

HIGH COURT OF MADHYA PRADESH: JABALPUR

// CLARIFICATION //

No. Reg(IT)(SA)/2021/626

Jabalpur, Dated:27-04-2021

Subject:- The matter relates to publish the clarification of the Pre-Bid meeting dated: 06th April, 2021 of the tender for Digitization of the High Court Records on Turnkey Basis with reference to the tender no. Reg(IT)(SA)/2021/453, Dated:15.03.2021.

Ref: - Pre-Bid Meeting Dated: 06th April, 2021 at 11:30 AM.

Reply / clarification to the pre-bid queries

Query No.	RFP Reference (Section No. /Page No.)	Content of RFP Requiring Clarification	Query of the bidder / remarks of the bidder	Reply / clarification to the query /remarks by the High Court
1	Page 11, Clause No. 22	Earnest Money Deposit (EMD):- The proposal should be submitted along with only online application fee of Rs.5,000/- (Rupees Five Thousand only) and Earnest Money Deposit (EMD) of Rs.10,00,000/- (Rupees Ten Lakh only) in the form of online mode through e-procurement tender portal www.mptenders.gov.in valid for the period of 6 month in favour of "Registrar General, High Court of Madhya Pradesh, Jabalpur". The Bid submitted without EMD and/or the application fee shall be summarily rejected.	Can we pay the EMD via DD or RTGS Bank Transfer? Kindly share RTGS details	Pay the money online mode as per e-procurement portal www.mptenders.gov.in
2.	Page 17, Clause 2.17.3	The Bidders are invited to submit the Technical Proposal and other details as	Only Financial Bid needs to be uploaded online or the technical bid	Both technical and financial bid to be submitted

		specified in the Data Sheet. The Bidder shall submit two sealed envelopes, one containing the Technical Proposal and the other tender fees and EMD details , enclosed together in an outer single envelope.	documents as well? Request clarity on this part	online. Financial bid not to be submitted in the hardcopy.
3.	17, 2.17.4	All Technical Proposals shall be placed in an envelope clearly marked “TECHNICAL PROPOSAL” and “ORIGINAL” These envelopes containing the original and CD/DVD, shall then be enclosed in one single wax sealed envelope which shall be clearly marked. The technical proposal should have online tender fees and EMD.	The documents are to be submitted in paper form or in CD/DVD? as page 26 clause 2.45.1 states that the bid has to be Hard Bound	The documents are to be submitted in Hard Bound / Spiral Bound as per the tender document. No CD/DVD is required. Financial bid not to be submitted in the hardcopy.
4.	39, 3.4.5	-	How many fields are to be indexed by the scanning team?	Indexing to be done by the High Court team.
5.	39, 3.4.5	Indexing, Final Quality Checking (from client side), Splitting, Application of Digital Signature, uploading/synchronizati on of Digitized Data in High Court Digitization software / CMIS Software on High Court website (to be done by High Court deputed manpower)	Since uploading is to be done by High Court manpower, how is the transfer of the scanned images to the High Court software going to take place? The High Court manpower will not be able to use the computer system for scanning. We suggest a creation of FTP/temporary storage by High Court Team where the digital files can be temporarily be kept and then transferred to the Software platform/DMS.	Yes accepted
6.	--	MIS	What all fields are required for the MIS that will be created for scanning? Any	Standard report format showing the progress of the project daily basis , weekly

			specific field that the authority wants to be added?	basis and monthly
7.	5	To do the Scanning and cleaning of such Records (Judicial record, Administrative record, Library Books, other Library documents, etc.) in digital form in a secured manner for which scanning work was not performed by High Court. Software for Digitization shall be provided by High Court.	Can you share which software will be provided to the scanning team?	The in-house software developed by High Court will be deployed; the vendor may visit High Court of M.P., Jabalpur for demo of same, if required.
8.	5	To deploy Hardware (Computers, High Speed Commercial Scanner, Flatbed Scanners, Cameras, Book Scanners, MAP Scanners) with the required Operating System / System Software/Software for Digitization (Scanning and Cleaning) of Court Records (both Judicial and Administrative) in secured	The Specification of scanners are mentioned however specification of computer is not mentioned.	To deploy good working condition computers, so that the scanning and digitization work would not get affected.
9.	5	To do the Scanning and cleaning of such Records (Judicial record, Administrative record, Library Books, other Library documents, etc.) in digital form in a secured manner for which scanning work was not performed by High Court. Software for Digitization shall be provided by High Court.	The entire activity need to be done through High Court software however the document does not mention on the functionality of the software as well as the method of connecting IM systems with the software	Please refer to the documentation attached with this clarification / reply of pre-bid meeting.
10.	22, 2.33.1	The High Court of M.P. shall own all the software items which have been paid for as per Financial Bid (Form- F1). All licenses procured for the High Court of M.P., work, must be in the name of "Registrar General, High Court of M.P., Jabalpur".	As per the tender document, the licenses of the software to be purchased in the name of high court. This point need further clarification	As per requirement, if any software is required, then the same needs to be purchased in the name of High Court of M.P.
11.	44, 3.7	Estimate of Volumes	The volume is not bifurcated	Please refer tender

