

REQUEST FOR PROPOSAL

Selection of agency for the digitization of audiovisual material under the
National Cultural Audiovisual Archives Project

Ref. No.17/13/2013-SD/CIL

September 2015

Indira Gandhi National Centre for the Arts

11, Mansingh Road, New Delhi – 110001

www.ignca.gov.in

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1. Project Details

Indira Gandhi National Centre for the Arts (IGNCA), New Delhi is a premier institute set-up by the Government of India for research, documentation, preservation and dissemination of Indian arts and to provide a holistic understanding of Indian culture. A large volume of India's cultural wealth, created in the last six decades, is stored in audiovisual form with various governmental and non-governmental institutions and private collections. The content of these holdings enshrines the creativity of some of India's greatest artistic talents. This is an invaluable national heritage that needs to be preserved for all time and also made accessible to the citizens of the country. In the absence of systematic and modern preservation technologies, lack of awareness and proper upkeep, as well as the fragility of the medium they are stored in, these materials are in imminent danger of being lost forever. The IGNCA has been entrusted by the Ministry of Culture to implement the National Cultural Audiovisual Archives project.

The following are the objectives of the project:

- i) Identifying and preserving the cultural heritage of India available in audiovisual form in institutions across the country through a process of digitization and making it accessible to the people.
- ii) Instituting state-of-the-art digitization and storage systems through the aegis of IGNCA and its Partnering Institutions to preserve these audiovisual resources.
- iii) Setting up a dedicated website and a virtual network of these repositories and offering online access to their resources, programming schedules etc.
- iv) Standardization and periodic upgradation of the methods and technologies used in production, storage and retrieval of audiovisual resources. The genres to be covered will include oral traditions, traditional crafts and textiles, dance, music and theatrical practices, cultural practices and traditional knowledge.
- v) Capacity building in conservation, cataloguing, metadata creation, digitization and retrieval of audiovisual materials.

- vi) Instituting outreach and awareness programmes.

In the current phase, the project is to be completed by 31st March 2017 with the following as the main deliverables:

- i) Selection and digitization of approximately 10,000 hours of audio and video material.
- ii) Formulation of digitization and metadata standards for this project on an Open Archival International Standard model.
- iii) Creation of online catalogue of the cultural audiovisual materials of Partnering Institutions.
- iv) Capacity building in the area of audiovisual conservation, documentation, digitization, storage and dissemination.
- v) Identifying vendors who provide digitization services as per the technical standards approved for the project
- vi) Assisting in the creation and online dissemination of the complete catalogues of Partnering Institutions and individuals who volunteer to become a part of the project.
- vii) Providing free accessibility of copyright-free audiovisual material and preparing suggested guidelines for obtaining IPR & Copyright clearance for copyrighted audiovisual material.
- viii) Making an attempt to create a pool of trained manpower through capacity building workshops, seminars, training sessions, etc. in the domain of audiovisual archiving covering storage, preservation, digitization, cataloguing and metadata creation.

2. Scope of work

This RFP has been prepared to invite proposals (in separately sealed technical and financial envelopes) for the selection of an agency for digitization of audiovisual material. The duration of the assignment is 15 months.

The major objectives for undertaking this exercise are as follows:

- i. Under the project, it is proposed to make 10,000 hours of audiovisual material accessible online.
- ii. However, the volume of work can be increased up to 50% over the one year period and the agency should be willing to carry out digitization of the additional audiovisual material at the quoted rate. The time frame for that additional work will be separately determined.
- iii. The formats which would be covered are:
 - a. Audio: Audio Cassette, Audio Spool, DAT
 - b. Video: Film Reel, U-Matic, Betacam, VHS, Hi-Band, Low-Band, Mini DV, Hi-8
- iv. Some of the above mentioned formats may not be fully retrievable due to the age/condition of the materials. Therefore sufficient volume of the aforementioned audiovisual material will be provided to the agency for digitization to meet the proposed target as follows:
 - a. By December 2015 – 3000 hours
 - b. By March 2016 – 2000 hours
 - c. By June 2016 – 3000 hours
 - d. By September 2016 – 2000 hours
- v. The audiovisual material is located with the Partnering Institutions of the project across the country. List of the Partnering Institutions is enclosed at Annexure 5.
- vi. Within the above timelines, the Partnering Institutions under supervision of IGNCA will intimate the availability of selected audiovisual material to the agency. The agency will collect the pre-selected audiovisual material from the

Partnering Institutions of the project and return the material back along with digitized data after the process of digitization.

