

Request for Proposal (RFP)



Selection of Agency for Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Film Content (Old & New Formats) & Video (Old & New Formats) for I&PR Department, Government of Odisha.

RFP No.: OCAC-TE-05/2023/ENQ/24042, Dated 08-03-2024



Odisha Computer Application Centre
(Technical Directorate of E&IT Department, Govt of Odisha)
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Disclaimer

The information contained in this Request for Proposal (hereinafter referred to as "RFP") document provided to the Bidders, by the Odisha Computer Application Centre (OCAC) Odisha, or any of its employees, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist in the formulation of Proposals. This RFP document does not aim to hold all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the Odisha Computer Application Centre (OCAC) Odisha and its employees to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. Odisha Computer Application Centre (OCAC) Odisha and its employees make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document. Client Department also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in the Bidding Documents.

Information provided in the RFP Document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. OCAC/Client Department accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The issue of this RFP Documents does not imply that the OCAC/Client Department is bound to select a Bidder or to appoint the Selected Bidder or Service Provider for the Project and the OCAC/Client Department reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, uploading, expenses associated with any demonstrations or presentations which may be required by OCAC/Client Department or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the OCAC/Client Department shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Selection process. OCAC may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

1. Instruction to Bidders for Online Bid Submission

e-Nivida is the complete process of eTendering, from publishing of tenders online, inviting online bids, evaluation and award of contract using the system. You may keep a watch of the tenders floated under <https://enivida.odisha.gov.in>

Bidder Enrolment can be done using "**Bidder Enrolment**".

The instructions given below are meant to assist the bidders in registering on the e-Nivida Portal, and submitting their bid online on the portal as per uploaded bid.

More information useful for submitting online bids on the eNivida Portal may be obtained at:

<https://enivida.odisha.gov.in>

GUIDELINES FOR REGISTRATION:

1. Bidders are required to enroll themselves on the eNivida Portal <https://enivida.odisha.gov.in> or click on the link "Bidder Enrolment" available on the home page of e-tender Portal by paying the **Registration fee of Rs.2,500/- + Applicable GST.**
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidders.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded in pdf format on e-tender portal.
8. After completion of registration payment, bidders need to send their acknowledgement copy on our help desk mail id **odishaenivida@gmail.com**, for activation of the account.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters.
2. Once the bidders have selected the tenders they are interested in, then they can pay the Tender fee and processing fee (NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fee tenders will be moved to the respective 'requested' Tab. This would enable the e- tender Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

PREPARATION OF BIDS

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/schedule and generally, they can be in PDF formats. Bid Original documents may be scanned with 100 dpi with colour option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g., PAN card copy, GST, Annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Documents" available to them to upload such documents.
5. These documents may be directly submitted from the "My Documents" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process. Already uploaded documents in this section will be displayed. Click "New" to upload new documents.

SUBMISSION OF BIDS

1. Bidder should log into the website well in advance for the submission of the bid so that it gets uploaded well in time i.e., on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document as a token of acceptance of the terms and conditions laid down by Department.
3. Bidder has to select the payment option as per the tender document to pay the tender fee / Tender Processing fee & EMD declaration as applicable and enter details of the instrument.
4. In case of BG bidder should prepare the BG as per the instructions specified in the tender document. The BG in original should be posted/couriered/given in person to the concerned official before the Online Opening of Financial Bid. In case of non-

receipt of BG amount in original by the said time, the uploaded bid will be summarily rejected.

5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the yellow Coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. The uploaded bid documents become readable only after the tender opening by the authorized bid openers.
8. Upon the successful and timely submission of bid click "Complete" (i.e. after Clicking "Submit" in the portal), the portal will give a successful Tender submission acknowledgement & a bid summary will be displayed with the unique id and date & time of submission of the bid with all other relevant details.
9. The tender summary has to be printed and kept as an acknowledgement of the submission of the tender. This acknowledgement may be used as an entry pass for any bid opening meetings.

For any clarification in using eNivida Portal:

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to e-tender Portal in general may be directed to the Helpdesk Support.

Please feel free to contact eNivida Helpdesk (as given below) for any query related to e-tendering.

Phone No. 011-49606060

Mail id: - odishaenivida@gmail.com

Acronyms and Glossary of Terms

Acronyms / Abbreviations	Description
OCAC	Odisha Computer Application Centre
EMD	Earnest Money Deposit
IT	Information Technology
LD	Liquidated Damages
LOI	Letter of Intent
OEM	Original Equipment Manufacturer
OS	Operating System
SLA	Service Level Agreement
UAT	User Acceptance Test

2. Important Dates & Information

Information	Details
Bid Inviting Authority	Odisha Computer Application Centre (OCAC) (Technical Directorate of E& IT Dept, Govt. of Odisha)
Correspondence Address	The General Manager (Admin) Odisha Computer Application Centre (OCAC) (Technical Directorate of I.T. Dept, Govt. of Odisha) N-1/7-D, Acharya Vihar, P.O.- RRL, Bhubaneswar -751013
RFP Name	Selection of Agency for Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Film Content (Old & New Formats) & Video (Old & New Formats) for I&PR Department, Government of Odisha.
Bid Reference No. and Date	OCAC-TE-05/2023/ENQ/24042, Dated 08-03-2024
Earnest Money Deposit (EMD)	Earnest Money Deposit (EMD) of ₹35,00,000/- (Rupees Thirty-Five Lakh Only) in the form of Demand Draft/Bank Guarantee (BG) from any Nationalized/Schedule Commercial Bank. The EMD of successful Bidder is liable to be forfeited if the Bidder violates any terms of the tender within the validity period. EMDs given by unsuccessful Bidders will be refunded after placing of work order to the successful Bidder. Bidder should upload the scan copy of the DD/BG online and submit the original DD/BG at OCAC office on or before Opening of the Pre-Qualification Bid.
Availability of Bid Document in the website (www.ocac.in www.odisha.gov.in)	08/03/2024 To 02/04/2024 at 02:00 PM
Last date for receiving pre-bid queries	14/03/2024 by 03:00 PM
Date and Time of Pre-bid Conference	16/03/2024 at 12:30 PM, through Virtual Meeting on MS Team Platform
Issue of Corrigendum (if Required)	20/03/2024
Last Date and Time for Submission of Bid document	02/04/2024 by 02:00 PM
Date and Time of opening of Pre-Qualification & Technical Bids (TB) Bids	02/04/2024 at 04:00 PM
Technical Presentation	To be informed later
Opening of Commercial Bid (CB)	To be informed later

3. Notice Inviting RFP

Odisha Computer Application Center (OCAC) invites RFP from eligible firms for Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Film Content (Old & New Formats) & Video (Old & New Formats) for I&PR Department, Government of Odisha.

The RFP document can be downloaded from the OCAC websites <https://ocac.in>, <https://enivida.odisha.gov.in> and <https://www.odisha.gov.in>. Response to this Request for Proposal (RFP) shall be deemed to have been done after careful study and examination of this document with full understanding of its implications. This and subsequent sections provide general information about the Issuer, important dates for RFP processing, addresses for communication and correspondence, and the overall eligibility, Technical evaluation criteria and related terms for the interested bidders.

OCAC reserves the right to cancel any or all the bids without assigning any reason thereof.

Issuer

The General Manager (Admn.)
Odisha Computer Application Centre
(OCAC) OCAC Building, Plot No.-N-1/7-D,
Acharya Vihar Square RRL Post Office,
Bhubaneswar -751013, (Odisha)

4. Fact Sheet

This Fact Sheet comprising important factual data of the tender is for quick reference of the Bidder.

Clause Reference	Topic
The Proposal	Odisha Computer Application Centre (OCAC) invites Request for Proposal (RFP) for Selection of Agency for Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Film Content (Old & New Formats) & Video (Old & New Formats) for I&PR Department, Government of Odisha.
Method of Selection	Quality and Cost Based Selection i.e. QCBS (80:20) method shall be used to select the bidder. The bidder is required to submit the bids General (Pre-qualification), Technical & Financial bid in eNivida portal (https://enivida.odisha.gov.in). Financial bid of those bidders who qualify in Technical Bid by scoring 80% mark or above shall be opened.

RFP Document	The RFP document can be downloaded from the website www.odisha.gov.in or www.ocac.in or https://enivida.odisha.gov.in/ .
Earnest Money Deposit (EMD)	<p>Earnest Money Deposit (EMD) of ₹35,00,000/- (Rupees Thirty-Five Lakh Only) in the form of Demand Draft/Bank Guarantee (BG) from any Nationalized/Schedule Commercial Bank in favour of Odisha Computer Application Centre. The EMD of the successful Bidder is liable to be forfeited if the Bidder revokes any terms of the tender within the validity period. EMDs given by unsuccessful Bidders will be refunded after placing of work order to the successful Bidder.</p> <p>Bidder should upload the scan copy of the DD/BG online and submit the original DD/BG at OCAC office on or before Opening of Pre-Qualification Bid.</p>
Performance Bank Guarantee (PBG)	Performance Bank Guarantee (PBG) @ 10% of the cost of the project (excluding taxes) from any Nationalized/Scheduled Commercial Bank in the prescribed format in favour of the Odisha Computer Application Centre shall be submitted by the successful bidder within 30 days of issue of work order.
Scope of Work	Selected Bidder is expected to deliver the equipment and services listed in Scope of Work as mentioned in this RFP.
Language	Bid must be prepared by the Bidder in English language only.
Currency	The bidder should quote in Indian Rupees only. The total price inclusive of taxes, levies and duties will be considered for evaluation. So, the bidder must mention the base price and the tax component separately.
Validity Period	Proposals/bid must remain valid for minimum 180 days from the last date of bid submission.
Bid to be submitted on or before last date of submission at:	<p>The proposal must be submitted to:</p> <p>The General Manager (Admn.) Odisha Computer Application Centre (OCAC) OCAC Building, Plot No.-N-1/7-D, Acharya Vihar Square, RRL Post Office, Bhubaneswar-751013 (INDIA)</p> <p>Proposals must be submitted on or before 02-04-2024 by 02:00 PM through electronic mode only. No physical copies of the documents will be accepted.</p>

5. Invitation for Bids

Odisha Computer Application Centre (OCAC) invites bids from eligible bidders who have the necessary qualifications for Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Film Content (Old & New Formats) & Video (Old & New Formats) as per the "Scope of Work" described in this RFP.

The Bid document has been published in the official website of OCAC www.ocac.in, <https://enivida.odisha.gov.in> and <http://www.odisha.gov.in>. The RFP advertisement has also been published in leading newspapers for wide circulation. Bidders are requested to go through the Bid document carefully and participate in the bidding process with all necessary details as required.

This RFP is issued by OCAC, which is the sole point of contact during the selection process. The Nodal Officer responsible for entire process is General Manager (Admin).

6. Background Information

The purpose of this Request for Proposal (RFP) is to shortlist reputed organizations for Digitization, Restoration, Development & Implementation of Enterprise Archival of its Legacy Photos (Old & New Formats), Audio (Old & New Formats), Film Content (Old & New Formats) & Video (Old & New Formats) for I&PR Department, Government of Odisha.

The solution should be capable to collate, organize and protect hundreds and thousands of Audio Visual Tapes, Films, Negatives, Photos, Audio Tapes in a central library and should have the capability to implement the analytics for searching relevant content i.e., image, audio, video frame, audio clip etc., from the central library.

7. Requirement, Scope of Work, Deliveries & Timelines

The scope of work primarily focuses on Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Film Content (Old & New Formats) & Video (Old & New Formats) for I&PR Department, Government of Odisha. **The entire contract period is five (5) years** from the date of Final Acceptance Test (FAT)/Go-live whichever is earlier.

Site visit, survey & feasibility for identification/validation of the actual legacy data for Digitization, Restoration & Development are to be undertaken by the prospective bidder at I&PR Department. The officer in-charge of I&PR Department shall coordinate to provide the necessary information. The bidder shall be responsible for all costs incurred in connection with participation in the bid process including site visits.

7.1. Detailed Requirement under this Project

- a) OCAC on behalf of I&PR Dept., Govt. of Odisha intent to implement Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Film Content (Old

- & New Formats) & Video (Old & New Formats) which can cater the old, current and future requirements.
- b) All the software, hardware and services required to meet the required functionalities should be supplied by the selected bidder.
 - c) Proposed Enterprise Archival Solution should not be declared with End of Life or End of Support by the OEM for at least next 5 years from the date of Final Acceptance Test (FAT)/Go-live.
 - d) The product specifications are mentioned in detail in the **Annexure-3** under minimum technical specification. Please refer to the same for required sizing. Bidder should propose products in order to comply the requirement.
 - e) Upon awarding of the contract, the bidder should ensure a kick-off meeting within 15 days along with requirements to capture all required information.

