

Notice Inviting Tender (NIT)
FOR
“Supply, Installation, Testing and Commissioning of Audio Quality Check Lab
Equipment at NFAI”



राष्ट्रीय फिल्म संग्रहालय
NATIONAL FILM ARCHIVE OF INDIA
सूचना एवं प्रसारण मंत्रालय
MINISTRY OF INFORMATION AND BROADCASTING
भारत सरकार/GOVT OF INDIA

विधि महाविद्यालय /पुणे – 411004/LAW COLLEGE ROAD, PUNE 411004

Ref. No. 40/33/21

December 01, 2021

Subject: Notice Inviting Tender for Supply, Installation, Testing and Commissioning of
Audio Quality Check Lab Equipment at NFAI

The bid should be submitted to **Deputy Director cum Curator, NFAI, Law College Road, Pune - 411004 latest by 3.00 P.M. on or before 21/12/2021** in a sealed envelope super-scribing on envelope “Supply, Installation, Testing and Commissioning of Audio Quality Check Lab Equipment at NFAI” along with the terms and conditions of payment and delivery etc.

For any tender related queries please contact-

E-Mail- osdnfhn@gmail.com

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1. Disclaimer

The information contained in this Notice Inviting Tender (NIT) document or information provided subsequently to Bidder or applicants whether verbally or in documentary form by or on behalf of National Film Archive of India (NFAI), is provided to the Bidder on the terms and conditions set out in this NIT document and all other terms and conditions subject to which such information is provided.

This NIT document is not an agreement and is not an offer or invitation by NFAI to any parties other than the applicants who are qualified to submit the Bids (“Bidders”). The purpose of this NIT document is to provide Bidder with information to assist the formulation of their Proposals. This NIT document does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability, and completeness of the information in this NIT document and where necessary obtain independent advice. NFAI makes no representation or warranty and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of this NIT document. NFAI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this NIT document.

Note: Bids will be opened in the presence of the Bidders' representatives who choose to attend Bid opening meeting.

2. Checklist

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

1. NIT fee Rs. 1,000.00 towards cost of Bid document in Envelope – “A”
2. Bid Security Declaration in Envelope “A”- Bid Security Declaration (Annexure 3)
3. Eligibility Criteria and Commercial Bids are prepared in accordance with the NIT document.
4. Envelope “A” Pre-Qualification Response
5. Envelope “A” Section 10 Annexures (except for Annexure 1 & Annexure 2)
6. Envelope “B” Commercial Bid (Section 10; Annexure 1 & Annexure 2)
7. All the pages of Eligibility Criteria Response and Commercial Bid are duly sealed and signed by the authorized signatory.
8. Prices are quoted in Indian Rupees (INR).
9. All relevant certifications, audit reports, etc. are enclosed to support claims made in the Bid in relevant Envelopes.
10. All the pages of documents submitted as part of Bid are duly sealed and signed by the authorized signatory.

3. Bid Schedule and Address

Sr. No.	Description	Detailed Information
1.	Name of Project	Notice Inviting Tender for Supply, Installation, Testing and Commissioning of Audio Quality Check Lab Equipment at NFAI
2.	Tender Reference Number	40/33/21
3.	Date of publishing the NIT	December 01, 2021
4.	Site Visit to NFAI's premises	December 06, 2021 at 03:00 pm
5.	Submission of queries	December 08, 2021 up to 06:00 pm
6.	Pre-bid meeting with agencies	December 09, 2021 at 11:30 am
7.	Last date and time for Bid Submission	December 21, 2021 upto 03.00 PM
8.	Address of Bid Submission	Deputy Director cum Curator National Film Archive of India, Law College Road, Pune - 411004
9.	Date and Time of Bid Opening (Envelope A)	December 21, 2021 at 04.00 PM
10.	Date and time of Commercial Bid Opening (Envelope B)	To be communicated later
11.	Name and Address for Communication	Deputy Director cum Curator National Film Archive of India Law College Road Pune – 411 004 Ph. No. – 020-29701569 E-mail: osdnfhm@gmail.com
12.	Bid validity	180 days after the date of bid opening
13.	Bid Related Queries	E-mail id: osdnfhm@gmail.com
14.	NIT fees - Tender fee in the form of DD drawn in favor of Sr. AO, ROB, Pune	INR 1,000.00

Note:

1. Bids will be opened in the presence of the Bidders' representatives who choose to attend.
2. Commercial bid opening will be communicated later

4. Introduction

4.1 Objective of this NIT

National Film Archive of India (NFAI) is a media unit of Ministry of Information & Broadcasting, Govt. of India. NFAI has currently undertaken the tasks of digitizing and restoring old celluloid movies and performing quality check (QC) is an integral part of the digitization process for the process to be completed. There are two separate quality checks to be performed for Picture and Audio. NFAI is building its own Quality Check Lab for Audio and therefore invites bids for Supply, Installation, Testing and Commissioning of Audio Quality Check Lab Equipment.

4.2 Cost of the NIT

The Bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in the conduct of informative and other due diligence activities, participation in meetings / discussions / presentations, preparation of Proposal, providing any additional information required by NFAI to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the Bid process. NFAI will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

This NIT does not commit NFAI to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award or for preparing this Bid. All materials submitted by the Bidder would become the property of NFAI and may be returned completely at their sole discretion.

4.3 Due Diligence

The Bidders are expected to examine all instructions, terms and specifications stated in this NIT. The Bid shall be deemed to have been submitted after careful study and examination of this NIT document. The Bid should be precise, complete and in the prescribed format as per the requirement of this NIT document. Failure to furnish all information or submission of a bid not responsive to this NIT will be at the Bidders' risk and may result in rejection of the bid. Also, the grounds for rejection of Bid should not be questioned after the final declaration of the successful Bidder.

The Bidder is requested to carefully examine the NIT documents and the terms and conditions specified therein, and if there appears to be any ambiguity, contradictions, inconsistency, gap and/or discrepancy in the NIT document, Bidder should seek necessary clarifications by e-mail as mentioned in Section-3.

4.4 Ownership of this NIT

The content of this NIT is a copy right material of National Film Archive of India. No part or material of this NIT document should be published in paper or electronic media without prior written permission from NFAI.