- vii. The digitization will be done as per the approved standards for the project, a copy of which is available at Annexure 1.
- viii. While the Administrative and Descriptive Metadata will be prepared by the Partnering Institutions, the Technical Metadata will be prepared by the agency and submitted in the form of an Excel sheet or xml or Online. The complete set of metadata fields is available at Annexure 2.
- ix. The digitized data (in archival & access quality), as per the prescribed standards, will be made accessible at IGNCA for integration and online access.
- x. Suitable guidelines will be prepared and provided to the Partnering Institutions for measures to be taken for safeguarding of their audiovisual materials.
- xi. The safety, security & integrity of the audiovisual material outside of the premises of the Partnering Institutions of the project will be the responsibility of the agency.
- xii. Co-ordinators at the Partnering Institution will oversee the proper packaging of the materials before sending for digitization.

3. Project Deliverables

1. The vendor will digitize 10,000 hours of audiovisual material, 5000 each of audio and video formats. The percentage of each formats under audio and video will be provided at the time of pre-bid meeting.
2. The digitized data would be delivered in 2 sets each (archival & access):
 - a. The archival quality data would be delivered on 2 sets of numbered LTO 6 tapes along with technical metadata entries in the metadata sheet.
 - b. The access quality data would be delivered on 2 sets of numbered HDDs along with Technical metadata entries in the metadata sheet/online. The HDDs will contain digitized audiovisual files in folders named as per the unique alphanumeric ID of each item and the technical metadata sheets pertaining to each item will be copied in their respective folders.
 - c. Nomenclature of the directory/file name is case sensitive (lower case only)
 - d. One set of HDDs would be handed over to the concerned Partnering Institution & the other set of HDDs (along with 2 sets of numbered LTO 6 tapes) would be handed over to the IGNCA.
3. The technical metadata, as indicated in Annexure 2, would be updated by the agency after digitization and submitted (Online or xml or in Excel sheet) in accordance with the prescribed digitization standards in Annexure 1.
4. The agency would be required to submit physical assessment, digitization & quality check reports pertaining to each item.

5. Timeline

The duration of this Project will be 15 months from the date of signing of the Contract. The aforementioned audiovisual material in sufficient volume is proposed to be handed over to the digitization agency to produce an approximate output, in a phased manner as follows:

By December 2015 – 3000 hours

By March 2016 – 2000 hours

By June 2016 – 3000 hours

By September 2016 – 2000 hours

1. The agency will deliver the digitized data, along with the original audiovisual material, within 45 days of receipt of the material from the Partnering Institutions, in line with the deliverables indicated above.
2. For each Quarter of work done, the agency will submit invoices (on the basis of output generated) to the IGNCA, along with a certificate from the Partnering Institutions indicating the receipt of original & digitized audiovisual material.
3. The IGNCA will release payment within 15 days after receipt of invoices, complete in all respect and digitized data, accompanied by certifications by the Partnering Institutions, as indicated at point number 2 above.

5. Bidding Details

5.1 Bidding Schedule

S. No.	Title	Remarks
1	Name of the buyer	IGNCA
2	Name of the contact person(s)	Mr. P. Jha, Director (CIL) Mr. Irfan Zuberi, Project Manager (NCAA)
3	Tender inviting authority	Member Secretary, IGNCA
4	Project name	Selection of agency for the digitization of audiovisual material under the National Cultural Audiovisual Archives Project
5	RFP reference number	17/13/2013-SD/CIL
6	Cost of tender document	Nil
7	Validity of proposals	180 days from the date of submission
8	Date of issue of RFP	15/09/2015
9	Date of Pre- Bid Meeting	01/10/2015
10	Last date of bid submission	09/10/2015 4 pm
11	Earnest money deposit	INR 20,00,000/-
12	Opening of technical bids	09/10/2015 5 pm
13	Technical presentation	18/11/2015
14	Opening of financial bids	01/12/2015

5.2 Eligibility Criteria

The applicant Consultant agency should meet the following requirements:

- i. The agency should be registered as a company in India.
- ii. The agency should have an annual turnover of INR 10 Crores or more during each of the last 3 financial years ending 31st March 2013, 2014, 2015.

- iii.** The agency should have implemented at least 3 assignments involving audiovisual digitization, each of the value of INR 50 Lakhs or above during the last three years.

5.3 Pre-bid Meeting with the Bidders

A pre-bid meeting with the bidders would be held on 29.09.2015.

Based on the feedback/suggestions received, if necessary, this RFP document will be suitably modified by the Tender Sub-Committee.

5.4 Bid Preparation Costs

The bidder shall be responsible for all costs incurred in connection with participation in the RFP process and all such activities related to the bid process.

5.5 Right to terminate the process

IGNCA may terminate the RFP process at any time and without assigning any reason.

5.6 Venue and deadline of the submission

The venue and the deadline of the submission shall be as per the data sheet (Clause 5.1).

5.7 Late bids

Bids received after the due date and the specified time for any reason whatsoever, shall be rejected.

5.8 Earnest Money Deposit

- i. A bid security of INR 20,00,000/- (INR Twenty Lakhs only) must be submitted with the bid in the form of a bank guarantee issued by any nationalised/scheduled bank and shall be valid for 120 days beyond the validity of the bid in the favour of Indira Gandhi National Centre for the Arts, New Delhi.

