



June 2016

# Expression of Interest

Preventive conservation of film collection at  
NFAI

**National Film Archive of India,**

Ministry of Information and  
Broadcasting,

Government of India

Law College Road,

Pune – 411 004.

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## **Abbreviations**

Eoi – Expression of Interest

FIAF – International Federation of Film Archives

Gol – Government of India

HVAC – Heating, Ventilation and Air Conditioning

MoU – Memorandum of Understanding

NFAI – National Film Archive of India

NFHM – National Film Heritage Mission

RFP – Request for Proposal

### **Note:**

Films in this Eoi mean Picture and Sound Negatives (Black & White, and Colour), Dupe Negatives, Inter Positive, Master Positive and Release Prints (Black & White, and Colour)

## **1 Schedule details**

<b>Sr. No</b>	<b>Particulars</b>	<b>Remarks</b>
1	Cost of the Eol to be paid in form of a Demand Draft from any scheduled bank in the name of “Administrative Officer, NFAI” and payable at Pune	Rs. 5,000 /-
2	Release of Eol	24 <sup>th</sup> June 2016
3	Submission of queries	4 <sup>th</sup> July 2016
4	Clarification meeting with agencies	5 <sup>th</sup> July 2016: 4pm
5	Response to queries	11 <sup>th</sup> July 2016
6	Last date for submission of Eol response	18 <sup>th</sup> July 2016; 3 PM
7	Presentation of the qualified agencies	26 <sup>th</sup> July 2016; 11 AM
8	Correspondence details	Shri. Santosh Ajmera, IIS, Officer on Special Duty, National Film Heritage Mission, Contact – (020) 25671569 Email ID - <a href="mailto:osdnfhm@gmail.com">osdnfhm@gmail.com</a>
9	Submission details	National Film Archive of India, Law College Road, Pune – 411 004

## **2 Preamble**

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

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

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

## **3 Instruction to Bidders**

### **3.1 Completeness of Response**

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

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

### **3.2 Proposal Preparation Costs**

The Bidder is responsible for all costs incurred in connection with participation in the EoI process, including but not limited to, costs incurred in the conduct of informative and

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other due diligence activities, participation in meetings / discussions / presentations, preparation of Bid, providing any additional information required by NFAI to facilitate the evaluation process, and in negotiating a definitive contract and any such activities related to the Bid process. Further, the bidder shall not make any claimant for the reimbursable cost that they may have incurred in anticipation of award or for preparing their bid. NFAI will in no case be responsible or liable for any such costs, regardless of the conduct or outcome of the bidding process.

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

### **3.3 Signing of Communication with the NFAI**

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

### **3.4 Amendment of EoI Document**

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

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

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

### **3.5 NFAI's Right to Modify Submission Deadline**

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

### **3.6 NFAI's Right to Terminate the Process**

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

### **3.7 Submission of Responses**

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

Any such corrections must be initialed by the person who signs the Proposal. All pages of the Proposal must be sequentially numbered. The Bidder may submit suggestions/comments regarding Scope of Work for Preventive Conservation of Film Collection at NFAI which may be incorporated in the final RFP, if deemed appropriate.

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

Officer on Special Duty, NFHM  
National Film Archive of India,  
Law College Road,  
Pune – 411 004.

### **3.8 Short listing Criteria**

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

### **3.9 NFAI Right to Accept / Reject Any or All Proposals**

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

## **4 Scope of Work**

As a part of Preventive Conservation of film collection at NFAI, the bidder has to arrest the damage and repair the same, by incorporating necessary international best practices.

During the process of collection assessment of film material, NFAI has categorized existing film reels into following types,

- a. Category C: Red sticker – Extremely damaged, beyond repair and restoration
- b. Category B: Amber sticker – Damaged and needs immediate attention.
- c. Category A: Green sticker – Generally good and needs minor repair

The Bidders have to bring in expertise to independently handle each category of films as mentioned above, along with the experts / international specialists for undertaking

the Preventive Conservation of film collection in each of these categories as mentioned above.

### **4.1 Identification of the Extent of Damage using Scientific Techniques**

- a. Review the Film Checking and Categorization report available with NFAI and prepare a separate list of damaged films from Categories B and C
- b. Categorize the damages (physical, chemical and other) into following sub-categories:
  - i. Damage due to high / low moisture content
  - ii. Damage due to fungus / white powder
  - iii. Damage due to storage conditions (Temperature & Humidity)
  - iv. Colour Dye Fading in Colour Negatives and Prints
  - v. Damage due to Vinegar Syndrome
  - vi. Physical damage to film reels like scratches, perforation damage, damaged joints, molds, wobbles, shrinkage, stickiness, brittleness, buckle, reel melt, damages due to lacquer coating etc.
  - vii. Missing bobbins and missing leaders if identified, have to be replaced with new ones
  - viii. Any other damages

**Note:** Use of internationally accepted scientific methodologies to find the extent of damage caused due to above mentioned damages is a must. The bidder also has to change the damaged/rusted film cans with brand-new plastics cans. NFAI shall be providing requisite cans.