7.2. Detailed Scope under this Project

The major components factored for the project are listed below: -

- a.) The bidder has to take overall responsibility for Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats) Audio (Old & New Formats), Video (Old & New Formats), Film Content (Old & New Formats) at I&PR Dept., Govt. of Odisha.
- b.) The solution should be capable to collate, organize and protect hundreds and thousands of data including photos, audio, video & film content in a central library and should have the capability to implement the analytics for searching of relevant contents from the central library.
- c.) Setting-up required IT Infrastructure for Digitization, Restoration, Development & Implementation of Enterprise Archival Solution.
- d.) File based ingress to Central Storage and Cataloguing and Metadata tagging.
- e.) Criteria based search and Metadata update.
- f.) Facility to define users and groups permission to access, edit, move, copy, publish the contents.
- g.) The bidder will coordinate with the officials of OCAC and I&PR Dept., Govt. of Odisha for timely completion of the supply, installation and commissioning of the above solutions.
- h.) The bidder will do the setup for complete infrastructure solution as asked in the technical specification along with the digitization of the existing content.
- i.) The bidder shall be entirely responsible for the design and architecture of the solution implemented to satisfy all the requirements of I&PR Department.

Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Video (Old & New Formats) & Film Content (Old & New Formats).

- ✓ Supply, install and commission of the proposed solutions for I&PR Dept., Govt. of Odisha as per Bill of Quantity mentioned in this RFP, complying with the technical specification given in Annexure, along with infrastructure, services, accessories and necessary documents/manuals.
- ✓ The Bidder shall ensure the safe delivery of the equipment up to the designated place for installation. Any transit insurance, labor, road permits etc., if required for the same, shall be arranged by the Bidder at no extra cost to OCAC/ I&PR Department.

- ✓ The Bidder shall be responsible for Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Video (Old & New Formats), Film Content (Old & New Formats) at I&PR Dept., Govt. of Odisha.
- ✓ The bidder will be required to do a thorough As-Is-Study of the below requirement.
 - The existing image, audio and video analog needs to be digitized and ingested to the new infrastructure. The infrastructure setup for archiving unit, Media Asset Management and Storage configuration are the key elements, which needs to be studied by the bidder team in coordinate with the OCAC and I&PR officials to design the same.
 - The Solution design should have a design document, workflow diagram, polices, services and road map for archiving for **minimum 10 years**.
 - The primary task will be existing professional services for smooth migration.
 - To ensure smooth implementation, migration & performance as per the design shall be carried out by the selected bidder onsite.
- ✓ The bidder shall ensure the seamless installation & integration of the offered solution with optimal performance and digitization services.
- ✓ The installation & commissioning shall include all the components and sub-components like cables such as fiber, ethernet etc., connectors, infrastructure setup including hardware and software licenses, accessories and other components required for smooth commissioning of the solution as a part of the RFP requirement, should be supplied by the bidder.
- ✓ The solution offered should be Robust, Secure and Scalable.
- ✓ Testing of the equipment commissioned and ensuring proper functioning at all levels.
- ✓ The proposed solution should have the latest technology features and standards.

The details of legacy data including photos, audios, film contents and videos are listed in **Annexure-17** for the bidder's reference. The bidder is encouraged to visit the department to conduct a survey and assess the feasibility of digitizing, restoring and developing the legacy data mentioned in **Annexure-17**. The bidder should ensure that the digitization, restoration and development efforts align with the objectives of the department and is expected to achieve the department's objectives with an acceptable variation of 10 to 20%. Legacy data falling outside the 10 to 20% feasibility range for digitization, restoration, and development must be presented to the committee members for approval. This suggests a formal process for handling data that may not be feasible for the planned activities.

Overall, this excerpt outlines the expectations and processes involved in digitizing, restoring and developing legacy data, ensuring alignment with departmental objectives and allowing for flexibility in handling unforeseen challenges.

7.3. Warranty & Support

- Warranty shall be provided by the bidder for the entire contract period of the project for all the software & hardware supplied and to ensure the smooth functioning and to achieve the highest uptime on the offered solution.
- The bidder shall ensure that the solution supplied shall not be declared as End of Support/End of Service for the entire contract period.

- Software updates and upgrades at no cost to I&PR Dept., Govt. of Odisha during the entire contract period.
- On-site support from the Bidder.
- Warranty support of entire equipment's for a period of **5 years**.
- The Bidder should have the Back-to-Back support agreement with all the OEMs, till the completion of the contract period to ensure the smooth functioning and to achieve the highest uptime on the offered solution.

7.4. Training & Handholding

Key training requirements of the Bidder are listed below: -

- i. The Selected Bidder shall impart necessary handholding for effective usages of the equipment when required by I&PR Dept., Govt. of Odisha.
- ii. Training Materials, Applications, User Manual and Completion Reports.
- iii. Bear the expenses towards training, quoted as part of the Financial Proposal submitted.
- iv. The successful bidder will be required to hold training for at least 4 Officials/Management team of OCAC and I&PR Dept., covering basic concept, infrastructure workflow, near line storage, deep archiving, file ingest and retrieval etc., along with digitization of content.

7.5. Onsite support

The Bidder shall deploy adequate manpower who would provide day to day operation & management support of the proposed solution. The bidder shall engage adequate and competent manpower as per the following project requirement.

- To provide services to manage the technical as well as functional aspects of the project and to maintain the SLAs as per requirement.
- Client Co-ordination
- Project Monitoring and Control
- Quality Assurance and Control
- Resolving Project related issues
- Review of Asset Reconciliation
- Quarterly Project Progress Review Meeting
- MIS Reporting of the Project
- Administrative Issues Resolution

7.6. Project Deliverables, Milestones & Time Schedule

The milestones, deliverables and time schedule for the implementation of project shall be as follows: -

- a) The time specified for delivery and other activities as mentioned in the table below shall be deemed to be the essence of the contract and the successful bidder shall arrange supplies and provide the required services within the specified period.
- b) It should be noted that any delay in the project timelines shall attract Liquidated Damages to the Agency.

Sl. No.	Activity / Milestone	Delivery Schedule
1	Delivery of Equipment	12 Weeks from date of issue of purchase order to the Bidder
2	Installation, Configuration & Integration (Infrastructure)	4 Weeks from date of Delivery of Equipment
3	Digitization, Restoration & Development (Services)	24 Weeks from date of issue of purchase order to the Bidder
4	UAT, Sign-off & Training	1 Week from date of Installation, Configuration & Integration

Note: - Total time for completion of the project is **24 weeks**. In case the project is not completed in time, penalty of 0.5% per week or part thereof maximum up to 8 weeks will be applicable subject to condition that the delay is entirely attributable to the selected bidder. Thereafter, Odisha Computer Application Centre (OCAC) will be free to cancel the contract.

7.7. Service Levels and Penalty Terms

Service Level Agreement (SLA) shall form part of the contract between OCAC/Client Department and the Bidder. SLA defines the terms of the Bidder's responsibility in ensuring the timely delivery and the compliance to the Performance Indicators as detailed in this RFP document. The Bidder shall comply with Service Levels requirements to ensure adherence to timelines, quality and availability of services. OCAC shall have the right to expect the following service levels as also to impose penalty on Bidder on its failure to meet them as under: -

Sl.No.	Description	Service Level	Applicable Penalty
1.	Supply and complete acceptance testing for 100% of the ordered quantity within 168 days of issuance of Work Order by the Department.	Within 168 days	No Penalty
		168 to 196 days	0.5 % (the value of undelivered and / or not accepted quantity) per week or part thereof, for every subsequent week subject to a max of 28 Weeks.
		> 196 days	The Contract may be terminated with forfeiture of PBG
2.	Resolution of any hardware or software issue.	Within 2 working days from the date of reporting of issue	No Penalty
		3 - 14 working days	The bidder shall provide temporary replacement of device(s) in which the issue has been reported. Failing to do so will attract penalty of Rs. 200/- per day per reported device.
		> 14 working days	Rs. 200/- per day per reported device, maximum up to 60 days, post that the department may terminate the contract and forfeit the PBG.

8. Pre-Qualification/Eligibility Criteria

Following table describe the pre-qualification criteria. A bidder participating in the bidding process shall possess the following minimum pre-qualification/eligibility criteria. Any bidder failing to meet the stated criteria shall be summarily rejected and will not be considered for Technical Evaluation.

Pre-Qualification Evaluation Criteria			
Sl. No.	PQ Criteria	Description of the Criteria	Documents to be Submitted
1	Legal Entity	<p>The bidder or in case of a consortium, all the members of the consortium, must be incorporated/registered in India, under the Companies Act 1956/2013 or an LLP registered under the LLP Act 2008 or The Partnership Act 1932</p> <p>Note: The consortium cannot be of more than two members (including Prime Bidder)</p> <p>All members of the consortium shall be jointly and severally liable for execution of the work</p>	<ul style="list-style-type: none"> • Copy of Certificate of Incorporation/ Partnership Deed or equivalent, A duly notarized/ registered Joint Bidding Agreement/ Consortium Agreement) signed between Prime Bidder and all the consortium members. • The MoU should clearly mention detailed roles and responsibilities of the Prime Bidder and its Consortium partner.
2	Turnover	The average annual turnover of the Bidder (or members of the consortium) should have minimum INR 50 Crores during the last 3 financial years ending with 2022-23 (i.e. 2020-21, 2021-22, 2022-2023)	- Audited Balance Sheets/ CA Certificate
3	Net Worth	The bidder (or consortium members) must be positive net worth in last three financial years ending on 31st March 2023.	- Certificate from CA
4 (A)	Technical Capability -I	The Bidder (or any consortium member) must be in the business in Development and maintenance of an Enterprise software Solution (like Media Asset Management, Film Digitization for Media and Entertainment Industry (Broadcasters/ Production Houses/ OTT Players or Similar), in field for minimum 10 Years having minimum 25 full time tech resources on his pay roll.	Copies of the relevant documents. This certification should have the list of films and clearly indicating the number of hours of the digitization work.

(B)	Technical Capability -II	The Bidder (or any consortium partner) must have expertise in Deployment and maintenance of an enterprise software Solution, Work-related to deployment, commissioning of Tape library management or Hard Disk storage management and Film scanning for at least 2000 Hrs for Media & Entertainment Industry (Broadcasters/ Production Houses/OTT Players) or similar.	Copies of the relevant documents. This certification should have the list of films and clearly indicating the number of hours of the digitization work.
(C)	Technical Capability - III	The Bidder (or any consortium partner) must have experience in development & implementation of projects having Data Migration, API Integration with Social Media and Other Applications.	Copies of the relevant documents
(D)	Technical Capability - IV	The Bidder (or any consortium partner) must have experience of Implementing large Digitization project in any State/ Central Government Departments/ broadcasters/ renowned institutes in India for Images, Audio & Video Files.	Copies of the relevant documents
5	Quality Certification	The Bidder (or any consortium partner) must have valid Certificates for ISO 9001-2015.	Copies of the valid certificates.
6	Blacklisting	The Bidder (or the consortium partners) should not be currently under a declaration of Ineligibility for corrupt and fraudulent practices issued by any Government or PSU in India.	Self-declaration
7	Local Presence	The Bidder (or any of the consortium partner) should have an office in Odisha. However, if the presence is not there in the state, the bidder or Prime Bidder (in case of consortium) should give an undertaking for establishment of a project office, within one month of award of the contract.	Relevant Documents supporting office addresses/ Undertaking.
8	EMD	Earnest Money Deposit (EMD) of ₹35,00,000/- (Rupees Thirty-Five Lakh Only) in the form of Demand Draft/Bank Guarantee (BG) from any Nationalized/ Schedule Commercial Bank. The EMD of successful Bidder is liable to be forfeited if the Bidder revokes any terms of the tender within the validity period. EMDs given by unsuccessful Bidders will be refunded after placing of work order to the successful Bidder. Bidder should upload the scan copy of the DD/BG online and submit the original DD/BG at OCAC office on or before Opening of Pre-Qualification Bid.	Demand Draft (DD) <i>Note: EMD is exempted for local MSEs (Proof of document to be enclosed)</i>

9. Technical Evaluation Criteria

In order to facilitate the technical proposal evaluation, the technical criteria laid down along with the assigned weights have been presented in subsequent section. The marking scheme presented here is an indication of the relative importance of the evaluation criteria. Bidders securing a minimum of 80% marks in the technical evaluation will only be considered for further financial bid evaluation. Bids which do not secure the minimum specified technical score will be considered technically non-responsive and hence debarred from being considered for financial evaluation.