- ii. The bid security of all unsuccessful bidders would be refunded by the IGNCA within 30 days of the bidder being notified by IGNCA as being unsuccessful. The bid security, for the amount mentioned above, of successful bidder would be returned upon submission of the performance bank guarantee.
- iii. The EMD shall be denominated in INR only. No interest will be payable to the bidder on the amount of the EMD. Bids submitted without bid security, as mentioned above, will be liable for rejection without providing any opportunity to the bidder concerned.
- iv. The EMD shall be submitted with the technical bid in a separately sealed envelope as mentioned in this section. Bids submitted without adequate EMD will be liable for rejection.

The EMD may be forfeited:

- i. If a Bidder withdraws the bid or increases the quoted prices during the period of bid validity or its extended period, if any; or
- ii. In the case of a successful bidder, if the bidder fails to sign the contract or to furnish performance bank guarantee within specified time in accordance with the format given in the RFP.
- iii. During the bid process, if a bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and finalization. The decision of the IGNCA regarding forfeiture of the bid security shall be final & shall not be called upon question under any circumstances.
- iv. During the bid process, if any information found wrong/manipulated/hidden in the bid. The decision of the IGNCA regarding forfeiture of the bid security and rejection of bid shall be final & shall not be called upon question under any circumstances.

5.9 Conflict of Interest

IGNCA considers a conflict of interest to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations. A bidder may be considered to be in a conflict

of interest with one or more parties in the bidding process if, including but not limited to:

- i.** have controlling shareholders in common; or
- ii.** receive or have received any direct or indirect subsidy from any of them; or
- iii.** have the same legal representative for purposes of the bid; or
- iv.** have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the bid of another bidder, or influence the decisions of the tendering authority regarding this bidding process; or
- v.** a bidder participates in more than one bid for the same package in this bidding process; participation by a bidder in more than one bid for the same package will result in the disqualification of all bids in which it is involved; or
- vi.** a bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the goods and services that are the subject of the bid.

5.10 Consortium

A consortium would be permitted only on the basis of a signed agreement between the parties bidding for this tender. The tender must include the agreement between the parties clearly outlining the work undertaken under the project and financial sharing (in %age). The experience & capability of the primary agency responsible for the execution of the project will be considered during the evaluation of the bid. Not more than 25% of quoted cost by the primary agency will be allowed for the outsourcing Partner.

6. Format of Bid Submission

The bids must be direct, concise, and complete. All information not directly relevant to this RFP should be omitted. The IGNCA will evaluate the bid based on its clarity and the correctness of its response to the requirements of the project as outlined in this RFP. To assist in the preparation of proposal, The IGNCA is making available an electronic version of this RFP on its website at www.ignca.gov.in.

6.1 Format of Submission

The submission for this RFP is through a two-cover system:

- i. The technical bid and financial bid of the RFP should be placed in separate sealed covers with the wordings “Technical Bid” and “Financial Bid” respectively super-scribed on them.
- ii. Please note that prices must not be indicated in the technical bid and must only be indicated in the financial bid.
- iii. The cover indicating the “NCAA Project” which includes a technical bid and a financial bid put together must be put in another envelope (bid cover).
- iv. The bid cover should be super-scribed with the project name, RFP number, due date and the wordings “Do not open before 15:00 hours on <<date of submission>> as given in Clause 5.1”
- v. The cover thus prepared should also indicate clearly the name, address and telephone number of the bidder to enable the bid to be returned unopened in case it is declared “Late”.
- vi. The technical bid and financial bid should be complete documents and should be bound as volumes separately. The documents should be page numbered, signed (on each page) and appropriately flagged and contain a list of contents with page numbers. Bidders are required to submit all details as per the formats given in the RFP document only. Any deficiency in documentation may result in the rejection of the bid.

6.2 Documents comprising the bid

The bid submitted by the bidder shall comprise the following:

- i. Technical bid in the format as specified below and in Annexure-3 of this RFP document.
- ii. Financial bid in the format as specified in Annexure-4 of this RFP document.
- iii.** Earnest money deposit as specified in **Clause 5.8** of this RFP document.

6.3 Validity of Bids

- i. All bids must be valid for 180 days from the last date of submission of bids. A bid valid for a shorter period may be may lead to disqualification of the bidder. The IGNCA reserves the right to take appropriate action in this regard. On completion of the validity period, unless the bidder withdraws his bid in writing, it will be deemed to be valid until such time that the bidder formally (in writing) withdraws his bid.
- ii. In exceptional circumstances, at its discretion, the IGNCA may solicit the bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing (or by fax/e-mail).

6.4 Language of the bids

All the bids submitted shall be written in English language.

