. should be repaired by experienced film editors. Film reels should be cleaned using ultra cleaning machine or manual cleaning depending on the condition of the film, before it is taken through the scanner for digitization.

Film Digitization

Scanning of all films of picture and sound from 16mm and 35mm Negatives and positives shall be at:

1. 4K, 16-bit, RGB, DPX (4096 x 3112 for 35mm & 4096 x 2480 for 16mm) for picture
2. 48Khz, 24-bit Wav file, Mono / Stereo as per source for Sound

The technology used for digitization must not damage films, no uneven pressure must be applied on the reels; nor must the reels be deformed. A consistent scanning speed and a consistent film tension must be used throughout an entire reel of film, and abrupt changes thereto must be avoided during digitization. A reel may pass through the scanner not more than once for the digitization of the image sequence and once for the digitization of the soundtrack. If a need arises for loading a reel into the scanner more than twice, the project manager shall be sent a written statement of grounds for this, and permission shall be obtained for continuing work.

The bidder shall do a quality check of the digitized content to ensure the accuracy of technical parameters before proceeding to post processing of the content

Post Processing of Digitized Content

The workflow of the digital post-processing of films shall preserve original visual characteristics of the image as close to the original as possible. The bidder shall be obligated to adhere to the original properties of the material. this means that the duration, tonality, aspect ratio of the film must conform to the original and the standards.

Digital Restoration

The bidder should focus on non-destructive digital restoration which include but not limited to the following defects

Dust – Black and white

Scratches - Vertical / Horizontal

Film tears

Bad splice repair marks

Stains

Emulsion Damages

Warp

Stabilization

Flicker

Gate Hairs

Patches

Effects of fungus

Mold

Heavily disturbed or missing frame

Uneven noise / Grain

Any other defects

Restoration should be carried out and there shall no defects and no artifacts visible during the quality check done by the contracting authority. The output should be clean and near to original.

Sound Restoration

The bidder should carry out sound restoration using a software that shall remove all errors / problems from Analog Sound without affecting the tonal quality. It is recommended that the restored sound should also correctly represent close to original and referring the Picture Frames /Scenario in which it was recorded.

The following defects pertaining to Sound Restoration have to be removed (this is an indicative list and not exhaustive):

Hiss, Crackle, Wow & Flutter, Background Noise, Hum, any other defects

The bidder shall ensure that the synchronization of sound and picture is done accurately

Color Grading

Bidder should focus on full colour correction and colour fade restoration. A primary adjustment to fix the underexposed, over exposed or white balance to bring back the lost information in the image. Balance contrast and adjust chrominance and luminance and ensure there is consistency between shots. If there is a reference file provided, the bidder can use that as reference and do the grading.

Final Deliveries

1. 4K, 16-bit, Raw Scan DPX
2. 48 Khz, 24-bit, Wave file for Audio
3. 4K Graded & Restored output in DPX
4. UHD Mov 422 HQ with AV Sync
5. HD Mov 422 HQ with AV Sync
6. SD Mov 422 HQ with AV Sync
7. Raw scan HD Proxy for editing

Scanner Specification:

The specification of the scanner to be used in the digitization process is detailed as below:

- - Film formats – 35 mm 2,3,4 – perforation (any perforation with sprocket less transport), 16 mm & 8mm
 - Imaging device – line-based sensor, Monochrome, (Bayer pattern sensor will not be allowed)
 - Illumination – high power LEDs (R, G, B, IR) with long term stability,

- Optical system – customized lens with adjustable pitch and autofocus
- Resolutions – true 4K sensor resolution without any mechanical /electronic interpolation.
- Data format & Bit depth – DPX16 bit log
- Contrast range – high dynamic range upto 4.8 ND for B&W film
- Variable speed controls
- Film transport – capstan driven servo system, using touchless, sprocket less, non-pin, digital servo system with automatic shrinkage compensation capability of upto 5%
- Reel Handling – the scanner should be able to handle shrinkage of film. Must be able to provide over scanning capabilities around 25% over scan of full height 35 mm in vertical to facilitate perforation over scanning and film rack bar height variation
- Handling fragile or damaged film – sprocket less transport & no skid plate, no edges, no friction, no abrasion, no harsh audible noise
- Warping / buckling – ability to handle warping & buckling of film without applying any mechanical pressure and stress on film material
- Damages or missing perforations – Scanner with ability to handle damaged/torn/missing perforations without any manual intervention
- Scratches & Dirt – Scanner with ability to scan IR channel with dirt & concealment while scanning.