			document type / page size wise which will create a challenge in deploying the scanners. Kindly share the page type and its volume as well (approx. volumes per location)	document. The location wise breakup of approximate records / pages is enclosed with the clarifications.
12.	11, t	“The Site” shall mean all identified locations within the HIGH COURT OF M.P., Jabalpur its Benches at Indore and Gwalior where the Service Provider carries out any installation of Goods or is required to provide any Services.	Kindly share the location details	Premises of High Court of Madhya Pradesh, Jabalpur and Bench at Indore and Gwalior.
13.	33	Pending after Hearing Case files:- These are mainly pending cases which are kept in sections. These cases may be either completely scanned or partly scanned as some part of it was earlier scanned. For such cases which are requires to be partly scanned, the work of Identification of record that is remaining to be scanned shall done by vendor only.	Kindly share more clarity on this point	May visit High Court of Madhya Pradesh, Jabalpur to understand the process.
14.	63	CONSIGNEE AND SECURITY OF EQUIPMENTS :- Security of all equipments that will be installed by Vendor in the section where the Digitization work is in progress shall be the responsibility of Service Provider and he shall arrange to guard the same from theft/pilferage/vandalism . In the event of any loss the Service Provider / Bidder shall be responsible for the same.	Kindly share more clarity on this point; does the bidder need to deploy security manpower as well?	The bidder is not required to deploy security manpower.

15.	39, 3.3.3	Library Books and Library Document and other document:- Old rare Books & (both black and white and colour), I L R (Indian Law Reporter) Publications Gazette Notifications and other papers etc. The thick cover (physical index page) of all the files needs to be scanned.	While scanning the books, what would be the scope for unbinding & binding. Can the books be separated from the spine?	For scanning of books, the overhead book scanner is required. With prior permission the unbinding and binding of books may be done.
16.	40, 1	The High Court staff deputed in Judicial Section /Record Room/ Administrative Section/Library shall deliver the physical files on day to day basis to vendor after taking due acknowledgement from the Vendor regarding what document they have delivered to Vendor for scanning.	What would be the process of acknowledgement . Is there any specific format	It can be maintain in register or in the CMIS software of the High Court.
17.	40, 1	The vendor shall do document preparation work by unbinding/un-tagging/ un-dusting the physical files with due care. Document preparation work shall include the work of unbinding, repairing, cleaning, counting the number of pages of the physical file and also rebinding if requires. Proper tapes are to be affixed on torn pages.	What would be the process of page counting. Do the vendor need to do the pagination activity?	Apart from the segregation work, vendor needs to do the pagination activity (physically) .
18.	41, 3	After scanning of each page, scanned page must be stamped so that scanned pages can be identified whether it is photocopy or original document.	Need further clarification. What would be the specification of the stamp?	Scrutiny clerk of the High Court will identify and stamp the original and photocopy document at the time of registering the cases/ documents. The stamped documents will be scanned by vendor and after scanning vendor should stamp those

				documents with "SCANNED" stamp.
19.	47, 3.1	(OCR will be done on the split and index PDFs)	OCR part would be done by IM or High Court personnel as this activity would be done post splitting.	Necessary activity will be done by High Court
20.	22, 2.32	Termination Based on Funding :The Contract resulting from this Tender will be subject to availability of Funds with the High Court, in the event of paucity of such funds, the High Court of M.P. reserves the right to terminate or suspend the contract for an agreed period of time,without any penal charges. In the event of termination, the Bidder shall be paid for services performed under this Contract up to the effective date of termination and notice of such termination will be submitted to the Proposer in writing not less than sixty (60) days prior to the effective date.	The Payment will depend on availability of Funds with the High Court, in the event of paucity of such funds, the High Court of M.P. reserves the right to terminate or suspend the contract for an agreed period of time, without any penal charges	As per the tender document.
21.	24, 2.37	Insurance :Bidder will be responsible for providing insurance coverage for all its employees, support staff and equipment during the entire duration of the project. The High Court of M.P. is not responsible for the insurance and well being of the staff. The consortium partners must comply with the same insurance coverage requirements as the Bidder. The Service Provider has to ensure the safety and adequate insurance of all its employees engaged in the work / Contract.	All the person and equipments deployed should be Insured	Yes
22.	61, 6.9	ARBITRATION :-In the event of any dispute or difference arising out or	Can the sole arbitrator be appointed	No, please refer to tender document.

