



**National Film Archive of India  
Ministry of Information and Broadcasting  
Government of India  
LAW COLLEGE ROAD, PUNE- 411004**

F. No.: 302/84/2018-NFHM

Dated: 14<sup>th</sup> August 2019

**Notice Inviting Quotation**

**Subject: Internet Lease Line Connectivity between Phase I and Phase II at NFAI**

The National Film Archive of India (NFAI) was established in February, 1964 as a media unit of the Ministry of Information & Broadcasting, Government of India. The organization has two offices, one at Law College Road (Phase-I) and another at Kothrud (Phase-II, behind Doordarshan office). As part of connecting the two offices (Phases) through internet, NFAI has published this NIQ for selection of a reputed Indian Firms/Agencies/Govt. licensed firms for 20 Mbps Internet Connectivity Leased Line (1:1) uncompressed & unshared with last mile on fiber/RF.

**1. Checklist**

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

1. RFP fee Rs. 500.00 towards cost of Bid document in Envelope – “A”
2. Demand Draft / Banker’s Cheque / Bank Guarantee of INR 5,000/-(Five thousand only) towards Bid Security in Envelope “A”- Earnest Money Deposit (EMD)
3. Eligibility Criteria, Technical and Commercial Bids are prepared in accordance with the RFP document.
4. Envelop “A” to contain the following
  - i. Envelope “A-1” Pre-Qualification response.
  - ii. Envelope “A-2” Technical Response.
5. Envelope “B” Indicative Commercial Bid, BOQ

All the pages of Eligibility Criteria Response, Technical Bid and Commercial Bid are duly sealed.

All the envelopes need to be marked as “**Response to NIQ for Internet Lease Line Connection between Phase I and Phase II at NFAI**”.

**2. Bid Schedule and Address**

Sr. No.	Description	Detailed Information
1.	Name of Project	NIQ for Internet Lease Line Connectivity between Phase I and Phase II at NFAI
2.	Tender Reference Number	302/84/2018-NFHM
3.	Date of publishing the RFP	14.08.2019
4.	Last date and time for Bid Submission	28.08.2019 at 03.00 PM

<b>Sr. No.</b>	<b>Description</b>	<b>Detailed Information</b>
5.	Address of Bid Submission	Administrative Officer, National Film Archive of India, Law College Road, Pune – 411004
6.	Date and Time of Eligibility and Technical Bid Opening (Envelope A)	28.08.2019 at 04.00 PM
7.	Presentation of qualified agencies	<b>To be communicated later</b>
8.	Date and time of Commercial Bid Opening (Envelope B)	<b>To be communicated later</b>
9.	Name and Address for Communication	Administrative Officer, National Film Archive of India, Law College Road, Pune – 411004
10.	Bid validity	<b>180 days after the date of bid opening</b>
11.	Bid Related Queries	E-mail id: <a href="mailto:paosdnfhn@gmail.com">paosdnfhn@gmail.com</a>
12.	Bid Cost	Rs 500.00
13.	EMD/Bid Security	Rs 5,000.00

Sealed quotations are invited for undertaking internet leased line connectivity between Phase I and Phase II at NFAI. The sealed quotations should be submitted at the National Film Archive of India, Law College Road, Pune.

### **3. Scope of Work**

- 1) The bidder needs to provide 20 Mbps Internet leased line connectivity on uncompressed, unshared leased line (1:1) on rental basis.
- 2) The minimum guaranteed bandwidth to be taken from the successful Bidder is 20 Mbps.
- 3) The hardware and software required for the establishment of fully functional leased line will be provided by the bidder on rental basis.
- 4) The bidder is responsible for Installation, commissioning, testing & up keep of the complete link for one year.
- 5) Initial engagement of the successful bidder shall be for one year only.
- 6) Engagement period may be extended by one year at a time, on the basis of need and satisfactory performance, up to a maximum of 3 years.
- 7) It shall be the responsibility of the Bidder to undertake all the activities that are required to successfully complete the work within the stipulated time as required by NFAI.
- 8) The bidder would ensure that the local loop provisioning does not violate regulations as laid by Government of India/TRAI in respect of such links/networks. Bidder will be responsible for making all the payments towards the local loop charges/rentals/WPC charges, etc.

