

**Madhya Pradesh Madhyam**  
(A Government of Madhya Pradesh Undertaking)  
40, Administrative Zone, Arera Hills, Bhopal-462011  
**Ph. - (0755) 2550826, 2551330, 2558408**

**Tender Form**  
**(To be filled and submitted in original by the tenderer)**

|     |   |  |
|-----|---|--|
| 1.  | Tender No.  | M.P.Madhyam/94679/2019<br>Due date: 05/09/2019                     |
| 2.  | Tender Form No.   |  |
| 3.  | Name of the Firm  |  |
| 4.  | Office Address  |  |
| 5.  | Phone No. (Office)<br>Mobile No.  |  |
| 6.  | E-mail address  |  |
| 7.  | Manufacturer, Authorised Dealer or Service Provider                     |  |
| 8.  | PAN of the firm (Enclose Copy)  |  |
| 9.  | GST No. (Enclose Copy)  |  |
| 10. | Details of Demand Draft of Earnest Money                                | DD No. _____<br>Date _____<br>Name of Bank _____<br>Amount ` _____ |
| 11. | Description of Firm's Ownership<br><br>(Separate sheet may be attached) |  |

**I, on behalf of the company, hereby declare that the information given/documents enclosed with this form is correct and true to the best of my knowledge and belief. And I agree to abide by the terms & conditions mentioned.**

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Company Seal**  
&  
**Signature of Authorised Dealer of Company**

# Madhya Pradesh Madhyam

(A Government of Madhya Pradesh Undertaking)  
40, Administrative Zone, Arera Hills, Bhopal 462011  
Tel.: 0755-2550826, 2551330, 2558408

## Annexure – 1

Madhya Pradesh Madhyam, a multimedia organisation of Govt. of Madhya Pradesh, invites tender under one framework two bid system Technical and Financial for the Tender Notice for Video Storage, Archival and Library System (Software Development of Video Productions) work.

- For Digitization of Video Cassettes & Negatives with supporting archival software and hardware.

### **Terms & Conditions:**

1. Only the reputed and highly experienced firms who have good infrastructure, adequate and sound knowledge of Software, Hardware and Digitization Techniques according to the international standards and capable to undertake this work for longer duration and possess at least '5 years' experience of working with Government Institutions would be eligible to submit the tender. A self-certificate with work order copy from the previous government work to be submitted along with the tender. **(Refer Annexure 1.1 for firm's work experience.)**
2. Tenders are to be invited in two bid system; (1) Technical Bid **(Refer Annexure 1.2)** (2) Financial Bid **(Refer Annexure 2.1 to 2.3)**. Both bids should be in different envelopes, properly tagged with page numbers, signed, sealed and indexed **(If not, your tender will be considered as invalid & will be rejected), with the stipulation that the price bids will be opened only after technical evaluation of all the offers is done. (EMD should be kept in Technical Bid Envelope).**
3. The quoted rates should be for Madhya Pradesh Madhyam, Bhopal M.P. inclusive of excise duty, octroi as/if applicable, Insurance, packing loading-unloading, freight and on-site installation **(which includes all cables, connectors etc.)** but exclusive of Sales/Commercial Tax and other local taxes which would be payable extra at actuals.
4. All the service companies must provide a detailed profile of their firm. PAN/GST allotted by the concerned authorities should be indicated in the tenders.
5. Outsourcing or subletting the work to third party will not be permitted.
6. The company should be registered in India with one of its office in Bhopal so that the company can respond immediately if any fault occurs anytime.
7. All the Digitization work must be done in Bhopal to maintain the secrecy on the work.
8. After the Warranty period, the Digital Asset Management (DAM) equipment should be maintained on AMC which should be mentioned in the tender.