6.5 Non Conforming Bids

A bid may be construed as a non-conforming bid and ineligible for consideration:

- i. If it does not comply with the requirements of this RFP document.
- ii. If it fails to comply with the technical requirements, and acknowledgment of receipt of amendments.
- iii. If a bid does not follow the format requested in this RFP document or does not appear to address the particular requirements.

6.6 Disqualification

The bid is liable to be disqualified in the following cases or in case bidder fails to meet the bidding requirements as indicated in this RFP document:

- i. Bid not submitted in accordance with the procedure and formats prescribed in this RFP document or treated as non-conforming bid.
- ii. During the validity of the bid, or its extended period, if any, the bidder increases his quoted prices.
- iii. The bidder qualifies the bid with his own conditions.

- iv. Bid is received in an incomplete form.
- v. Bid is received after due date and time.
- vi. Bid is not accompanied by all the requisite documents.
- vii. If the bidder provides quotation only for a part of the project.
- viii. Information submitted in technical bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the contract (no matter at what stage) or during the tenure of the contract including the extension period if any.
- ix. Financial bid is enclosed with the same envelope as the technical bid.
- x. Bidder tries to influence the bid evaluation process by unlawful/corrupt/fraudulent means at any point of time during the bid process.
- xi. In case any one party submits multiple bids or if common interests are found in two or more bidders, the bidders are likely to be disqualified, unless additional bids/bidders are withdrawn upon notice immediately.
- xii.** Bidder fails to deposit the performance bank guarantee or fails to enter into a contract within 15 working days of the date of notice of award of contract or within such extended period, as may be specified by the IGNCA.

6.7 Modification and withdrawal of bids

No bid may be modified or withdrawn in the interval between the deadline for submission of bids and the expiration of the validity period specified by the bidder on the bid form. Entire bid security may be forfeited if any of the bidders withdraw their bid during the validity period.

7. Bid Opening & Evaluation

7.1 Bid opening sessions

The bids will be opened, in two sessions, one each for technical and financial, in the presence of bidders' representatives who choose to attend the bid opening sessions on the specified date, time and address. In the event of the specified date of bid opening being declared a holiday for IGNCA, the bids shall be opened at the same time and location on the next working day.

During the bid opening, preliminary scrutiny of the bid documents will be made to determine whether they are complete, whether required bid security has been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Bids not conforming to such preliminary requirements will be prima facie rejected.

7.2 Opening of Technical Bid

The RFP document fees/EMD will be opened, by a Bid Opening Committee appointed by the IGNCA, in the presence of bidders' representatives who choose to attend the session on the specified date, time and address. The envelopes of respective stages will be opened again in the presence of the representative as per details given in clause 5.1 above.

7.3 Evaluation of Technical Bids

The evaluation of the technical bids will be carried out in the following manner:

7.3.1 Technical Bid Part -I

- i.** Bidders will need to submit the following details:

S. No.	Mandatory Requirements	Documents Required
1	Memorandum of Agreement/Registration Certificate	Memorandum of Agreement/Registration Certificate
2	PAN& TIN details	Scans of PAN & TIN cards
3	Turnover The agency should have an annual turnover of INR 10 Crores or more during each of the last 3 financial years ending 31st March 2013, 2014, 2015.	Balance sheet for the last 3 years duly signed by a Chartered Accountant
4	The bidder should deposit earnest money along with the technical bid.	Earnest money deposit as per the details mentioned in Clause 5.2.7

	The bid received without the same will be summarily rejected.	
5	The bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices with any Government/agencies/ministries or PSUs and ones not blacklisted.	Declaration from authorised signatory as mentioned in Annexure-3 of RFP
6	The bidder must have prior experience of handling at least 3 similar assignments involving audiovisual digitization, each of the value of INR 50 lakhs or above in the last 3 years.	Details of the project specified in form, along with contract/work order and the client certificate
7	Duly executed Power of Attorney in favour of authorized signatory of the bidder or copy of board resolution duly authorizing signatory for signing this bid	Duly executed Power of Attorney in favour of authorized signatory of the bidder or copy of board resolution duly authorizing signatory for signing this bid

- ii. Only those bids fulfilling all the mandatory requirements listed out in technical bid Part I will be considered for technical evaluation of technical bid Part II.

7.3.2 Technical Bid Part II

- i. The bidders' technical bids proposed in the bid document will be evaluated by the Technical Evaluation Committee as per the requirements specified in this RFP document. The bidders are required to submit all required documentation in support of the evaluation criteria specified (e.g. detailed project citations and completion certificates, client contact information for verification, profiles of project resources and all others) as required for the technical evaluation.

- ii. The bidders' meeting is a mandatory requirement. As listed in Technical Bid Part I, the bidders will be provided with pre-selected audiovisual material from the Partnering Institutions of the project for sample digitization in order to enable them to demonstrate their capability of digitization which would then need to be presented before the Technical Sub-Committee of the project.
- iii. The bidders shall make a technical presentation of the proposed solution as per time and venue decided by the IGNCA. In case of any change in date, time and venue of the presentation, the same will be intimated to all bidders.
- iv. In the technical bid, the bidder is also required to supply an un-priced bill of material for all software and hardware components which would be used for this project.