		touching upon any of the terms and conditions of this contract and / or in relation to the implementation or interpretation hereof, the same shall be resolved initially by mutual discussion and conciliation but in the event of failure thereof, the same shall be referred to the sole arbitrator appointed by Hon'ble the Chief Justice, High Court of M.P. The arbitration shall be in Jabalpur and the Arbitrator shall give his award in accordance with "The Arbitration and Conciliation Act, 1996". The decision of the arbitrator shall be final and binding upon the parties.	Mutually	
23.	65, 7.5.4	7.5.4 The various Service Level Requirements and related penalties for default are given below: Parameter Details Measurement Criteria Penalties per day of delay / per fault / per occasion Mean time to resolve (MTTR) (i) Within 24 Hours from the call logging time – for all High Severity events (ii) Within 48 hours from the time of attending the problem for all Low severity events Calculation of fault duration per instance based on complaint reported / logged (i) For High Severity events, Rs. 5,000/-. (ii) For Low Severity events, Rs. 2500/-.	Request to remove/reduce penalty	Yes removed.
24.	65, 7.6	7.6 Penalty Clause :- For all the mentioned process in Point no. <u>3.1, 3.4, 3.5, 3.6</u> of the Tender penalty clause shall apply as	Request to remove/reduce penalty	Changed to Rs. 300/- and Rs. 200/- respectively. It will be

		<p>follows: 7.6.1. Quality Checking: If at the time of Quality checking of record which has been scanned and cleaned by the Digitization Vendor, it is found that there is a variation in the actual physical file and the scanned image of the case/document then rejection will be marked by High Court team and a penalty of Rs. 500 per case per rejection shall be levied. If the pointed out rejection has been corrected by Vendor and even after this the same rejection is being repeatedly reported by High Court user then a penalty of Rs. 600/- in addition to the Rs. 500 per Seal and Signature of Bidder Page 66 of 90 case shall be levied. Corrections should be made by Vendor on same day failing which a penalty of Rs. 100 on per day per rejection shall be levied on Vendor.</p>		decided on the basis of quality parameters and rejection.
25	8, 1.14, Terms And Conditions For E-Tendering	The firms registered under NSIC and MSME (The vendor to be registered with both NSIC and MSME for claiming exemption of tender fees) are exempted for submission of tender fees only. But they have to submit valid EMD as per the tender requirement	We request to kindly allow the exemption for EMD also for the vendor registered with NSIC and MSME	No change
26	53, 1c), Section IV - Criteria for Evaluation	Overall experience and Credential of the firm	We request to kindly detail the parameter to be consider for experience and Credential of the firm	Experience and Credential in the field of Digitization/ scanning project by the vendor.
27	44, 3.7, Estimate of Volumes	Artefacts/ Items to be digitized - Judicial Records - 4 Crores pages	We request to kindly provide the breakup of Judicial Records in No. of pages	Refer page- 86 from Form-F-1, Table-A for required details.

			(Approx.) of Fresh Case Files, Pending after Hearing Case Files, Pending Disposed Cases files, Current Disposed Cases and Partial Scanned Disposed Case and District Courts Records	
28	13, 2.12.2, Availability of Personnel	Full-time Team Leader / Project Manager shall have a working experience of ISO 14721 Open Archival Information System (OAIS) Reference Model based Digitization Project execution	We request to kindly confirm ISO 14721 Open Archival Information System (OAIS) is a Mandatory or Optional requirement as no score allotted in Section IV - Evaluation of Technical Bids.	ISO 14721 is made optional, but the Full-time Team Leader / Project Manager shall have adequate experience of Open Archival Information System (OAIS) Reference Model based Digitization Project execution.
29	Page no.-5, Section-1, Broadly the Work/Jobs to be performed are:	To deploy Hardware (Computers, High Speed Commercial Scanner, Flatbed Scanners, Cameras, Book Scanners, MAP Scanners) with the required Operating System / System Software/Software for Digitization (Scanning and Cleaning) of Court Records (both Judicial and Administrative) in secured manner.	As per the RFP DMS shall of High Court's its own. Then which type of other software need to be used by vendor for scanning cleaning . Kindly clarify	Apart from High Court Digitization software, other required system software , application software drivers etc. in order to meet out the required work.
30	Page no.-5, Section-1, Broadly the Work/Jobs to be performed are:	To do the work of data segregation (to do the activity of comparing the physical file with the earlier scanned data for the same physical file on CMIS software and then to identify and flag the judicial record that is yet to be scanned for Pending after Hearing Case files, Pending Disposed Case files, Disposes Case files (Current Disposed	kindly provide the tentative quantity of earlier scanned data.	Refer page-86, form-F-1 Table-A for the required details