4.5 Project time period

The work has to be completed within maximum of **75 days after the award of contract**. The Bidder is supposed to deploy sufficient professionals and trained manpower who would be able to complete the work, with proper Quality Checks as per prevalent standards well within the stipulated time frame in order to ensure timely completion of the project.

5. Scope of Work

The scope of work broadly covers the following activities:

- A. Supply, installation, testing and commissioning of equipment for Audio QC Lab with the following equipment for 2 rooms:
 - o Workstations, Software, Main speakers, Surround speakers, Subwoofers, Amplifiers and Controllers
- B. Supply of 3KVA 0.8 PF monolithic UPS for Audio QC rooms
- C. 1 year warranty post completion of installation for the above equipment
- D. Comprehensive maintenance for 1 year for the above equipment, after completion of the 1 year warranty period.

5.1. Supply, Installation, Testing and Commissioning of equipment for Audio QC Lab:

- i. Bidder shall procure, install, test and commission all the equipments.
- ii. The entire setup will be reviewed and verified by NFAI Technical Team.
- iii. Bidder shall undertake any re-work, as suggested by NFAI, at no additional cost.
- iv. All the equipment proposed to be deployed should be of latest make and model. (Manufactured post calendar year 2019).

5.2. Supply of UPS for Audio QC Lab

- i. Bidder shall procure, install, test and commission UPS.

5.3. Comprehensive maintenance for 1 year for the above equipment, after completion of the 1 year warranty period.

- i. Bidder shall provide a comprehensive maintenance for all the equipment commissioned at the QC lab.
- ii. Bidder shall be responsible for carrying out regular software upgrades and also include regular renewals of software subscription license for the contract period.
- iii. A comprehensive report of the services provided as part of the said component shall be provided to NFAI on a quarterly basis.

5.4. General requirements

- i. Bidder shall take up the entire cabling work (excluding power supply) for the QC Labs setup.
- ii. Bidder shall be responsible for laying of cable for Network connectivity for all Audio QC Terminals with Central storage on the NFAI premises.
- iii. Bidder shall supply ergonomic chair and table as per the BOQ
- iv. Bidder shall work with NFAI and with any assigned parties.
- v. Bidder shall maintain high quality and performance of the solution.
- vi. Bidder shall prepare and provide user manual or training materials for NFAI officials.
- vii. The Annual comprehensive maintenance services shall commence post expiration of warranty of the equipment installed. The period of annual comprehensive maintenance services shall be one (1) year.

6. Instruction to Bidders

A. The Bidding Document

6.1 Completeness of Response

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

The response to this NIT should be full and complete in all respects. Failure to furnish all information as required by the NIT or the submission of a Proposal not substantially responsive to the NIT in every respect will be at the Bidder's risk and may result in rejection of their Proposal.

6.2 Cost of Bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and NFAI will in no case be responsible or liable for those costs.

6.3 Content of Bidding Document

The Bid shall be in 2 separate envelopes, Envelope A and B.

6.4 Clarifications of Bidding Documents and Pre-bid Meeting

A prospective Bidder requiring any clarification of the Bidding Documents may notify NFAI in writing through email at osdnfhm@gmail.com any time prior to the deadline for receiving such queries as mentioned in Section 3.

6.5 Amendment of NIT Documents

1. At any time prior to the deadline for submission of bids, NFAI may for any reason, whether at its own initiative or in response to a clarification requested by a Bidder, amend the Bidding Documents.
2. Amendments will be provided in the form of Addenda to the Bidding Documents, which will be published on the NFAI website (www.nfai.gov.in). Addenda will be binding on Bidders. It will be assumed that the amendments contained in such Addenda had been taken into account by the Bidder in its bid.
3. In order to afford Bidders reasonable time to take the amendment into account in preparing their bids, NFAI may, at its discretion, extend the deadline for the submission of bids, in which case, the extended deadline will be posted on NFAI's website.
4. From the date of issue, the Addenda to the tender shall be deemed to form an integral part of the NIT. The Bidders are allowed to resubmit their Bid, if required, after such amendments (but within the last date and time for submission of the Bids).

6.6 NFAI's right to modify submission deadline

NFAI may, in exceptional circumstances and at their discretion, extend the deadline for submission of Proposals by issuing a corrigendum on the NFAI website (www.nfai.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.

B. Preparation of Bid

6.7 Bid Price

Prices submitted by the bidder should be exclusive of all taxes. The bidder should intimate the tax rate that is applicable as per the format mentioned in Commercial format (Annexure 1).

6.8 Bid Security Declaration

- a) Bidders shall submit, along with their Bids, Bid Security in the format as per [Annexure 3](#)
- b) The Bid/ Proposal submitted without Bid Security Declaration, as mentioned above, will be summarily rejected.

6.9 Invocation of Bid Security Declaration

The clauses under Bid Security Declaration made by the bidder will be invoked if:

- a) Bidder withdraws its bid before opening of the bids.
- b) Bidder withdraws its bid after opening of the bids but before Notification of Award.
- c) Selected Bidder withdraws its bid / Proposal before furnishing Performance Bank Guarantee.
- d) Bidder violates any of the provisions of the NIT up to submission of Performance Bank Guarantee.
- e) Selected Bidder fails to accept the order within five days from the date of receipt of the order. However, NFAI reserves its right to consider at its sole discretion the late acceptance of the order by selected Bidder.
- f) In case of a successful Bidder, if the Bidder fails to sign the Contract in accordance with this NIT.
- g) Bidder fails to submit the Performance Bank Guarantee (3% of the contract value) within stipulated period from the date of execution of the contract. In such instance, NFAI at its discretion may cancel the order placed on the selected Bidder without giving any notice.

6.10 Period of Validity of Bids

Bids shall remain valid for a period of 180 days after the date of bid opening as mentioned in Section 3 or as may be extended from time to time. NFAI holds the right to reject a bid valid for a period shorter than 180 days as non-responsive, without any correspondence.

6.11 Extension of Period of Validity

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.

6.12 Signing of Bid

The Bid shall be signed by a person or persons duly authorized to sign on behalf of the Bidder.

All pages of the bid, except for printed instruction manuals and specification sheets shall be initialed by the person or persons signing the bid.