- a. The detailed Pre-qualification criteria is appended in **Section 8**. The prospective bidders need to qualify the same to be eligible for further evaluation.
- b. Detailed financial proposal parameters are in the **Annexure-II**.
- c. The interested firms to whom the NIQ has been shared are hereby requested to furnish their proposal / rates by submitting their commercial quotes in the formant as provided in **Annexure- II**.

#### **4. Service Level Agreement**

The following are the service level agreements that selected bidders need to comply with:

- 1) **20 Mbps Internet** bandwidth at all the time.
- 2) **Packet Losses:** Less than 1 % (Average over 1000 ping) at any given point of time to any part of globe.
- 3) **Latency:** Less than 350 ms from SAU to ISP's tier 1 peering point.
- 4) **Network Availability:** Not less than 98 % per quarter.
- 5) Reports for performance, monitoring /usage to be submitted by the ISP on weekly or monthly basis.

#### **5. Penalty on non-adherence to SLAs:**

- For any violation in meeting the above SLA requirements, NFAI shall impose a penalty of 0.2 % of total value of purchase order and up to 5 % maximum penalty.
- The penalty amount would be calculated and deducted on quarterly basis as may be decided by NFAI from time to time.

#### **6. Terms and Conditions**

The other **terms and conditions** for awarding of the work shall be as mentioned below:

- i. Sealed quotation is to be submitted on the Firm / Company letter head
- ii. This Notice for Inviting Quotations (NIQ) is for limited Bidders only and the Bidder who have received a copy of this NIQ shall only be eligible for submitting a response. Bid responses submitted by ineligible Bidders shall not be accepted by NFAI and will be summarily rejected.
- iii. Sealed quotation should reach **Administrative Officer, National Film Archive of India, Law College Road, Pune- 411 004**. on or before 28<sup>th</sup> August 2019 up to 3 pm.
- iv. Financial Envelope and Prequalification envelop should be in a sealed envelope and in-turn should be put in a single large envelope which should be sealed and super-scribed "Quotation for Internet Lease Line Connectivity at NFAI"
- v. NFAI also reserved the right to annul this NIQ process without assigning any reason what so ever.
- vi. The quantities mentioned in the financial table are indicative in nature and the actual procurement/work may vary.
- vii. The Bidder will provide one qualified bid response only.
- viii. The time period of the contract shall be one year and the rates quoted shall be valid for the entire duration of the contract period.
- ix. The payment to the Bidder shall be as per the quantity of the work done and basis the unit rate quoted only. No advance payment in any case would be made to the Bidder.

- x. Late submission of response will not be accepted by NFAI. Also, response submission on email will not be entertained.
- xi. The quotations received in unsealed manner will be straight away rejected.
- xii. The rates quoted by the bidder should be inclusive of all applicable taxes.
- xiii. This NIQ is not transferable.
- xiv. NFAI reserves the right to accept or reject any or all bid responses without assigning any reason whatsoever.
- xv. The Bidder shall be responsible for all the cost associated with this response. The bidder shall also be responsible for all the loss or damage caused to any of the material at NFAI owing to negligence on his part.
- xvi. The successful Bidder has to deposit Rs. 5,000 (Rupees Fifty Thousand only) in form of a Demand Draft drawn in the name of “Administrative Officer, NFAI” and payable at Pune as a Performance Bank Guarantee that shall be interest free and refundable only after satisfactory completion of the contract / work.

## **7. Earnest Money Deposit (EMD)**

- a) Bidders shall submit, along with their Bids, EMD of Rs. 5,000 only, in the form of a Bank Guarantee (in the format specified in section 9.4) issued by any Scheduled bank in favor of “Administrative Officer, NFAI”, payable at Pune, and should be valid for 6 months from the submission date of the Bidders Bids.
- b) EMD of all unsuccessful Bidders would be refunded by NFAI within one month of the Bidder being notified of being unsuccessful. The EMD, for the amount mentioned above, of the successful Bidder would be returned upon the submission of Performance Bank Guarantee as per the format provided in **Annexure IV**.
- c) The EMD amount is interest free and will be refundable to the unsuccessful Bidders without any interest accrued on it.
- d) The Bid / Proposal submitted without EMD, as mentioned above, will be summarily rejected.

## **8. Pre-Qualification Criteria**

This Prequalification criteria documents shall be submitted in a separate sealed envelope (Envelop A-1) and the same shall be opened by the technical evaluation committee of NFAI in presence of the Bidder who wish to attend.