		Cases and Partial Scanned Disposed Case).		
31	Page no.-8, Point No. 1.14, Section-1, Terms and Conditions for E-Tendering	The firms registered under NSIC and MSME (The vendor to be registered with both NSIC and MSME for claiming exemption of tender fees) are exempted for submission of tender fees only. But they have to submit valid EMD as per the tender requirement.	Kindly also consider the NSIC and MSME for exemption of EMD.	No change.
32	Page No. 31-32, Point No.- 2.55.8, Section-II, point - 2.55 - Bidders Liability of deployed manpower for the project	Service Provider/Bidder will be responsible for compliance of all statutory provisions relating to Minimum Wages, Provident Fund, and Employees State Insurance etc. in respect of the persons deployed by it in the High Court of Madhya Pradesh. The High Court shall have no liability in this regard.	Do vendor need to submit the proof or evidence to department for minimum wages, provident fund and ESI etc.	Yes
33	Page No. 53, point no. -4.1 Evaluation of Technical Bids. Relevant Experience of the Vendor Serial No.1 - a Section IV, Criteria for Evaluation	Executed at least 5 project of records digitization (10) of more than 05 crore pages (each project 02 numbers)	for wider participation kindly consider at least 5 project of records digitization of more than 01 crore pages.	Executed at least 5 project of records digitization (10) of more than <u>03 crore pages</u> (each project - 02 number)
34	Page No. 53, point no. -4.1 Evaluation of Technical Bids. Relevant Experience of the Vendor	At least three Digitization Projects with each project money value more than Rs.1 Crore. (15)	Since this is turnkey project so consider the companies minimum annual average turnover in last three financial years should be Rs 25 crore	No change

	Serial No.1 – b Section IV, Criteria for Evaluation			
35	Page No. 53, point no. -4.1 Evaluation of Technical Bids. Serial No.3, Quality Management & Solution Proposed Point no.- a)-IV Section IV, Criteria for Evaluation	CMMI Lever III or Higher (if Yes=5, if No=0)	Kindly also consider ISO/IEC 23026:2015 certification	No change
36	Page No. 53, point no. -4.1 Evaluation of Technical Bids. Serial No.4, Key Personnel and Infrastructure point no.- ii Section IV, Criteria for Evaluation	The bidder who have all format scanners like 100 ADF, 50 Flatbed and 10 over Head book scanner =Maximum Marks: 10 >=100 ADF, 50 Flatbed and 05 Over Head Scanners=7 >=100 ADF, 50 Flatbed=5 <100 ADF=4	For wider participation and discovery of better L1 price. Department should consider the undertaking of scanner availability at the time execution of project.	Change to :The bidder who have all format scanners like 50 ADF, 25 Flatbed and 05 over Head book scanner =Maximum Marks: 10; 25 ADF, 25 Flatbed and 05 Over Head Scanners= 7 marks ; 25 ADF scanner , 25 Flatbed scanners= 5 marks
37	Page-11	Earnest Money Deposit (EMD) :-	(1) Due to the pandemic and slowdown in economy, Government of India issued a circular for EMD exemption for all the tenders issued till 31.12.2021.	No change

			<p>The copy of Office Memorandum is also attached along with this query.</p> <p>Request to consider for the EMD exemption as per government notification.</p>	
38	Page-5	Software for Digitization shall be provided by High Court.	(1) We believe that training will be provided to successful bidder by MPHIC.	Yes
39	Page-13 / 2.12.2	Full-time Team Leader / Project Manager shall have a working experience of ISO 14721 Open Archival Information System (OAIS) Reference Model based Digitization Project execution.	(1) Request to remove this clause as ISO 14721 is related to Archival and Metadata which is not in Vendor scope.	ISO 14721 is made optional, but the Full-time Team Leader / Project Manager shall have adequate experience of Open Archival Information System (OAIS) Reference Model based Digitization Project execution.
40	Page-16 / 2.16	Presentations (depend upon the requirement):- Bidder shall show in his presentation about the procedure that they will follow for compliance of ISO 14721 Open Archival Information System (OAIS) Reference Model in High Courts Digitization work for each type of record (Judicial /Administrative/Library books and document).	(1) Request to remove this clause as ISO 14721 is related to Archival and Metadata which is not in Vendor scope.	ISO 14721 is made optional, but the Full-time Team Leader / Project Manager shall have adequate experience of Open Archival Information System (OAIS) Reference Model based Digitization Project execution
41	Page-17 / 2.17.4	All Technical Proposals shall be placed in an envelope clearly marked "TECHNICAL PROPOSAL" and "ORIGINAL" These envelopes containing the original and CD/DVD,	(1) Please specify that what has to be submitted in CD/DVD.	The documents are to be submitted in Hard Bound / Spiral Bound as per the tender document. No CD/DVD is required. Financial bid not to be submitted in the hardcopy.