Technical Evaluation Marks (Total Marks = 100)			
Sl. No.	Description of the Parameters	Max Score	Supporting Documents
1.	Technical Compliance to all Software & Hardware items asked in this RFP. The compliance sheet submitted in respective OEMs letter head only will be considered which should be duly authorized (seal and signed) by the authorized person of the respective OEM. The solution and compliance should support by the OEMs datasheet.	25	Compliance from OEM in their letter head with datasheet
2.	The Bidder (or consortium partner(s)) should have executed projects related to digitization & restoration of film reels. Total hours of digital restoration of film reels done in last 5 years ending on 31 st March 2023. <ul style="list-style-type: none"> • 500 to 1000 Hours – 5 mark • 1000 to 2000 Hours – 10 Marks • 2000 to 3000 Hours – 15 Marks 	15	Work orders/ completion Certificate (wherever available) in the name of the bidder or, Certified Auditor or Company Secretary certifying the claim of the bidder of have undertaken the said digitization/restoration on work. This certification should have the list of films and clearly indicating the number of hours of the digitization work.
3.	The Bidder (or consortium partner(s)) should have completed the Digitization, Archiving and Media Asset Management Project for any State/Central departments/renowned institute in India in last 5 years ending with 31 st March 2023. <ul style="list-style-type: none"> • One (01) projects – 05 Marks • Two (02) projects – 10 Marks 	10	Work Order/Completion Certificate

4.	<p>The Bidder (or consortium partner(s)) should have implemented projects related to the digitization of legacy tape audio-video content (Minimum 20,000 Hrs. of content in last 5 years)</p> <p>Total Hrs. of legacy audio-video Content digitization done in last 5 years.</p> <p>20,000 to 25,000 Hrs. – 10 Marks 25,000 to 30,000 Hrs. – 15 Marks</p>	15	<p>Work Order/ Completion Certificate having the list of films clearly indicating the number of hours of the digitization work.</p>
5.	<p>The Bidder (or consortium partner(s)) should have more than 50 numbers of technical manpower on its payroll,</p>	10	<p>Current PF Challan/declaration with details from Company's management to be furnished</p>
6.	<p>Presentation on the proposed solution capturing the major features: -</p> <ul style="list-style-type: none"> a) Understanding of the project (how the solution proposed is relevant to the requirement of the I&PR Department) b) Proposed technical solution with detailed architecture, work flow and methodology. c) Implementation, Operation & Maintenance Support plan with team structure. d) Demonstration of previously executed projects i.e., Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Video (Old & New Formats), Film Content (Old & New Formats), for evaluation of the Bidder's capability on proposed solution. 	25	<p>Presentation before the committee members.</p>

Note: - All the bidders who secure a minimum Technical Score of 80 marks out of total 100 marks i.e. 80% of total marks or more will be declared as technically qualified and are eligible for financial bid opening.

10. Instruction to Bidders

10.1. General

- a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements. Bidders and recipients of this RFP may consult their own legal advisers with regard to this RFP.
- b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by OCAC on the basis of this RFP.
- c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of the OCAC. Any notification of preferred bidder status by OCAC shall not give rise to any enforceable rights by the Bidder. OCAC may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of the OCAC.
- d) This RFP supersedes and replaces any previous public documentation & communications and Bidders should place no reliance on such communications.
- e) The quoted equipment must have at least six years of life from the date of submission of the bid. The bidder should submit a declaration from the OEM, to this effect in their proposal. This is non-negotiable and OCAC will not ask to submit the declaration from OEM, after opening of the bid. Bid without above mentioned declaration may be summarily rejected.
- f) Change request of any kind after opening of the bid and award of the work shall not be entertained.
- g) No further communication of any shortfall of bidding documents shall be considered after submission of bids through online.

10.2. Availability of RFP Document

- a) The availability of bidding documents shall be commenced from the date as mentioned in Notice Inviting Bids (NIB). The complete bidding document can be downloaded from the official website of OCAC (www.ocac.in) and Official website of Govt. of Odisha (www.odisha.gov.in). The prospective bidders are requested to download the bidding document from the websites and follow the bidding steps as prescribed.
- b) The bid Notice is also published in leading newspapers (Odia & English) for wide Circulation.

10.3. Compliant Proposals/ Completeness of Response

- a) Bidders are advised to study all instructions, forms, terms, requirements and other information in the RFP documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the RFP document with full understanding of its implications.
- b) Failure to comply with the requirements set out in this RFP may render the Proposal non-compliant and the Proposal may be rejected. Bidders must include all documentation specified in this RFP.
- c) Follow the format and respond to each element in the order as set out in this RFP. Comply with all requirements as set out within this RFP.

11. Pre-bid Meeting & Clarifications

11.1. Pre-bid Conference

- a) A pre-bid conference will be scheduled by OCAC to clarify the doubts of potential bidders in respect of the procurement and the records of such conference shall be published on the respective websites as Pre-bid clarifications.
- b) A pre-bid meeting will be held through online only.
- c) The web-link of Pre-bid meeting shall be shared through the mail to the prospective bidders those have submitted the pre-bid queries.
- d) The Bidders will have to ensure that their queries for Pre-Bid meeting should reach the below email id on or before the prescribed date as mentioned in "Important Dates and information" section of this RFP.
- e) Pre-Bid Queries to be sent to gm.ocac@odisha.gov.in & gm_ocac@ocac.in with a copy to sudha.mohanty@odisha.gov & chandan.pradhan@semt.gov.in
- f) The Queries should necessarily be submitted in the format as prescribed in **Annexure-4 of** this RFP.
- g) OCAC shall not be responsible for ensuring receipt of the bidders' queries. Any requests for clarifications post the indicated date and time may not be entertained by OCAC.

11.2. Responses to Pre-Bid Queries and Issue of Corrigendum

- a) The Nodal Officer notified by the OCAC will endeavor to provide timely response to all queries. However, OCAC neither makes representation or warranty as to the completeness or accuracy of any response made in good faith, nor does OCAC undertake to answer all the queries that have been posed by the bidders.
- b) At any time prior to the last date for receipt of bids, OCAC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a Corrigendum.
- c) The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on <https://enivida.odisha.gov.in>, www.ocac.in and www.odisha.gov.in.
- d) Any such corrigendum shall be deemed to be incorporated into this RFP.
- e) In order to provide prospective Bidders reasonable time for taking the corrigendum into account, OCAC may, at its discretion, extend the last date for the receipt of Proposals.

11.3. Amendments to RFP Document

At any time prior to the deadline for submission of Proposal, OCAC reserves the right to modify and amend any of the stipulated condition/criterion in the RFP, depending upon project priorities vis-à-vis urgent commitments. Such amendments in shape of corrigendum/addendum shall be hosted in the websites where the original RFP was hosted. The bidder shall acknowledge the receipt of each corrigendum/addendum by submitting a signed copy of it along with the Technical bid to the RFP issuing authority. Failure to acknowledge receipt of each corrigendum/addendum shall be interpreted as receipt of the corrigendum/addendum by the bidder and no claim will be entertained or accepted in this regard.

11.4. Period of Validity of Bids

- a) Bids submitted by the bidders shall remain valid for a period of 180 Days from the date of submission of RFP. A Bid valid for a shorter period shall be rejected by the procuring entity as non-responsive Bid.
- b) Prior to the expiry of the period of validity of Bids, the procuring entity, in exceptional circumstances, may request the bidders to extend the bid validity period for an additional specified period of time. A bidder may refuse the request and such refusal shall be treated as withdrawal of Bid and in such circumstances bid security shall not be forfeited.
- c) Bidders who agree to an extension of the period of validity of their Bids shall extend or get extended the period of validity of bid securities submitted by them or submit new bid securities to cover the extended period of validity of their bids. A bidder whose bid security is not extended, or that has not submitted a new bid security, is considered to have refused the request to extend the period of validity of its Bid.

11.5. Format and Signing of Bids

- a) All the Bids submitted by the bidders must be submitted with the checklist.
- b) Each page of the bidding document shall be kept with the office seal and signature by the authorized representative from the Bidder.

11.6. Cost & Language of Bidding

- a) The bidder shall be responsible for all costs incurred in connection with participation in the bid process, including site visits but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions / presentations, preparation of bid, in providing any additional information required by OCAC to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. OCAC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- b) The Proposal should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

11.7. Alternative/ Multiple Bids

- a) Each bidder shall submit only one Proposal. The bidder who submits or participates in more than one proposal will be disqualified.
- b) The Bidder shall quote for only one brands/make/model for each item in the technical bid and should also mention the details of the quoted make/model of the respective items.

11.8. Bid Security/Earnest Money Deposit (EMD)

Earnest Money Deposit (EMD) of **₹35,00,000/-** (Rupees Thirty-Five Lakh Only) in the form of Demand Draft/Bank Guarantee (BG) from any Government, Nationalized, and Schedule Commercial Bank. The EMD of successful Bidder is liable to be forfeited if the Bidder revokes

any terms of the tender within the validity period. EMDs given by unsuccessful Bidders will be refunded after placing of work order to the successful Bidder.

Bidder should upload the scan copy of the DD/BG online and submit the original DD/BG at OCAC office on or before Opening of Pre-Qualification Bid.

11.9. Submission of Bids

- a) The bidders should submit their bid documents as per the format given in this RFP in the following manner during the submission of bid documents through online <https://enivida.odisha.gov.in>
 - i. Prequalification & Technical Proposal - in first cover
 - ii. Commercial Proposal - in second cover
- b) Please Note that Prices should not be indicated in the Pre-Qualification & Technical Proposal but should only be indicated in the Commercial Proposal.
- c) All the pages of the proposal must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
- d) The proposal/bid shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be initiated by the person (or persons) who sign(s) the proposals.
- e) All pages of the bid shall be signed and stamped by the authorized person or persons who sign the bid.
- f) All pages of the bid shall be signed and stamped by the authorized person or persons who sign the bid.

11.10. Submission of Manufacturer's Authorization Form

Bidder must submit the dully signed MAF of the major items at the time of bid submission in the Prequalification Proposal as per the prescribed format (Annexure-9). The MAF should be submitted in OEM's letter head mentioning required details.

11.11. Deadline Submission of Bids

- a) Bidder must ensure to submit their response on or before the deadline date as mentioned in "Important Dates & Information" section of this RFP.
- b) Normally, the date of submission and opening of Bids will not be extended. In exceptional circumstances or when the bidding documents are required to be substantially modified as a result of discussions in pre-bid meeting/ conference or otherwise and the time with the prospective bidders for preparation of Bids appears insufficient, the date may be extended by the procuring entity. In such case the publicity of extended time and date shall be given in the manner, as was given at the time of issuing the original Bidding Document.
- c) It shall be ensured that after issue of corrigendum, reasonable time is available to the bidders for preparation and submission of their Bids. OCAC shall also publish such modifications in the bidding document in the same manner as the publication of initial bidding document. If the last date of submission or opening of Bids is a non- working day, the Bids shall be received or opened on the next working day.

11.12. Venue for Submission of Bids

Response to Bid, in its complete form in all respects as specified in the RFP, must be submitted to OCAC at the address specified below:

Address To	General Manager (Admin) Odisha Computer Application Centre N-1/7-D, Acharya Vihar Square, Bhubaneswar – 751013 Odisha
Telephone	0674-2567280/ 2567064/ 2567295
Fax	0674-2567842
Email id	gm.ocac@odisha.gov.in & gm_ocac@ocac.in

11.13. Mode of Submission of Bids

Responses to the Bids through speed post /registered post or by hand delivery will not be accepted. Only online submission of the bids will be considered.

11.14. Withdrawal, Substitution, and Modification of Bids

- a) If permitted by OCAC, a Bidder may withdraw its Bid as per the instructions/procedure prescribed by OCAC.
- b) Bids withdrawn shall not be opened and processed further.

11.15. Opening of Bids

- a) The Bids shall be opened by the Evaluation Committee in the presence of the bidders or their authorized representatives who choose to be present.
- b) The committee may co-opt experienced persons in the committee to conduct the process of Bid opening.
- c) The committee shall prepare a list of the bidders or their representatives attending the opening of Bids and obtain their signatures on the same. The list shall also contain the representative's name and telephone number and corresponding bidders' names and addresses. The authority letters, if any, brought by the representatives shall be attached to the list. The list shall be signed by all the members of Bid opening committee with date and time of opening of the Bids.
- d) The committee shall conduct a preliminary scrutiny of the opened technical Bids to assess the prima-facie responsiveness and ensure that the:
 - i. Bid is accompanied by bid security or bid security declaration, and processing fee (if applicable).
 - ii. Bid is valid for the period, specified in the bidding document.
 - iii. Bid is unconditional and the bidder has agreed to give the required performance security and other conditions, as specified in the bidding document are fulfilled.
 - iv. Any other information which the committee may consider appropriate.