7.4 Technical Evaluation Criteria

S. No.	Evaluation Criteria	Marks
1	<p>Adequacy of the proposed methodology</p> <p>Write ups on</p> <ul style="list-style-type: none"> i. Understanding of the objectives of the assignment & compliance with standards (as per Annexures 1 & 2) (10) ii. Completeness and responsiveness (5) iii. Project plan and execution strategy (5) 	20
2	<p>Quality & competency of key professional staff proposed</p> <p>(Bio-data with qualifications of key Personnel to be made available)</p> <ul style="list-style-type: none"> i. Project Manager (5) ii. Audio Digitization Expert (2) iii. Video Digitization Expert (3) 	10
3	<p>Infrastructure & capacity to digitize multiple formats of audiovisual material</p> <p>(Details to be furnished to establish the capability to undertake the digitization of multiple format of audio visual materials given below)</p> <p>Audio: Audio Cassette, Spool, DAT</p>	25

	Video: Film Reel, U-Matic, Betacam, VHS, Hi-Band, Low-Band, Mini DV, Hi-8 i. All 11 formats (25) ii. 8-11 formats (20) iii. 5-8 formats (15)	
4	Previous project experience The bidder should have prior experience of handling similar assignments of audiovisual digitization during the last 3 years. i. More than 10 projects (20) ii. More than 5 projects (15) iii. More than 3 projects (10)	20
5	Technical presentation The presentation will focus on the understanding of the objectives of the project, implementation methodology, qualifications and experience of the professionals deputed for execution, quality of sample digitization of audiovisual material and other items indicated above.	25
6	TOTAL	100

Bidders will need to score at least 80% or more points in the technical evaluation by the Technical Sub-Committee so as to be considered technically qualified.

7.5 Evaluation of Commercial Bids

- i. The financial bids of only the technically qualified bidders will be opened for evaluation.
- ii. The financial bid should be firm and final.
- iii. The cost quoted by the bidder must be inclusive of carriers (LTO & HDD), packaging of material, transportation, insurance, taxes, levies, customs duties and all other expenses incurred.

- iv. Some of the audiovisual formats may not be fully retrievable due to the age/condition of the materials. While quoting rates which are based on actual output generated, bidders should take into account all factors.
- v. Rates are being separately sought for 5000 hours of audio and 5000 hours of video. Please refer Annexure-4. The bid will be assessed based on the overall cost quoted by the bidders.

8. Contract Finalization and Award

8.1 Award Criteria

The technically qualified bidder quoting the lowest rate would be declared as the successful bidder.

8.2 Notification of Award

- i. IGNCA will notify the successful bidder that its bid has been accepted.
- ii. The notification of award will bind the parties to the formation of the contract.
- iii. Upon the successful bidder furnishing the performance bank guarantee, the IGNCA will promptly notify each unsuccessful bidder and will discharge its bid security/EMD.

8.3 Signing of Contract

- i. The IGNCA will send the bidder the Contract, incorporating all agreements between the parties.
- ii. Within 15 working days of the date of notice of award of contract, the successful bidder shall sign and date the Contract and return it to the IGNCA.
- iii. In case the Contract is not signed by stipulated date, the buyer may forfeit the EMD as per terms and conditions mentioned in clause 5.8 above.

8.4 Performance Bank Guarantee

Prior to the signing of the contract, the successful bidder shall furnish the performance bank guarantee in accordance with the conditions of the Contract.

- i. This performance bank guarantee for the satisfactory discharge of the Contract will be for an amount equal to 10% of the bid value, which shall be submitted by the successful bidder prior to signing the contract. This performance bank guarantee shall be valid from date of acceptance of LOI, till 60 days after the completion of the project. All incidental charges whatsoever such as premium; commission etc. with respect to the performance bank guarantee shall be borne by the bidder. The performance bank guarantee may be discharged/returned by the IGNCA upon being satisfied that there has been due performance of the obligations of the bidder under the contract. However, no interest shall be payable on the performance bank guarantee. The performance bank guarantee will need to be extended if the contract is extended beyond 15 months.
- ii. In the event of the bidder being unable to service the contract for whatever reason, the IGNCA would invoke the performance bank guarantee. Notwithstanding and without prejudice to any rights whatsoever of the IGNCA under the Contract in the matter, the proceeds of the performance bank guarantee shall be payable to the IGNCA as compensation for any loss resulting from the bidder's failure to perform/comply with its obligations under the Contract.
- iii. In case the project is delayed beyond the project schedule as mentioned in this RFP document, the performance bank guarantee shall be accordingly extended by the bidder for the duration equivalent to the delays caused in the project.
- iv. The performance bank guarantee may be forfeited if the IGNCA determines at any time that representatives of the bidder were found engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of the Contract.