42	Page-22 / 2.33	Intellectual Property Rights :-	(1) This clause should be removed in this tender. As all the software for digitization will be provided by MPHC and also no software components are asked in Financial Bid (Form- F1).	No change
43	Page-23 / 2.34	Area of Work The Bidder is required to work within the premises of the High Court of M.P., Principal Seat at Jabalpur and its Benches at Indore and Gwalior for execution of all digitization work	(1) What are the required infrastructures will be provided by MPHC to carry out scanning & cleaning work such as security, electricity, UPS, Power backup, Local Network, Furniture with table/chair, Electrical points, Air-conditioned environment and facility management services like drinking water, cleaning of premises, washroom etc.	Security, electricity, Furniture with table/chair, Electrical points, Air-conditioned environment and facility management services like drinking water, cleaning of premises, washroom etc. shall be provided by MP High Court Power backup (UPS system) is to be provided by the vendor.
44	Page-35	For above mentioned pattern no. 3 the work of Identification of record that is remaining to be scan or to rescan shall only be done by High Court team deputed for elimination work or for doing the work of 100 % Quality Check on the old scanned record. On the basis of the input of High Court deputed team the vendor shall do the work of scanning and cleaning and uploading on High Court Digitization Software or Server as per the informed procedure to the Vendor	(1) Request to amend this clause as data uploading is not in Vendor scope.	For pattern no.- 3 as per the prevailing procedure, there is a need of uploading of the digitized data from local server to digitization server /system, hence vendor has to do the necessary data uploading work on day to day basis.
45	Page-41 / 3	Scanning (to be done by vendor):- After scanning of each page, scanned page must be stamped so that scanned pages can	(1) It is believed that vendor will stamp on photocopy documents and original will remain	Scrutiny clerk of the High Court will identify and Stamp the original and photocopy

		be identified whether it is photocopy or original document.	same for differentiate the original copy. Please confirm.	documents at the time of registering the case/ documents. The stamped documents will be scanned by vendor and after scanning vendor should stamp those documents with "SCANNED" stamp.
46	Page-41 / 5	Indexing (to be done by High Court deputed manpower:- indexing parameter as mentioned in Annexure P, Annexure Q, Annexure R of the Tender document.	(1) Annexure P, Annexure Q and Annexure R missing in tender document, though indexing will be done by MPHC.	Uploaded with this corrigendum / clarifications.
47	Page-44 / b)	Required tiff files and metadata are to be created in light of Technical Specifications and agreed metadata standards as per Tender document/ISO 14721 Open Archival Information System (OAIS Reference Model).	(1) Request to remove this clause as ISO 14721 is related to Archival and Metadata which is not in Vendor scope.	ISO 14721 is made optional, but the Full-time Team Leader / Project Manager shall have adequate experience of Open Archival Information System (OAIS) Reference Model based Digitization Project execution.
48	Page-46 / 3.10	Technical Specifications and Requirements :- While doing the work of scanning and cleaning the Vendor has to do the compliance for TIFF files as described below. Further process for the required file format will be taken care by High Court.	(1) How does a Vendor meet the required compliance of TIFF files as software will be provided by MPHC. As per our understanding these activities will be taken care by MPHC, please confirm.	Vendor has to ensure that the documents are being scanned as per the technical specifications mentioned in tender document.
49	Page-53 / 4.1 /Sl. No. 1/ C	Overall experience and Credential of the firm: (15)	(1) It is not clear that on what basis the (15) markings will be provided. Request to specify in detail.	It will be decided internally by the tender committee on the basis of documents submitted by the bidder.

				In the bid document the vendor has to attach all their past performance and experience in the field of digitization/scanning as required.
50	Page-53 / 4.1 /Sl. No. 3/ C / iii	ISO 20000 for quality Certification for IT Services (Yes=5, No-0)	(1) Request to remove this clause as CMMi certification is enough for IT services.	No change
51	Page-55 / 5.1	Vendor shall give a separate list for which he has done random Quality Check on 5% scanned and cleaned data for all process for which he will raise Invoice	(1) MPHC software should have feature of such log generation which will be shared with High Court while raising invoice.	Yes necessary tools will be provided by the High Court and vendor may also use their tools as per requirement.
52	Page-65 / 7.6.1.	Quality Checking: If at the time of Quality checking of record which has been scanned and cleaned by the Digitization Vendor, it is found that there is a variation in the actual physical file and the scanned image of the case/document then rejection will be marked by High Court team and a penalty of Rs. 500 per case per rejection shall be levied. If the pointed out rejection has been corrected by Vendor and even after this the same rejection is being repeatedly reported by High Court user then a penalty of Rs. 600/- in addition to the Rs. 500 per case shall be levied. Corrections should be made by Vendor on same day failing which a penalty of Rs. 100 on per day per rejection shall be levied on Vendor.	(1) Penalties are unrealistic. Please re-consider the penalty terms as penalty is too high.	Changed to Rs. 300/- and Rs. 200/- respectively. It will be decided on the basis of quality parameters and rejection.
53	Page-67 / 8.2	Annexure related to Certificates to be enclosed by Vendor	(1) Please clarify about the annexure related to certificates to be submitted.	All relevant certificates / documents to be " annexed " properly as per