## **Other Details**

1. An extensive scope of work would be extended to the successful Agency/Firm at the time of signing the work order.
2. The technical bids should be opened first on the prescribed tender opening date and financial bid will be opened later that day which shall be made known to the tendering firms after technical evaluation has been completed so as to ensure that all offers are evaluated technically without bias.
3. Managing Director, Madhya Pradesh Madhyam reserves the right to amend the scope of work at any time as per the requirement.
4. No amendment in the rate quoted in the price schedule will be permitted after opening of the tender.
5. Each page of the Tender document submitted should be signed by the tenderer with stamp of firm.
6. Tenderer may contact the Manager Films, (Head of the Film section) for any clarification, if necessary.
7. The tender documents are not transferable.
8. Tenderer are invited to be present themselves/or their authorized representative at the time of opening of the tender.
9. Submission of tender will bind the tenderer to the acceptance of all conditions specified in the tender documents.
10. Tenderer shall not impose any condition of his own.
11. All supplied equipment's should be warranted/guaranteed at least for one year.
12. Tenderer credentials regarding experience in successful execution of commercial orders issued by Government departments (central or state) PSUs or Autonomous bodies are preferred.
13. Latest Income Tax clearance Certificate shall be produced by the successful tenderer before the issue of purchase order.
14. Tenderer should have registration in commercial tax office and a copy of the certificate of registration should be enclosed with the tender.
15. For the technical evaluation & to qualify the bid, the Agency/Firm will have to give a detailed presentation about the procedures of digitization and technical specifications about the Software, Hardware & Networking in the presence of evaluation committee.
16. Madhyam is not liable & will not provide any kind of resources like software and PC for presentation. The applicant has to carry his own laptop for presentation.
17. An applicant will be preferred who will give a detailed, technical presentation. As this will be the main criteria for technical evaluation and will help in deciding the technical abilities of an applicant.
18. The applicant or its duly authorised representative may be required to make presentation at its own cost before the Selection Committee at fixed time date and venue.
19. Successful applicant will be required to sign an agreement with the 'Authority' along with the work-order.
20. Managing Director, Madhya Pradesh Madhyam reserves the right to accept/reject/select, any or all bids at any time prior to award of contact without thereby incurring any liability to the affected applicants.
21. TDS will be deducted as per Income Tax Rules.

## **Digitization of Video Cassettes**

1. All the video tapes should be up scaled and digitized on HD1080psf, 720p50fps.
2. Final video should be supplied on MP4/MOV Formats.
3. Removal of scratches, dust and fungal stains on video tapes should be taken care of.
4. Manual Scene selection & colour correction scene by scene for each video tape would be required.
5. Masking of unneeded tracking information and trimming of empty areas of video tapes along with image stabilization should be fixed by improving the Tracking Signal.
6. Safe handling of the Video cassettes will be required.
7. Cataloguing of the digitized videos will require captioning and date for uploading and searching the files in the provided archival software.

## **Digitization of Negatives**

1. Removal of dust, scratches and fungal stains on negatives should be taken care of before and after digitization.
2. It will be the responsibility of the agency to safe handle the sticky negatives professionally and ensuring the knowledge of process involved in separating the sticky negatives.
3. In case of damaged negatives, professional skills will be required to correct, reconstruct the image of negatives. Therefore, company should have highly qualified editor/supervisor, to check the quality work.
4. Image correction (including cropping & image rotation) and enhancement (including colour and tone) for each negative would be required.
5. The negatives should be digitized at minimum 4000 dpi.
6. Digitized negatives are to be saved in TIFF Format with lossless compression LZW.
7. Flatbed scanners should be used for loose negatives, negatives strips and mounted negatives to ensure the capturing of full and flat images.
8. Cataloguing of the digitized images will require captioning and date for uploading and searching the files in the provided archival software.

## **Video Storage archival Hardware & Software**

1. For cataloguing, Storage, Retrieval & Distribution of Files, Intranet based software should be provided. Software should have the video playback option.
2. Software should have search Suggestions or Autocomplete.
3. Software should have MFA (Multi Factor Authentication)
4. Multi user/role based login system will be required.
5. Server should have 500 TB RAID5 or RAID10, and can be upgraded for future uses, up to 1 zeta byte.
6. Hardware should have 2 years or 3 years warranty respectively.
7. Networking Switch, CAT7 Cable and optical cable 10Gb/s should be provided with Multi Channel Router with operating Frequency of 2.4GHz (1000mb/s), 5GHz (2000mb/s) with WPA2 Enterprise Encryption.

## **TECHNICAL, PHYSICAL & HUMAN RESOURCE REQUIREMENT**

1. Technical requirement for the project is to be filled by the successful Agency/Firm on end-to-end basis.
2. Any change in the development of the project to improve the quality of work can only be incorporated with prior approval of the Managing Director, Madhya Pradesh Madhyam.
3. A physical infrastructure must be set by the successful Agency/Firm to deliver the work in the best manner.
4. All the requirement to set-up the project and make it functional on 24\*7 basis. The successful Agency/Firm from sitting arrangement to providing access to connectivity.

