

**National Film Archive of India**

Ministry of Information and Broadcasting

Government of India

**Corrigendum for Request for Proposal for subtitling of filmic content at NFAI. RFP : 302/104/2020-NFHM dated December 29, 2020**

Attention is invited to the Advertisement on All India basis inviting response to the Request for Proposal for Subtitling of film content at NFAI, Pune. The said RFP was also uploaded on the NFAI's website ([www.nfai.gov.in](http://www.nfai.gov.in)) and Procurement website of Government of India (<https://eprocure.gov.in/cppp/>)

This document covers the changes in the schedule details. The Corrigendum shall be construed as a part of the RFP and it shall be the responsibility of the Bidder to read carefully and understand the changes / additions mentioned it.

The rest of the content as mentioned in the RFP shall remain unchanged.

Sd/-

**Officer on Special Duty, NFHM**

**1. Under section 5.2.1, Creation and translation to English Subtitles, the following ADDITIONS have been made over and above the remaining content of the said section**

**I) Point (ii) to be read as :**

- ii. Bidder shall be provided heavily watermarked MPEG-4 (.MP4) file with overall bitrate of ~3 Mbps for carrying out the subtitling work as reference copy. It shall be bidders' responsibility to ensure secure upkeep of the digital files.

**II) Following points have been added:**

- iv. Non-English to English (UK-English) translation should capture the essence of speech while taking care of linguistic and cultural nuances and should not just be a literal translation .
- v. Songs sung by characters shall also be subtitled
- vi. All subtitles should be grammatically correct until unless subtitles are conveying specific speaking manner of a character.
- vii. There shall be at most two lines of text per subtitle in one frame. Wherever two lines are used, both should be of roughly equal length with the top line longer.
- viii. The subtitle output file format shall be .SRT file format.

**2. Under Section 6.11, Extension of period of validity, following changes have been made**

In exceptional circumstances, prior to expiry of the bid validity period, NFAI may request the Bidders consent to an extension of the validity period. The request and response shall be made in writing. Extension of validity period by the Bidder should be unconditional and irrevocable. The Bid Security Declaration provided shall also be suitably extended.

**3. Under Section 7, Pre-qualification criteria, following changes have been made**

**i. Pre-Qualification criteria #4, should be read as**

#	Criteria	Supporting document
4.	The Bidder or Any member of the consortium should have an average annual turnover of INR 1 Crore over the last three financial years (FY 2016-17, 2017-18 and 2018-19). All members should be jointly and severally liable for the work.	<ul style="list-style-type: none"> <li>i. A letter (on the letter head) from the practicing Chartered Accountant duly signed &amp; stamped and clearly mentioning the turnover details for the agency/ organization/ company each year in the last three financial years (FY 2016-17, 2017-18 and 2018-19).</li> <li>ii. Audited Balance sheet and Income</li> </ul>

#	Criteria	Supporting document
		Statement for the last three financial years (FY 2016-17, 2017-18 and 2018-19).

#### 4. Under Section C, Submission of bids, following changes have been made

##### Softcopy submission

- A zipfile containing softcopies of Bid Security Declaration, tender fees, pre-qualification documents, technical proposal, financial proposal and relevant annexures plus supporting documents shall be submitted to [it@nfainpune.gov.in](mailto:it@nfainpune.gov.in) as specified above.
- **Online Submission**
  - **Naming Convention:**
    - Naming convention and format of the softcopies will be as mentioned below:

#	Particulars	File Format	Password Protected (Yes/No)	Time for sharing the Password
1.	Bid Security Declaration and Tender fees_<<Primebidder Name>>	Pdf	Yes	On submission of Bid
2.	Pre-Qualification_<<Primebidder Name>>	Pdf	Yes	On submission of Bid
3.	Technical Proposal_<<Primebidder Name>>	Pdf	Yes	On submission of Bid
4.	Financial Proposal_<<Primebidder Name>>	Pdf	Yes	During opening of financial proposals

#### 5. Under Section 9, Payment milestone, the following changes have been made

Sr. No	Milestone	Payment in percentage terms
1.	On signing of the contract	Nil

Sr. No	Milestone	Payment in percentage terms
2.	On completion of mobilization of resources and commissioning of all the necessary software and manpower at bidder's premises for NFAI's work	20% of the Total Project cost
3.	On successful completion of the actual work (to be calculated on the basis of the unit rate)	65% of the due payment calculated on the basis of the actual work and payable on bi-monthly basis to be paid at the end of every two months post quality check by NFAI
4.	On successful completion of the entire work, rework, and final acceptance of the work by NFAI	15% of the remainder payment shall be made after final Quality Check and final acceptance of work by NFAI