				the tender document.
54	Page-75	PERFORMANCE GUARANTEE FORMAT(PQ-4)	(1) Generally Performance Bank Guarantee is submitted by successful bidder only and it should not be in PQ list.	Yes
55	Page-82	Form T- 3: Project Approach, Methodology and Innovativeness	(1) As per this tender clause, there is a limitation of 05 pages for technical proposal preparation. It is requested to allow us to prepare the proposal as per requirement as there are multiple methodologies to be briefed in proposal.	No Limit
56	Page-90 / 3	Digitization Project implementation and execution: following shall be tested by the team deputed by Registrar General: Digitized data is being uploaded in DARIMS/DMS in an effective or not.	(1) Uploading activity is not in Vendor scope and it will be performed by MPHC. Please clarify.	It is in the scope of High Court. But mutual understanding to be there between High Court team and vendor team.
57	General	Cover-1 - Fee/PreQual/Technical on https://mptenders.gov.in	(1) As per e-tender portal " https://mptenders.gov.in ", there are five folders for technical bid uploading. Please specify about each folder for document uploading/submission.	It will depend upon number of documents to be uploaded. For further query please contact MP e-Procurement team.
58	-	-	1. As segregation of work needs to be done by the vendor but pricing for the same is not shared in the BOQ(Please refer page 4,point 3).	Vendor should quote prices of scanning and cleaning of the particular record types, after calculation of estimated price for segregation work at their end.
59	-	-	2. Please confirm the mode for the submission of proposal as there	The bid to be submitted in hard copy as well as soft

			is ambiguity in the RFP (Please refer page 26, point 2.45.1).	copy as per the tender document.
60	-	-	3. Please elaborate more about cleaning part (Please refer page 33-fresh case and loose documents)	Self explanatory.
61	-	-	4. Please elaborate more about partial scanning (Please refer page 34-Pending Disposed Case files or current disposed file).	Self explanatory.
62	-	-	5. It would be great if we can get the demo of High Court's Digitization Software as it will help us in getting the right productivity.	Vendor may visit High Court of Madhya Pradesh, Jabalpur for getting demonstration of digitization software. <u>The documentation of software is available along with these clarifications.</u>
63			6. Also please allow us to see the physical documents for better understanding	Vendor may visit High Court to see the condition of physical documents.
64	8	1.14 The firms registered under NSIC and MSME (The vendor to be registered with both NSIC and MSME for claiming exemption of tender fees) are exempted for submission of tender fees only. But they have to submit valid EMD as per the tender requirement.	We request the exemption of EMD and Tender fee to those bidders who have registered in MSME under small, medium and micro category. Request to please incorporate the requested change.	No change
65	13	2.12.2... Full-time Team Leader / Project Manager shall have a working experience of ISO 14721 Open Archival Information	Request to please change the clause as "The project manager should have Prince-2 or 6 Sigma certified having minimum	ISO 14721 is made optional, but the Full-time Team Leader / Project Manager shall have adequate

		System (OAIS) Reference Model based Digitization Project execution.	of 3 years experience of scanning and digitization services"	experience of Open Archival Information System (OAIS) Reference Model based Digitization Project execution.
66	16	2.16 Presentation:..Bidder shall show in his presentation about the procedure that they will follow for compliance of ISO 14721 Open Archival Information System (OAIS) Reference Model in High Courts Digitization work for each type of record (Judicial /Administrative/Library books and document).	In this project a company having expertise in record management and digital transformation is required considering the type of documents and the project. So the clause should be changed as "The bidder should have PRISM certificate and ISO certificates like ISO 20000, 27001"	ISO 14721 is made optional, but the Full-time Team Leader / Project Manager shall have adequate experience of Open Archival Information System (OAIS) Reference Model based Digitization Project execution.
67	23	2.34 Area of Work:-	1. We understand the Furniture (Tables, chairs etc), ACs, Electricity Supply, Electricity Backup will be provided by the department only. Please confirm. 2. We understand that the responsibility for the transportation of Files/Documents from Different sections/departments to Digitization Center and then after completion of Digitization moving it back to particular sections/departments will be the responsibility of the department only. Please confirm. 3. We understand that the digitization activity	1. For transportation of files / documents, helpers will be arranged / provided by the vendor. 2. UPS and Power backup is to be arranged by the bidder. 3. The digitization activity can be

			can be done 24X7 for 365 days, in multiple shifts also. Please confirm.	done 24X7 for 365 days and in multiple shifts .
68	40	1. Document Preparation work (to be done by vendor):-	We understand that Page numbering of Files will be done by the department only and post that only the same will be handed over to the service provider. Please confirm.	The document preparation and paging / numbering will be done by the vendor
69	33	Pending after Hearing Case files:-These cases may be either completely scanned or partly scanned as some part of it was earlier scanned. For such cases which are required to be partly scanned, the work of Identification of record that is remaining to be scan shall be done by vendor only.	We understand for the identification and segregation work of any type of files/documents to be digitized, the department will deploy their officers with the service provider to identify/segregate the documents properly for to be scanned/scanned/ partially scanned documents. Please confirm.	To be done by vendor.
70	NA	General	Request to please confirm the volume (approximation) of colour scanning.	Very rare
71	NA	General	1. We understand that the Digitization at Indore and Gwalior of record should be done with the same process as principal seat Jabalpur. Please confirm.	Yes on same line.
72	56	5.3 Method of Payment :-	We understand that monthly invoices will be submitted by the vendor and the same will be cleared in 15 working days (post submission of invoice). Please guide.	After submission of invoice along with the QC and verified reports , the payment shall be made at the earliest by the High Court. (Within 15 days)
73	43	3.6 Digitization Process for Library Books and	1. Please confirm, a. can the book	For books /registers