## **SELECTION PROCESS**

### **1. EVALUATION OF BID**

**The selection process would be as mentioned below:**

- i. Evaluation method of bids: Combined Quality cum Cost Based System (CQCBS) will be adopted for evaluation of bids, where in a weighted composite success score will be calculated based on separate evaluations of the Technical Bid (70% weightage) and the Commercial Bid (30% weightage).
- ii. Technical Bid Criterion (70% weightage): Technical marks will be calculated on the basis of the following parameters, based on the weightages indicated against each parameter 70% weightage (marks between 0-100) will be assigned and 70% weightage will be accorded for calculating the technical marks.
- iii. The pre-bid eligibility has been mentioned in Annexure I.
- iv. Qualifying criteria for opening of financial bid.
- v. Financial Bid Criterion (30% weightage).

Agency/Firm has to quote as per Annexure-2.1 to 2.3 (Inclusive of GST).

The lowest financial bid cost (Most responsive applicant) will be given a score of 100. The score of other Agencies/Firms will be proportionately scaled down as per the following:

$$= \frac{\text{Technical Marks}}{\text{Quoted Price of the Applicant}} * 100$$

### **Calculating the Composite Final Score(s)**

The composite final score will be calculated from the technical and final scores as shown in the illustrative below.

### **Illustrative Examples:**

Applicants A, B and C with technical bid marks of 70, 85 and 90 respectively, have been shortlisted for consideration of their financial bids.

The financial bids of the 3 applicants are as follows:

A = ` 5 Lakhs, B = ` 7.5 Lakhs, and C = ` 10 Lakhs. The complete final score(s) for A, B, and C will be calculated in the following manner:-

| Applicant | Technical Marks | Weighted Technical Score (Col. 2 *70%) | Commercial Bid Quote (in Rs. Lakhs) | Proportionate Commercial score (Lowest quote/applicant's quote)*100 | Weighted commercial score (Col.5 * 30%) | Final Composite score (S=Col.3+ Col.6) |
|-----------|-----------------|--|-------------------------------------|---|---|--|
| A         | 70.00           | 49.00                                  | 5                                   | 100.00  | 30.00                                   | 79.00                                  |
| B         | 85.00           | 59.50                                  | 7.5                                 | 66.66   | 19.98                                   | 79.50                                  |
| C         | 90.00           | 63.00                                  | 10                                  | 50.00   | 15.00                                   | 78.00                                  |

Since Agency/Firm B has the highest composite final score (S=79.50), it will be declared as L1 i.e. the Lowest Agency/Firm.

### **Brief description of the Selection Process**

Those who score 80% (56 and above out of 70) marks in Technical Bid & Presentation, they will be qualified for financial evaluation. Qualified offerer, who desires to work on the lowest rates (L-1), will have to submit their consent letters.

In the first stage of evaluation, a technical evaluation with presentation will be carried out. Based on this technical evaluation, a list of short-listed applicants shall be prepared. In the second stage, a financial evaluation will be carried out. Proposals will finally be ranked according to financial scores. The lowest bidder's rate will be further applicable to the work allotted to agencies.

### **Short-listing of Agencies/Firms**

The committee will evaluate each of the Technically Qualified Agency's/Firm's response on the basis of technical parameters & presentation. Only those Agencies/Firms whose Technical proposals get a score of 56 (fifty six) marks or more out of 70 (seventy) shall qualify for further consideration, and shall be ranked from highest to the lowest on the basis of their technical score.

The Agency/Firm with the highest total overall marks shall be declared as the preferred Agency/Firm. The preferred Agency/Firm may be invited for negotiation shall not be reimbursed.

In the event of acceptance of the proposal of the preferred Agency/Firm with or without negotiation, the 'Authority' shall declare the preferred Applicant as the Agency/Firm. The Authority will notify the Agency/Firm through a Letter of Acceptance (LoA) that its proposal has been accepted.

