

**INDIAN COUNCIL FOR CULTURAL RELATIONS
AZAD BHAVAN,
I.P. ESTATE,
NEW DELHI – 110 002.**

TENDER No: ICCR/AVR/308/13/2011-12, dated 03-2-2012

1. INDIAN COUNCIL FOR CULTURAL RELATIONS (ICCR), NEW DELHI, invites Tender from reputed established and reliable Digitization Agencies / Organizations having sufficient experience and infrastructure for undertaking Digitization work of Audio Video materials & photographs as per Terms & Condition and Scope of Work given in the Tender.
2. The Request for Proposal (RFP) document containing details of the tender including pre-qualification criteria, requirements, scope of work, terms and conditions, response formats etc. may be downloaded from the web-site of ICCR i.e. <http://www.iccrindia.net>
3. The Tender time lines are as under:

Last date for submission of Bid: 15.03.2012 by 4:00 PM

Opening of Technical Bids: 15.03.2012 at 4:30 PM

Date of opening of Financial Bids shall be intimated to the technically qualified firms in due course.

Venue of submission and opening of Bids is:

**INDIAN COUNCIL FOR CULTURAL RELATIONS
ROOM NO. 15,
AZAD BHAVAN,
I.P. ESTATE,
NEW DELHI - 110 002.**

INDIAN COUNCIL FOR CULTURAL RELATIONS
AZAD BHAVAN, IP ESTATE, NEW DELHI

(1) BIDS ARE REQUESTED FOR THE FOLLOWING ITEMS:-

- (a) Digitization of AV materials like U-Matic Tapes, Audio Cassettes, VHS Cassettes, Magnetic Tapes, Metal Tapes, Master Tapes, Photographs & other papers – based official records.
- (b) Scanning of photographs
- (c) Creation of a digital archive for all the records, with the software to enable easy search, retrieval & updating on to the Web server of the Council, with appropriate back up & storage solutions as required.

(2) SELECTION PROCEDURE

The technical bids will be scrutinized on the basis of the criteria elaborated below. Thereafter, the short listed bidders would be required to make a presentation to a Technical Committee of the Council on all aspects of the bid.

- (i) The background & profile of the organization
- (ii) Demonstration of a minimum of three (03) years experience in undertaking similar projects as well as details of similar projects undertaken for Govt./ Govt. Organization / PSU.
- (iii) Technical and Managerial capability of the organization and the project team.
- (iv) Details of such major previous work during the last 3 years.
- (v) Methodology to be adopted for completion of the work.
- (vi) Time Schedule for implementation.
- (vii) Details of technology to be adopted, software to be employed.
- (viii) Design and aesthetics of the work.
- (ix) Storage media device types and other relevant hardware.

(3) SUBMISSION OF BIDS

Bids should be submitted in a sealed cover superscribing “**Bids for creation of Digitalization of AV Materials**” containing three separate sealed covers superscribing “**Earnest Money & Cost of Tender**”, “**TECHNICAL BID**” and “**FINANCIAL BID**” as under:

- (a) **Earnest Money & Cost of Tender Documents downloaded**
 - (b) **Technical Bid**
 - (c) **Financial Bid**
- (a) **Earnest Money & Cost of tender documents**

- (i) Refundable earnest money deposit of Rs. 25,000 (Rupees Twenty Five Thousands only) by way of Demand Draft drawn in favour of “The Programme Director (F&A), ICCR, New Delhi” and payable at New Delhi.
- (ii) Non-refundable cost of tender documents downloaded amounting to Rs. 1000/- (Rupees One Thousand only) by way of Demand Draft drawn in favour of “The Programme Director (F&A), ICCR, New Delhi” and payable at New Delhi.

(b) Technical Bid

The technical bid should indicate the company’s profile showing a minimum turnover of Rs. 1 Crore per annum, unabridged reports of audited financial accounts for the last 3 years, details of the project team, methodology to be followed for the work, infrastructure available, details of previous work of similar nature during the last 3 years, etc. Assistance & inputs, if any, expected from the Council for the implementation of this work.

(c) Financial Bid

The financial bid should indicate the total cost with item-wise break-up explaining the unit of rate in clear terms and terms of payment. Taxes, cess and levies should be separately stated along with the bid document. Any ambiguity in quoting of the rates may lead to rejection of the financial bid.