The Prequalification criteria is as follows:

- 1) Bidder should have a UASL / UL License. A copy of the same is to be provided by the prospective bidder.
- 2) ISP should be in the business of providing telecom services at least for last 10 years.
- 3) ISP should have ISO Certificate 27001.
- 4) The prospective bidder should have a portfolio that constitutes product offerings spanning across connectivity, collaboration, IOT & security solutions; so as to enable the organization to avail of diverse services under one roof and help service manageability.
- 5) The bidder should have a minimum average annual turnover of Rs. 5000 crore during last 3 financial year. The bidder needs to submit an Audited Profit & Loss Statements for last three financial years (2015- 16, 2016-17 & 2017-18) and a CA certificate.
- 6) The bidders should have Direct/ toll free number to register complaints round the clock (24x7), Maintenance support service (24 hours and 7 days a week) (Attach Certificate)
- 7) The bidder must provide copy of Work Orders & work completion certificates showing experience in provisioning of similar services during the last three years (to be counted from the last date of submission of bids). During this period, the bidder should have provisioned or be running similar services (20Mbps or higher ILL) for at least five clients.
- 8) The Agency/ Organization/Company should not have been blacklisted or barred by Government of India (GoI) / any other entity of GoI or blacklisted by any state government or central government / department / Urban local body In India or from abroad either individually or as member of a Consortium. A Self-Declaration letter by bidder on the bidder’s letter head. (As per Annexure- 3).
- 9) The Agency/ Organization/Company should have atleast 10 technical staff related to the

work. A Letter from HR on company letter head as per Annexure-V is required to be submitted by the bidder. Also, the CVs of the 10 technical staff that will be deployed for the said work at NFAI needs to be provided by the bidder.

#### **9. Checklist for Pre-Qualification criteria**

#	Pre-Qualification Requirements	Documents to be submitted	Checklist (Yes/No)	Documentary Proof (Page No.)
1.	Bidder should have a UASL / UL License	Copy of the UASL/ UL license	▪	▪
2.	The bidder shall have a valid GST number as on last date of submission.	Copy of GST registration certificate signed by bidder's authorized signatory	▪	▪
3.	Bidder should have ISO Certificate 27001	Copy of the ISO certificate 27001	▪	▪
4.	<b>Legal Entity</b>  Should be Company registered under Indian Companies Act, 1956  Or a joint venture of companies. Individuals or partnership of individuals will not be allowed separately or in joint venture	Certificates of incorporation	▪	▪
5.	The bidder should be a profit (profit after tax) making company and should have a minimum average annual turnover of Rs. 5000 crores in the last three financial years (FY 2015-2016, 2016-2017, 2017-18).	Financial Audited balance sheets & Profit /loss statement, Statutory Auditor's Report, Notes to Accounts and Schedules forming part of accounts to be submitted	▪	▪
6.	The bidder must provide copy of Work Orders & work completion certificates showing experience in provisioning of similar services during	<ul style="list-style-type: none"> <li>• Copy of Work Order</li> <li>• Copy of Completion Certificate issued by client</li> <li>• The supporting documents shall mandatorily mention the value of project, duration of the contract and the services provided.</li> </ul>	▪	▪

#	Pre-Qualification Requirements	Documents to be submitted	Checklist (Yes/No)	Documentary Proof (Page No.)
	the last three years (to be counted from the last date of submission of bids). During this period, the bidder should have provisioned or be running similar services (20Mbps or higher ILL) for at least five clients.	<ul style="list-style-type: none"> <li>Project details as per Annexure VI</li> </ul>		
7.	The bidders should have Direct/ toll free number to register complaints round the clock (24x7), Maintenance support service (24 hours and 7 days a week)	A certificate under the Company letter head	▪	▪
8.	The bidder should not have been blacklisted/ banned/ suspended by any government organization at any point of time in India	Signed by the Authorized Signatory of the Bidder on company letterhead	▪	▪
9.	The Agency/ Organization/ Company should have atleast 10 technical staff related to the work.	<ul style="list-style-type: none"> <li>A Letter from HR on company letter head as per Annexure-V is required to be submitted by the bidder.</li> <li>The CVs of the 10 technical staff that will be deployed for the said work at NFAI needs to be provided by the bidder.</li> </ul>	▪	▪

### **10. Technical Response Evaluation**

All the relevant documents in support of the Technical Weightage criteria mentioned in **Annexure I** along with the presentation of the proposed offering by the prospective bidder needs to be submitted in an envelope and marked as **Envelop A-2**. The same envelope needs to be put in another big envelop and marked as **Envelop A**. The Agency/Organization/Company with technical score of **70 marks or above** in Technical Evaluation will be considered to be eligible for Financial Evaluation.

