



<b>Organisation Chain :</b>	National School of Drama  NSD Store
<b>Tender ID :</b>	2021_NSD_613401_1
<b>Tender Ref No :</b>	NSD/DIGITIZATION (PROJECT)/DIR/2021-2022/282
<b>Tender Title :</b>	REF FOR DIGITALIZATION OF AUDIO AND VIDEO CONTENTS
<b>Corrigendum Type :</b>	Other

**Corrigendum Document Details**

Corr.No.	Corrigendum Title	Corrigendum Description	Published Date	Document Name	Doc Size(in KB)
1	CORRIGENDUM FOR RFP FOR DIGITALIZATION OF AUDIO AND VIDEO CONTENTS	As per Tender and Corrigendum document	12-Aug-2021 05:33 PM	<a href="#">Notice (2).pdf</a>	817.46



**NOTICE**

NSD/REG/2021-22/600

12<sup>th</sup> August 2021


This is with reference to Corrigendum No. Ref.No.NSD/DIR./2021-22/583 dated 10<sup>th</sup> August 2021 related to "RFP for Digitalization of Audio and Video Contents of NSD". As informed therein of conducting a Technical clarification meeting with the Vendors on 13<sup>th</sup> August 2021 at 2:30 pm virtually, the link for the meeting is given as below:-

**Link:**

<https://us02web.zoom.us/j/82146610493?pwd=VjNvajRNSEN4YjFRVHNJOXBu0J4Zz09>

**Meeting ID** : 821 46610493

**Passcode** : mRhb1u

  
(O.P Sagar)  
Registrar I/C

“ हिंदी हमारे राष्ट्र की अभिव्यक्ति का संरलतम स्रोत है : सुमित्रानंदन पंत ”

# NATIONAL SCHOOL OF DRAMA

New Delhi

## CORRIGENDUM

Dated : 12<sup>th</sup> August 2021

Sl. No	RFP Segment	Query Reference/Content	Query Raised	Response
1	Pg.25; Point - 25.1 Pg.25; Point - 25.2	<b>General</b>	As per the tender , NSD shall provide all data on daily, weekly, and monthly basis or as per requirement for Digitization. Will NSD release the content to be Digitized only on Monthly Basis or can we ship the content in one shot to the service providers facility?	Assets will be released in batches only
2		<b>General Workflow</b>	We understand that we can do the work at the Service Providers facility . What is the standard process to collect physical tapes from NSD for Digitization? Maintain Inward register of all data to be digitized with information of like: Name of Video data, Receiving Date, given by, received by etc. and this register should be customizable for various user groups - Is this expected to be part of the workflow management tool or is this supposed to be maintained in Excel file by the service provider ?	Please refer to scope. Workflow should handle end to end issue of media to return, metadata information updation, content review process and approval process, secure storage and retrieval and integration with eLibrary system. Information required to be stored in database.
3		<b>General Workflow</b>	What is the number of tapes and format per content - Video, Audio, Photos and Negatives? Can you provide the quantity bifurcation of the various tape formats of tapes and split between Negatives and Photo's available with NSD ? This will help the bidders prepare the costing and timelines for the project, in a more accurate way	SVHS/ VHS is 60% balance Umatic HiBand & DVCAM Audio 1/4"and audio cassettes. Mostly in Good condition

4		<b>General Workflow</b>	What is the average duration of Video tapes?	Varies from 1hr to 3 hrs
5		<b>General Workflow</b>	Do you have any cataloguing / tape numbers / Barcode in the physical tapes?	Bidders may suggest QR code module for media. At present, it is codified.
6		<b>General Workflow</b>	Considering the tapes will be sent to Digitization division via courier, is there any associated insurance that exist with NSD?	Bidders are expected to collect the media upon updating the workflow from the premises and return it in as it where condition on completion.
7		<b>General Workflow</b>	Timeline for completion is not specified in the tender and it is to be proposed by the service provider. The Tender does not explicitly talk about the various formats of content available in NSD library. Since we are dealing with old equipment's that has reached end of life to Digitize these formats , the timeline can vary depending on the formats available. Can the Service Provider revise the timelines during the information gathering Phase ,in case there is a deviation in assumptions made ?	Bidders are expected to provide a detailed project plan for the engagement based on the studio capabilities. The bidder is expected to provide estimates for specific media at the time of collection and assessment.
8		<b>Section 4.1</b>	What is the condition and age of these assets? Is there any fungus in Umatic / Beta tapes ? This information is required to determine the predigitization processes to be implemented	There is no fungus and tapes are in good condition
9		<b>Section 4.1</b>	What percentage of negatives will have to undergo physical restoration process in case it is sticky	< 1%
10		<b>Section 4.2</b>	The tender talks about 30000 numbers of Photo's and Negatives - Can we consider this as 30000 images ?	Please refer to the scope. About 30000 photos and negatives are to be digitised.
11		<b>4.1 - Broad Scope of work</b>	The agency would be required to submit physical assessment, digitization & quality check reports pertaining to each item on weekly basis - Please give us more details. Physical assessment can be a visual inspection report only and this can bring out external defects which is visibly seen outside . Please let us know if anything else is expected in this report. Also, please be specific about the quality monitoring and reports that is expected . Is the service provider expected to do manual QC and if yes ,	The Workflow module should capture and report progress of the entire digitisation process. Bidders will have to assess the physical condition of the media that is being taken for digitisation and can discuss concerns . Review of the digital content after completion needs to be done through the Workflow module.