- e) No Bid shall be rejected at the time of Bid opening except the Bids not accompanied with the proof of payment or instrument of the required price of bidding document, processing fee and bid security.
- f) The Financial Bid shall be kept unopened and shall be opened later on the date and time intimated to the bidders who qualify in the evaluation of General & Technical Bids.

12. RFP Evaluation

12.1. Evaluation & Tabulation of Pre-qualification Bid

- a) Determination of Responsiveness: The designated committee of OCAC shall determine the responsiveness of a Bid on the basis of bidding document and the provisions of pre-qualification/ eligibility criteria of the bidding document.
- b) A responsive Bid is one that meets the requirements of the bidding document without any material deviation, reservation, or omission where: -
 - 1. "Deviation" is a departure from the requirements specified in the bidding document.
 - 2. "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding document; and
 - 3. "Omission" is the failure to submit part or all of the information or documentation required in the bidding document.
- c) A material deviation, reservation, or omission is one that, if accepted, shall:-
 - 1. Affect in any substantial way the scope, quality, or performance of the subject matter of procurement specified in the bidding documents; or
 - 2. Limits in any substantial way, inconsistent with the bidding documents, the procuring entity's rights or the bidder's obligations under the proposed contract; OR
 - 3. If rectified, shall unfairly affect the competitive position of other bidders presenting responsive Bids.
- d) The designated committee of OCAC shall examine the technical aspects of the Bid in particular, to confirm that all requirements of bidding document have been met without any material deviation, reservation or omission.
- e) Fulfillment of eligibility criteria: All the criteria mentioned in **Section-5 (Eligibility Criteria)** are mandatory. The bidder has to comply with all the components mentioned in the eligibility criteria.
- f) All supporting documents as mentioned in **Annexure-16**.

12.2. Evaluation & Tabulation of Technical Bid

The Technical evaluation committee will evaluate the technical response submitted by the Bidder. The Technical bid response includes the below details:-

- a) The Technical Bid response will be initiated with the Technical Bid Cover letter in specified format as mentioned in **Annexure-8**.
- b) Detailed Compliance Sheet of the Technical Specification asked in the RFP (**Annexure-3**) duly signed in Company Letter Head.
- c) In case of deviation while evaluating the Technical Bid response based upon the criteria, the bid will be subjected for rejection.
- d) All supporting documents as mentioned in **Annexure-16**.

12.3. Evaluation & Tabulation of Financial Bids

Technically qualify of the proposal will be given weightage of 80% and financial proposal weightage will be given to 20%. The price proposal of only those agencies who qualify technically that is who score minimum 80 out of 100 marks will be opened.

Normalized Technical Score of the firm (Tn) = (Tf / Th) * 100

Tf: Technical score of the firm

Th: Highest Technical score

Normalized Financial Score of the firm (Fn) = (Qi / Qf) * 100

Qf: Quoted price of the firm

Qi: Lowest Quoted price

Total normalized score St = Tn * 0.8 + Fn * 0.2

12.4. Correction of Arithmetic Errors in Financial Bids

The Proposal evaluation committee shall correct arithmetical errors in substantially responsive Bids, on the following basis, namely: -

- a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Proposal Evaluation Committee there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected.
- b) If there is an error in a total corresponding to the addition or subtraction of Subtotals, the subtotals shall prevail, and the total shall be corrected; and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to clause (a) and (b) above.

12.5. Exclusion of Bids / Disqualification

- a) A procuring entity shall exclude/ disqualify a Bid, if: -
 - i. The information submitted, concerning the qualifications of the bidder, was false or constituted a misrepresentation; or
 - ii. The information submitted, concerning the qualifications of the bidder, was materially inaccurate or incomplete; and
 - iii. The bidder is not qualified as per pre-qualification/ eligibility criteria mentioned in the bidding document;
 - iv. The Bid materially departs from the requirements specified in the bidding document or it contains false information;
 - v. the bidder, submitting the Bid, his agent or any one acting on his behalf, gave or agreed to give, to any officer or employee of the procuring entity or other governmental authority a gratification in any form, or any other thing of value, so as to unduly influence the procurement process;
 - vi. a bidder, in the opinion of the procuring entity, has a conflict of interest materially affecting fair competition.
- b) Bid shall be excluded/ disqualified as soon as the cause for its exclusion / disqualification is discovered.

- c) Every decision of a procuring entity to exclude a Bid shall be for reasons to be recorded in writing and shall be: -
 - i. communicated to the concerned bidder in writing;
 - ii. Published on the State Public Procurement Portal, if applicable.

12.6. Lack of Competition

- a) A situation may arise where, if after evaluation of Bids, the proposal evaluation committee may end-up with one responsive Bid only. In such situation, the Proposal Evaluation Committee would check as to whether while floating the Bid all necessary requirements to encourage competition like standard bid conditions, industry friendly specifications, wide publicity, sufficient time for formulation of Bids, etc. were fulfilled. If not, the tender would be re-floated after rectifying deficiencies. The bid process shall be considered valid even if there is one responsive Bid, provided that:-
 - i. the Bid is technically qualified;
 - ii. the price quoted by the bidder is assessed to be reasonable;
 - iii. the Bid is unconditional and complete in all respects;
 - iv. there are no obvious indicators of cartelization amongst bidders; and
 - v. the bidder is qualified as per the provisions of pre-qualification/ eligibility criteria in the bidding document;
- b) The Evaluation Committee shall prepare a justification note for approval by the next higher authority of the procuring entity, with the concurrence of the accounts member.
- c) In case of dissent by any member of Proposal Evaluation Committee, the next higher authority in delegation of financial powers shall decide as to whether to sanction the single Bid or re-invite Bids after recording reasons.

12.7. Acceptance of the successful Bid and award of Project

12.7.1. Award Criteria

OCAC will award the project to the successful bidder whose proposal will be determined to be substantially responsive and the bid most responsive as per the process outlined in preceding paras.

12.7.2. Right to Accept Any Proposal and To Reject Any or All Proposal(s)

OCAC reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for such action.

12.7.3. Purchaser's Procurement Rights

Without incurring any liability, whatsoever to the affected bidder or bidders, the Purchaser reserves the right to:-

- a) Amend, modify, or cancel this tender and to reject any or all proposals without assigning any reason.

- b) Change any of the scheduled dates stated in this tender.
- c) Reject proposals that fail to meet the tender requirements.
- d) Increase or decrease the quantity of the hardware items.
- e) Remove any of the item at the time of placement of order.
- f) Increase or decrease no. of resources supplied under this project.
- g) Should the Purchaser be unsuccessful in negotiating a contract with the Agency, the Purchaser will begin contract negotiations with the next best value bidder in order to serve the best interest.
- h) Make typographical correction or correct computational errors to proposals
- i) Request bidders to clarify their proposal.

12.7.4. Notification of Award

Prior to the expiry of the validity period, OCAC will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, OCAC may like to request the bidders to extend the validity period of the bid. The notification of award will constitute the formation of the contract. Upon the successful bidder's furnishing of Performance Bank Guarantee, OCAC will notify each unsuccessful bidder.

12.7.5. Issuance of Purchase Order

The OCAC shall reserve the right to negotiate with the bidder(s) whose proposal has been ranked best value bid on the basis of Technical and Commercial Evaluation to the proposed Project, as per the guidance provided by CVC. On this basis the Purchase order would be issued.

12.7.6. Performance Guarantee

The OCAC will require the Agency to provide a Performance Bank Guarantee, within 30 days from the Notification of award, for a value equivalent to 3% of the total cost of ownership i.e. total order value excluding taxes. The Performance Guarantee should be valid for a period of 5 years 3 months (63 months). The Performance Guarantee shall be kept valid till completion of the project and Warranty period. The Agency shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project and Warranty period. In case the Agency fails to submit performance guarantee within the time stipulated, the OCAC at its discretion may cancel the order placed on the Agency after giving prior written notice to rectify the same. OCAC shall invoke the performance guarantee in case the selected Service Provider fails to discharge their contractual obligations during the period or OCAC incurs any damages due to Service Provider's negligence in carrying out the project implementation as per the agreed terms & conditions.

12.7.7. Issuance of Purchase Order

After the OCAC notifies the successful bidder that its proposal has been accepted, OCAC shall issue a Purchase Order to the successful bidder taking into account the relevant clauses of RFP, pre-bid clarifications, Corrigenda, the proposal of the bidder in addition to other agreed clauses.

12.7.8. Failure to Agree with the Terms and Conditions of the RFP

Failure of the successful bidder to agree with the Terms & Conditions of the RFP and the Proposal submitted by the successful bidder, despite the deviations submitted by the Bidder are adequately considered and mutually agreed, shall constitute sufficient grounds for the annulment of the award, in which event OCAC may award the Project to the next best value bidder or call for new proposals from the interested bidders.

12.7.9. Confidentiality

- a) Notwithstanding anything contained in this bidding document but subject to the provisions of any other law for the time being in force providing for disclosure of information, a procuring entity shall not disclose any information if such disclosure, in its opinion, is likely to: -
 - i. Impede enforcement of any law;
 - ii. Affect the security or strategic interests of India;
 - iii. Affect the intellectual property rights or legitimate commercial interests of bidders;
 - iv. Affect the legitimate commercial interests of the procuring entity in situations that may include when the procurement relates to a project in which the procuring entity is to make a competitive bid, or the intellectual property rights of the procuring entity.
- b) The procuring entity shall treat all communications with bidders related to the procurement process in such manner as to avoid their disclosure to competing bidders or to any other person not authorised to have access to such information.
- c) The procuring entity may impose on bidders and sub-contractors, if there are any for fulfilling the terms of the procurement contract, conditions aimed at protecting information, the disclosure of which violates (a) above.
- d) In addition to the restrictions specified above, the procuring entity, while procuring a subject matter of such nature which requires the procuring entity to maintain confidentiality, may impose condition for protecting confidentiality of such information.

13. General Terms and Conditions of RFP

Bidders should read these conditions carefully and comply strictly while submitting their bids.

13.1. Definitions

For the purpose of clarity, the following words and expressions shall have the meanings hereby assigned to them: -

- a) "Request for Proposal (RFP)", means this detailed notification seeking a set of solution(s), services(s), materials and/or any combination of them.
- b) "OCAC", shall mean the Odisha Computer Application Centre, the Designated Technical Directorate of Information Technology Department, Government of Odisha.
- c) "GM" shall mean the General Manager of Odisha Computer Application Centre or any authorized officer to act on his behalf for a specified work.
- d) "Authorized Representative" shall mean any person authorized by either of the parties.

- e) "Agency/Vendor/Bidder" means any firm offering the solution(s), service(s) and /or materials required in the RFP. The word Vendor/Bidder when used in the pre award period shall be synonymous with Bidder, and when used after award of the Work shall mean the successful Bidder or Agency to whom OCAC issues the Purchase Order for rendering of sales & services.
- f) "Service" means provision of Contracted service as per this RFP.
- g) "Site" shall mean the location(s) for which the Order has been issued and where the service shall be provided as per Scope mentioned in the RFP.
- h) "Termination Notice" means the written notice of termination of the Purchase Order issued by one Party to the other in terms hereof.

13.2. Language

- a) The Proposal should be filled by the bidders/Agency in English language only. For purposes of interpretation of the documents, the English translation shall govern. All Proposals and accompanying documentation will become the property of OCAC and will not be returned.
- b) The Purchase Order as well as all correspondence and documents relating to the Project exchanged by the successful/ Agency and the Purchaser, shall be written in English language only. Supporting documents and printed literature that are part of the Project may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified in the special conditions of the contract, in which case, for purposes of interpretation of the Project, this translation shall govern.
- c) The successful Bidder/Agency shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

13.3. Notices

- a) Any notice given by one party to the other pursuant to the Project shall be in writing to the address specified in the Purchase Order. The term "in writing" means communicated in written form with proof of dispatch and receipt.
- b) A Notice shall be effective when delivered or on the Notice"s effective date, whichever is later.

13.4. Governing Law

The Project shall be governed by and interpreted in accordance with the laws of the Govt. of Odisha/Govt. of India unless otherwise specified in the Purchase Order.

13.5. Scope of Supply

- a) Subject to the provisions in the bidding document and Purchase Order, the Goods/Equipment and related services to be supplied shall be as specified in the bidding document (RFP).
- b) Unless otherwise stipulated in this document, the quantity and specifications are for minimum quantity and configuration respectively. The bidder may supply higher configuration.