The bid shall contain no interlineations, erasures, or overwriting, except to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

The bid shall be signed by a person or persons duly authorized to bind the bidder to the contract. Such authority shall be either in the form of a written and duly stamped Power of Attorney (Annexure 5) or a Board Resolution duly certified by the Company Secretary, which should accompany the Bid.

C. Submission of Bid

The bidder may choose to submit **either hardcopy of the proposal, as mentioned in the NIT, or submit the softcopy** of their proposal, in the following manner:

I. Hardcopy Submission

6.14 Envelope bidding process

The Bid shall be prepared in 2 different envelopes, Envelope A and Envelope B.

Each of the 2 Envelopes shall then be sealed and put into an outer envelope marked as “**Notice Inviting Tender Supply, Installation, Testing and Commissioning of Audio Quality Check Lab Equipment at NFAI**”.

The inner and outer envelopes shall be addressed to NFAI at the address mentioned in Section 3. The inner envelopes shall indicate the name and address of the Bidder. If the outer envelope is not sealed and marked as indicated, NFAI will assume no responsibility for the bid’s misplacement or premature opening.

6.15 Contents of the 2 Envelopes

Envelope A - Technical Bid

The following documents as per the sequence listed shall be inserted inside Envelope A:

- 1 Bid Security Declaration – Annexure 3
- 2 Power of attorney for authorization of a representative for signing of the bid – Annexure 5
- 3 Details of the bidder – Annexure 8

- 4 Declaration for Acceptance of NIT Terms and Conditions – Annexure 6
- 5 Project citation format – Annexure 9 along-with all supporting work orders/ completion certificate/ service agreement/ contract copies as required
- 6 Certificate of compliance by the bidder – Annexure 10
- 7 Compliance sheet for Equipment proposed – Annexure 12
- 8 Three years audited Balance Sheet and Profit and Loss Statements.
- 9 NIT document duly sealed and signed by the authorized signatory on each page
- 10 All necessary supporting documents

Envelope B - Commercial Bid

- 1 Commercial Bid Form – Annexure 1, Annexure 2.

II. Softcopy submission

- A zip file 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@nfai.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_<<Bidder Name>>	Pdf	Yes	On submission of Bid
2.	Pre-Qualification Proposal <<Bidder Name>>	Pdf	Yes	On submission of Bid
3.	Financial Proposal <<Bidder Name>>	Pdf	Yes	During opening of financial proposals

- All the above-mentioned files will be put in one folder. The bidder shall create a zip file of the folder. The said zip file shall be sent to NFAI. The naming convention to be followed for the zip file will be “Supply, Installation, Testing and Commissioning of Audio Quality Check Lab Equipment at NFAI”.
 - **Submission of softcopies:**
 - The bidder shall submit softcopies (zip file) of their proposals at it@nfai.gov.in
- (Note: As per the schedule mentioned under Section 3 of NIT).

- The bidder is required to share the password of document #1, #2 and #3, post receiving an email in the said regard from NFAI.
- A confirmation mail shall be sent to the bidders from NFAI (it@nfai.gov.in) intimating them on the receipt of the same.
- The password for document #4 shall be shared by the bidder at the time of opening of the respective financial proposals only. (Note: An intimation/ request mail for the same will be shared by NFAI in this regard)

6.16 Bid Submission

The Bidder should bear all the costs associated with the preparation and submission of their bid and NFAI will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

Bids sealed in accordance with the Instructions to Bidders should be delivered at the address as mentioned in the Section 3.

The bids should be made strictly as per the formats enclosed.

No columns of the tender should be left blank. Offers with insufficient/ inaccurate information and Offers which do not strictly comply with the stipulations given in this NIT, are liable for rejection.

6.17 Bid Currency

All prices shall be expressed in Indian Rupees only.

6.18 Bid Language

The bid shall be in English Language.

6.19 Rejection of Bid

The bid is liable to be rejected if the bid document:

- a) Does not bear signature of authorized person.
- b) Is received through Fax.
- c) Is received after expiry of the due date and time stipulated for Bid submission.
- d) Is incomplete / incorrect.
- e) Does not include requisite documents.
- f) Is Conditional.
- g) Does not conform to the terms and conditions stipulated in this Notice Inviting Tender.

6.20 Deadline for Submission

The last date of submission of bids is given in Section 3, unless amended by NFAI through its website.

6.21 Extension of Deadline for submission of Bid

NFAI may, at its discretion, extend this deadline for submission of bids by amending the bidding documents which will be intimated through NFAI website, in which case all rights and obligations

of NFAI and Bidders will thereafter be subject to the deadline as extended.

6.22 Late Bid

Bids received after the scheduled time will not be accepted by the NFAI under any circumstances. NFAI will not be responsible for any delay due to postal service or any other means.

6.23 Modifications and Withdrawal of Bids

Bids once submitted will be treated, as final and no further correspondence will be entertained on this. No bid will be modified after the deadline for submission of bids.

6.24 Right to Reject, Accept/Cancel the bid

NFAI reserves the right to accept or reject, in full or in part, any or all the offers without assigning any reason whatsoever.

NFAI does not bind itself to accept the lowest or any tender and reserves the right to reject all or any bid or cancel the Tender without assigning any reason whatsoever. NFAI also has the right to re-issue the Tender without the Bidders having the right to object to such re-issue.

6.25 NIT Cancellation

NFAI may at its discretion cancel the process of the selection at any time before notification of award.

6.26 Bid Evaluation Process

The Bid Evaluation will be carried out in 2 stages:

Stage 1 – Envelope “A” i.e., Eligibility will be evaluated. Only those Bidders who have submitted all the required forms and papers and comply with the eligibility criteria will be considered for further evaluation.

Stage 2 – Envelope “B”- Commercial bids of those Bidders who qualify in Pre-Qualification evaluation.

6.27 Contacting NFAI

From the time of bid opening to the time of Contract award, if any Bidder wishes to contact NFAI for seeking any clarification in any matter related to the bid, they should do so in writing by seeking such clarification/s from an authorized person. Any attempt to contact NFAI with a view to canvas for a bid or put any pressure on any official of the NFAI may entail disqualification of the concerned Bidder or its Bid.