		Library Documents (If required) :-	will be unbound or re-bound? B. What would be the average books/registers which are required to be digitized?	overhead book scanner will be used (if required). Yes, with prior permission the books / registers will be bound or re-bound. Please refer tender document "Table-A"
74	46	3.9 Software Licensing / Development :- Since the work of Scanning and Cleaning will be done by Vendor through the use of Digitization Software of High Court, It shall be duty of Vendor to install all the software's required for Computers, Scanner and other hardware for ensuring the working of it through High Courts Digitization software.	1. We understand that all the supporting software required to install the Digitization software provided by the Hon. HC would be provided by the department only. Please confirm. 2. Is there specific recommended system required to be placed to install the application software? Please help in sharing the details. 3. As the application is being provided by Hon. HC only so to ensure the application is running smoothly and for any support, Hon. HC will deploy technical support officers at scanning center. Please confirm.	1 & 2. For the mentioned hardware in point 3.9, vendor has to deploy computer with the specification core i3 or above having 64-bit windows OS 8.1 or above with 8 GB RAM for smooth working . Apart from this digitization Software will be provided by the High Court. High Court will provide the necessary technical support, if required; 3. No extra person will be deployed in the digitization section.
75	8, Terms & Conditions	1.14 The firms registered under NSIC and MSME (The vendor to be registered with both NSIC and MSME	EMD exemption is provided to the NSIC and MSME Registered companies in	No change

		for claiming exemption of tender fees) are exempted for submission of tender fees only. But they have to submit valid EMD as per the tender requirement.	some of the Government Tenders. We request to exempt EMD also for the companies registered under NSIC and MSME. Can BG be submitted for EMD	
76	24, 2.37	2.37 Insurance:- Bidder will be responsible for providing insurance coverage for all its employees, support staff and equipment during the entire duration of the project. The High Court of M.P. is not responsible for the insurance and well being of the staff. The consortium partners must comply with the same insurance coverage requirements as the Bidder. The Service Provider has to ensure the safety and adequate insurance of all its employees engaged in the work / Contract.	Please clarify: whether providing general insurance coverage is sufficient? or Do we need to take Fidelity insurance also In this clause it is mentioned about consortium partner where as in Page 11 it is mentioned u) Joint Venture / consortium is not allowed in the bid	A .General insurance is sufficient. b. No JV / consortium is allowed in the bid.
77	24, 2.34	2.34 Area of Work:- The Bidder is required to work within the premises of the High Court of M.P., Principal Seat at Jabalpur and its Bench at Indore and Gwalior for execution of all digitization work and no physical document would be allowed to be carried outside the premises. The post digitization work may be carried out outside the premises on the discretion of the High Court of M.P. if they feel there is sufficient ground to allow post digitization work outside the High Court of M.P. premises.	Please clarify: Whether post digitization work means Metadata entry. If so, can we do it outside High court premises at our office in Jabalpur for HC bench Indore and Gwalior also. What are the metadata fields?	Metadata will be created by High Court team.
78	41, Digitization Process	5. Indexing (to be done by High Court deputed manpower) :- After completion of the scanning and cleaning of the judicial record the	Whether High court deputed manpower visit scanning center on daily basis for indexing the	High Court deputed manpower will arrange for indexing within Court premises.

		High Court deputed manpower shall do the complete indexing of the scanned record in Digitization Software of High Court with indexing parameter as mentioned in Annexure P, Annexure Q, Annexure R of the Tender document	documents. Annexure P, Q, and R are not available in the Tender document	
79	62, 7.2 Equipment	The equipments are to be new and in good working condition and to be properly maintained by the bidder/service provider	If some scanners are one or two-year-old but are in very good condition and gives quality images, whether you can accept such scanners.	As per tender document.
80	67, Section VIII	8.1 General Submission Forms :- - 6 Performance Guarantee Format Form PQ-4	We understand that PBG is required to be submitted by only Successful bidder as per page 57	Yes
81	General	General	<p>Can we work on Saturday, Sunday, and Holidays?</p> <p>Can we work in two shifts?</p> <p>Can we use our own workflow software for scanning and Image cleaning instead of High court digitization software?</p> <p>Whether there will be continuous supply of documents.</p> <p>Whether electricity is supplied by the HC and during power failure do we get generator supply.</p>	<p>Yes</p> <p>Yes</p> <p>No</p> <p>Yes as far as possible</p> <p>Yes</p>
82	1.14/8	The firms registered under NSIC and MSME (The vendor to be registered with both NSIC and MSME for claiming exemption of tender fees) are exempted for submission of tender	Government is promoting MSME companies and supporting on EMD and tender fee exemption. So request to kindly allow EMD exemption for this	No change