## Annexure I – Technical Weightage Criteria

Criteria General		Max. Marks	Weightage
1	Bidder's Credibility/Strength	20	
1.1	No. of years in ISP business	10	3- 5 years -3 Marks
			5-8 years – 5 Marks
			Beyond 8 years –7 Marks
1.2	No. of govt. client to whom Internet Lease line/ MPLS Connectivity services is being provided in Maharashtra.	10	Less than 20 clients – 2 marks
			20 – 40 clients – 4 Marks
			Above 40 clients – 6 Marks
2	Skills strength of the bidder	30	
2.1	No. of technically qualified staff proposed to be deployed by the prospective bidder	8	Less than 5 staff – 4 Marks
			5-9 staff – 6 Marks
			Above 10 staff – 8 Marks
2.2	Total no. of similar projects executed in last 03 years.	4	Less than 20 – 2 Marks
			20 – 40 – 3 Marks
			Above 40 – 4 Marks
2.3	Total no. of Internet LL nodes operational as on date	9	Less than 100 – 3 Marks
			100 – 300 – 6 Marks
			Above 300 – 9 Marks
2.4	No. of data delivery (excluding Voice) PoPs in India	9	Less than 50 PoPs – 3 Marks
			50 – 100 PoPs – 6 marks
			Above 100 PoPs – 9 marks
3	General capabilities	20	
3.1	Total length of Fibre/RF network on Pan- India basis.	10	100 Km – 3 Marks
			100 – 300 Km – 5 Marks
			Above 300 Km – 7 Marks
3.2	Technical description and documentations submitted for complete scope of work.	10	To be rated by NFAI



Criteria General		Max. Marks	Weightage
4	Service Level Agreement offer	10	
4.1	End to end network availability (99%) (to be calculated on monthly basis) with respect to NFAI router at PoP with remote teleport of bidder	4	Less than 99% - 0 Marks
			Greater than or equal to 99% – 4 Marks
4.2	Packet loss (<1%)	3	Less than 1% - 3 Marks
			Above 1% – 0 Marks
4.3	Latency of less than 300 msec. from NFAI router to submarine cable teleport	3	Less than 300 ms – 0 Marks
			Above 300 ms – 3 Marks
5	Project planning and implementation	20	
5.1	Comprehensiveness Project planning methodology	12	To be rated by NFAI
5.2	Use of TEC approved active devices and Network management tools deployed	3	Non approved – 0 Marks
			TEC approved – 3 Marks
5.3	Adherence to rollout plan	5	To be rated by NFAI

## **Annexure II - Financial Bid**

This financial bid shall be submitted in a separate sealed envelope and the same shall be opened by the technical evaluation committee of NFAI in presence of the Bidder who wish to attend. The Agency/Organization/Company with technical score of **70 marks or above** in Technical Evaluation will be considered to be eligible for Financial Evaluation.

The successful Bidder shall be selected on the **L1 (Lowest Quote for Grand Total)** basis. The format for the financial bid is as mentioned below:

#	Particulars	Amount (in INR)
<b>A</b>	<b>Bandwidth charges/ or Annual Port Charges</b>	
1)	20 Mbps of Internet Bandwidth (1:1 uncompressed and unshared)	
<b>B</b>	<b>Local Loop charges</b>	
2)	One time installation & Configuration charges	
3)	Annual rentals (Recurring charges)	
4)	Any other charges (To be specified)	
5)	<b>Grand Total (excluding GST) (in figures) (1+2+3+4)</b>	
6)	<b>GST</b>	
7)	<b>Grand Total (including GST) (in figures) (1+2+3+4)</b>	
8)	<b>Grand Total (including GST) (in words) (1+2+3+4)</b>	

### **Note:**

- i. The rates shall inclusive of GST and All taxes and be effective and valid throughout the contract period.
- ii. In case of any discrepancy in the Grand Total (including GST) (in figures) and Grand Total (including GST) (in words), the **Grand Total (including GST) (in words)** will be considered as final.
- iii. The bidder needs to fill in all the details asked in the financial bid format mentioned above.
- iv. The selection of the Bidder shall be on the lowest quoted rate for the Grand Total (L1) basis.