ANNEXURES

ANNEXURE-1

AUDIO & VIDEO DIGITIZATION STANDARDS FOR THE NATIONAL CULTURAL AUDIOVISUAL ARCHIVES PROJECT

Analog Audio Digitization

The file with the following specifications will serve as the highest-quality archival master that will be maintained in perpetuity.

- i.** BWF Format
- ii.** Encoded to Linear Pulse Code Modulation (LPCM)
- iii.** Sampling Frequency: 96 KHz/48 KHz (depending upon the source material)
- iv.** Bit Depth: 24-bit (original digital material of 16-bit should be kept as it is)
- v.** Sound Field: as in the original recording

For access, MP3s of 128 kbps will be made available.

Analog Video Digitization

The file with the following specifications will serve as the highest-quality archival master that will be maintained in perpetuity.

- i.** JPEG 2000 Format
- ii.** Wrapper: MXF
- iii.** Uncompressed 10-bit 4:2:2
- iv.** Frame Rate: 24/25/29.97 fps (depending on the source material)
- v.** Video Bitrate: 27 MB/sec (approximate)
- vi.** Audio: BWF Format, 24-bit and 96 kHz/48kHz (depending upon the source material)

For access, MP4 will be made available.

Digital Video Transfer

The goal in this case would be to match the original resolution and encoding specifications as closely as possible, if not exactly. This file will serve as the highest-quality archival master that will be maintained in perpetuity.

For access, MP4 will be made available.

ANNEXURE-2

METADATA STANDARDS FOR THE NATIONAL CULTURAL AUDIOVISUAL ARCHIVES PROJECT

(Based on Extended Dublin Core Metadata Schema)

S. No.	Element	Definition/Interpretation	
ADMINISTRATIVE			
1	Source	Name of the Partnering Institution	
	Collection	Name of the Collection (if any)	
2	Identifier	Accession number	
3	Title	The main title associated with the recording	
	Alternative	Digital filename, that will be alpha-numeric and will serve as the unique identifier	
4	Medium	Format of original (analog) recording	
	extentOriginal	The size or duration of the original recording	
	Spatial	Recording location, including topographical coordinates to support map interfaces	
	Temporal	Context in which the recording was made	
	Created	Recording date	
	Condition	Condition of the original (analog) material	
5	Relation	Reference to related objects like agreement, associated files, reviews, photographs, etc	
6	Rights	Information about rights held in & over the resource	
DESCRIPTIVE			
7	Subject	Controlled list of content coverage	
	Keywords	Hierarchical list detailing out subject listings & groups of keywords	
8	Description	An abstract and/or description of	

		environmental or cultural context, list of contents, etc	
9	Creator	Director or entity primarily responsible for making the recording	
10	Publisher	Producer/Institution responsible for making the recording available	
11	Contributor	An entity responsible for making contributions to the recording	
		Artist(s)	
		Accompanying artist(s)	
		Recordist(s)	
		Composer(s)	
		Lyricist(s)	
		Any other	
12	Date	A point or period of time associated with an event in the lifecycle of the recording (Not the recording or production date of the original but a date relating possibly to the broadcast& publication of the recording)	
13	Type	The domain of the recording: audio/video	
14	Coverage	The spatial or temporal topic of the recording, such as a cultural feature of traditional songs or a dialect	
15	Language	Language(s) of the recording	
	Dialect	Dialect(s) of the language(s) of the recording	
TECHNICAL			
16	Format	Digital file format or dimensions of the resource	

		Codec	
		Bit-Rate/Bit-Depth	
		Sampling Frequency	
		Playback equipment used (Make & model)	
17	A-to-D Convertor	Analog to digital convertor used (Make & model)	
18	Extent	Digital file size & duration	
19	Date	Date of digitization	
20	LTO 6 Tape Number	LTO 6 tape number on which the digitized file is contained	
21	HDD Number	HDD number on which the digitized file is contained	
MISCELLANEOUS			
22	Remarks	Any additional information not covered under above headings	

Note: Digitization agency had to fill up only the technical metadata part. Other fields will be filled up by the Partnering Institutions.

Technical Bid Formats

Cover Letter

To:

<Location, Date>

Sh. P. Jha
Director (CIL)
Cultural Informatics,
IGNCA
New Delhi

Subject: Submission of the Technical bid for “Selection of agency for the digitization of audiovisual material under the National Cultural Audiovisual Archives Project”

Dear Sir/Madam,

We, the undersigned, offer to provide Audio-Video Digitization Services to the IGNCA in response to the RFP for Selection of agency for the digitization of audiovisual material under the National Cultural Audiovisual Archives Project.

We are hereby submitting our Proposal, which includes the Technical bid and the Financial Bid sealed in a separate envelope.

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

We undertake, if our Proposal is accepted, to initiate the Implementation services related to the assignment not later than the date indicated in Fact Sheet.

