

To,

**SUBJECT : NOTICE FOR INVITING BID FOR “TRANSFER WORK OF FILMS DIVISION’S FILMS ON CINEVATOR SYSTEM (REVERSE TELECINE) JOB”.**

Sir/Madam,

The Director General, Films Division, Ministry of Information & Broadcasting, Government of India, Mumbai on behalf of the President of India invites sealed bid in two bid systems for “**TRANSFER WORK OF FILMS DIVISION’S FILMS ON CINEVATOR SYSTEM (REVERSE TELECINE) JOB**” from the established companies/firms who are having all the required technical facilities under one roof within the city of Mumbai for the year 2017-2018.

2. The interested firms/companies in the field can visit Films Division (Stores Section) (Telephone No.23552355), Ministry of Information and Broadcasting, Government of India, 24-Dr. Gopalrao Deshmukh Marg (Peddar Road), Mumbai-26 for the details on any working days viz. Monday to Friday from 11.00 A.M. to 4.00 P.M.

3. 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 from video format to Film format (Reverse-Telecine)/ Cinevator Positive (Celluloid) work 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 equipments 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)**

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.

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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 of 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 bidder except those who are registered with the Central Purchasing Organization, National Small Industries Corporation (NSIC) must enclose with their Technical bid, Bid Security of **Rs. 5,000/-** in the form of either cross Demand Draft, Banker's Cheque (Pay Order), Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Bank drawn in favour of "**Accounts Officer, Films Division, Mumbai**" valid for a period of 45 days beyond the final bid validity period. The validity of Bid Security should not be less than 90 days. The bid security of unsuccessful bidder will be returned on finalization of the bid. The bid security of successful bidder will be returned on receipt of performance security deposit.

**i) 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 successful bidder has to enter into contract by way of Agreement with Films Division in which the above and other conditions conducive, commensurate & concurrent to similar type of contract are included. The original agreement has to be prepared on stamp paper valued of **Rs.500/-** valid for State of Maharashtra at his own cost before taking up this assignment.

4. The bidder should be submitted two separate sealed covers for Technical bid and financial bid.

- l) The **TECHNICAL BID** should contain the following documents;
- a. Original DD/Bank Guarantee/FDR for Rs.5000/- as EMD or EMD exemption Certificate;
  - b. Copy of Company Profile;
  - c. Copy of Registration Certificate of Establishment issued by concerned authorities/MCGM mentioning Service Tax No. etc.;
  - d. Copy of Central Sales Tax Registration ;
  - e. Copy of VAT registration ;
  - f. Copy of PAN Number ;
  - g. Copy of Annexure I &II ;

All the above documents should be self attested by an authorized signatory of the bidder and should be on the letter head of the bidder. There will be no mentioned of price anywhere in the technical bid. The technical bid will clearly be superscripted with **“TECHNICAL BID FOR TRANSFER WORK OF FILMS DIVISION’S FILMS ON CINEVATOR SYSTEM (REVERSE TELECINE) JOB IN FILMS DIVISION, MUMBAI”**.

h) 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 is expires. It should be valid for period of 60 days beyond the date of completion of all contractual obligations of the firm.

i) The payment for transfer work will be made simultaneously against firm’s pre-receipted Bill each 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.

j) The rate will be valid for a period of one year from the date of signing of agreement.

ll) The **FINANCIAL BID** will contain the price schedule duly filled in and signed in the document as given in **Annexure-II** on the letter head of bidder. The bidders have to quote their rates for **“TRANSFER WORK OF FILMS DIVISION’S FILMS ON CINEVATOR SYSTEM (REVERSE TELECINE) JOB”** after affixing office stamp/seal of the company and signature of the representative/proprietor of the company along with a forwarding letter on letter head of the company. The financial bid will also be superscripted with **“FINANCIAL BID FOR TRANSFER WORK OF FILMS DIVISION’S FILMS ON CINEVATOR SYSTEM (REVERSE TELECINE)”**.

5. The bid should be on LETTER HEAD of the bidder in SEALED COVER/Waxing Seal etc. in double cover i.e. **Technical Bid** and **Financial Bid** may again put in one sealed outer cover marked **“BID FOR TRANSFER WORK OF FILMS DIVISION’S FILMS ON CINEVATOR SYSTEM (REVERSE TELECINE) JOB”** due on 7<sup>th</sup> December,2016.

6. Tender Inquiry No., date and it is to be addressed to the **Director General, Films Division, 24-Dr.G.Deshmukh Marg, Mumbai-400 026**. The sealed bid should be dropped in the drop box kept in General-II Section, 3<sup>rd</sup> Floor, Phase-I Building, Films Division, 24-Dr. G. Deshmukh Marg, Mumbai-400 026 on or before **7<sup>th</sup> December,2016 up to 1.00 P.M.** The technical bid will be opened on same day at 3.00 P.M. The financial bids of those, who have qualified in Technical Bids, shall be opened in the presence of bidders or available authorized representatives of those bidders at a specified time, to be communicated within 30 days from opening of technical bids.
7. There should not be overwriting and all corrections in the rate should be attested by full signature by the bidders.
8. Incomplete bid received without requisite enclosures and bid received after the due date/time will **not** be considered. The department shall not be responsible for delay, loss or non-receipt of bid by post.
9. Any disputes arising out of the tender notice, process and finalisation of this bid shall be subject to jurisdiction of the High Court of Bombay, Mumbai.
10. The Director General, Films Division, Mumbai reserves the right to Accept / cancel /split /reject any or all of the bids without assigning any reason whatsoever and his decision in this regards is final and binding.
11. The bid is also available at Films Division's Website: **www filmsdivision.org**.
12. There shall be no negotiation in general.

Yours faithfully,

**(Ashok. A. Shinde)**  
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)  
RATES MAY BE QUOTED WITH dvnr AND WITHOUT dvnr WHENEVER REQUIRED.**

<b>Sr. No.</b>	<b>Format from which it is to be transferred.</b>	<b>Format on which to be transferred.</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>
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. With c. out Raw Stock  2. CINEVATOR NEGATIVE INTERMEDIATE a. With Raw Stock a. Without Raw Stock  3. SOUND NEGATIVE a. With Raw Stock b. Without Raw Stock

**ANNEXURE-II**

**LIST OF ITEMS FOR TRANSFER OF FILMS ON VIDEO FORMAT OR VICE-VERSA  
(RATES MAY BE QUOTED PER MINUTE WITH MINIMUM/MAXIMUM CHARGES)  
RATES MAY BE QUOTED WITH dvnr AND WITHOUT dvnr WHENEVER REQUIRED.**

<b>Sr. No.</b>	<b>Format from which it is to be transferred.</b>	<b>Format on which to be transfer red.</b>	<b>Rate per Minute</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>
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. EVATOR NEGATIVE INTERMEDIATE  a. With Raw Stock b. Without Raw Stock  3. SOUND NEGATIVE  a. With Raw Stock b. Without Raw Stock	