

No.P-11014/2/2014-RS&P

Date 18/09/2014

To,

SUBJECT: NOTICE FOR INVITING BIDS FOR TRANSFER WORK OF FILMS ON VIDEO FORMATS AND VICE VERSA.

Sir,

Director General, Films Division, Ministry of Information & Broadcasting, Government of India, 24-Dr.G.Deshmukh Marg, Mumbai-400 026, has directed to invite fresh bids for the above work.

2. The terms and conditions of the bid notice are as under:-

- a) The Bid is not transferable.
- b) The Bid is to be submitted in two parts i.e. Technical Bid & Financial Bid.
- c) As the work involves movement/handling of old Archival material from Films Division vaults, only those firms/companies who have an established facilities in Mumbai viz. equipment infrastructure and technical expertise (man power) under one roof and in a position to undertake the transfer work of Films to Video format and vice-versa may submit their bids.
- d) The Bidder should indicate details of all the required latest equipment available with them on which transfer work would be carried out. These equipment are likely to be inspected by the team of Technical Officers of Films Division. Specified International Broadcast quality is to be maintained.

The Scope of the Work:

- i) Video Format to Film Format (Reverse- Telecine)/Cinevator Positive.
(Celluloid)

For Details Please refer the Annexure

2/-

- e) The time required for carrying out the transfer work should be specified. However, some times in emergency, the transfer work is required to be carried out immediately. The bidder should be in a position to carry out the transfer work as per Films Division's time frame during emergency.
- f) The checking of Digital material by Films Division's technicians will be done on the facilities provided by the firm at their site. Only after acceptance of the quality by F.D. technicians, Digital Material will be delivered to Films Division.
- g) In case, bulk order is placed by Films Division at a time, the filmic material will be collected by the firm itself and the delivery of filmic material along with Digital material duly transferred and checked, will be made by the firm at their cost. However, for any emergency work, the filmic material will be delivered and will be collected by Films Division. A firm will be selected on the basis of rates quoted by them, the quality of work done by them in the past, the availability of technical infrastructure with them and also the availability of Tele Cine machine etc. at one roof.
- h) The bid should be accompanied by bid security of an amount of Rs. 5,000/- (Rupees Five Thousand only) in the form of DEPOSIT AT CALL RECEIPT/FIXED DEPOSIT of commercial Bank drawn in the favour of "Accounts Officer, Films Division, Mumbai" which may be submitted along with Technical Bid. **The bid received without details of equipment available with them and bid security will not be considered under any circumstances.** If any bidder is exempted from payment of Earnest Money Deposit, a copy of relevant Govt. orders may be submitted along with the tender.
The Earnest Money shall be forfeited by Films Division in the following events:-
- If bid is withdrawn during validity period or any extension thereon.
 - If bid is varied or modified in a manner not acceptable to this organization during the validity period or any extension thereof.
 - If a bidder whose bid has been accepted but fails to furnish the performance security deposit/performance bank guarantee within 14 days of acceptance of bid.
- The Earnest Money/Bank Guarantee of unsuccessful bidder will be returned on finalization of bid. The Earnest Money of successful bidder will be returned on receipt of Performance Security Deposit/Bank Guarantee.
- i) The successful Bidder is required to deposit as Rs. 10,000/- only as Performance Security Deposit in the form of Demand Draft/Pay Order/FDR or Bank Guarantee of Commercial Bank drawn in favour of "Accounts Officer, Films Division Mumbai" within fifteen days from the receipt of letter of assignment. The Performance Security Deposit will remain with Films Division; Mumbai till the contract period expires. It should be valid for a period of 60 days beyond the date of completion of all contractual obligations of the firm.
- j) The payment for transfer work will be made simultaneously against the firm's pre-receipted Bill every time after the work is carried out and acceptable to Films Division in all respects. TDS will be recovered from the bill as per Income Tax rules.
- k) The bidder should mention and attach their Registration Certificates such as VAT number, PAN No. & Service Tax No etc. with the bid.
- l) The rate will be valid for a period of one year from the date of signing of agreement.

- m) The interested firm may send its bid indicating Technical Bid and Financial Bid in Separate cover duly sealed. Financial Bid will be opened only of those bidders who have been declared technically qualified for the above work.
 - n) The bid should be on LETTER HEAD of the bidder in SEALED COVER/Waxing Seal etc. in double cover and marked "BIDS FOR TRANSFER WORK OF FILMS DIVISION'S FILMS TO VIDEO FORMAT" DUE ON **09/10/2014**.
 - o) The bids should be addressed to the Director General, Films Division, Ministry of Information & Broadcasting, Govt. of India, Mumbai-400 026 and will be received up to 1.00 P.M. on **09/10/2014**. It will be opened at 3.00 P.M. on same day in the presence of bidders or their representatives who are present. The bids received after due date and time will not be considered. All the firms interested in participating will have to put their bids in the TENDER DROP BOX kept near the entrance of Main gate of Films Division, Phase-I Bldg., 24-Dr. G. Deshmukh Marg, Mumbai-400 026.
3. The bid is also available at Films Division's Website: **[www filmsdivision.org](http://www.filmsdivision.org)**.
4. The Director General, Films Division, Mumbai reserves the right to accept/cancel/split/reject any of the bid or all the bids without assigning any reason.
5. There shall be no negotiation in general.

Yours faithfully,

(A. Subramanian)
Assistant Administrative Officer
For Director General

Encl: As above.

ANNEXURE-I

**LIST OF ITEMS FOR TRANSFER OF FILMS ON VIDEO FORMAT OR VICE-VERSA
(RATES MAY BE QUOTED PER MINUTE WITH MINIMUM/MAXIMUM CHARGES)**

Sr.No.	Format from which it is to be transferred.	Format on which to be transferred.	Rate per Minute
1.	2	3.	4.
1.	Digital file (Hard Disk) 2K DPX HD/SD/TGA/TIFF/MOV file/WAVE FILE etc	1.CINEVATOR POSITIVE CELLULOID PRINT a. With Raw Stock b. Without Raw Stock. 2.CINEVATOR NEGATIVE INTERMEDIATE a. With Raw Stock b. Without Raw Stock 3. SOUND NEGATIVE a. With Raw Stock b. Without Raw Stock.	