**6. Under Annexure- 1: Template for Commercial Proposal for subtitling work at NFAI, the following changes have been made**

**Annexure 1: Template for Commercial Proposal for subtitling work at NFAI**

Sr.No	Activity	Quantity (in film/in minute)	Per Unit rate (in INR)	Total
(A)	(B)	(C)	(D)	(E= C×D)
<b>I</b>	<b>Feature films</b>			
1.	Creation of English subtitles and spotting with the film	1 film		
<b>II</b>	<b>Short films</b>			
2.	Creation of English subtitles and spotting with the film	1 minute		
<b>III</b>	<b>GST ( as applicable)</b>			
<b>Grand Total (In figures) excluding GST ( 1+2+3+4)</b>				
<b>Grand Total (In figures) including GST ( 1+2+3+4+III)</b>				
<b>Grand Total) (In words excluding GST)</b>				

Sr.No	Activity	Quantity (in film/in minute)	Per Unit rate (in INR)	Total
(A)	(B)	(C)	(D)	(E= C×D)
<b>Grand Total (In words including GST)</b>				

**Note:**

- The numbers are indicative in nature and liable to change. The rate per unit shall be considered for commercial calculation to be paid to the selected Bidders. The rate per unit have been sought, however, for calculation of lump sum amount, rate per unit shall be multiplied with the total number of films undertaken for the project.
  - For commercial format, the duration of feature film shall be on an average of approximately 120-150 minutes and duration of short films shall be on an average of around 25 minutes. These durations are indicative and are for evaluation purpose only.
  - In case of discrepancy between the Grand Total (in words excluding GST) and Grand Total (in figures excluding GST), the value mentioned in the Grand Total (in words excluding GST) shall be considered for evaluation and award of the contract.
  - The decision of NFAI shall stand final and binding with regard to the total quantity of subtitles that are required.
  - NFAI may choose to take or not take any of the items mentioned in the commercial proposal format at its discretion.
  - The unit rates prescribed above would be applicable in case of any changes in the quantity and final billing shall be calculated using the unit prices.
  - NFAI's technical team shall review the work and the work output should be in consonance with the applicable standards.
  - The number of films mentioned are tentative in nature and are liable to change, it may increase or decrease.
7. **Under Annexure- 9, Checklist of the documents to be submitted in pre-qualification stage, following changes have been made:**

#	Criteria	Supporting document	Submitted (Yes / No)	Proposal page number
1.	Covering letter	As per the format mentioned in Annexure- 18 (Refer Corrigendum -1)		

#	Criteria	Supporting document	Submitted (Yes / No)	Proposal page number
2.	Unconditional Acceptance to the RFP	As per the format mentioned in Annexure- 6		
3.	Bid Security Declaration	As per the format mentioned in Annexure- 3		
4.	Power of Attorney authorizing the signing of the bid	As per the format mentioned in Annexure- 5		
5.	Power of Attorney for Prime Bidder of the Consortium	As per the format mentioned in Annexure- 16		
6.	Witness details and signatures for the Power of Attorneys	Note of Annexure- 5 and Annexure- 16		
7.	<i>For a Power of Attorney executed and issued overseas, the document will also have to be legalised by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Bidders from countries that have signed Hague Legislation Convention 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostille certificate</i>	Note of Annexure- 5 and Annexure- 16		

#	Criteria	Supporting document	Submitted (Yes / No)	Proposal page number
8.	<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><b>Note:</b> The consortium cannot be more than 3 members and all members should be jointly and severally liable for execution of the work.</p>	<p>i. Certificate of Incorporation/ Registration Certificate/ Partnership deed/ Udyog Aadhar certificate</p> <p>ii. Certificate of compliance under company letterhead (Refer Annexure - 15)</p> <p>iii. A duly notarized / registered Memorandum of Understanding (MoU) signed between Prime Bidder and all the consortium members.</p> <p>iv. Power of Attorney as per Annexure- 16 shall be submitted in case of a Consortium.</p> <p><i>MOU should clearly mention detailed roles and responsibilities of the Prime Bidder and its Consortium members.</i></p> <p><b>Note:</b> In case the Consortium member is an entity registered in any country outside India, a valid Apostille certificate needs to be provided in the Annexure 5 and 16. Kindly refer to the note in Annexure 5 and 16.</p>		