### **4.2 Correction to Stop Further Damage and restoration of film reels**

The Bidder has to undertake necessary actions to arrest further damage to film reels and restore reel back near to original conditions through various internationally accepted and adopted technologies/methodologies. The following are indicative damages and the actions to be undertaken by the Bidder:

- a. Damage due to high / low moisture content
  - i. Dehumidify or Rehumidify the Films as required
- b. Fungus / white powder / sticky reels
  - i. Clean the film reel with special chemical mixtures

- ii. Rewash films with Manufacturer's recommended methods and chemicals.
- c. Vinegar Syndrome
  - i. Use of internationally approved technology as being used by international film archives of repute has to be undertaken by the Bidder
- d. Physical damage to film reels like scratches, perforation damage, damaged joints, molds, wobbles, shrinkage, stickiness, reel melt etc.
  - i. Corrective actions like rejoining of films, repairing damaged perforations, manual film cleaning, ultrasonic film cleaning, etc.
- e. Missing bobbins and missing leader needs to be replaced by new ones wherever required
- f. Any other corrections, with the use of internationally accepted and proven technologies
- g. Replacement of damaged, rusted film cans wherever required. Film cans shall be provided by NFAI

### **4.3 Film Storage Environment Remedial Actions**

Based on the report of the Storage Vault Assessment undertaken by NFAI, the Bidder has to carry out the necessary remedial actions for the Vaults. The Bidder also has to undertake all necessary work viz. civil, electrical, automation etc. to make the storage system (Vaults) a state-of-the-art infrastructure at NFAI.

### **4.4 Cataloguing of Films**

The Bidder is expected to undertake the cataloguing of films so that complete information and historical milestones for every film reel are captured in the internationally accepted information management systems, adhering to the international Data Access Control (DACS) standards, Encoded Archival Description (EAD) standards, MACHine Readable Cataloguing (MARC) standards etc. The Bidder is expected to propose the systems that NFAI may use for achieving the best possible cataloguing of films in their possession.

### **4.5 Reel metadata:**

The bidder needs to document processes carried out for corrections and repair of each film reel. The photographs of repairing stages may also need to be documented, so that the complete history of preventive conservation for each film reel would be available for reference and auditing.

### **4.6 Handover of Films to NFAI**

The Bidder is expected to prepare and submit a detailed reel-wise and frame-wise report about the identification of damages and the corrective actions taken for the same.

**Note:** The Bidder has to arrange and possess valid certifications, clearances etc. for the handling and transportation of various chemicals and hazardous material necessary for conducting the above mentioned work. NFAI shall not be responsible for claim pertaining to unauthorized usage and transportation of chemical and hazardous materials. The bidder should possess a valid license to handle hazardous material i.e. Nitrate based films.

## **5 Pre-Qualification**

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

<b>#</b>	<b>Criteria</b>	<b>Supporting document</b>
1	<p>A single entity or a Consortium of entities is allowed where each entity should be registered as per the relevant Act (Companies Act or Partnership Act or any other relevant Act) in India or globally. In case of a Consortium, the prime bidder should be registered in India.</p> <p>Note: The consortium cannot be more than 3 members and all members should be jointly and severally liable for execution of the work.</p>	<p>Copy of Certificate of Incorporation or equivalent, and a duly registered Memorandum of Understanding signed between the all the consortium members and the prime bidder and clearly mentioning roles and responsibilities of the prime bidder</p>
2	<p>The Bidder or Prime Bidder of the consortium should have a minimum 5 years of experience in undertaking preventive conservation of the film collection as on date of submission of response to this EoI</p>	<p>Work order / completion certificate for the works carried out and the Project citation format as per Annexure 8.4</p>
3	<p>It is desirable to have a knowledge partner as a consortium member, who has worked with the international film archive of repute and having experts with relevant work experience. They should have used global best practices in</p>	<ul style="list-style-type: none"><li>• Work order / completion certificate for the works carried out and the Project citation format as per Annexure 8.4</li><li>• Detailed profile of the expert(s) proposed needs to be</li></ul>

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#	Criteria	Supporting document
	undertaking work of preventive conservation of films.	submitted as per Annexure 8.2
4	The Bidder or Any member of the consortium should have a minimum turnover of Rs 1 Crore in each of the last three financial years (FY 2014-15, 2013-14 and 2012-13). All members should be jointly and severally liable for the work.	Copy of the audited Profit and Loss Statement for all the members of the consortium including prime bidder for each of the last three financial years (FY 2014-15, 2013-14 and 2012-13)
5	The Bidder or Prime Bidder and any member of the consortium should not be blacklisted by any State Govt. or Central Govt. department / organization / international government organization (in India) as on date of submission of response to this EoI	Self-certification by the prime bidder and all members of the consortium on their letter head duly signed by the authorized signatory
6	The Bidder or Prime Bidder and all members of the consortium should have the necessary technical manpower at a team leader level (on their respective payroll) for carrying out the said work	Certificate from the HR head / company secretary of the prime bidder and all members of the consortium with names and profile of the technical manpower at team leader level.