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

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

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

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Address: _____

Form Tech 3.1 Self Declaration: Not Blacklisted

To,
P. Jha
Director (CIL)
Cultural Informatics,
IGNCA

Sir,

In response to the Tender Ref. No. XXX dated XXX for RFP titled “Selection of agency for the digitization of audiovisual material under the National Cultural Audiovisual Archives Project”, as an owner/ partner/ Director of, I/ We hereby declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

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

Thanking you,

Name of the Bidder:

Authorised Signatory:.....

Signature:

Seal:

Date:

Place:

Form Tech 3.2 Particulars of the bidder

S. No.	Information Sought	Details to be Furnished
1	Name and address of the bidding company	
2	Incorporation status of the firm (public limited/ private limited,	
3	Year of Establishment	
4	Date of registration	
5	ROC Reference No.	
6	Details of company registration	
7	Details of registration with appropriate authorities for service	
8	Name, Address, email, Phone nos. and Mobile number of Contact Person	

Form Tech 3.3 Bidder's Authorisation Certificate

(Company letterhead)

To,
Sh. P. Jha
Director (CIL)
Cultural Informatics,
IGNCA
New Delhi

<Name>, <Designation> is hereby authorized to attend meetings & submit technical & commercial information as may be required by you in the course of processing the above said Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: - Verified Signature:

Authorised Signatory: -

Seal of the Organization: -

Date:

Place :

Form Tech 3.4 Certificate of Conformity and Non-Deviation

(Company letterhead)

To,
Sh. P. Jha
Director (CIL)
Cultural Informatics
IGNCA,
New Delhi

CERTIFICATE

Sir,

This is to certify that, the specifications of Audio-Video Digitization Services which I/ We have mentioned in the Technical bid, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the specifications of the Tender document and that there are no deviations of any kind from the requirement specifications.

Also, I/we have thoroughly read the tender document and by signing this certificate, we hereby submit our token of acceptance to all the tender terms & conditions without any deviations. I/ We also certify that the price I/ we have quoted is inclusive of all the cost factors involved in the execution of the project, to meet the desired Standards set out in the Tender Document.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date:

Place:

Form Tech 3.5 Format for fairness of documents

(Company letterhead)

To,
Sh. P. Jha
Director (CIL)
Cultural Informatics,
IGNCA
New Delhi

Sir,

In response to the Tender Ref. No. XXX dated XXX for RFP titled “Selection of agency for the digitization of audiovisual material under the National Cultural Audiovisual Archives Project”

As an owner/ partner/ Director of....., I/ We hereby declare that any documents or information submitted under this bid is without any doubt, true and fair, to the best of my/our knowledge.

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

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date:

Place:

Form Tech 3.6 Undertaking on Conflict of Interest

(Company letterhead)

To,
Sh. P. Jha
Director (CIL)
Cultural Informatics,
IGNCA
New Delhi

Subject: Undertaking on Conflict of Interest

Sir,

I/We hereby undertake that there is, absence of, actual or potential conflict of interest on the part of the SI or any prospective subcontractor due to prior, current, or proposed contracts, engagements, or affiliations with IGNCA.

I/We also confirm that there are no potential elements (time frame for service delivery, resource, financial or other) that would adversely impact the ability of the SI to complete the requirements as given in the RFP.

We undertake and agree to indemnify and hold IGNCA harmless against all claims, losses, damages, costs, expenses, proceeding fees of legal advisors (on a reimbursement basis) and fees of other professionals incurred (in the case of legal fees & fees of professionals, reasonably) by IGNCA and/or its representatives, if any such conflict arises later.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date:

Place:

Tech 3.7 Undertaking On Pricing of Items of Technical Response

(Company letterhead)

[Date]

To

Sh. P. Jha

Director (CIL)

Cultural Informatics,

IGNCA

New Delhi

Subject: Undertaking on Clarifications

Sir,

I/We do hereby undertake that Commercial Proposal submitted by us is inclusive of all the items in the technical proposal and is inclusive of all the clarifications provided/may be provided by us on the technical proposal during the evaluation of the technical offer. We understand and agree that our Commercial Proposal is firm and final and that any clarifications sought by you and provided by us would not have any impact on the Commercial Proposal submitted by us.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date:

Place:

Form Tech 3.8 Undertaking On Technology Information Provided

(Company letterhead)

To

Sh. P. Jha

Director (CIL)

Cultural Informatics,

IGNCA

New Delhi

Subject: Undertaking on Technology Information Provided

Sir,

1. I/We confirm that the all the commercial / proprietary / licensed software, platforms and tools that are required to either further customize, test, maintain, enhance, and deploy the software, i.e., future developments or enhancements or defect fixes or quality assurance tests on the software and deploying the software in a development or quality or training or production environment have been disclosed in the technical bill of material. The costs for the same have been quoted in the Commercial Proposal as required. In case IGNCA or a third party identified by IGNCA finds any additional such requirement that has a commercial impact either through license fees or such, the same shall be provided to IGNCA or any agencies at the State or Centre or Private Partner identified for implementation at the State free of cost for full and unlimited usage.
2. The software and the underlying technology and tools shall not restrict to the deployment to any specific hardware platform and will be capable of operation on multiple hardware platforms from all the leading systems vendors.