6.28 Performance Bank Guarantee

NFAI will require the selected Bidder to provide a Performance Bank Guarantee (PBG), within 15 days from the Notification of Award of work for a value equivalent to 3% of the Total Cost of the Contract. The Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

7 Pre-qualification criteria^[1]

Only the firms satisfying the following pre-qualification criteria would be considered for financial bid opening:

#	Criteria	Supporting document
1.	The bidder should be registered as per the relevant Act (Companies Act or Partnership Act or any other relevant Act) in India. No consortium will be permitted for this NIT.	Certificate of Incorporation/ Registration Certificate as per the relevant act
2.	The Bidder should have experience in undertaking similar work related to supply, installation, testing, commissioning and maintenance of computer hardware/ audio equipment for Media & Entertainment Industry Broadcasters/ Production Houses/ OTT Players or Similar) in India as on date of submission of response to this NIT. The work shall have been completed within the last 5 financial years as on date of submission of response to this NIT.	Work order/ Completion certificate for the works carried out clearly indicating the start date and services rendered as part of the work undertaken as per Annexure 9 Project Citation format. Note: i. Work Order/ Completion certificates for similar works till bid submission date shall only be considered
3.	The Bidder should have an Average Annual turnover of INR 25 Lakhs for the financial years (FY 2017-18, 2018-19 and 2019-20).	i. A letter (on the letter head) from the practicing Chartered Accountant duly signed & stamped and clearly mentioning the turnover details for the agency/ organization/ company each year in the last three financial years (FY 2017-18, 2018-19 and 2019-20). ii. Audited Balance sheet and Income Statement for the last three financial years (FY 2017-18, 2018-19 and 2019-20).
4.	The Bidder 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 NIT	Self - Certification by the bidder on their letter head duly signed by the authorized signatory

#	Criteria	Supporting document
5.	Certificate of Compliance	Certificate of compliance under company letterhead (Refer Annexure - 10)
6.	Power of Attorney	Power of Attorney as per Annexure- 5 shall be submitted.

[1] Note: Any document in other than English language should be translated to English language by the Bidder. The whole and sole responsibility of the correctness of the translation shall be with the Bidder only.

8 Evaluation Process

8.1 Evaluation Committee

- The Evaluation Committee constituted by the NFAI shall evaluate the bids.
- The Evaluation Committee shall evaluate the Pre-Qualification proposal and Financial proposal of the qualified bidder. The decision of the Committee shall be final and binding upon all the bidders.

8.2 Process of Evaluation

- The bidder shall be evaluated as per the Pre-Qualification Criteria.
- Only those bidders who fulfill Pre- Qualification Criteria shall be considered for Financial opening.
- Amongst the bidders who are considered for financial evaluation, the bidder with the lowest cost as per Lowest Cost System (LCS) shall be considered for awarded the work.
- At any time during the Bid evaluation process, the Committee may seek written clarifications from the bidder. The Committee may seek inputs from their professional and technical experts in the evaluation process.
- The Evaluation Committee reserves the right to accept or reject any or all bids without giving any reasons thereof.
- In case of Single Bid, NFAI reserves the right to accept or reject the bid on approval of component authority as per relevant Government rules.

9 Payment milestone

Sr. No	Milestone	Payment in percentage terms (excluding the AMC value)
1.	On final acceptance of the work (Supply, Installation, testing and commissioning of the entire setup)	100% payment shall be made after final acceptance of work by NFAI
2.	Payment of Annual Maintenance value (at the end of maintenance year)	To be paid at the end of maintenance year

Note: Penalty clause shall be invoked in case of delay in commissioning of equipment.

9.1 Penalty Clause

NFAI may levy penalty of 0.5% of the contract value per week of delay beyond the stipulated period of 75 days from award of contract (as specified in Section 4.5). The penalty amount will be capped at 5% of the total contract value. NFAI may cancel the contract and may forfeit the PBG if the penalty reaches the maximum amount.

10 Commercial Proposal

1. The financial offers shall be evaluated on the basis of Grand Total (excluding GST) offered by the Bidder in their proposal.
2. If there is a discrepancy between words and figures, the lowest of the two shall be considered.
3. Any other calculation/ summation error etc. may lead to rejection of the bid.
4. Any deviations will not be accepted and may lead to disqualification of the bid.
5. The commercial proposal needs to be submitted as per the **Annexure 1 & Annexure 2**

Annexure 1: Template for Commercial Proposal for Supply, Installation, Testing and Commissioning of Audio Quality Check Lab Equipment at NFAI

#	Item	Description for Audio	QTY	Per Unit Rate (In INR)	Total (In INR)
(A)	(B)	(C)	(D)	(E)	(F)=D x E
Workstation for Audio QC					
1	Workstation	3.6GHz 10-core 10th-generation Intel Core i9 processor, Turbo Boost up to 5.0GHz 32GB 2666MHz DDR4 memory or higher 16GB of GPU GDDR6 memory 1TB SSD storage 10 Gigabit Ethernet Mouse Keyboard - US English 27-inch Retina 5K 5120x2880 P3 display macOS Catalina 10.15.7	2 Nos.		
Audio Setup for QC Room					
2	Software	Audio Workstation Software with Editing and Loudness Measurement Facilities - 2 years subscription	2 Nos.		
3	Plugin	Plugin	1 Nos.		
4	Key	Hardware Authorisation Key	2 Nos.		
5	Audio Interface	Audio Interface	2 Nos.		
6	Digital Speaker Processor	8 analog inputs and 8 analog outputs, microphone or line 48V switch per input channel 24 bit A/D and D/A convertor 48kHz sampling rate 8th order filters for crossover GPIO Extensible Function	1 Nos.		
7	Monitor Controller	Surround Monitor Controller	2 Nos.		
8	Television	50 Inch Full HD Television	2 Nos.		
9	Speakers	108dB SPL, Freq. Response -1.5 dB @ 45Hz -23kHz, Freq range-35Hz - 36 kHz, Power 300Watts	6 Nos.		
10	Speakers	101dB SPL, Freq. Response -1.5 dB @ 48Hz - 23kHz, Freq range-39Hz - 36 kHz, Power 300 Watts	8 Nos.		
11	Subwoofers	12" Subwoofer, 126dB SPL, Frequency Response 35 HZ-1KHZ, Power 700 Watts	2 Nos.		
12	Amplifiers	8 Ch Power Amplifier with BLU Link 600W @ 8Ohms, 1200W Bridged, SNR 108 dB, Damping Factor>1000 DSP capabilities include the following: -LevelMAX Limiters -Input/Output EQ -Delay -Matrix Mixer -Speaker Line Monitoring Analog & Digital Inputs Network Monitoring & Control Programmable General Purpose Input/Output Ports	2 Nos.		
13	Connectors	Interconnecting Cables and Connectors for above mentioned equipment using Gotham; Belden Or Sommer Installation Cables Including 5Mts HDMI Cables For TV, Extension for Keyboard Mouse, and Monitors	2 Nos.		
14	Rack	17U Equipment Rack	2 Nos.		
15	Headphones	Closed, 250 Ohm Studio headphone	3 Nos.		
16	UPS for 2 QC Rooms	On Line UPS pure sine wave of 3 KVA (2.4 KW) capacity, 1 Φ input and 1 Φ output, with high efficiency and output at 0.8 PF, complete with standard features, along with necessary SMF batteries (Exide/ Base/ Amron/ Quanta/ Rocket or equivalent company approved make) for 15 minutes battery backup including fabricated and powder coated racks with linksets and interconnection cables for batteries etc. as required	2 Nos.		