- c) Unless otherwise stipulated in the Purchase Order, the scope of supply shall include all such items not specifically mentioned in the Purchase order but that can be reasonably inferred from the Contract as being required for attaining delivery and completion of the goods and related services as if such items were expressly mentioned in the Contract.
- d) The bidder shall not quote and supply hardware/software that is likely to be declared as End of Sale and End of Service/Support for the period as mentioned in BoM. OEMs are required to mention this in the MAF for all the quoted hardware/ software. If any of the hardware/ software is found to be declared as End of Sale/ Service/ Support, then the bidder shall replace all such hardware/ software with the latest ones having equivalent or higher specifications without any financial obligation to the purchaser.

13.6. Project Value

- a) The Project value (PO Amount) shall be paid as specified in the Purchase Order subject to any additions and adjustments thereto, or deductions there from, as may be made pursuant to the Project.
- b) Prices charged by the Supplier/ Agency (for the Goods delivered and the Related Services performed under the Project shall not vary from the prices quoted by the Supplier/ Agency in its bid, with the exception of any price adjustments authorized in the special conditions of the Project.

13.7. Recoveries from Supplier/ Agency

- a) Recovery of liquidated damages, short supply, breakage, rejected articles shall be made ordinarily from bills.
- b) OCAC shall withhold amount to the extent of short supply, broken/ damaged or for rejected articles unless these are replaced satisfactorily. In case of failure to withhold the amount, it shall be recovered from performance security deposit of AGENCY available with OCAC.
- c) The balance, if any, shall be demanded from the Supplier/ Agency and when recovery is not possible, OCAC shall take recourse to law in force.

13.8. Taxes & Duties

- a) The GST if applicable shall be deducted at source.
- b) For goods/Equipment supplied from outside India, the successful/ Agency shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the country.
- c) For goods/Equipment supplied from within India, the successful Agency shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.
- c) If any tax exemptions, reductions, allowances or privileges may be available to the successful Agency in India, OCAC shall use its best efforts to enable the successful Agency to benefit from any such tax savings to the maximum allowable extent.

13.9. Packing and Documents

- a) The Agency shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Purchase Order. During transit, the packing shall be sufficient to withstand, without limitation, rough handling

and exposure to extreme atmospheric temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the final destination of the Goods and the absence of heavy handling facilities at all points in transit.

b) The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Project, including additional requirements, if any, specified in the Purchase Order, and in any other instructions ordered by OCAC.

13.10. Insurance

The Agency should be responsible for undertaking the comprehensive insurance during the delivery, installation and commissioning period. After that it is the responsibility of the concern department to take care the equipment.

13.11. Transportation

The Agency shall be responsible for transport by sea, rail and road or air and delivery of the material in the good condition to the consignee at project locations. In the event of any loss, damage, breakage or leakage or any shortage the bidder shall be liable to make good such loss and shortage found at the checking/ inspection of the material by the consignee. No extra cost on such account shall be admissible.

13.12. Extension in Delivery Period and Liquidated Damages (LD)

a) Except as provided under clause "Force Majeure", if the supplier/ selected bidder fails to deliver the related Services within the period specified in the Purchase Order, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Purchase Order Price, as liquidated damages, a sum equivalent to the percentage specified in Section "Service Level Standards" for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in the bidding document and/ or Purchase Order. Once the maximum is reached, the Purchaser may cancel the Purchase Order pursuant to clause "Termination".

b) The time specified for delivery in the bidding document shall be deemed to be the essence of the Project and the supplier/ selected bidder shall arrange goods supply and related services within the specified period.

c) Delivery period may be extended with or without liquidated damages, if the delay in the supply of goods or service is on account of hindrances beyond the control of the selected bidder:

i. The selected bidder/Agency shall request in writing to the Purchaser giving reasons for extending the delivery period of service, if he/she finds himself/herself unable to complete the supply of goods or service within the stipulated

delivery period or is unable to maintain prorata progress in the supply of goods or service delivery. This request shall be submitted as soon as a hindrance in delivery of goods and service occurs or within 15 days from such occurrence but before expiry of stipulated period of completion of delivery of goods and service after which such request shall not be entertained.

ii. The Purchaser shall examine the justification of causes of hindrance in the delivery of goods and service and the period of delay occurred due to that and recommend the

competent authority on the period of extension which should be granted with or without liquidated damages. Normally, extension in delivery period of service in following circumstances may be considered without liquidated damages:

- When delay has occurred due to delay in approval by OCAC.
 - When the delay has occurred in providing space or any other infrastructure, if OCAC was required to provide the same as per the terms of the Bid.
- iii. If the competent authority agrees to extend the delivery period/ schedule, an amendment to the Purchase Order with suitable denial clauses and with or without liquidated damages, as the case may be, shall be issued. The amendment letter shall mention that no extra price or additional cost for any reason, what so ever beyond the contracted cost shall be paid for the delayed supply of goods and service.

13.13. Warranty

- a) The bidder will provide the **warranty support for the period of five years (5) from the date of UAT.**
- b) The bidder shall either repair or replace the defective goods or parts thereof with brand new genuine/ authentic ones having similar or higher specifications from the respective OEM as per the time period specified.

13.14. Termination

OCAC may at any time terminate the Purchase Order by giving written notice to the Bidder if the Bidder becomes bankrupt or otherwise insolvent. In this event, termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to OCAC. OCAC reserves the right to cancel the Purchase Order in the event of happening one or more of the following Conditions:

- a) Failure of the successful bidder to accept the contract.
- b) Delay in delivery beyond the specified period.
- c) In addition to the cancellation of the contract, OCAC reserves the right to appropriate the damages through encashment of Bid Security / Performance Guarantee given by the Bidder.
- d) OCAC would not be liable to pay any damages to the Agency in cases comprising termination for default.

13.15. Settlement of Disputes

- a) General: If any dispute arises between the supplier/ Agency and OCAC during the execution of a Project that should be amicably settled by mutual discussions. However, if the dispute is not settled by mutual discussions, a written representation will be obtained from the supplier/ Agency on the points of dispute. The representation so received shall be examined by the concerned Committee which sanctioned the tender. The Procurement Committee may take legal advice of a counsel and then examine the representation. The supplier/Agency will also be given an opportunity of being heard. The Committee will take a decision on the representation and convey it in writing to the supplier/Agency.

- b) Standing Committee for Settlement of Disputes: If a question, difference or objection arises in connection with or out of the Order issued or the meaning of operation of any part, thereof or the rights, duties or liabilities of either party have not been settled by mutual discussions or the decision of tender sanctioning Procurement Committee, it shall be referred to the empowered standing committee for decision.

14. Special Terms and Conditions of RFP

14.1. Payment Terms and Schedule

The payment schedule is as follows: Each milestone payment will be made to the bidder against submission of Performance Bank Guarantee (PBG) which is TEN PERCENTAGE of the Project Cost)

Sl. No.	Project Milestone	Payment (%)	Documents Required
1	Delivery of Equipment & Verification	50% of the contract value	1. Original Delivery Challan 2. Original Invoice (In triplicate)
2	Installation, Configuration and Integration	30% of the contract value	1. Installation Certificate 2. Warranty Certificate
3	User Acceptance Test, Sign-off & Training	10% of the contract value	1. Training to User Department 2. Sign-off from the I&PR Department
4	Day-to-Day Operation, Maintenance and Management Support	0.5% of the contract value x 20 Nos of QGRs Payable on Quarterly Basis (Total 10% of the contract value)	On submission of manpower attendance sheet with seal and signature of the successful bidder after the end of respective quarter. (Total 20 Quarters)

14.2. Payment of Goods & Services Tax

GST shall be shown extra by the bidder in their invoices for the items applicable. The same shall be paid by OCAC as per actual after verification. If there is any tax savings, the same shall be reduced from the payable amount. In case of any new incidence of tax or increase in existing tax rates taking place during the Project Period, that shall be borne and payable by the OCAC over and above the agreed price for each item as may be applicable as per the Invoice raised by the agency on the OCAC. Similarly, any reduction in taxes shall be to the benefit of OCAC.

14.3. Penalty

Penalty will be charged @ 0.5% of the Project value per week subject to maximum of 5% of total order value, in case of delayed in supply of stipulated time period. Similarly, 0.5 % will be deducted from the PBG on each time there is a delay in providing support in terms of Repair/replace of equipment's per hour beyond the minimum support assistance response period of 48 Hrs. maximum value that may be deducted from the PBG is 10%.

Annexure- 1: Particulars of the Bidder

Sl. No.	Information Sought	Details to be Furnished
1	Name of the bidding Company	
2	Address of the Company	
3	Incorporation status of the firm (Public limited / Private limited, etc.)	
4	Year of Establishment	
5	Date of registration	
6	RoC Reference No.	
7	Details of company registration	
8	Details of registration with appropriate authorities for GST	
9	Name, Address, e-mail ID, Phone nos. and Mobile Number of Contact Person	
10	Roles & Responsibilities	

Annexure-2: Indicative Bill of Quantity (BOQ)

[A] Infrastructure - Enterprise Archival Solution		
Item No.	Product Description	Quantity
1.	Media Asset Management (MAM) with inbuilt HSM Module Software	1 Set
2	MAM Hosting Server: MAM Server must meet performance requirement of complete solution. Following are minimum specification. <ul style="list-style-type: none"> - Dual Xeon Scalable CPUs, Each CPU must have minimum 16 cores and 2.2 GHz base frequency. - 64 GB DDR4 ECC Registered RAM - 2x 960 GB high speed SSD or M.2 for OS - Linux OS and database compatible with MAM - 19" Rack-mountable Server with redundant hot-swappable SMPS. - Minimum 2x 1G Ports. - Minimum 2x 10GbE Ports. 	2 Nos.
3.	Transcoding Application	1 Set
4.	Transcoding hosting Server <ul style="list-style-type: none"> - CPU: Dual Intel Xeon Silver 20C/40T - RAM: 64GB DDR4 - HDD: 2 x 960GB SSD on RAID 1 - OS: Linux - Network Adapter: Dual 10GbE SFP+ - Power Supply: Dual Hot plug 	1 Nos.
5	Production Storage – 250TB raw capacity Ports: Only 10GbE SFP+ per controller wise	1 Set
6	Archive / Cold Storage 1.8PB with Media redundancy on replication mode (No RAID). Total size with Dual Replication factors: 3.6PB Network Port : 2 x 10GbE SFP+ and 1 x 1GbE IPMI port	1 Set
7	Core Network switch - Layer 3 <ul style="list-style-type: none"> - Upto 12 X 10Gbps Sfp+ ports with SFP+ module - Upto 100GbE - Upto 2 X 100Gbe ports for stacking - Switching capacity: 500 Tbps or higher - Throughput/Forwarding rate: 600 Mpps or higher - Dual power supply - Management: CLI based 	2 Nos for Redundancy
8.	Distribution Network Switch Layer 2: <ul style="list-style-type: none"> - 24 x 1G RJ45 10/100/1000Mb Auto sensing port - 4 x 10GbE SFP+ uplink ports with SFP+ modules - Switching Capacity: 150Fbps or Higher - Throughput / Forwarding rate: 150Mbps or Higher - 1U Rack factor - Management: CLI based 	2 Nos for Redundancy
9	<ul style="list-style-type: none"> - Passive network Components i.e Transceiver, LC to LC cable, SAS cable, Ethernet cables, Patch panels, patch cables etc. - Racks with KVM & PDU 	As per the design

[B] Services - Enterprise Archival Solution		
Activity	Type of films	Approximate Reels
Film repair, cleaning, digitization, digital deliverables, restoration	35mm Reels (GB) (16 frames/ft)	240 reels
	16mm Reels (40frames/ft)	30 reels
Tape repair, cleaning, digitization, digital deliverables, restoration	Low Band Umatic	400 hours
	High Band Umatic	400 hours
	Betacam	400 hours
	DV/DV CAM	600 hours
Audio	Old & New Format	Any Quantity
Photo	Old & New Format	Any Quantity

Note: Any left out AV and Photo materials should be digitized & archived

Annexure-3: Technical Specifications Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Video (Old & New Formats) & Film Content (Old & New Formats).