v. **Description of the Services being procured for Tape Digitization & Technical requirements:**

The content conversion process will broadly include below activities –

Setting up a digitization and video conversion center within the contracting authority premises with

- all the required hardware, software and support services as required to fulfill the scope of
- the work within the allowed time frame for the project specified in the tender document.
- Conversion of the legacy audio - video content into latest digital format
- Creation of the same as per the process and target format specifications given in the scope of work.

Complete Scope of Work

- Receipt of tapes from the client and inventory check
- Visual inspection
- Physical cleaning/ Machine cleaning of Tapes (Using RTI machine)
- Tape preparation for Digitization
- Tape Ingest and encoding – loss less JPEG 2000 with MXF wrapper & H.264 proxy (This should be done in real time during the ingest and not a post ingest transcode)
- Quality Check of the ingested content
- Automatic File ingest to the Media asset management solution

Deliverables

1. JPEG 2000 with MXF wrapper
2. SD Proxy file

Process Steps

Service provider must carry out the legacy content conversion activities as per the broad process steps in this section.

- Collection of Audio -Video Tapes or cassettes. - Service provider will collect the Audio - Video tapes/cassettes from contracting authority, and record them in a register. This register needs to be signed by the contracting authority.
- Tape inspection & cleaning - Tapes are to be physically inspected and repaired by Service provider to ensure that it is ingested safely. Before ingesting, all the tape materials will have to undergo tape cleaning process using automated modern tape cleaning equipment. Specific manual cleaning to be undertaken by Service provider in case there is heavy fungus on the tapes without damaging the physical tapes Tape Cleaning ensures that errors such as dropouts are minimized during ingest. It also helps improve the quality of ingest. In case the tapes are sticky, infected with fungus it has to be taken through an appropriate process, before it is digitized.

If there are tapes which are not in good condition for conversion, then Service provider needs to specify the same in writing with the tape or cassette number as recorded in the collection register. This needs to be approved by the contracting authority before making the final decision on conversion of those tapes or cassettes.

- Tape ingest - After cleaning, audio - video content in various tape formats (U-matic, Betacam and DV/DV cam) are to be ingested using an appropriate tape ingestion solution by Service provider.
- Transcoding - Digital files will be created using the agreed naming convention and technical CODEC as per the target file format specifications
- Quality Check - In case quality issues are reported by contracting authority, the failed segments are to be re-ingested again and subject to same quality verification process until accepted by contracting authority.

Annexure-4: Pre-Bid Queries Format

(To be filled by the Bidder)

Name of the Company/Firm:

Bidding document Fee Receipt No

Person(s) Representing the Company/ Firm:

Name of the Person	Designation	Email-ID(s)	Tel. Nos. & Fax Nos.

Company/Firm Contacts:

Contact Person(s)	Address for Correspondence	Email-ID(s)	Tel. Nos. & Fax Nos.

**Query/Clarification
Sought:**

(MS-Excel Sheet Format)

Sl.No.	Bidder Name	RFP Chapter No.	RFP Clause No.	RFP Page No.	Clause Details as per RFP	Query/Clarification/ Suggestion

Annexure-5: Bidder's Authorization Certificate

(To be filled by the Bidder)

To,

The Director

Information & public Relation Department,
Odisha

Bhubaneswar

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with RFP reference No.885 , dated 16-01-2025. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder:

Verified Signature

Authorized

Signatory: - Seal of
the Organization: -

Date:

Place:

Annexure-6: Bank Guarantee Format

(To be signed by bank and submitted by Bidder)

RFP REF: -.....