#	Criteria	Supporting document	Submitted (Yes / No)	Proposal page number
9.	The Bidder or Prime Bidder of the consortium should have a minimum 5 years of experience in undertaking work related to subtitling and spotting of films (feature films, web series, short films) in India and abroad for professional media companies/ Government Organizations as on date of submission of response to this RFP.	<p>Work order/completion certificate for the works carried out clearly indicating the start date and services rendered as part of the work undertaken along-with the Project citation format as per Annexure 11</p> <p><b>Note:</b></p> <p>i. Work Order/ completion certificates for similar works till bid submission date shall only be considered</p>		
10.	In the last five years the Single Entity/ Consortium should collectively have undertaken subtitling and spotting for atleast 1000 hours of filmic content (feature films, web series, shorts) as on date of submission of bid	<p>i. Work order / Completion certificate for the works carried out clearly specifying the work undertaken</p> <p>ii. The list of all the films that have been subtitled by the Bidder needs to be provided. Separate list for features, web series and shorts should be provided</p> <p>iii. Undertaking on the letter head mentioning number of hours and supported by work orders (clearly indicating the work carried out)</p>		



#	Criteria	Supporting document	Submitted (Yes / No)	Proposal page number
11.	The Bidder or Any member of the consortium should have a minimum turnover of INR 1 Crore in each of the last three financial years (FY 2016-17, 2017-18 and 2018-19). All members should be jointly and severally liable for the work.	<p>i. A letter (on the letter head) from the practicing Chartered Accountant duly signed &amp; stamped and clearly mentioning the turnover details for the agency/ organization/ company each year in the last three financial years (FY 2016-17, 2017-18 and 2018-19).</p> <p>ii. Audited Balance sheet and Income Statement for the last three financial years (FY 2016-17, 2017-18 and 2018-19).</p>		
12.	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 RFP	Self - Certification by the prime bidder and all members of the consortium on their letter head duly signed by the authorized signatory mentioning that the Bidder should not have been blacklisted by any State Govt. or Central Govt. department and organization in India or abroad as on date of submission of this bid.		
13.	The Bidder or Prime Bidder and all members of the consortium should have the necessary technical manpower for carrying out the said work	Certificate from the HR head / company secretary of the prime bidder and all members of the consortium with names and profile of the technical manpower at team leader level. (As per Annexure- 8)		

**8. Under Annexure – 14, Film Language Breakup, following changes have been made**

**Annexure- 14 Film language breakup\***

**I) Majority languages**

#	Majority Language films at NFAI
1.	English
2.	Hindi
3.	Bengali
4.	Marathi
5.	Tamil
6.	Kannada
7.	Malayalam
8.	Telugu

**II) Other Languages**

#	Other Language films at NFAI
1.	Assamese
2.	Gujarati
3.	Oriya
4.	Bhojpuri
5.	Konkani
6.	Coorgi
7.	Bodo
8.	Brajbhasha
9.	Punjabi
10.	Parsi
11.	Rajashthani
12.	Manipuri
13.	Sindhi
14.	Sanskrit
15.	Haryanvi
16.	Kashmiri
17.	Sinhala
18.	Urdu

\* Indicative list of languages for which subtitling work shall be carried out

9. **Under Annexures, following additions have been made:**

**Annexure- 18 Letter to be Submitted**

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

Dear .....,

1. The National Film Archive of India, Ministry of Information and Broadcasting, Government of India (hereinafter called “Employer”) is executing the National Film Heritage Mission, NFHM.
2. The employer seeks to engage an Organization / Agency to provide services for “Subtitling of Film Content at NFAI, Pune.”
3. More details of the services are provided in the Scope of Work in this RFP
4. An Organization / Agency will be selected under the Combined Quality Cum Cost Based System (CQCCBS) and procedures described in this RFP.
5. The RFP includes the following documents:
  - a. Section 1- Disclaimer
  - b. Section 2 – Checklist
  - c. Section 3 – Bid Schedule and Address
  - d. Section 4 – Introduction
  - e. Section 5 – Scope of Work
  - f. Section 6 – Instruction to bidders
  - g. Section 7 – Pre-qualification criteria
  - h. Section 8 – Evaluation Process
  - i. Section 9 – Payment Milestone
  - j. Section 10 – Commercial format
  - k. Section 11 - Annexure
6. We understand that we have to inform in writing to “Officer on Special Duty, NFHM, National Film Archive of India, Law College Road, Pune”, upon receipt:
  - a. That we have received the RFP document; and
  - b. That we will submit the Proposal by the date & time indicated in the RFP

Yours sincerely,

[insert: Signature, name, and title of Client’s representative]