## **6 Evaluation of the Organisations / Agencies**

The evaluation will consist of two stages:

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

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

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

## **7 Details to be submitted by the bidder**

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

1. EoI Fees of Rs. 5,000 /- as per Section 1
2. Brief company profile
3. Documents as needed for highlighting compliance to the Pre-Qualification criteria (Section 5)
4. Proof of Authorization for the person signing the Bid. An authorisation letter signed by the authorised signatory needs to be submitted
5. Copy of the presentation as per Section 6
6. Any other document which may help NFAI in ascertaining the credentials and credibility of the Organization / Agency.

## **8 Annexure**

### **8.1 Bid Submission Letter**

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

Date: \_\_\_\_\_

Officer on Special Duty, NFHM,  
National Film Archive of India,  
Law College Road,  
Pune - 411045

Dear .....,

1. The National Film Archive of India (NFAI), Ministry of Information and Broadcasting, Government of India (herein referred to as “Employer”) is executing the National Film Heritage Mission (NFHM).
2. The Employer seeks to engage an Organisation / Agency to provide services for “Preventive Conservation of Film Collection (Nitrate, Acetate and Polyester) under the NFHM at NFAI, Pune.”
3. We have read the EoI carefully and have understood the Scope of Work mentioned
4. We are hereby submitting our response after careful examination of the details as mentioned in the EoI
5. We are hereby authorising \_\_\_\_\_ to sign the Bid and related documents on behalf of our organisation.
6. We are also submitting the bid processing fees as mentioned in the EoI

Yours sincerely,

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

**8.2 Compliance Sheet for Pre-Qualification**

#	Criteria	Supporting document	Submitted (Yes / No)
1	Covering letter	As per the format mentioned in section 8.1	
2	Bid processing fee	Demand Draft for Rs. 5,000	
3	<p>A single entity or a Consortium of entities is allowed where each entity should be registered as per the relevant Act (Companies Act or Partnership Act or any other relevant Act) in India or globally. In case of a Consortium, the prime bidder should be registered in India.</p> <p>Note: The consortium cannot be more than 3 members and all members should be jointly and severally liable for execution of the work.</p>	<p>Copy of Certificate of Incorporation or equivalent, and a duly registered Memorandum of Understanding signed between the all the consortium members and the prime bidder and clearly mentioning roles and responsibilities of the prime bidder</p>	
4	The Bidder or Prime Bidder of the consortium should have a minimum 5 years of experience in undertaking preventive conservation of	Work order / completion certificate for the works carried out and the Project citation format as per	

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#	Criteria	Supporting document	Submitted (Yes / No)
	the film collection as on date of submission of response to this EoI	Annexure 8.4	
5	It is desirable to have a knowledge partner as a consortium member, who has worked with the international film archive of repute and having experts with relevant work experience. They should have used global best practices in undertaking work of preventive conservation of films.	<ul style="list-style-type: none"> <li>• Work order / completion certificate for the works carried out and the Project citation format as per Annexure 8.4</li> <li>• Detailed profile of the expert(s) proposed needs to be submitted as per Annexure 8.2</li> </ul>	•
6	The Bidder or Any member of the consortium should have a minimum turnover of Rs 1 Crore in each of the last three financial years (FY 2014-15, 2013-14 and 2012-13). All members should be jointly and severally liable for the work.	Copy of the audited Profit and Loss Statement for all the members of the consortium including prime bidder for each of the last three financial years (FY 2014-15, 2013-14 and 2012-13)	
7	The Bidder or Prime Bidder and any member of the consortium should not be blacklisted by any State	Self-certification by the prime bidder and all members of the consortium on their	

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#	Criteria	Supporting document	Submitted (Yes / No)
	Govt. or Central Govt. department / organization / international government organization (in India) as on date of submission of response to this EoI	letter head duly signed by the authorized signatory	
8	The Bidder or Prime Bidder and all members of the consortium should have the necessary technical manpower at a team leader level (on their respective payroll) for carrying out the said work	Certificate from the HR head / company secretary of the prime bidder and all members of the consortium with names and profile of the technical manpower at team leader level.	

**8.3 Curriculum Vitae format**

Photo	Name			
	Position:			
	Date of Birth			
	Education:		•	
4. Employment Record	From	To	Company	Position Held
5. Brief Profile	•			
8. Countries of Work Experience				
9. Languages	•			
10. Work Undertaken that Best Illustrates Capability to Handle the Task Assigned				
<p>Nature of Work:</p> <p>Year:</p> <p>Location:</p> <p>Company:</p> <p>Position Held:</p> <p>Main features:</p> <p>•</p> <p>Activities Performed:</p>				

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Certification

I, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Additionally, I also certify that I shall be available for the entire duration of the contract.

\_\_\_\_\_

*Signature of staff member*

*Date* \_\_\_\_\_

*Day / Month / Year*

**8.4 Project Citation Format**

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

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

**8.5 Details of the Bidder / Prime Bidder**

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