			what are the parameters that needs to be checked and also can you provide us with the report template ? If it is Auto QC , please be more specific about the parameters that needs to be checked and the details that are required in report format .Are we expected to send these reports through email on a weekly basis ?	
12		<b>Video Digitization</b>	The formats for Quality Master is supposed to be one of the below formats ( JPEG2000 Format, H264, DAT, AVI) with MXF wrapper and this will be decided by NSD . H.264 with MXF for 17000 hours goes up to 2.2 PB, since Video Bitrate:27MB/sec(approximate) - Is this 27MB or 27Mb ? This has a direct impact on the storage costing . Please suggest if the service provider has to factor in this format for costing	Clarified that the bit rate is 27Mb/sec
13		<b>Video Digitization</b>	Please clarify the statement "Saved converted data after editing in basic data receives after conversion" under process to be followed for Video and Audio digitization	Please read as Save converted data after editing and review and update workflow module so that NSD will get access to review and approve the converted information.
14		<b>Audio &amp; Video Digitization</b>	Does NSD require raw ( JPEG2000 Format, H264, DAT, AVI,) / uncleaned format as well as cleaned ( JPEG2000 Format, H264, DAT, AVI) archival Master ? Are MP4 copies required in both raw and cleaned ?	The raw format might be required to be stored on case to case basis that can be discussed during the process.
15		<b>Digitization of Negatives and Photograph</b>	What is the maximum size of Photos that need to be scanned. This is required to decide on the type of flatbed scanner that needs to be used	12" * 16" - This is approximately A3 - Please confirm the number of assets in this Size
16		<b>Digitization of Negatives and Photograph</b>	Cataloguing of the digitized images will require captioning - Please clarify if the captions will be available in the Photo's and Negatives	Cationing available in Photo's and Neg's
17		<b>Sec 3, Point No. 25 - Quality Control</b>	The Client shall check the Service Provider's performance and notify him of any Defects that are found. Will the QC be done on a weekly basis ? Can we consider maximum 7 working days as the time period to get the QC report from	The workflow module is designed to handle the complete process including the review processby NSD in a transparent manner. This is a critical project for NSD and will be attributing priority for review.

			the client once data is uploaded for QC. This has a major role in storing the content in the Service providers on Prem Storage . Please clarify	
18		<b>Quality Control</b>	If the Service Provider has not corrected a Defect within the time specified in the Client's notice, the Client will assess the cost of having the Defect corrected, the Service Provider will pay this amount, and a Penalty for Lack of Performance calculated - Please specify what is the timeline expected for Quality Correction . Please note that since we are dealing with old content the defect corrections will be done within the possible levels . It will be better if the level of defect cleaning is calibrated before the start of the project , since NSD has not specified the levels of restoration	During the requirements gathering phase, this will be discussed and finalised.
19		<b>Video Digitization</b>	How many copies will be there (Master only) or 2 copies(Master +Clean)	Master copy will be required for certain content only. Will be identified during the planning and collection phase. Only for such cases, both Master and final copy required to be stored.