#	Item	Description for Audio	QTY	Per Unit Rate (In INR)	Total (In INR)
(A)	(B)	(C)	(D)	(E)	(F)=D x E
17	Network Switch	24 port 10G Switch	1 Nos.		
18	Computer Table	Computer Table	2 Nos.		
19	Chair	Ergonomic Chair	4 Nos.		
20	Installation & Commissioning	Supply, Installation, testing and commissioning of the entire setup	Lumpsum		
21	AMC	Annual maintenance for a period of one year beyond the initial 1 year warranty	1 year		
22	GST	GST (as applicable)			
23	Grand Total	(In figures) excluding GST (1+2+3+4+5+6+7+8+9+10+11+12+13+14+15+16+17+18)			
24	Grand Total	(In figures) including GST (1+2+3+4+5+6+7+8+9+10+11+12+13+14+15+16+17+18+19)			
25	Grand Total	(In words excluding GST)			
26	Grand Total	(In words including GST)			

Note:

1. The prices quoted by Bidder should include the delivery of all the mentioned material to the premises of the National Film Archive of India, Pune including transportation etc.
2. The rate per unit shall be considered for commercial calculation to be paid to the selected Bidders.
3. In case of discrepancy between the Grand Total (in words excluding GST) and Grand Total (in figures excluding GST), the lower value shall be considered for evaluation and award of the contract.
4. The decision of NFAI shall stand final and binding with regard to the total quantity of work that is required.
5. NFAI may reduce the quantity at its own discretion.
6. The unit rates mentioned in the commercial proposal shall be also be applicable for any additional quantities to be purchased.
7. The bidder has to fill in details across all the line items mentioned in the table above.
8. In case the commercial proposal submitted by the bidder is not as per the format mentioned in the RFP, the said bidder shall stand disqualified for further evaluation.

Annexure 2: Covering letter for Commercial Proposal Format

Date: dd/mm/yyyy

To
Deputy Director cum Curator,
National Film Archive of India,
Law College Road,
Pune – 411 004.

Subject: Submission of the Commercial bid Supply, Installation, Testing and Commissioning of Audio Quality Check Lab Equipment at NFAI.

Dear Sir,

We, the undersigned, offer to provide the services for <<Title of Services>> in accordance with your Notice Inviting Tender dated <<Date>> and our Proposal (Pre-Qualification and Commercial Proposals). Our attached Commercial Proposal is for the sum of <<Rs....., Amount in words and figures>>. This amount is excluding GST.

- **PRICE AND VALIDITY**

All the prices mentioned in our bid response are in accordance with the terms as specified in the NIT documents. We understand that the actual payment would be made as per the prevalent tax rates at the time of delivery.

- **UNIT RATES**

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

- **COMPLIANCE**

We declare that all the material shall be provided strictly in accordance with the bid documents, irrespective of whatever has been stated to the contrary anywhere else in our bid. We accept NFAI can delete any line item of the commercial proposal.

Further we agree that additional conditions, if any, found in the bid documents, other than those stated in deviation schedule, shall not be given effect to.

- **TENDER PRICING**

We further confirm that the prices stated in our bid are in accordance with your Scope of Work included in NIT documents

- **QUALIFYING DATA**

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

- **BID PRICE**

We declare that our Bid Price is for the entire scope of the work as specified in the <Refer Section No.>. These prices are indicated in Commercial Bid attached with our Tender as part of the Tender.

Our Commercial Proposal shall be binding upon us subject to the modifications resulting from negotiations, up to expiration of the contract period.

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

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

Thanking you,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

(On Company letterhead)

Date: dd/mm/yyyy

Tender No. _____

To

**Deputy Director cum Curator,
National Film Archive of India (NFAI),
Law College road,
Pune – 411004.**

Sir,

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Security Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a. have withdrawn/modified/amended, impairs, or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Security Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Sign

in the capacity of

Name:

Duly authorized to sign the bid for an on behalf of

Dated on _____ day of _____ (insert date of signing)

Corporate Seal

Annexure 4: Format for Performance Bank Guarantee

<<On Rs. 500 Stamp paper>>

**To,
Deputy Director cum Director,
National Film Archive of India,
Law College road,
Pune– 411004.**

Whereas <<name and address of the bidder >> (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 5: Power of attorney for authorization of a representative for signing of the bid
on the letter head of authorized representatives

<< On INR 500 stamp paper>>

Date: dd/mm/yyyy

To
Deputy Director cum Curator,
National Film Archive of India, Law
College road,
Pune.

Know by all men by these presents, We _____ (Name of the Agency
and address of their registered office) do hereby constitute, appoint, and authorize Mr. / Ms.-----
-----(name and residential address of authorized representative who is presently employed with us
and holding the position of _____ as our authorized representative, to do in our
name and on our behalf, all such acts, deeds and things necessary in connection with or incidental
to our Proposal for the “**Notice Inviting Tender for Audio QC Room Equipment at NFAI**”,
including signing and submission of all documents and providing information / responses to the
NFAI, representing us in all matters before NFAI, and generally dealing with the NFAI in all
matters in connection with our Proposal for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said authorized
representative pursuant to this Power and that all acts, deeds, and things done by our aforesaid
Attorney shall and shall always be deemed to have been done by us.