(4) Scope of Work

The ICCR intends to digitize AV materials like Audio Cassettes, U-Matic Tapes, Megnatic Tapes, Metal Tapes, and Master Tapes on various performances in India and abroad in digital format. Also conversion of old VHS tapes containing similar programmes / performances sponsored by the Council to digital format for easy storage, retrieval and duplication purpose is to be carried out. The need to digitize AV materials of various programmes / performances pertaining to the functions of the Council may also have to be undertaken.

The minimum number of collection to be digitized in digital format is as follows: -

1. VHS Cassettes	: 3219
2. Audio Cassettes	: 1875
3. U-Matic tapes	: 1555
4. Magnetic Tapes	: 114
5. Metal Tapes	: 15
6. Master Tapes	: 313
7. Photographs	: 9748

After the conversion to digital format is carried out, 2 (two) copies are to be submitted along with the master for safe-keep and backup purposes.

(5) Schedule for completion of tasks

The task is to be completed within a time-frame of six (06) months. Completion period shall be reckoned from the 10th day from the date of issue of the work order/award letter.

(6) Penalty Clause

1% of the total value of the work order would be imposed as penalty for each week of delay in the successful implementation of the work order.

(7) Role and involvement of the Council

The Council would only assist in identification of the relevant files that are to be digitized and the work of conversion is the sole responsibility of the vendors whosoever gets the contract. After the completion of a sample task in case of both paper format and VHS tapes conversion, the bidder should submit it to the Council for the final approval of the proposal.

(8) Outcome of the objective:

The outcome of the digitization would involve the easy storage and retrieval of documents quickly. The necessary back-ups should be provided by the selected vendor. The relevant software for enabling search facilities, both at the client and server end should be specified. The digital archive may be uploaded on to the web server of the Council for easy access by the public through Internet.

(9) Performance Guarantee Clause

10% of the bid amount of the selected bidder in the form of Demand Draft only would be reserved as a Performance Guarantee Deposit. This would be adjusted towards the final payment without interest on successful completion of the work.

(10) Arbitration Clause

In case of disputes or differences of any kind arisen thereof during the currency of the work or thereafter, the Director General, Indian Council for Cultural Relations reserves the sole right to arbitrate on the matter.

(11) Other General Conditions

1. Bids shall be opened in chronicle order of the number of envelope as given above. In case, E/M or cost of tender is not found or not found in valid form, the other two envelopes shall not be opened.
2. Financial Bids shall be opened in respect of the technically qualified bidders only.
3. E/M of the unsuccessful bidders shall be returned at the earliest after expiry of the final bid validity and latest on or before 30th day after the award of contract.

4. Validity of the rates will be 90 days from the date of opening of the technical bids.
5. Performance guarantee not exceeding to 5% of the total value of the contract is to be obtained from the 1st lowest & successful bidder within 7 days from the date of issue of the letter of intent failing which E/M deposited shall stand forfeited. However, the period may be extended for a reasonable period by the competent authority on the request of the successful bidder on justified grounds. After the performance guarantee is got deposited. Letter of award shall be issued.
6. If the lowest bidder does not start the work from the stipulated date of commencement of work, the performance guarantee shall stand forfeited. However, the authority competent to accept the tender may relax to the justified extent on the request of the firm.
7. After the award of work, an agreement to this effect shall be executed and signed by the successful bidder and the ICCR authority concerned.
8. No payment shall be released unless the agreement is signed.
9. No advance payment shall be made on any account. However, running payments can be made on completion of different stages as the authority competent decides. Final payment shall be made within six months from the date of actual completion of work.
10. From all the running/ final payments, statutory deduction such as : Income Tax or any other taxes as mandated as per law of the land shall be made. Security deposit @ 5% shall also be deducted from all the payments but not exceeding to 10% of the total value of the contract.
11. The bids can be submitted on any working day latest by 15.03.2012 (4:00 P.M.) to Programme Officer (AVR), Indian Council for Cultural Relations, Room No. 25, Azad Bhavan, I.P.Estate, New Delhi-110 002.
12. The Council reserves the sole right to accept or reject any or all the bids without assigning any reason thereof.
13. The work shall be executed with the entire satisfaction of the ICCR authorities.

For further clarifications, please contact Programme Officer (AVR), (E-Mail:- m.kumar@iccrindia.net or call (011) 23370242)

Sd/-
Ms. Anita Nayar
Deputy Director General (AN)