## ANNEXURE 7- FINANCIAL BID

### FORMAT

Financial Bid						
##	Description	Quantity	Unit of Measurement	Duration	Rate	Total Cost
1	Video Content Digitization	17,000	Per Hour		₹ -	₹ -
2.	Audio Content Digitization	2,000	Per Hour		₹ -	₹ -
3	Photographs, Negatives Digitization	30,000	Per Photograph		₹ -	₹ -
4	Workflow Application to manage Digitization, review and approval process & Portal for internal access of content	1	Development and Deployment	1 Time	₹ -	₹ -
5	e-Library for Access	1	Implementation	1 Time	₹ -	₹ -
6	Project Management and Ongoing Support for all the applications for 3 years	1	Project Management and Support	3 years	₹ -	₹ -
7	Cloud / Data Center Infrastructure including management and Maintenance	As per Bill of Material	Government Approved Tier 3 or above Datacenter or Cloud Services	3 Years		₹ -
	Primary					
	Servers					
	Storage					
	Database					
	Disaster Recovery and Back-Up					
	Servers					
	Storage					
	Database					
<b>Total Cost for 3 years</b>						₹ -
<b>Optional quote</b>						
##	Description	Quantity	Unit of Measurement	Duration	Rate	Total Cost
1	Video Content High-Definition Digitization.	1	Hours	1 Time	₹ -	₹ -
2	Additional Storage and Infrastructure Estimates	1	Hour	1 Time	₹ -	₹ -
3	Storage and retrieval of additional Digital content available with NSD		10 Terabytes		₹ -	₹ -

*Note:*

1. All taxes are extra as applicable at the time of invoicing.

## Deployment, Archiving, Platform Usage & Data centre Storage

### Data Centre/Cloud provisioning:

NSD solution should be deployed on the Govt. approved data centre or cloud data centre along with the DR data centre.

### Technical Architecture

Technical Architecture for Recording conversion for National School of Drama (NSD).

The solution should be architected keeping in mind the salient requirements of scalability, variability of the load and diversity of the functional feature requirements that have been articulated in the proposal. Given the volumes and the variability of the solution components, a fully integrated application platform will be deployed at Govt. approved data centre. The system comprises of the following essential system modules,

- E-Library application
- Integration with Bank gateways (if Required)
- Integration with LDAP
- Host all data in production Server
- Maintain of DR Site

The core system should be deployed on a high availability and resilient environment in Govt. approved data centre.

Proposed Data Centre should be view of optimized data centre and its emphasis towards the “infrastructure” i.e. storage, servers, software (i.e. virtual machines and operating systems), and networks.

The database server Always On Availability Groups feature is a high-availability (HA)(24\*7\*365) of 99.8%

- Based on the usage of the System, a Full metadata Backup should be performed periodically and backed up to the DR location (Automatic or Manually). Further, a differential database backup should be performed. The differential database backup will contain all the changes that have happened to the database since the last full database backup.

Backup Activity	Type of Backup	Retention	Location	Mode
Data Base	Weekly-Full	1 year	Primary DC and DR DC	All backups are automated.
	Daily-Differential	30 days	Primary DC and DR DC	
	Hourly (Logs)	30 days	Primary DC	
File Servers	Weekly-Incremental	30 days	DR DC	

- All the server hardware including memory, processor, hard drives, NIC, monitor, keyboard, mouse and Network connectivity (LAN, WAN, Internet etc.), routers, switches, firewalls, perimeter security, DDOS etc and the Operating system (Windows Server Data centre) should be provided and maintained by bidder under NSD in coordination.
- Installation and Maintenance of Operating System
- Installation and maintenance of Anti-virus, anti-malware, SPAM controls etc.
- Bank gateway procurement and management
- Email Server / SMS Gateways procurement
- Procurement and Management of all domain names and Domain Records (DNS)
- Procurement and renewal of all SSL Certificates
- Data and Database backups and control of access to the data layer

#### **Operation & Maintenance**

Service provide shall be performing comprehensive regular timely operations, maintenance, CR implementation, H/W and S/W installation & support, commissioning of H/W and S/W components, managing the system alerts & events, SSL implementation and maintenance.

The proposed solution will provide followings services:

- High Reliability
- High Availability (24\*7\*365) i.e.>99.8% Server Uptime
- High Scalability (500 concurrent users) with Load Balancing & Clustering as per the need.
- High Performance (The proposed solution should work even in low bandwidth like 128 Kbps using dialup connection)

Bidder will verify satisfactory performance of all the modules.

Any delay on account of National School of Drama, New Delhi side procedures such as issuance of Government orders, logistics arrangement at field offices, personnel deployment, power supply, network connectivity and band width etc. Should not be considered for acceptance. In case such a delay occurs, the acceptance should be completed for those services where these procedures are not impacting. The prorated payment for the delayed service may be made in good faith by the Institution.



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