**Annexure III- Format for declaration by the Agency for not being Blacklisted /Debarred, Adherence to laws and No Conflict of Interest**

Date: dd/mm/yyyy

To,

**Administrative Officer,**

**National Film Archive of India,**

**Law College road,**

**Pune- 411004**

**Sub: Declaration for not being debarred / black-listed by Central / any State Government/Central Government department in India as on the date of submission of the bid, Adherence to Laws and No Conflict of Interest**

NIQ Reference No:

I/we shall obey rules & regulation regarding child labor, sexual harassment labor fundamental rights applicable time to time. We are abraded to obey norms & rules set by government, forest, mines, human rights, no discrimination and anti-corruption activities.

“I/we, the undersigned on behalf of M/s ..... do hereby declare that, I/we have not ever been blacklisted and there were no debarring action in past or in process against us/firm for any default in supply of material/equipment or any reason in the contract entrusted to us/firm and also no enquiry is pending against us/firms by any Government organization.

I/we guarantees to submit single NIQ and no conflict and interests with the Purchasing Authority.

All the uploaded documents are true and I am aware, If any document found fake/fabricated immediate debarring action and legal action will be taken against me/us at any stage. In the event of any such information pertaining to the aforesaid matter found wrong at any time at any given point of time during the course of the purchasing my RFP shall be liable for cancellation/ termination without any notice at the sole discretion of the purchaser.”

Thanking you,

Yours faithfully,

**Signature of Authorized Signatory (with official seal)**

**Date:**

**Name:**

**Designation:**

**Address:**

**Annexure IV - Performance Bank Guarantee**

<<On Rs. 500 Stamp paper>>

To,

Administrative Officer,

National Film Archive of India (NFAI),

Law College road,

Pune - 411004

Whereas, <<name of the bidder / prime bidder and address>> (hereinafter called “the bidder”) has undertaken, in pursuance of contract no. <Insert Contract No.> dated.

<Date> to provide Implementation services for <<name of the assignment>> to NFAI (hereinafter called “the employer”)

And whereas it has been stipulated by in the said contract that the bidder shall furnish you with a bank guarantee by a recognized bank for the sum specified therein as security for compliance with its obligations in accordance with the contract;

And whereas we, <Name of Bank> a banking company incorporated and having its head

/registered office at <Address of Registered Office> and having one of its office at

<Address of Local Office> have agreed to give the supplier such a bank guarantee.

Now, therefore, we hereby affirm that we are guarantors and responsible to you, on behalf of the bidder, up to a total of Rs.<Insert Value> (Rupees <Insert Value in Words> only) and we undertake to pay you, upon your first written demand declaring the bidder to be in default under the contract and without cavil or argument, any sum or sums within the limits of Rs. <Insert Value> (Rupees <Insert Value in Words> only) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the bidder before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the Bidder shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This Guarantee shall be valid until <<Insert Date>>)

**Notwithstanding anything contained herein:**

- a. Our liability under this Bank Guarantee shall not exceed Rs. <<Amount in figures>> (Rupees <<Amount in words>> only)
- b. This Bank Guarantee shall be valid up to <<insert date>>)
  
- c. It is condition of our liability for payment of the guaranteed amount or any part thereof arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <<insert date>>) failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank)

Seal:

Date:

**Annexure – V - Format for undertaking from HR about technical resources**

(To be submitted on the Letterhead of the responding company) Date:  
dd/mm/yyyy

**To**

**Administrative Officer,**

**National Film Archive of India,**

**Law College road,**

**Pune.**

Sub: Technical resources with Data migration execution experience RFP

Reference No:

“I/we, the undersigned on behalf of M/s ..... do hereby declare that, I/we have << (in figure) (in words)>> technical resources as mentioned in PQ criteria under our payroll who have experience in data migration.

Thanking you,

Yours faithfully,

**Signature of Company HR (with official seal)**

**Name:**

**Designation:**

**Signature of Authorized Signatory (with official seal)**

**Date:**

**Name:**

**Designation:**

**Address:**

**Annexure VI- Similar Project References**

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