To,

The Director

Information & public Relation Department,
Odisha

Bhubaneswar

Whereas <<Name of the bidder>> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP Ref. No. 885 dated 16-01-2025 for Selection of Agency for Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Video (Old & New Formats), Film Content (Old & New Formats) for I&PR Department (hereinafter called "the Bid") to I&PR Know all Men by these presents that we <<Name of the Bidder>> having our office at <<Address>> (hereinafter called "the Bank") are bound unto the <<Nodal Agency>> (hereinafter called "the Purchaser") in the sum of Rs. <<Amount in figures>> (Rupees <<Amount in words>> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <<Date>>

The conditions of this obligation
are:

1. If the Bidder having its bid withdrawn during the period of bid validity specified by the Bidder on the Bid Form; or
 2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid
 - a) Withdraws his participation from the bid during the period of validity of bid document;
- Or
- b) Fails or refuses to participate in the subsequent RFP process after having been short listed;

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

This guarantee will remain in force up to <<insert date>> and including <<extra time over and above mandated in the RFP>> from the last date of submission

and any demand in respect thereof should reach the Bank not later than the above date.

NOTWITHSTANDING ANYTHING CONTAINED
HEREIN:

I. Our liability under this Bank Guarantee shall not exceed Rs. <<Amount in figures>> (Rupees <<Amount in words>> only) II. This Bank Guarantee shall be valid up to <<insert date>>)

III. 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:

Data:

Annexure-7: RFP Form

(To be filled by the Bidder)

Name of the Tendering Authority	The Director Information & public Relation Department, Odisha, Bhubaneswar
Address	
Telephone	
Tele Fax	
Email	

2) Firm Details:

Name of Firm	
Name of CMD of the firm with email id, contact number	
Name of Contact Person with Designation	
Registered Office Address	
Address of the Firm	
Year of Establishment	

Type of Firm Put Tick (✓) mark	Public Limited	Private Limited	Partnership	Proprietary
Telephone Number(s)				
Email Address/ Web Site	Email:		Web-Site:	
Fax No.				
Mobile Number	Mobile:			
Certification/Accreditation/Affiliation, if Any				

3) The requisite tender fee amounting to Rs. _____ /- (Rupees <in words>) has been deposited vide DD/BC/receipt no. _____ Dated _____.

4) We agree to abide by all the terms and conditions mentioned in this form issued by the Empanelment Authority and also the further conditions of the said notice given in the attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein along with stamp of the firm).

Name _____ & Seal _____ of _____ the
firm: _____

Authorized Signatory: _____

Annexure-8: Covering Letter - Technical Bid

(To be filled by the bidder and signed in Company Letter Head)

To

The Director

Information & public Relation Department,
Odisha

Bhubaneswar

Subject: Technical Proposal for Selection of Agency for Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Video (Old & New Formats), Film Content (Old & New Formats) for I&PR Department, RFP Ref. No- 885 dated 16-01-2025.

Sir/Madam,

We, the undersigned, offer to provide our services against your RFP enquiry no. <Insert RFP no> dated <insert date>. We are hereby submitting our Proposal, which includes this Technical Bid sealed in the envelope.

We hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of the tender document. We would hold the terms of our bid valid for 180 days as stipulated in the RFP document.

We agree that you are not bound to accept the lowest or any bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products / services specified in the bid response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company /firm/organization and empowered to sign this document as well as such other documents which may be required in this connection.

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm Address: _____

Annexure-9: Manufacturer's Authorization Form (MAF)

Letter No. _____

To

The Director

Information & public Relation Department,
Odisha

Bhubaneswar

Sub: OEM Authorization Letter RFP Ref No: _____

Dear Sir

We, who are established and reputable _____ having factories / development facilities at (address of factory / facility) do hereby authorize M/s _____ (Name and address of Agent) to submit a Bid, and

accept the Purchase Order 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 further undertake that we will support the supplier will all related spares and maintenance during the entire contract period.

We duly authorize the said firm to act on our behalf in fulfilling all installations, Technical support and maintenance obligations required by the Project.