[A] Infrastructure - Technical Specification			
Media Asset Management (MAM) with inbuilt HSM Module Software			
Sl. No.	Product Features / Compliance	Comply (Yes/No)	Remarks
1	Offered MAM Software must be built on recent technology, running on non-proprietary standard IT Hardware.		
2	The solution should be deployed in a Modular Architecture with easy scalability. Such that different modules of software can be deployed across different servers		
3	It must support client access from multiple OS based systems like iOS, Windows, Linux. The server should be based on Linux OS for better security.		
4	The solution should permit creating of Custom Metadata Fields with permission level assignments to categories by user groups. It should not limit the number of metadata fields which users can create. Users should be able to create Metadata at Category, Asset or Frame Level in an asset. Following types of fields are mandatory for each metadata level: <ul style="list-style-type: none"> a. Text b. Integer c. List d. Multi Select List 		

	<p>e. Date, Time</p> <p>Above fields must be user definable from the Web GUI. No hard coding / CLI changes should be required for the same.</p>		
5	<p>MAM database and application should be cluster based and both application and database should be running on all the servers with no single point of failure.</p>		
6	<p>customer reference must be provided for the same.</p>		
7	<p>The solution should have an option of creating separate Divisions inside an organizational structure with options of configuring Users, Access Rights, Categories and Metadata for each division.</p>		
8	<p>Permission levels must be granular. Each category / folder / sub folder at the minimum must offer following role-based permissions –</p> <ul style="list-style-type: none"> • Metadata Update • Trash/untrash a file • Share/export content • Download • Retrieve • See Asset History <p>Above settings must be user definable from the Web GUI. No hard coding / CLI changes should be required for the same.</p>		
9	<p>The system should have a Frame Accurate playback of proxy videos. The system should be format agnostic and should manage different formats of Audio, Video, Image and Documents in same folders with seamless access.</p>		
10	<p>The proposed system should use open standards and provide an API for third party integrations</p>		
11	<p>The proposed system should use elastic search for fast search results and use an open architecture</p>		
12	<p>The proposed system should provide capability to export content to remote locations and websites if needed.</p>		
13	<p>Automated dual copies of media should be possible for DR purposes.</p>		
14	<p>The solution should be compatible with other storage solutions such as cloud storage for future upgrade</p>		

15	The MAM software should support Oriya language & Hindi Language besides English in both GUI& Metadata.		
16	The system should have built-in configuration options in Web GUI for system administrators to change workflow settings for storage, networking, and permissions without the need for customization.		
17	The system should be able to manage all kinds of media files – Audio, Video, Images& Documents. Word files must be previewed as pdf.		
18	Users should be able to define their custom search filters using AND / OR operations between multiple search criteria. The search criteria must support both embedded & custom metadata fields to search from.		
19	Offered Solution must have options for Bulk Metadata Export and Import.		
20	Offered solution (with additional software license), should be capable of supporting a Hybrid environment – Media and processing distributed between local and cloud storages managed under a single interface and database.		
21	The solution should be tightly integrated with the offered archive storage on API level. The solution should provide vault management and also support externalization of archive disks		
23	The Solution should have API Native driver for Archive Storage offering in the solutions		
24	MAM should be able to keep the UUID information of each HDDs in the Archive for future Vault management system		

Transcoder Solutions			
Sl. No.	Product Features / Compliance	Comply (Yes/No)	Remarks
1	The offered transcoder should be able to transcode the input files to the mentioned output formats in at least 3 times (3X) to real-time speed		
2	The proposed transcoder should support parallel transcoding		
3	The solution should support cluster-based transcoding to connect multiple transcoders as a single cluster with load sharing		
4	The solution should support multi folder support for both input and output		

8	The solution should support hot folder for auto transcoding for all input folders		
6	The solution should provide real-time reports of all ongoing transcoding jobs with option to abort any job		
7	The solution should support GPU based acceleration for better performance IF REQUIRED		
8	The solution should take care of up and down conversions automatically		
9	The solution should provide REST based API for third party integrations		
10	The system should strictly be on a client-server architecture		
11	The server operating system should be based on Linux based for higher security		
12	The transcoding system should be cluster based.		
13	Input formats: Codecs: Avi, WMV, H264, MPEG, DV, H265, AVC etc Wrappers: Avi, WMV, mp4, MXF, Mov Resolution: Up to full HD 1080p		
14	Output formats: Codecs: XDCAM HD 422, H264 Wrappers: MXF. Mp4 Resolution: Up to full HD 1080p		
15	All licenses should be perpetual.		

Production Storage 240TB Raw Capacity

Sl. No.	Product Features / Compliance	Comply (Yes/No)	Remarks
1	Proposed storage should be a Dual controller true unified storage system with the support of Active-Active controller configuration.		
2	Default cache 24 GB per controller, At Least 192GB per controller should support.		
3	Initially Quoted with 2 x 25G Ports and 2 x 10G SFP+ as front-end ports per controller and 2 x 12 Gbps SAS Backend Ports per controller.		
4	All cables and modules(Transceiver) should be supplied along with the storage.		
5	Storage should support SAS protocol for SAN(Block Level Volume).		
6	Support drives including SAS HDD and SAS SSD in the same enclosure		
	(i) 2.5" SAS SSD		
	(ii) 2.5" 10,000 or 15,000 RPM SAS HDD		
	(iii) 3.5" 7,200 RPM Nearline SAS		
	(iv) Storage should support RAID 6 and Global hot spare		
	(v) Storage should be quoted with 10 TB maximum capacity of individual drive of 12Gbps SAS, 7.2K RPM.		
7	Proposed storage should be true unified storage architecture with redundant power supply.		

	Storage controllers should be able to support Block (SAN), file storage(NAS), Immutable Object Storage and cloud integration should be supported.		
8	All these protocols should be supported on controllers and licenses for full storage capacity should be quoted for the duration of the product life cycle NFS, CIFS/SMB, AFP, FTP, SFTP, WebDAV, iSCSI, FC, and SAS		
9	Proposed storage should be able to separate the File Level share folder control with file protocols for secure file sharing process (like share a folder on HTTP or FTP only and share another on CIFS or AFP only.		
10	Storage should support scale up architecture to expand the storage in terms of capacity by adding expansion enclosures.		
11	Storage should support scale out architecture as well to expand the storage in terms of performance along with capacity by adding additional nodes.		
12	Proposed storage should support single namespace for scaling up the storage.		
13	Automated support request Proposed Storage should have the option to automatically create support tickets with relevant logs with the OEM support in case of critical event.		
14	Storage should support Intelligent Drive Recovery with superior RAID protection and recovery compared to generic RAID, increasing data integrity and system efficiency while keeping your data secure against error and loss. Copy and clone data before disks fail.		
15	Drive advance features like Automatic bad-sector reassignment, & Dedicated bandwidth to each connected drive should be supported.		
16	Feature related to storage management like User account management, Group management, Folder management - folder access control, Quota management, Integration with Microsoft Active Directory (AD) and LDAP, ACL, Folder encryption with AES, Web-based management software, WORM Feature, Storage Resource Management to analyze history records of resource usage should be available.		
17	Storage should support compression and deduplication.		
18	Proposed storage should support high availability feature in case complete system goes down for both file level and block level.		
19	Notification on mail and SNMP should be config.		
20	File/Folder level Replication should be supported by default. Synchronous and Asynchronous replication should be supported.		
21	Support of SED (Self encrypting drives) should be		

	available and folder level encryption should be supported.		
22	Intelligent multi-level drive spin-down.		
23	Proposed storage should support Resource Management to analyze history records of resource usage		
24	Product should have BIS certificate, ISO 9001, ISO 14001, UL or equivalent certificates.		
25	Point wise compliance and product link or datasheet should be shared for validation.		

Archive/Cold Storage 3.6PB Raw Capacity			
Sl. No.	Product Features / Compliance	Comply (Yes/No)	Remarks
1	<ul style="list-style-type: none"> i) The Archive shall have an initial useable, protected storage capacity of 1.8 PB and shall be based on hard disk media or Data Tape but non-linear access to Archive Content is preferred with 60 physical slots. ii) System should allow to start with minimum 2 drives for 2:1 replication factor. And User should able to buy the validated hard drives from the market as per the data growth iii) Archive Storage should be supplied with 1.8PB + 1.8PB in replication mode. 		
2	The Archive shall be based on a modular architecture and the configuration must be capable of expansion by adding modules as required.		
3	The Archive shall be fully redundant with no single point of failure in the storage media. All Power Supplies and Disks must be hot swappable without loss of service.		
4	If the Archive is based on RAID technology, the Array should be multiple node Clustered or Replicated for resilience		
5	The Archive will be purchased without disks or Tapes such that standard commercially available disks or Tapes may be sourced from local suppliers with local warranty and added to the Archive storage as required.		
6	The Archive must support mixed disks drive capacities or mixed Tape Capacities within the same chassis & array. It is anticipated that 18TB disks will be used initially with the option to use.		

	20 TB, 22TB and larger disk capacities as they become available, in any mix without loss of storage yield. System should allow multiple HDD manufacturer in the same array and same chassis.		
7	Compatible 3.5" Disks must be available from at least two disk drive vendors and be capable of mixed operation within the same module. The system must be compatible with 2.5" disks in future, and capable of supporting mixed 2.5" and 3.5" disks in the same module.		
8	The Archive shall support individually removable disk drives from all slots for shelf storage, and media transportation. Data shall be written as complete non-segmented files on the disks and replicated for protection against individual disk failure.		
9	The security of the Archive shall be based on keeping at least two Replicas of every media file by default with the option to keep a third replica of strategically important content, or a single replica where the storage is deemed to be a backup volume, on a user selectable basis.		
10	For disaster recovery purposes it shall be possible to remove any individual disk or Tape and recover media files using an external computer without special software.		
11	The power budget for the Archive storage shall not be more than 1.5 Watts per useable Terabyte of Storage capacity in normal operation, to minimize power consumption and A/C provisioning.		
12	Connectivity shall be based on 1GB Ethernet and/or 10GB Ethernet with RJ45/ SFP+ with GBIC slots		
14	The system shall be capable of integrating with Media Management Applications / VMS at low level using a publicly available and license-free API. All functions of the Archive shall be accessible through the API including Partial File Restore for specified formats.		
15	Optionally the system shall be capable of integrating with Media Management Applications at a high level using a Virtual File System which shall emulate a NFS / SaMBa / CIFS file system and should support FTP, FXP and Vendor Specific protocols listed separately. Where this approach is offered, the Virtual File System shall be capable		

	of creating the necessary file replicas to meet the requirements of section 10 above.		
16	The system shall be capable of integrating with Media Management Applications Archive on premises with vault management facility		
17	Archive Storage should able to create and Managed Shelf / Vault workflow as a Copy of Last Resort for all, or strategically important static parts of the Archive by its self if required in the future. This feature should be embedded in the solution as option.		
18	Main Archive Storage unit can be expandable with 10 Expansion as scale up and can be add multiple Main Archive Chassis to increase the required throughput and scale out capacity with multiple Storage Array		
19	All the Units should have 4U Rack Space		
21	Archive Storage should have one Archive Storage Background. OEM should be independent to integrate with third-party MAM system over API		
22	Archive Storage OEM should have ISO 27001:2013 & BIS Certification and need to provide the Valid Certificate copy during the Bid		
23	Support distributed architecture to enable high performance		
24	Policy-Based Storage Engine. Support two copies (main and backup) or multiple copies automatically based on storage rules configured		
25	Support of groups to archive same type of contents in different partitions.		
26	Support of Externalized DISKS and keep track of the UUID of the disks externalized. The UI should show if the content of the object is available in which UUID of disks and if the UUID Disk is externalized		

Sl. No.	Product Features/Compliance	Comply (Yes/No)	Remarks
1	The network switches should be from a reputed manufacturer and designed for 24x7 operations		
2	The network switch should be rack mountable and with stacking.		
3	Core Network switch - Layer 3 <ul style="list-style-type: none"> - Upto 12 X 10Gbps Sfp+ ports with SFP+ module - Upto 100GbE - Upto 2 X 100Gbe ports for stacking 		

	<ul style="list-style-type: none"> - Switching capacity: 500 Tbps or higher - Throughput/Forwarding rate: 600 Mpps or higher - Dual power supply Management: CLI based		
4	Distribution Network Switch Layer 2: <ul style="list-style-type: none"> - 24 x 1G RJ45 10/100/1000Mb Auto sensing port - 4 x 10GbE SFP+ uplink ports with SFP+ modules - Switching Capacity: 150Fbps or Higher - Throughput / Forwarding rate: 150Mbps or Higher - 1U Rack factor Management: CLI based		
5	Bidder should provide all network accessories such as transceivers, SFP+ Modules and cables required for the efficient functioning of the entire system.		