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date:

Place:

Form Tech 3.9 Technical Details

3.9.1 Technical Bid Part I

Bidders will need to submit the following details:

S. No.	Mandatory Requirements	Documents Required
1	Memorandum of Agreement/ Registration Certificate	Memorandum of Agreement/Registration Certificate
2	PAN & TIN details	Scans of PAN & TIN cards
3	Turnover The agency should have an annual turnover of INR 10 Crores or more during each of the last 3 financial years ending 31st March 2013, 2014, 2015.	Balance sheet for the last 3 years duly signed by a Chartered Accountant
4	The bidder should deposit earnest money along with the technical bid. The bid received without the same will be summarily rejected.	Earnest money deposit as per the details mentioned in Clause 5.2.8
5	The bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices with any Government/agencies/ ministries or PSUs and ones not blacklisted.	Declaration from authorised signatory as mentioned in Annexure-3 of RFP
6	The bidder must have prior experience of handling at least 3 similar assignments involving audiovisual digitization each of the value of Rs 50 Lakhs & above in the last 3 years.	Details of the project specified in form, along with contract/work order and the client certificate
7	Duly executed Power of Attorney	Duly executed Power of Attorney

	in favour of authorized signatory of the bidder or copy of board resolution duly authorizing signatory for signing this bid	in favour of authorized signatory of the bidder or copy of board resolution duly authorizing signatory for signing this bid
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3.9.2 Technical Bid Part II

S. No.	Evaluation Criteria
1	<p>Adequacy of the proposed methodology</p> <p>Write ups on</p> <ul style="list-style-type: none"> i. Understanding of the objectives of the assignment & compliance with digitization & metadata standards ii. Completeness and responsiveness iii. Project plan and execution strategy
2	<p>Quality and competency of key professional staff proposed (Bio-data of key personnel will need to be made available)</p> <ul style="list-style-type: none"> i. Project Manager ii. Audio Digitization Expert iii. Video Digitization Expert
3	<p>Infrastructure & capacity to digitize multiple formats of audiovisual material</p> <p>(Details to be furnished to establish the capability to undertake the digitization of multiple format of audio visual materials given below)</p> <p>Audio: Audio Cassette, Spool, DAT</p> <p>Video: Film Reel, U-Matic, Betacam, VHS, Hi-Band, Low-Band, Mini DV, Hi-8</p> <ul style="list-style-type: none"> i. All 11 formats ii. 8-11 formats iii. 5-8 formats
4	<p>Previous project experience</p> <p>The bidder should have prior experience of handling similar assignments of audiovisual digitization during</p>

	<p>the last 3 years.</p> <ul style="list-style-type: none"> i. More than 10 projects ii. More than 5 projects iii. More than 3 projects
5	<p>Technical presentation</p> <p>The presentation will focus on the understanding of the objectives of the project, implementation methodology, qualifications and experience of the professionals deputed for execution, quality of sample digitization of audiovisual material and other items indicated above.</p>
6	TOTAL

Form Tech 3.10: Details of un-priced bill of material for all software and hardware components which would be used for this project

ANNEXURE-4**Format of Financial Bid**

S. No.	Description	Per Hour output Rate	Total Price (INR)	Taxes & Other Duties	Total Amount (INR)	Total Amount (INR) in words
A	Digitization Services For 5000 hours of output for audio					
B	Digitization Services For 5000 hours of output for Video					
	Grand Total Cost					

Note: The financial Bid should be firm and fixed as per details given in para 5.7 of the RFP

List of Partnering Institutions

1. Indira Gandhi National Centre for the Arts (IGNCA)
11, Man Singh Road
New Delhi – 110 001

2. Indian Council for Cultural Relations (ICCR)
Azad Bhavan, I.P. Estate
New Delhi – 110 002

3. Centre for Cultural Resources (CCRT)
Sector 7, Dwarka, Palam Colony
New Delhi – 110 075

4. Indira Gandhi Rashtriya Manav Sangrahalaya (IGRMS)
Shamala Hills, Bhopal – 462 013

5. Rupayan Sansthan
Village Moklawas, Jodhpur – 342 006

6. Natya Shodh Sansthan (NSS)
EE Block, Bidhan Nagar
Salt Lake City, Kolkata – 700 091

7. Saptak Archives
Chimanlal Girdharlal Rd
Usmanpura, Ahmedabad – 380 014

8. Kalakshetra
Thiruvanmiyur, Chennai – 600 041

NOTE: In future, there may be more Partnering Institutions added to the project.