For _ Name:

Designation:

Date:

Time:

Seal:

Business Address:

Accepted,

(Signature)

(Name, Title and Address of the authorized representative)

Annexure 6: Format of Unconditional Acceptance to the NIT
(To be submitted on the Letterhead of the responding company)

Date: dd/mm/yyyy

To

**Deputy Director cum Curator,
National Film Archive of India,
Law College road,
Pune.**

Sub: Unconditional Acceptance to the aforementioned NIT

NIT Reference No:

“I/we, the undersigned on behalf of M/s do hereby declare that I/we accept all the terms and conditions laid down in this NIT document, any such corrigendum shall be deemed to be incorporated by this reference into this NIT. We also undertake that we are willing to bid for this NIT without any conditions apart from those mentioned in the NIT document.

Thanking you,
Yours faithfully,

Signature of Authorized Signatory (with official seal)

Date:

Name:

Designation:

Address:

Annexure 7: Pre-Bid Query Format Ref: NIT Notification 40/33/21

Name of the Agency:

Contact Address of the Agency:

Pre-Bid Queries Format					
Name of the Agency with contact details:					
Department Name:					
Due Date:					
S. No.	NIT Page No.	NIT Clause No.	Clause Title	Queries/ Clarification	Justification by SI

Signature:

Name of the Authorized signatory:

Company seal:

Date and Stamped

To be submitted in the specified format in excel only to email id: osdnfhm@gmail.com

Annexure 8: Details of the bidder

Details of the				
1	Name of the Bidder			
2	Address of the Bidder			
3	Incorporation status of the firm (Public Ltd/ Pvt Ltd or as applicable)			
4	Details of Incorporation of the Company.		Date:	
			Ref#	
5	Valid GST registration no.			
7	Permanent Account Number (PAN)			
8	Name & Designation of the contact person to whom all references shall be made regarding this tender			
9	Telephone No. (Mobile # / Landline # with STD Code)			
10	E-Mail of the contact person:			
11	Fax No. (with STD Code)			
12	Website			
Financial Details (as per audited Balance Sheets) (in INR)				
13	Year	2017-18	2018-19	2019-20
14	Turn Over			

Annexure 9: Project citation format

Relevant projects	
General information	
Name of the project	
Client for which the project was executed	
Name and contact details of the client	
Work Order No & Date	
Status – Completed / ongoing	
Project details	
Description of the project	
Scope of services	
Outcomes of the project	
Other details	
Total cost of the project	
Total cost of the services provided by the bidder	
Duration of the project (no. of months, start date, completion date)	

Annexure 10: Certificate of compliance by the bidder

<<On Company letterhead>>

Certificate of Compliance to Government Orders

Date: _____

This is to inform that, M/s_____ (bidder), and M/s_____ (Manufacturer(s) whose software, hardware, equipment and any other item(s) are proposed in the bid of M/s _____ (bidder)) are in compliance with order F. No. 6/18/2019-PPD issued by Department of Expenditure via Office Memorandum dated July 23, 2020.

We, M/s_____ (bidder) understand and accept that if such certification is found to be false, it would be a ground for immediate termination and further legal action in accordance with relevant laws of Government of India.

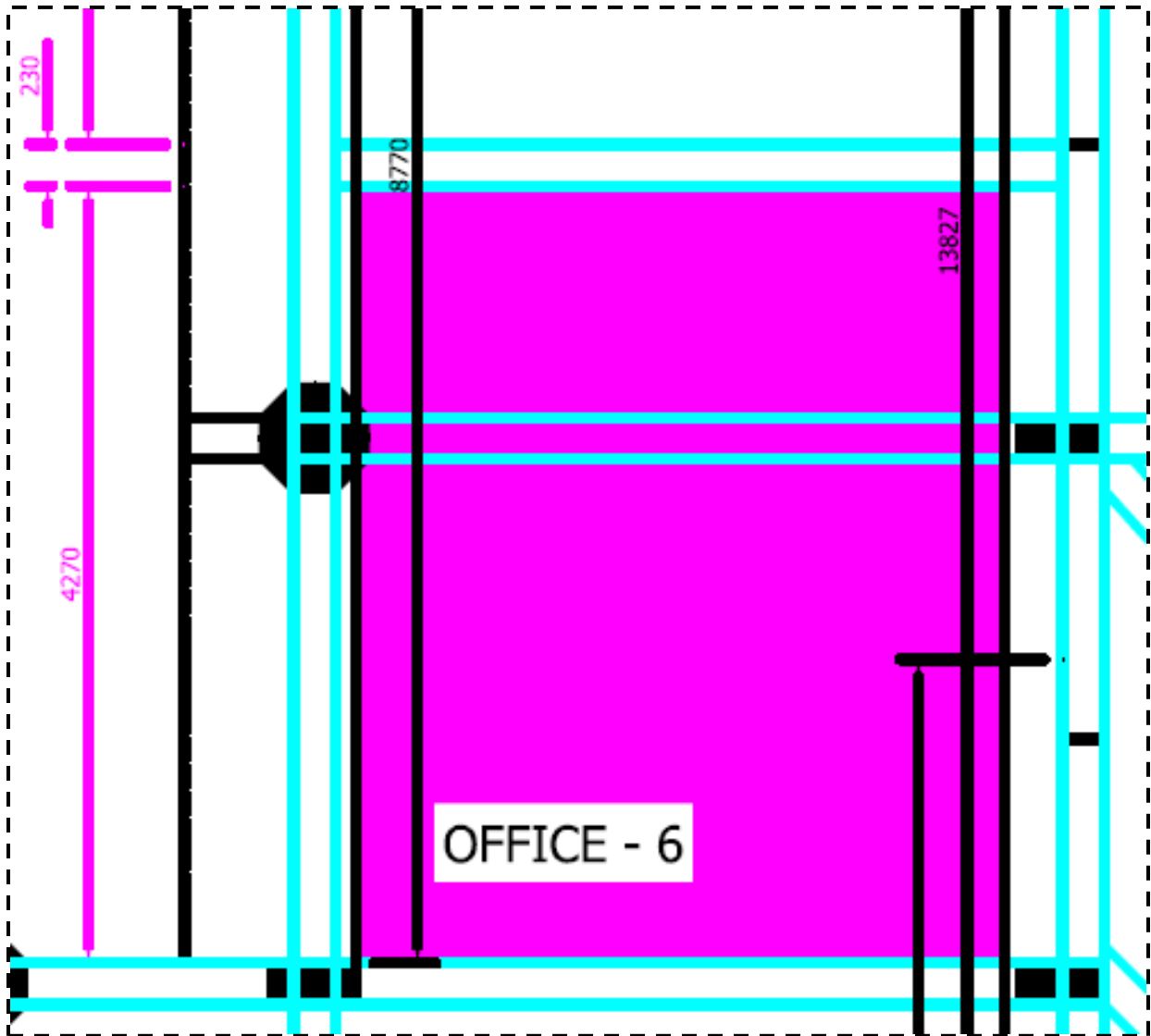
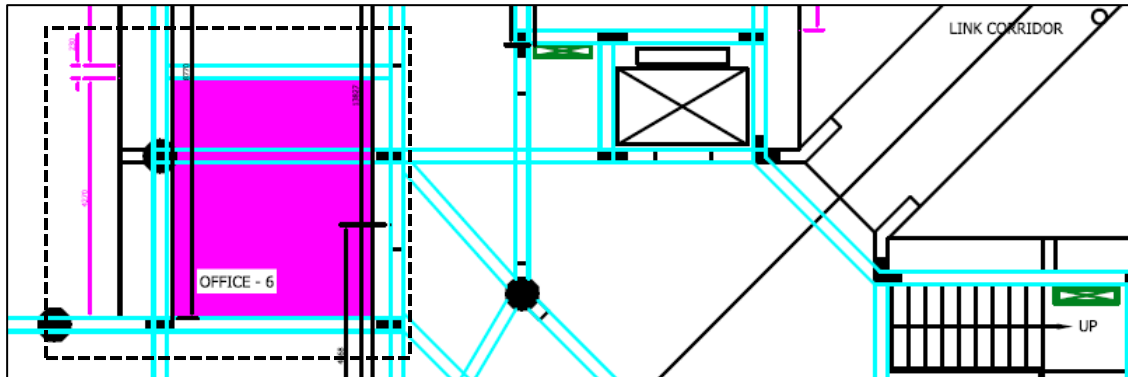
Name of Authorized signatory: _____