[B] Services - Enterprise Archival Solution

Film Digitization: As a part of the film collection at I&PR, the bidder has to broadly carry out the following activities		
Activity	Type of films	Approximate Reels
Film repair, cleaning, digitization, digital deliverables, restoration	35mm Reels (GB) (16 frames/ft)	240 reels
	16mm Reels (40frames/ft)	30 reels
Tape Digitization: As a part of the film collection at I&PR, the bidder has to broadly carry out the following activities		
Tape repair, cleaning, digitization, digital deliverables, restoration	Low Band Umatic	400 hours
	High Band Umatic	400 hours
	Betacam	400 hours
	DV/DV CAM	600 hours
Audio	Old & New Format	Any Quantity
Photo	Old & New Format	Any Quantity

Note: Any left out AV and Photo materials should be digitized & archived.

❖ **Description of the Services being procured for Film Reels & Technical requirements:**

The bidder shall perform the following works:

- Digitization and post-processing of films with parameters meeting the requirements set by the contracting authority;
- Saving of digital preservation copies (that is, uncompressed and unprocessed image sequence and audio files) on the storage device specified by the contracting authority;
- Delivery of post-processed access copies to the contracting authority.

The bidder must possess the necessary equipment and technological base for performing the work:

- Film scanner suitable for archival films with 16-bit monochrome sensor, with sprocket less film transport module, capable of digitizing warped and brittle archival films with damaged perforations
- 35mm/16 mm/8 mm film digitization technology, capture area which includes partially perforations as well as partially the preceding and subsequent frames, thereby enabling the creation of access copies in 4K resolution;
- Suitable technology for post-processing archival films as per the scope of work described below.

Complete Scope of Work

- 1) Automated Film inspection & report
- 2) Film repair
- 3) Physical cleaning / Ultra cleaning
- 4) Picture Digitization @16 bit, 4K resolution
- 5) Audio digitization, 48Khz, 24-bit Mono / Stereo as per source format
- 6) Color grading on 4K resolution
- 7) Picture restoration @ 4K resolution
- 8) Audio restoration
- 9) Audio Video Sync

The digitization equipment used should be appropriate for the condition of the films and meet the technical criteria of scanner set by the contracting authority. Participation in the procurement requires the bidder to have the appropriate digitization equipment and experience in providing digitization of archival films and post-processing services.

Film Inspection & Cleaning

The bidder shall do an automated inspection of the film reels and submit the inspection report that is auto generated by the inspection machine. Perforation damages, splice joints film tears etc. should be repaired by experienced film editors. Film reels should be cleaned using ultra cleaning machine or manual cleaning depending on the condition of the film, before it is taken through the scanner for digitization.

Film Digitization

Scanning of all films of picture and sound from 16mm and 35mm Negatives and positives shall be at:

1. 4K, 16-bit, RGB, DPX (4096 x 3112 for 35mm & 4096 x 2480 for 16mm) for picture
2. 48Khz, 24-bit Wav file, Mono / Stereo as per source for Sound

The technology used for digitization must not damage films, no uneven pressure must be applied on the reels; nor must the reels be deformed. A consistent scanning speed and a consistent film tension must be used throughout an entire reel of film, and abrupt changes thereto must be avoided during digitization. A reel may pass through the scanner not more than once for the digitization of the image sequence and once for the digitization of the soundtrack. If a need arises for loading a reel into the scanner more than twice, the project manager shall be sent a written statement of grounds for this, and permission shall be obtained for continuing work.

The bidder shall do a quality check of the digitized content to ensure the accuracy of technical parameters before proceeding to post processing of the content.

Post Processing of Digitized Content

The workflow of the digital post-processing of films shall preserve original visual characteristics of the image as close to the original as possible. The bidder shall be obligated to adhere to the original properties of the material. This means that the duration, tonality, aspect ratio of the film must conform to the original and the standards.

Digital Restoration

The bidder should focus on non-destructive digital restoration which include but not limited to the following defects

- Dust – Black and white
- Scratches - Vertical / Horizontal
- Film tears
- Bad splice repair marks
- Stains
- Emulsion Damages
- Warp
- Stabilization
- Flicker
- Gate Hairs
- Patches
- Effects of fungus
- Mold
- Heavily disturbed or missing frame
- Uneven noise / Grain
- Any other defects

Restoration should be carried out and there shall no defects and no artifacts visible during the quality check done by the contracting authority. The output should be clean and near to original.

Sound Restoration

The bidder should carry out sound restoration using a software that shall remove all errors / problems from Analog Sound without affecting the tonal quality. It is recommended that the restored sound should also correctly represent close to original and referring the Picture Frames /Scenario in which it was recorded.

The following defects pertaining to Sound Restoration have to be removed (this is an indicative list and not exhaustive):

Hiss, Crackle, Wow & Flutter, Background Noise, Hum, any other defects

The bidder shall ensure that the synchronization of sound and picture is done accurately

Color Grading

Bidder should focus on full colour correction and colour fade restoration. A primary adjustment to fix the underexposed, over exposed or white balance to bring back the lost information in the image. Balance contrast and adjust chrominance and luminance and ensure there is consistency between shots. If there is a reference file provided, the bidder can use that as reference and do the grading.

Final Deliveries

- 1) 4K, 16-bit, Raw Scan DPX
- 2) 48 Khz, 24-bit, Wave file for Audio
- 3) 4K Graded & Restored output in DPX
- 4) UHD Mov 422 HQ with AV Sync
- 5) HD Mov 422 HQ with AV Sync
- 6) SD Mov 422 HQ with AV Sync
- 7) Raw scan HD Proxy for editing

Scanner Specification:

The specification of the scanner to be used in the digitization process is detailed as below:

- Film formats – 35 mm 2,3,4 – perforation (any perforation with sprocket less transport), 16 mm & 8mm
- Imaging device – line-based sensor, Monochrome, (Bayer pattern sensor will not be allowed)
- Illumination – high power LEDs (R, G, B, IR) with long term stability,
- Optical system – customized lens with adjustable pitch and autofocus
- Resolutions – true 4K sensor resolution without any mechanical /electronic interpolation.
- Data format & Bit depth – DPX16 bit log
- Contrast range – high dynamic range upto 4.8 ND for B&W film
- Variable speed controls
- Film transport – capstan driven servo system, using touchless, sprocket less, non-pin, digital servo system with automatic shrinkage compensation capability of upto 5%
- Reel Handling – the scanner should be able to handle shrinkage of film. Must be able to provide over scanning capabilities around 25% over scan of full height 35 mm in vertical to facilitate perforation over scanning and film rack bar height variation
- Handling fragile or damaged film – sprocket less transport & no skid plate, no edges, no friction, no abrasion, no harsh audible noise
- Warping / buckling – ability to handle warping & buckling of film without applying any mechanical pressure and stress on film material
- Damages or missing perforations – Scanner with ability to handle damaged/torn/missing perforations without any manual intervention
- Scratches & Dirt – Scanner with ability to scan IR channel with dirt & concealment while scanning.

❖ **Description of the Services being procured for Tape Digitization & Technical requirements:**

The content conversion process will broadly include below activities –

Setting up a digitization and video conversion center within the contracting authority premises with

- all the required hardware, software and support services as required to fulfill the scope of
- the work within the allowed time frame for the project specified in the tender document.
- Conversion of the legacy audio - video content into latest digital format
- Creation of the same as per the process and target format specifications given in the scope of work.

Complete Scope of Work

- Receipt of tapes from the client and inventory check
- Visual inspection
- Physical cleaning/ Machine cleaning of Tapes (Using RTI machine)
- Tape preparation for Digitization
- Tape Ingest and encoding – loss less JPEG 2000 with MXF wrapper & H.264 proxy (This should be done in real time during the ingest and not a post ingest transcode)
- Quality Check of the ingested content
- Automatic File ingest to the Media asset management solution

Deliverables

- 1) JPEG 2000 with MXF wrapper
- 2) SD Proxy file

Process Steps

Service provider must carry out the legacy content conversion activities as per the broad process steps in this section.

- Collection of Audio -Video Tapes or cassettes. - Service provider will collect the Audio - Video tapes/cassettes from contracting authority, and record them in a register. This register needs to be signed by the contracting authority.
- Tape inspection & cleaning - Tapes are to be physically inspected and repaired by Service provider to ensure that it is ingested safely. Before ingesting, all the tape materials will have to undergo tape cleaning process using automated modern tape cleaning equipment. Specific manual cleaning to be undertaken by Service provider in case there is heavy fungus on the tapes without damaging the physical tapes Tape Cleaning ensures that errors such as dropouts are minimized during ingest. It also helps improve the quality of ingest. In case the tapes are sticky, infected with fungus it has to be taken through an appropriate process, before it is digitized.

If there are tapes which are not in good condition for conversion, then Service provider needs to specify the same in writing with the tape or cassette number

as recorded in the collection register. This needs to be approved by the contracting authority before making the final decision on conversion of those tapes or cassettes.

- Tape ingest - After cleaning, audio - video content in various tape formats (U-matic, Betacam and DV/DV cam) are to be ingested using an appropriate tape ingestion solution by Service provider.
- Transcoding - Digital files will be created using the agreed naming convention and technical CODEC as per the target file format specifications
- Quality Check - In case quality issues are reported by contracting authority, the failed segments are to be re-ingested again and subject to same quality verification process until accepted by contracting authority.

Annexure-4: Pre-Bid Queries Format

(To be filled by the Bidder)

Name of the Company/Firm:

Person(s) Representing the Company/ Firm:

Name of the Person	Designation	Email-ID(s)	Tel. Nos. & Fax Nos.

Company/Firm Contacts:

Contact Person(s)	Address for Correspondence	Email-ID(s)	Tel. Nos. & Fax Nos.

**Query/Clarification Sought:
(MS-Excel Sheet Format)**

Sl.No.	Bidder Name	RFP Chapter No.	RFP Clause No.	RFP Page No.	Clause Details as per RFP	Query/Clarification/ Suggestion

Note: Queries must be strictly submitted only in the prescribed format (.XLS/ .XLSX). Queries not submitted in the prescribed format will not be considered/responded at all by the tendering authority. The soft copy of the queries (only in MS-Excel Sheet format) should also be submitted through e-mail at gm.ocac@odisha.gov.in, gm_ocac@ocac.in, sudha.mhanty@odisha.gov.in & chandan.pradhan@semt.gov.in as per the schedule date & time mentioned in the RFP.

Annexure-5: Bidder's Authorization Certificate

(To be filled by the Bidder)

To,

The General Manager (Admn.)
Odisha Computer Application Centre (OCAC)
OCAC Building, Plot No.-N-1/7-D, Acharya Vihar Square, RRL Post
Office, Bhubaneswar-751013 (INDIA)

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with RFP reference No. OCAC-TE-05/2023/ENQ/24042, dated 08-03-2024. He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder:

Verified Signature

Authorized Signatory: - Seal
of the Organization: - Date:

Place:

Annexure-6: Bank Guarantee Format

(To be signed by bank and submitted by Bidder)

RFP REF: OCAC-TE-05/2023/ENQ/24042

To,

The General Manager (Admn.)
Odisha Computer Application Centre (OCAC)
OCAC Building, Plot No.-N-1/7-D, Acharya Vihar Square, RRL Post Office,
Bhubaneswar-751013 (INDIA)

Whereas <<Name of the bidder>> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP Ref. No. OCAC-TE-05/2023/ENQ/24042, dated 08-03-2024 for Selection of Agency for Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Video (Old & New Formats), Film Content (Old & New Formats) for I&PR Department (hereinafter called "the Bid") to OCAC Know all Men by these presents that we <<Name of the Bidder>> having our office at <<Address>> (hereinafter called "the Bank") are bound unto the <<Nodal Agency>> (hereinafter called "the Purchaser") in the sum of Rs. <<Amount in figures>> (Rupees <<Amount in words>> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <<Date>>

The conditions of this obligation are:

1. If the Bidder having its bid withdrawn during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid
 - a) Withdraws his participation from the bid during the period of validity of bid document;Or
 - b) Fails or refuses to participate in the subsequent RFP process after having been short listed;

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the RFP occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to <<insert date>> and including <<extra time over and above mandated in the RFP>> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

- I. Our liability under this Bank Guarantee shall not exceed Rs. <<Amount in figures>> (Rupees <<Amount in words>> only)
- II. This Bank Guarantee shall be valid up to <<insert date>>)
- III. 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-7: RFP Form

(To be filled by the Bidder)

Name of the Tendering Authority	The General Manager (Admin.)
Address	Odisha Computer Application Centre (OCAC) OCAC Building, Plot No.-N-1/7-D, Acharya Vihar Square, RRL Post Office, Bhubaneswar-751013 (INDIA)
Telephone	
Tele Fax	
Email	

2) Firm Details:

Name of Firm				
Name of CMD of the firm with email id, contact number				
Name of Contact Person with Designation				
Registered Office Address				
Address of the Firm				
Year of Establishment				
Type of Firm Put Tick (√) mark	Public Limited	Private Limited	Partnership	Proprietary
Telephone Number(s)				
Email Address/ Web Site	Email:		Web-Site:	
Fax No.				
Mobile Number	Mobile:			
Certification/Accreditation/Affiliation, if Any				

3)The requisite tender fee amounting to Rs. _____/- (Rupees <in words>) has been deposited vide DD/BC/receipt no. _____ Dated _____.

