

## Bid Corrigendum

GEM/2026/B/7467253-C3

Following terms and conditions supersede all existing "Buyer added Bid Specific Terms and conditions" given in the bid document or any previous corrigendum. Prospective bidders are advised to bid as per following Terms and Conditions:

### Buyer Added Bid Specific Additional Terms and Conditions

1. **OPTION CLAUSE 25%** : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.  
For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider
2. Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address  
Film & Television Institute of India,  
Law College Road,  
Pune,  
PIN-411004.  
FTII, Pune-04  
.
3. **Bidder financial standing:** The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.
4. 1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.  
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.  
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.
5. **AVAILABILITY OF OFFICE OF SERVICE PROVIDER:** An office of the Service Provider must be located in the state of Consignee. **DOCUMENTARY EVIDENCE TO BE SUBMITTED.**
6. Dedicated /toll Free Telephone No. for Service Support : **BIDDER/OEM** must have Dedicated/toll Free Telephone No. for Service Support.
7. Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.
8. Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.
9. **Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.
10. Bidders can also submit the EMD with Account Payee Demand Draft in favour of

Accounts Officer, FTII.  
payable at  
Pune, Maharashtra

. Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

11. Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C Accounts Officer, FTII.  
. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date
12. Bidders can also submit the EMD with Banker's Cheque in favour of Accounts Officer, FTII.  
payable at  
Pune, Maharashtra  
. Bidder has to upload scanned copy / proof of the BC along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.
13. Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of Accounts Officer, FTII.  
payable at  
Pune, Maharashtra  
. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.
14. Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of Accounts Officer, FTII.  
A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.
15. Buyer Added text based ATC clauses

#### **Additional Terms & Conditions for Bid Document & Payment Terms**

1. Bidders has to attend Pre-Bid Meeting, which is mandatory to be eligible for Participation, to understand Scope of Work & to clear any queries from Bidder's side. If any bidder submits the bid without attending Pre-Bid Meeting, their submitted bid will not be considered eligible for Evaluation Process.

2. After award of order, Vendor/Agency has to carry out Complete Digitization Work as directed by the buy er authorities.

3. Vendor/Agency has to submit Performance Security Deposited, 5% of Contract value, immediately after award of order and before starting of work. The same can be submitted in the Bank Guarantee format also .

4. Payment will be made after completion of work as per prescribed in Scope of Work and Satisfactory Report for completion of work is obtained from user department.

5. Vendor is requested to provide following Documents: -

I. MSME / Udyam Registration Certificate

II. GST Certificate

III. Complete Scope of Work Document duly signed & Stamped on Each Page and on Official Letterhead, as Compliance of Work.

IV. This GEM Bid Document should be provided duly signed & stamp on each page to comply all bid Terms & Conditions.

6. Film & Television Institute of India reserves the right to cancel this GeM Bid, any time & any stage, with or without assigning the reason.

7. Bidder should not be Blacklisted by any Government Organization (Central / State / PSU / PSE etc.). Undertaking of Non-Blacklisting should be provided on official letterhead duly signed & stamped.

8. In QCBS Evaluation, For Experience & Past Performance, Bidder should submit documents as follows.

I. For Completed Contracts, Work Order & Completion Certificate both are Mandatory (with Order Value & Contract Period, issued by Buyer).

II. For Ongoing Contracts, Work Order & Provisional Completion Certificate for the period covered, both are Mandatory (with Order Value & Contract Period, issued by Buyer).

9. Bid Estimated Cost Rs. 59,86,730/-, including GST.

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16. Text Clause(s)

**Corrigendum**

**Ref.:- GeM Bid No. GEM/2026/B/7467253 dated 24th April 2026 for Procurement of Digitization of Documents & Minute Books of FTII.**

1) Under Technical Requirements (Page No. 7),

The requirement that the repository should be accessible to any authorized, authenticated, and registered application shall be considered optional.

2) Under Technical Requirements (Page No. 7), Section B: Functionality,

The facility to archive and access audio, video, lectures, etc. by multiple users shall be considered optional.

3) Page No. 13, Point No. N: Delivery Period

On the GeM Portal, the contract period is mentioned as 3 months. The same is hereby revised to 4 months. Further, an additional extension of 1 month may be considered subject to approval of the competent authority and submission of proper justification by the bidder for such extension.