Signature of authorized signatory: _____

Stamp of the Organization (bidder)

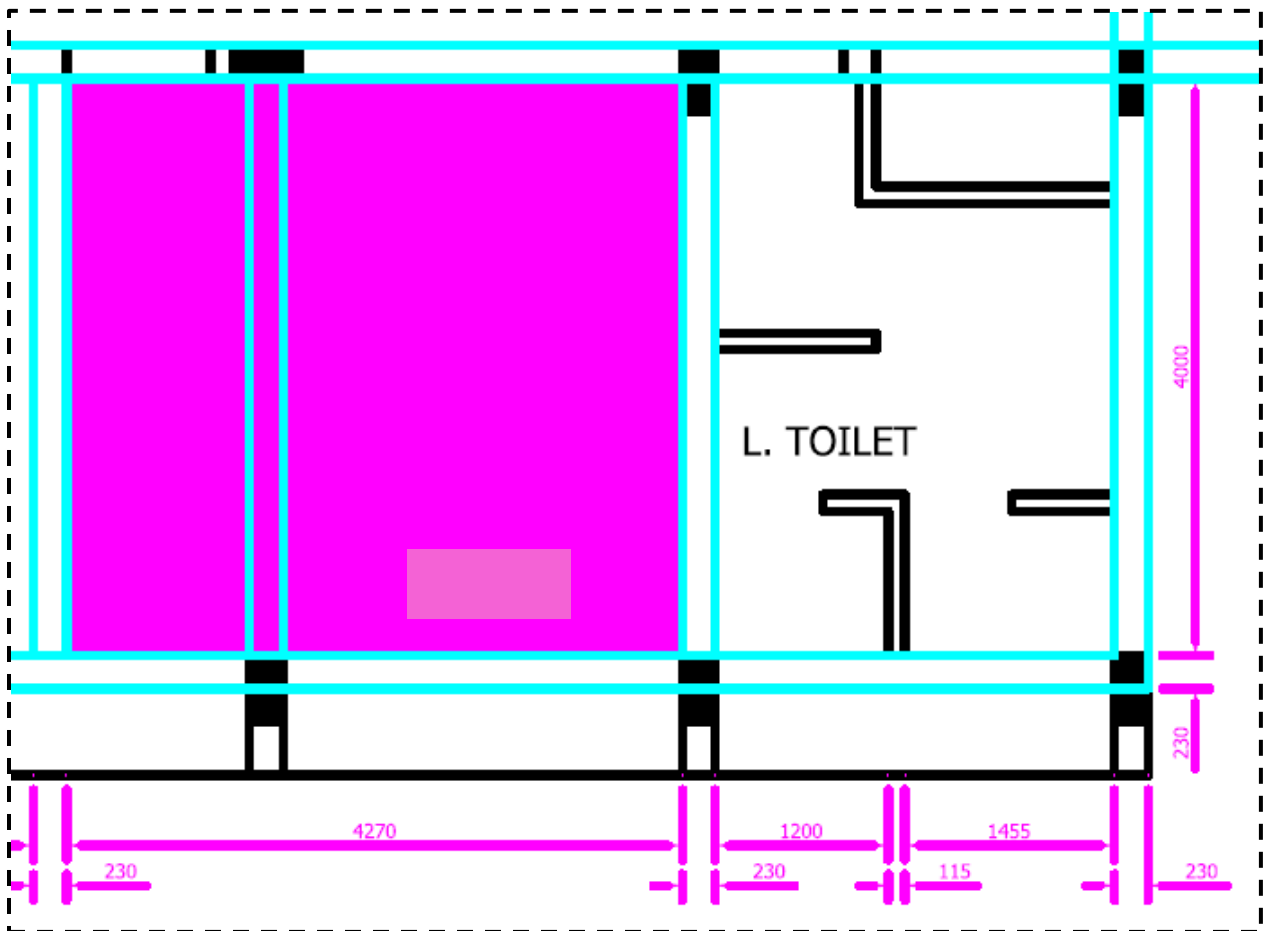
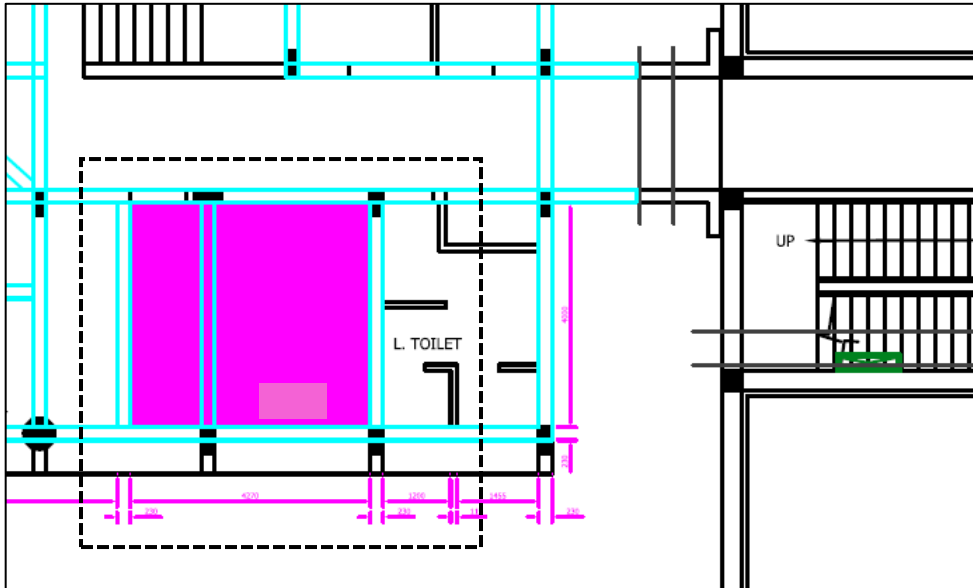
Annexure 11: Layout of QC Rooms at NFAI Phase 2