## **EARNEST MONEY DEPOSIT**

1. Earnest Money Deposit (EMD) of ₹ 2,00,000/- ( ₹ Two Lakhs only) in the form of Demand Draft issued by any Nationalised Bank in favour of "**Madhya Pradesh Madhyam, Bhopal**" is also required to be submitted in a sealed envelope.
2. Agency/Firm will be required to submit Bank Guarantee against value of advance payment, after the placing of work order.
3. Tender received without EMD or EMD of lesser amount will be summarily rejected.
4. The submission of EMD is compulsory for all the Applicants and no exemption will be granted for submission of EMD in any case except where applicant(s), if any, intends to seek exemption from furnishing EMD submits proof of relevant documents authorizing the same. The Agency/Firm will have to submit ink-signed certificate of such document for verification of their authenticity as and when required.
5. The EMD shall be returned to the Agencies/Firms whose offer is not accepted by the Authority within 45 working days from the date of signing contract with the applicant. However, if the return of EMD delayed for any reason, no interest/penalty shall be payable to the Agencies/Firms.
6. The EMD of the Agencies/Firms will be returned on receipt of Performance Guarantee.
7. EMD of a Tender will be forfeited, if the Agency/Firm withdraws or amend its RFP or impairs or derogates from the Tender Notice in any respect within the period of validity of its Tender.
8. The Agency/Firm is required to submit their account details in given format.**(Copy of format proforma at Annexure 3)**

- **PAYMENT MECHANISM**

The payment mechanism would be based on the timeline as formulated by the Managing Director, Madhya Pradesh Madhyam.

## **Preparation of Tender Document**

### **A. First Envelope (Technical Bid)**

#### **(Documents to be attached)**

1. Tender form & Declaration should be kept in technical bid.
2. Earnest Money Deposit.
3. Experience certificates of the service bureau/agencies. **(Refer Annexure 1.1)**
4. Technical Bid Sheet. **(Refer Annexure 1.2)**
5. Company profile along with registration number of the firm with GST/CGST registration No., PAN card.

### **B. Second Envelope (Financial Bid)**

#### **(Documents to be attached)**

1. Financial Bid. **(Refer Annexures 2.1 to 2.3)**
  2. RTGS Form. **(Refer Annexure 3)**
- **Agencies/Firms are required to submit two separate sealed envelopes clearly marked as 'Technical Bid' and 'Financial Bid'.**
  - **Both the tenders-one containing the technical bid with EMD and the other financial bid-shall be submitted in one main Envelope.**

### **C. Presentation**

1. A detailed presentation about Software, Hardware, Networking & procedure of digitization.
- **BID SUBMISSION**
    1. The technical bid should contain documents mentioned in the Technical Bid specification and other documents as per Tender Notice.
    2. The Financial bid should be inclusive of all lump sum cost in Rupees except for Goods and Services Tax.
    3. All the documents should be signed & stamped by the applicant.
  - **OPENING OF BIDS**
    - Technical Bid will be opened on 05-09-2019 at 03:30 PM.
    - Presentation will be held on 05-09-2019 at 04:30 PM.
    - Financial Bid will be opened within 15 working days after the completion of technical evaluation process.



- **Communications:**

All communications including the submission of proposal should be addressed to:-

**Managing Director  
Madhya Pradesh Madhyam  
40, Administrative Zone,  
Arera Hills, Bhopal (M.P.)-462011  
Tel.:0755-2550826, 2551330, 2558408**

All communications, including the envelopes, should contain the following information, to be marked at the top in bold letter.

**“Tender Notice for Video Storage, Archival and Library System  
(Software Development of Video Productions)”**

**Madhya Pradesh Madhyam**  
(A Government of Madhya Pradesh Undertaking)  
40, Administrative Zone, Arera Hills, Bhopal 462011  
**Tel.: 0755-2550826, 2551330, 2558408**

**Tender No. - M.P.Madhyam/94679/2019**

**DECLARATION**

**Certified that we hereby give our consent for the above terms & conditions and bound to fulfil all requirements.**

**Name of Owner** : \_\_\_\_\_

**Name of Firm** : \_\_\_\_\_

**Address** : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**(Signature)**  
**Company seal**  
**&**

**Signature of authorised person of Company**

**Madhya Pradesh Madhyam**  
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**Annexure1.1**  
**Work Experience of the Firm**  
**(Technical Bid)**

| <b>Name of the Organization (Worked For)</b> | <b>Description of Experience</b> |
|--|----------------------------------|
|  |                                  |

**# Please Enclose certificates with this page.**

**Signature with Company Seal**

**Madhya Pradesh Madhyam**  
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**Annexure 1.2**  
**(Technical Bid)**

| <b>No.</b> | <b>Work Description</b>   | <b>Technical Description</b> |
|------------|---|------------------------------|
| 1)         | Video Digitization  |                              |
| 2)         | Negative Digitization (35mm, 120, 2B B&W Colour)                  |                              |
| 3)         | Library Management Software with Supporting Hardware & Networking |                              |