4) Page No. 16, Point No. 2: Experience & Past Performance:

Work Orders along with Completion Certificates (at least 1 project over 30 Lacs) Between F.Y. 2020-21, 2021-22, 2022-23, 2023-24 & 2024-25. (Contract Value & Contract Period should be clearly mentioned in Work Completion Certificates)

- 5) Page No. 8, Point No. 5 METS is a US Library of Congress Standard. It should be used for the standard Information Package within Repository.

METS is mainly used in digital libraries, archives, and document preservation systems to:

Organize digital files and metadata, Maintain relationships between scanned images, OCR text, PDFs, etc.

Enable long-term preservation and exchange of archival records between systems. For example, in a digitization project, METS can define:

Which scanned images belong to one document, Metadata of the document, OCR text mapping, File structure and hierarchy

**So the equivalent functionality is essential with available Indian solutions.**

- 6) As per Bid T&C, The L1 / selected Bidder has to Submit the Performance Security Deposit of 5%, of Entire Order Value for, after accepting the order & before starting the work. The same will be released after 6 Months.
- 7) After Completion of Digitization Work & before Start of 5 Years of AMC Period, L1 / Selected Bidder has to submit the Performance Security Deposit of 5% quoted AMC Value (as per Price Bifurcation Document) or Rs. 1,00,000/-, whichever is higher.
- 8) Desktop / Tower NAS usable capacity 15 TB to be supplied by the bidder (Required to store working data of digitisation)

Sr. No.	Specification	Minimum Requirement
1	Form Factor	Desktop / Tower NAS
2	Drive Bays	Minimum 5 Hot-swappable drive bays
3	Processor	Quad Core 64-bit processor, minimum 2.2 GHz
4	Memory	Minimum 8 GB DDR4 ECC RAM, expandable up to 32 GB
5	Storage Support	Support for 3.5" SATA HDD / 2.5" SATA SSD / NVMe SSD
6	Installed Storage	Usable storage capacity between 10 TB to 15 TB after RAID configuration
7	RAID Support	RAID 0, 1, 5, 6, 10, JBOD
8	LAN Ports	Minimum 2 x 2.5 Gigabit Ethernet ports
9	USB Ports	Minimum 1 x USB 3.2 ports
10	NVMe Slots	Minimum 2 x M.2 NVMe slots for SSD cache
11	Expansion	Support for storage expansion unit
12	Power Supply	OEM supplied power adapter
13	Cooling	Redundant / dual cooling fan support

14	Noise Level	Low-noise operation suitable for office environment
15	File Sharing Protocols	SMB, NFS, FTP, Rsync, WebDAV
16	User Management	LDAP / Active Directory integration
17	Backup Support	PC backup, server backup, cloud backup
18	Snapshot Support	Snapshot and replication support
19	Remote Access	Web browser and mobile app access
20	Security	AES encryption, firewall, HTTPS access
21	Warranty	3 Years

- 9) Bidders Registered as Micro and Small Enterprises (MSEs), holding valid Udyam Registration Certificate mentioning the appropriate National Industrial Classification code (i.e. 2 / 4 / 5 digit NIC Code) of Scanning & Digitization Services, only, are exempted from submitting EMD.

All Other Bidders are requested to submit EMD, accordingly.

Bidder's opting for EMD, has to upload scanned copy / proof of the DD / FDR / Banker's Cheque along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date, failing which bidder will get disqualified.

- 10) As per Bid T&C, The L1 / selected Bidder has to Submit the Performance Security Deposit of 5%, of Entire Order Value for, after accepting the order & before starting the work. The same will be released after 6 Months.

After Completion of Digitization Work & before Start of 5 Years of AMC Period, L1 / Selected Bidder has to submit the Performance Security Deposit of 5% quoted AMC Value (as per Price Bifurcation Document) or Rs. 1,00,000/-, whichever is higher.

## Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer, is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid. All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM. If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such

suspension period has already expired.

4. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

\*This document shall overwrite all previous versions of Bid Specific Additional Terms and Conditions.

[This Bid is also governed by the General Terms and Conditions](#)