Audio QC Room 1 (Plan)



Note: All figures are in millimeters

Audio QC Room 2 (Plan)



Note: All figures are in millimeters

Annexure 12: Compliance sheet for Equipment proposed

#	Item	Description for Audio QC Setup	QTY	Suggested OEMs	Proposed Equipment by the bidder	Compliance to NFAI's requirement (Yes/ No)
Workstation for Audio QC						
1	Workstation	3.6GHz 10-core 10th-generation Intel Core i9 processor, Turbo Boost up to 5.0GHz 32GB 2666MHz DDR4 memory or higher 16GB of GPU GDDR6 memory 1TB SSD storage 10 Gigabit Ethernet Mouse Keyboard - US English 27-inch Retina 5K 5120x2880 P3 display macOS Catalina 10.15.7	2 Nos.	Apple		
Audio Setup for QC Room						
2	Software	Audio Workstation Software with Editing and Loudness Measurement Facilities - 2 years subscription	2 Nos.	Avid ProTools 12 HD		
3	Plugin	Plugin	1 Nos.	Izotope RX-9 Advanced		
4	Key	Hardware Authorisation Key	2 Nos.	PACE iLOK 3		
5	Audio Interface	Audio Interface	2 Nos.	Antelope Orion Studio Synergy Core Pro		
6	Digital Speaker Processor	8 analog inputs and 8 analog outputs, microphone or line 48V switch per input channel 24 bit A/D and D/A convertor 48kHz sampling rate 8th order filters for crossover GPIO Extensible Function		Industry accepted brands such as Tannoy, Martin Audio, QSC, JBL and others		
7	Monitor Controller	Surround Monitor Controller	2 Nos.	SPL SMC		
8	Television	50 Inch Full HD Television	2 Nos.	Sony, LG, Samsung		
9	Speakers	108dB SPL, Freq. Response -1.5 dB @ 45Hz -23kHz, Freq range- 35Hz - 36 kHz, Power 300Watts	6 Nos.	Industry accepted brands such as Tannoy, Martin Audio, QSC, JBL and others		
10	Speakers	101dB SPL, Freq. Response -1.5 dB @ 48Hz - 23kHz, Freq range- 39Hz - 36 kHz, Power 300 Watts	8 Nos.			
11	Subwoofers	12" Subwoofer, 126dB SPL, Frequency Response 35 HZ-1KHZ, Power 700 Watts	2 Nos.			

#	Item	Description for Audio QC Setup	QTY	Suggested OEMs	Proposed Equipment by the bidder	Compliance to NFAI's requirement (Yes/ No)
12	Amplifiers	8 Ch Power Amplifier with BLU Link 600W @ 8Ohms, 1200W Bridged, SNR 108 dB, Damping Factor>1000 DSP capabilities include the following: -LevelMAX Limiters -Input/Output EQ -Delay -Matrix Mixer -Speaker Line Monitoring Analog & Digital Inputs Network Monitoring & Control Programmable General Purpose Input/Output Ports	2 Nos.			
13	Connectors	Interconnecting Cables and Connectors for above mentioned equipment using Gotham; Belden Or Sommer Installation Cables Including 5Mts HDMI Cables For TV, Extension for Keyboard Mouse, and Monitors	2 Nos.	Gotham, Belden, Sommer or equivalent		
14	Rack	17U Equipment Rack	2 Nos.	-		
15	Headphones	Closed, 250 Ohm Studio headphone	3 Nos.	beyerdynamic DT 770 PRO 250 Ohm Studio Headphone or equivalent		
16	UPS for 2 QC Rooms	On Line UPS pure sine wave of 3 KVA (2.4 KW) capacity, 1 Φ input and 1 Φ output, with high efficiency and output at 0.8 PF, complete with standard features, along with necessary SMF batteries (Exide/ Base/ Amron/ Quanta/ Rocket or equivalent company approved make) for 15 minutes battery backup including fabricated and powder coated racks with linksets and interconnection cables for batteries etc. as required	2 Nos.	Eaton/ APC/ Vertiv (Emerson)		
17	Network Switch	24 port 10G Switch	1 Nos.	SX550X-24T-K9		
18	Computer Table	Computer Table	2 Nos.	Table recommended size: L- 4' 6" W - 2' 6" H - 2' 5"		
19	Chair	Ergonomic Chair	4 Nos.	-		

***** END OF DOCUMENT *****