**# If Enclosing Description copy, please tag and mention the page No. for specific Technical description.**

**Signature with Company Seal**

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**Annexure 2.1**  
**Digitization of Video Cassettes**  
**(Financial Bid)**

| Type                 | Unit Value (720p) | IGST | CGST | SGST | Rates Per Cassette with tax | Unit Value (1080p) | IGST | CGST | SGST | Rates Per Cassette with tax |
|----------------------|-------------------|------|------|------|-----------------------------|--------------------|------|------|------|-----------------------------|
| Betacam SP (60 mins) |                   |      |      |      | 720p 50fps-                 |                    |      |      |      | 1080psf-                    |
| Beta (90 mins)       |                   |      |      |      | 720p 50fps-                 |                    |      |      |      | 1080psf-                    |
| Beta (60 mins)       |                   |      |      |      | 720p 50fps-                 |                    |      |      |      | 1080psf-                    |
| Beta (30 mins)       |                   |      |      |      | 720p 50fps-                 |                    |      |      |      | 1080psf-                    |
| Beta (5 mins)        |                   |      |      |      | 720p 50fps-                 |                    |      |      |      | 1080psf-                    |
| DigiBeta (32 mins)   |                   |      |      |      | 720p 50fps-                 |                    |      |      |      | 1080psf-                    |
| DVCAM (184 mins)     |                   |      |      |      | 720p 50fps-                 |                    |      |      |      | 1080psf-                    |
| DVCAM (64 mins)      |                   |      |      |      | 720p 50fps-                 |                    |      |      |      | 1080psf-                    |
| DVCAM (32 min)       |                   |      |      |      | 720p 50fps-                 |                    |      |      |      | 1080psf-                    |
| HDV (63 mins)        |                   |      |      |      | 720p 50fps-                 |                    |      |      |      | 1080psf-                    |
| MiniDV (60mins)      |                   |      |      |      | 720p 50fps-                 |                    |      |      |      | 1080psf-                    |
| DVC PRO              |                   |      |      |      | 720p 50fps-                 |                    |      |      |      | 1080psf-                    |
| Celluloid            |                   |      |      |      | 1080p 30fps-                |                    |      |      |      | 4K-                         |

# Tick IGST, CGST, SGST Box above & specify the rates respectively.

Signature with Company Seal

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**Annexure 2.2**  
**Digitization of Negatives**  
**(Financial Bid)**

| <b>Type</b>                       | <b>Unit Value</b> | <b>IGST</b> | <b>CGST</b> | <b>SGST</b> | <b>Rates Per Negative with tax</b> |
|-----------------------------------|-------------------|-------------|-------------|-------------|------------------------------------|
| 2B – 3C size<br><b>(4000 DPI)</b> |                   |             |             |             |                                    |
| 120 size<br><b>(4000 DPI)</b>     |                   |             |             |             |                                    |
| 35mm<br><b>(4000 DPI)</b>         |                   |             |             |             |                                    |

# Tick IGST, CGST, SGST Box above & specify the rates respectively.

**Signature with Company Seal**

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**Annexure 2.3**  
**Video Storage Archival Hardware & Software**  
**(Financial Bid)**

| <b>Description</b>                                     | <b>Unit value</b> | <b>IGST</b> | <b>CGST</b> | <b>SGST</b> | <b>Total Amount<br/>(Tax included)</b> |
|--|-------------------|-------------|-------------|-------------|--|
| Library Management Software                            |                   |             |             |             |  |
| Supporting Hardware for<br>Library Management Software |                   |             |             |             |  |
| Networking for Library<br>Management Software          |                   |             |             |             |  |

# Tick IGST, CGST, SGST Box above & specify the rates respectively.

Signature with Company Seal

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**Annexure 3**  
**(RTGS Form)**

**Information for E-payment**

|   |                                       |  |
|---|---------------------------------------|--|
| 1 | Name of the Vendor in Capital Letters |  |
| 2 | Address in Capital Letters            |  |
| 3 | Bank IFSC Code                        |  |
| 4 | Bank Branch Name & Address            |  |
| 5 | Bank Account No.                      |  |
| 6 | Mobile Number of Vendor               |  |

**Signature of the Branch Manager with the Bank Seal, on below certificate.**

**Certificate**

This is to Certify that details given in the above account are true.

Date:-

Signature & Seal  
Branch Manager