Yours
faithfully,

Name:

Seal:

Note: This letter of authority should be on the letterhead of the OEM and should be signed by a person competent and having the power of attorney to bind the manufacturer.

Annexure-10: Financial Bid Cover Letter and Format

(To be filled by the bidder and signed in Company Letter Head)

To

The Director

Information & public Relation Department,
Odisha

Bhubaneswar

Subject: Submission of the financial bid for Selection of Agency for Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Video (Old & New Formats), Film Content (Old & New Formats) for I&PR Department.

Dear
Sir/Mada
m,

We, the undersigned, offer Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Video (Old & New Formats), Film Content (Old & New Formats) for I&PR Department, RFP. No. 885 Dated 16-01-2025 and our Proposal (Pre-qualification, Technical and Financial Proposals). Our attached Financial Proposal is for the sum of <<Amount in words and figures>>inclusive of taxes and duties.

1. Price and Validity

All the prices mentioned in our RFP are in accordance with the terms as specified in the RFP documents. We declare that our Bid Price is for the entire scope of the

work as specified in the appropriate section in the RFP. All the prices and other terms and conditions of this Bid are valid minimum for a period 180 days from the date of opening of the Bid. Subject to further extended period as mutually agreed upon.

We hereby confirm that our prices do not include any taxes and duties.

We understand that the actual payment would be made as per the existing tax rates during the time of payment.

2. Unit Rates

We have indicated in the relevant forms enclosed, the unit rates for the purpose of on account of payment as well as for price adjustment in case of any increase to / decrease from the scope of work under the contract.

3. Qualifying Data

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

4. Bid Price

We declare that our Bid Price is for the entire scope of the work as specified in the RFP. These prices are indicated at Price Bid attached with our bid as part of the Bid. We understand you are not bound to accept any tender you receive.

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

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

Thanking you,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Annexure-11: Commercial Bid

SL. No.	Item	[X] Base Cost	[Y] GST	[X] + [Y] Total Amount
1.	Turnkey Solution for Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Film Content (Old & New Formats) & Video (Old & New Formats) [A] Infrastructure - Enterprise Archival Solution [B] Services - Enterprise Archival Solution			
2.	Operation Management & Support for five years including required manpower as per the scope mentioned in this RFP including Infrastructure & Services for Enterprise Archival Solution.			
	Total			

Authorized Signatory with Official Seal

NOTE: -

- All the above price would be in INR only.
- The above price would include Comprehensive OEM Warranty Support for a period of 5 years from the date of UAT.
- The bidder has to compulsorily quote for all items mentioned in the Commercial-bid Tables. In case bidder fails to quote for any of this stage, the bid would be summarily rejected.
- No Component of Financial bid should have "ZERO" value.
- Above is indicative, however the quantity may increase or decrease at the time of placing the purchase order as per actual.
- The Tax rates will be mentioned as per standards.

Annexure-12: Financial Capabilities

(To be filled by the Bidder)

Turnover (Rs. In Crores)		
2021-2022	2022-2023	2023-2024
Net worth (Rs. In Crore)		
2021-2022	2022-2023	2023-2024

Annexure-13: Self-Declaration

(Non-blacklisted in company Letter Head)

To

The Director
Information & public Relation Department, Odisha
Bhubaneswar

Sir

In response to the RFP.No. 885 Dated 16-01-2025, for RFP titled "Selection of Agency for Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Video (Old & New Formats), Film Content (Old & New Formats) for I&PR Department", as an owner/ partner/ Director of (organization name) I/ We hereby declare that presently our Company/ firm is not under declaration of ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

I/We further declare that there is no past / ongoing legal trial in name of any of the Owner / Partner / Director of the bidding company as on the tender submission date.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Name of the Bidder:

Authorized Signatory:

.....

Signature:

Seal:

Date:

Place:

Annexure-14: Project Citation Format
(To be filled by the Bidder)

Relevant IT Project Experience	
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	
Other Details	
Total cost of the project	
Duration of the project (no. of months, start date, completion date, current status)	

Annexure-15: Project References for Experience of Bidder
(Indicative Format, to be filled by Bidder & submitted in Company Letter Head)

Sl. No.	Name of Customer:	Contact person Name	Phone, fax and e-mail of customer	Project Location:	Name of the Project with Brief	Year		
						2021-22	2022-23	2023-24
1								
2								
3								

Note: Please attach the copy of the work order/ completion certificate/ purchase order/ letter from the customer for each project reference.