4) We agree to abide by all the terms and conditions mentioned in this form issued by the Empanelment Authority and also the further conditions of the said notice given in the

attached sheets (all the pages of which have been signed by us in token of acceptance of the terms mentioned therein along with stamp of the firm).

Date:

Name & Seal of the firm: _____

Authorized Signatory: _____

Annexure-8: Covering Letter - Technical Bid

(To be filled by the bidder and signed in Company Letter Head)

To

The General Manager (Admin) Odisha
Computer Application Centre
(Technical Directorate of I.T. Dep't, Govt. of Odisha)
N-1/7-D, Acharya Vihar, P.O. - RRL, Bhubaneswar - 751013

Subject: Technical Proposal for Selection of Agency for Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Video (Old & New Formats), Film Content (Old & New Formats) for I&PR Department, RFP Ref. No- OCAC-TE-05/2023/ENQ/24042, dated 08-03-2024.

Sir/Madam,

We, the undersigned, offer to provide our services against your RFP enquiry no. <Insert RFP no> dated <insert date>. We are hereby submitting our Proposal, which includes this Technical Bid sealed in the 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 agree to abide by all the terms and conditions of the tender document. We would hold the terms of our bid valid for 180 days as stipulated in the RFP document.

We agree that you are not bound to accept the lowest or any bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products / services specified in the bid response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company /firm/organization and empowered to sign this document as well as such other documents which may be required in this connection.

Yours sincerely,

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

Name and Title of Signatory: _____

Name of Firm Address: _____

Annexure-9: Manufacturer's Authorization Form (MAF)

Letter No. _____

To

The General Manager (Admin.)
Odisha Computer Application Centre
Plot No. - N-1/7-D, Acharya Vihar P.O. - RRL,
Bhubaneswar – 751013

Sub: OEM Authorization Letter RFP Ref No: OCAC-TE-05/2023/ENQ/24042, dated 08-03-2024.

Dear Sir

We, who are established and reputable _____ having factories / development facilities at (address of factory / facility) do hereby authorize M/s _____ (Name and address of Agent) to submit a Bid, and accept the Purchase Order against the above Bid Invitation. We hereby extend our full guarantee and warranty for the Solution, Products and services offered by the above firm against this Bid Invitation. We further undertake that we will support the supplier will all related spares and maintenance during the entire contract period.

We duly authorize the said firm to act on our behalf in fulfilling all installations, Technical support and maintenance obligations required by the Project.

Yours faithfully,

(Name)

Seal

Note: This letter of authority should be on the letterhead of the OEM and should be signed by a person competent and having the power of attorney to bind the manufacturer.

Annexure-10: Financial Bid Cover Letter and Format

(To be filled by the bidder and signed in Company Letter Head)

To

The General Manager (Admin)
Odisha Computer Application Centre
(Technical Directorate of I.T. Dep't, Govt. of Odisha)
N-1/7-D, Acharya Vihar P.O. - RRL,
Bhubaneswar – 751013

Date:

Subject: Submission of the financial bid for Selection of Agency for Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Video (Old & New Formats), Film Content (Old & New Formats) for I&PR Department.

Dear Sir/Madam,

We, the undersigned, offer Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Video (Old & New Formats), Film Content (Old & New Formats) for I&PR Department, RFP. No. OCAC-TE-05/2023/ENQ/24042, dated 08-03-2024 and our Proposal (Pre-qualification, Technical and Financial Proposals). Our attached Financial Proposal is for the sum of <<Amount in words and figures>>inclusive of taxes and duties.

1. Price and Validity

All the prices mentioned in our RFP are in accordance with the terms as specified in the RFP documents. We declare that our Bid Price is for the entire scope of the work as specified in the appropriate section in the RFP. All the prices and other terms and conditions of this Bid are valid minimum for a period 180 days from the date of opening of the Bid. Subject to further extended period as mutually agreed upon.

We hereby confirm that our prices do not include any taxes and duties.

We understand that the actual payment would be made as per the existing tax rates during the time of payment.

2. Unit Rates

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

3. Qualifying Data

We confirm having submitted the information as required by you in your Instruction to Bidders. In case you require any other further information/documentary proof in Odisha Computer Application Centre (OCAC) this regard before evaluation of our bid, we agree to furnish the same in time to your satisfaction.

4. Bid Price

We declare that our Bid Price is for the entire scope of the work as specified in the RFP. These prices are indicated at Price Bid attached with our bid as part of the Bid. We understand you are not bound to accept any tender you receive.

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

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

Thanking you,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Annexure-11: Commercial Bid

SL. No.	Item	[X] Base Cost	[Y] GST	[X] + [Y] Total Amount
1.	<p>Turnkey Solution for Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Film Content (Old & New Formats) & Video (Old & New Formats)</p> <p>[A] Infrastructure - Enterprise Archival Solution</p> <p>[B] Services - Enterprise Archival Solution</p>			
2.	<p>Operation Management & Support for five years including required manpower as per the scope mentioned in this RFP including Infrastructure & Services for Enterprise Archival Solution.</p>			

Authorized Signatory with Official Seal

NOTE: -

- All the above price would be in INR only.
- The above price would include Compressive OEM Warranty Support for a period of 5 years from the date of UAT.
- The bidder has to compulsorily quote for all items mentioned in the Commercial-bid Tables. In case bidder fails to quote for any of this stage, the bid would be summarily rejected.
- No Component of Financial bid should have "ZERO" value.
- Above is indicative, however the quantity may increase or decrease at the time of placing the purchase order as per actual.
- The Tax rates will be mentioned as per standards.

Annexure-12: Financial Capabilities

(To be filled by the Bidder)

Turnover (Rs. In Crores)		
2020-2021	2021-2022	2022-2023
Net worth (Rs. In Crore)		
2020-2021	2021-2022	2022-2023

Annexure-13: Self-Declaration

(Non-blacklisted in company Letter Head)

To

The General Manager (Admin) Odisha
Computer Application Centre
(Technical Directorate of I.T. Dep't, Govt. of Odisha) N-1/7-D,
Acharya Vihar P.O. - RRL,
Bhubaneswar - 751013

Sir

In response to the RFP.No. OCAC-TE-05/2023/ENQ/24042, dated 08-03-2024, for RFP titled "Selection of Agency for Digitization, Restoration, Development & Implementation of Enterprise Archival Solution of Legacy Photos (Old & New Formats), Audio (Old & New Formats), Video (Old & New Formats), Film Content (Old & New Formats) for I&PR Department", as an owner/ partner/ Director of (organization name) I/ We hereby declare that presently our Company/ firm is not under declaration of 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.

I/We further declare that there is no past / ongoing legal trial in name of any of the Owner / Partner / Director of the bidding company as on the tender submission date.

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: Authorized

Signatory: Signature:

Seal:

Date: Place:

Annexure-14: Project Citation Format

(To be filled by the Bidder)

Relevant IT Project Experience	
General Information	
Name of the project	
Client for which the project was executed	
Name and contact details of the client	
Project Details	
Description of the project	
Scope of services	
Other Details	
Total cost of the project	
Duration of the project (no. of months, start date, completion date, current status)	

Annexure-15: Project References for Experience of Bidder

(Indicative Format, to be filled by Bidder & submitted in Company Letter Head)

Sl. No.	Name of Customer:	Contact person Name	Phone, fax and e- mail of customer	Project Location:	Name of the Project with Brief	Year		
						2020-21	2021-22	2022-23
1								
2								
3								

Note: Please attach the copy of the work order/ completion certificate/ purchase order/ letter from the customer for each project reference.

Annexure-16: Details of documents to be submitted by the Bidder

Sl. No.	Documents to be submitted		
	Pre-Qualification bid	Technical Bid	Financial Bid
1	Particulars of the Bidder (Annexure-1)	Detail Bill of Quantity (BOQ) as per the components mentioned (Annexure-2)	Financial Bid Cover letter and Format (Annexure-10)
2	Bidder's Authorization Certificate (Annexure-5)	Technical Specification Compliance Documents with all supporting details (Annexure-3)	Commercial Bid (Annexure-11)
3	RFP Form (Annexure- 7)	Technical Bid Covering Letter (Annexure-8)	
4	MAF (Annexure- 9)		
5	Audited Balance Sheets		
6	CA Certificate with CA's Registration Number & Seal (Annexure-12)		
7	Self-Declaration Non-blacklisted (Annexure- 13)		
8	Project Citation Format (Annexure- 14)		
9	Project References for Experience of Bidder (Annexure- 15)		
10	a. Valid copy of Certificate of incorporation and Registration Certificates b. Copy of GST registration. c. Copies of relevant Certificates of Registration, Income Tax/ PAN Number from the respective Government Department.		
11	Valid Copy of Bidder ISO Certificates & OEM Credential Documents		
12	Relevant Documents supporting Office Addresses /Undertaking. (Local presence)		
13	EMD as mentioned in the Eligibility/Pre-qualification Criteria of the RFP		

Annexure-17: Approximate AV Contents Available in Radio, Film & TV Unit for Digitization

APPROXIMATE AV CONTENTS AVAILABLE IN RADIO, FILM & TV UNIT FOR DIGITIZATION				
SL. NO.	FORMAT	DESCRIPTION OF THE CONTENTS	APPROX. NUMBERS	REMARKS
1	FILM -35MM	Documentaries	2	Govt. PRODUCTIONS-02 Canes
2	FILM -35MM	ODIA Feature Film	24	Pvt. PRODUCTIONS -194 Canes
3	FILM -16MM	Documentaries	34	Govt. PRODUCTIONS - 48 Canes
4	FILM -16MM	Documentaries	55	Govt. / Pvt. PRODUCTIONS - 60 Canes
5	VIDEO CASSETTES	Documentaries & VVIP PROGRAMMES	103	U-MATIC-LOW BAND-20 minutes
6	VIDEO CASSETTES	Documentaries & VVIP PROGRAMMES	13	U-MATIC-LOW BAND-60minutes
7	VIDEO CASSETTES	Documentaries & VVIP PROGRAMMES	456	U-MATIC-HIGH BAND-20minutes
8	VIDEO CASSETTES	Documentaries & VVIP PROGRAMMES	61	U-MATIC-HIGH BAND-60minutes
9	VIDEO CASSETTES	Documentaries & VVIP PROGRAMMES	137	BETACAM-30 minutes
10	VIDEO CASSETTES	Documentaries & VVIP PROGRAMMES	20	BETACAM-60 minutes
11	VIDEO CASSETTES	Documentaries & VVIP PROGRAMMES	60	DVCAM-30 minutes
12	VIDEO CASSETTES	Documentaries & VVIP PROGRAMMES	34	DVCAM-60 minutes
13	VIDEO CASSETTES	Documentaries & VVIP PROGRAMMES	998	MINI DV-60 minutes
13	VIDEO CASSETTES	Documentaries & VVIP PROGRAMMES	190	VHS
14	VIDEO CASSETTES	VVIP PROGRAMMES	8	HI-8
15	AUDIO CASSETTES	Hon'ble Governor Speeches	328	TDK, PHILLIPS & MELTRACK
16	AUDIO CASSETTES	Voice of Freedom Fighters	33	TDK, PHILLIPS & MELTRACK
17	AUDIO CASSETTES	VVIP PROGRAMMES	1558	TDK, PHILLIPS & MELTRACK
18	AUDIO TAPE	VVIP PROGRAMMES	342	IPRF, 18RRF, 9RRF, 6RRF

		<i>Previous - 1,18,343</i>	
OLD negatives			
	35MM	32550	
		1522	
		14850	
		5303	
		2462	
		6730	
		7500	
		4080	
		4905	
		30000	
	Total-	109902	2,28,245
	120MM	11548	
		6665	
		2998	
		3008	
		76	
		89	
		2416	
		45400	
		4539	
		1004	
		10000	
	Total	87743	3,15,988
	B2	260	
		36	
	Total	296	3,16,284
Digital Format	From 2004 (C.M)	310000	6,26,284
	Governer	250258	8,76,542
	General	362015	12,38,557
		Total-	12,38,557