**Annexure-16: Details of documents to be submitted by the
Bidder**

Sl. No.	Documents to be submitted		
	Pre-Qualification bid	Technical Bid	Financial Bid
1	Particulars of the Bidder (Annexure-1)	Detail Bill of Quantity (BOQ) as per the components mentioned (Annexure-2)	Financial Bid Cover letter and Format (Annexure-10)
2	Bidder's Authorization Certificate (Annexure-5)	Technical Specification Compliance Documents with all supporting details (Annexure-3)	Commercial Bid (Annexure-11)
3	RFP Form (Annexure- 7)	Technical Bid Covering Letter (Annexure-8)	
4	MAF (Annexure- 9)		
5	Audited Balance Sheets		
6	CA Certificate with CA"s Registration Number & Seal (Annexure-12)		
7	Self-Declaration Non-blacklisted (Annexure-13)		
8	Project Citation Format (Annexure- 14)		
9	Project References for Experience of Bidder (Annexure- 15)		
10	a. Valid copy of Certificate of incorporation and Registration Certificates b. Copy of GST registration. c. Copies of relevant Certificates of Registration, Income Tax/ PAN Number from the respective		

	Government Department.		
11	Valid Copy of Bidder ISO Certificates & OEM Credential Documents		
12	Relevant Documents supporting Office Addresses /Undertaking. (Local presence)		
13	EMD & RFP document fee as mentioned in the Eligibility/Pre- qualification Criteria of the RFP		

Annexure-17:

APPROXIMATE AV CONTENTS AVAILABLE IN RADIO, FILM & TV UNIT FOR DIGITIZATION			
SL. NO.	FORMAT	DESCRIPTION OF THE CONTENTS	REMARKS
1	FILM -35MM	Documentaries	Govt. PRODUCTIONS-02 Canes
2	FILM -35MM	ODIA Feature Film	Pvt. PRODUCTIONS -194 Canes
3	FILM -16MM	Documentaries	Govt. PRODUCTIONS - 48 Canes
4	FILM -16MM	Documentaries	Govt. / Pvt. PRODUCTIONS - 60 Canes
5	VIDEO CASSETTES	Documentaries & VVIP PROGRAMMES	U-MATIC-LOW BAND-20 minutes
6	VIDEO CASSETTES	Documentaries & VVIP PROGRAMMES	U-MATIC-LOW BAND-60minutes
7	VIDEO CASSETTES	Documentaries & VVIP PROGRAMMES	U-MATIC-HIGH BAND-20minutes
8	VIDEO CASSETTES	Documentaries & VVIP PROGRAMMES	U-MATIC-HIGH BAND-60minutes
9	VIDEO CASSETTES	Documentaries & VVIP PROGRAMMES	BETACAM-30 minutes
10	VIDEO CASSETTES	Documentaries & VVIP PROGRAMMES	BETACAM-60 minutes
11	VIDEO CASSETTES	Documentaries & VVIP PROGRAMMES	DVCAM-30 minutes
12	VIDEO CASSETTES	Documentaries & VVIP PROGRAMMES	DVCAM-60 minutes
13	VIDEO CASSETTES	Documentaries & VVIP PROGRAMMES	MINI DV-60 minutes
14	VIDEO CASSETTES	VVIP PROGRAMMES	VHS
15	AUDIO CASSETTES	Hon'ble Governor Speeches	HI-8
16	AUDIO CASSETTES	Voice of Freedom Fighters	TDK, PHILLIPS & MELTRACK
17	AUDIO CASSETTES	VVIP PROGRAMMES	TDK, PHILLIPS & MELTRACK
18	AUDIO TAPE	VVIP PROGRAMMES	IPRF, 18RRF, 9RRF, 6RRF