		fees only. But they have to submit valid EMD as per the tender requirement.	tender.	
83	2.2/11	<p>Earnest Money Deposit (EMD) :- The proposal should be submitted along with only online application fee of Rs.5,000/- (Rupees Five Thousand only) and Earnest Money Deposit (EMD) of Rs.10,00,000/- (Rupees Ten Lakh only) in the form of online mode through e-procurement tender portal www.mptenders.gov.in valid for the period of 6 month in favour of "Registrar General, High Court of Madhya Pradesh, Jabalpur". The Bid submitted without EMD and/or the application fee shall be summarily rejected.</p>	<p>As per Government order No. F.9/4/2020-PPD dated 12.11.2020 issued by Ministry of Finance, Department of Expenditure, New Delhi the relief provided by the Government during this COVID 19 Pandemic that "no provisions regarding Bid Security should be kept in the Bid Documents in future and only provision for Bid Security Declaration should be kept in the Bid Documents".</p> <p>So we request you to kindly provide EMD exemption as per this order.</p>	No change
84	2.12.2/13	<p>It is envisaged that the assignment will be undertaken by a core team who are fluent in English and Hindi, which would include a full-time Team Leader / Project Manager who is a digitization specialist with good facilitation skills and capacity in multiple digitization methodologies including experience in creation of metadata completely. Full-time Team Leader / Project Manager shall have a working experience of ISO 14721 Open Archival Information System (OAIS) Reference Model based Digitization Project execution.</p>	<p>We request to kindly remove this stringent requirement of ISO 14721 as it is favouring some of the companies to bid and restrict competition. So we request you to kindly remove this requirement of ISO 14721.</p>	<p>ISO 14721 is made optional, but the Full-time Team Leader / Project Manager shall have adequate experience of Open Archival Information System (OAIS) Reference Model based Digitization Project execution.</p>
85	1 (a) /53	Relevant Experience of the Vendor: Executed at	Kindly make this 5 projects of 5 cr	Executed at least 5 project

		least 5 project of records digitization (10) of more than 05 crore pages (each project 02 numbers)	pages to 2 projects of 1 crore pages.	of digitization of records (10) of more than 03 crore pages (each project 02 numbers)
86	1 (b) /53	At least three Digitization Projects with each project money value more than Rs.1 Crore. (15)	Kindly make this 3 projects of Rs 1 cr to 2 projects of Rs. 50 lakh.	No change
87	Page 8, 1.14	The firms registered under NSIC and MSME (The vendor to be registered with both NSIC and MSME for claiming exemption of tender fees) are exempted for submission of tender fees only. But they have to submit valid EMD as per the tender requirement.	Our company fall under the MSME. We understand that the bidders who are registered with NSIC / MSE (Micro & Small Enterprises) are exempted for payment of tender fee and EMC. However, such bidders shall submit valid certificate issued by NSIC / MSME. Therefore, we request to kindly consider our request and allow exemption from payment of EMD.	No change
88	Page 13, 2.12.2	It is envisaged that the assignment will be undertaken by a core team who are fluent in English and Hindi, which would include a full-time Team Leader / Project Manager who is a digitization specialist with good facilitation skills and capacity in multiple digitization methodologies including experience in creation of metadata completely. Full-time Team Leader / Project Manager shall have a working experience of ISO 14721 Open Archival Information System (OAIS) Reference Model based Digitization Project execution.	We request to kindly remove this ISO 14721 requirement. It will restrict competition and MPHC need buy the services from only few companies at very high price.	ISO 14721 is made optional, but the Full-time Team Leader / Project Manager shall have adequate experience of Open Archival Information System (OAIS) Reference Model based Digitization Project execution.
89	Page 53, 1 (a) Section	Relevant Experience of the Vendor: Executed at least 5 project of	Such high condition of 5 projects of 5 cr	Executed at least 5 project of digitization of

	IV Criteria for Evaluation	records digitization (10) of more than 05 crore pages (each project 02 numbers)	pages will only allow few companies to participate and will restrict competition and higher prices for execution of this work to High Court. So we request you to kindly reduce it to project of 1 Cr. pages to have more bids participation.	records (10) of more than 03 crore pages (each project 02 numbers)
90	Page 53, 1 (b) Section IV Criteria for Evaluation	At least three Digitization Projects with each project money value more than Rs.1 Crore. (15)	Such high condition of 3 projects of Rs. 1 Cr will only allow few companies to participate and will restrict competition and higher prices for execution of this work to High Court. So we request you to kindly reduce it to Project of Rs. 50 Lakh.	No change
91	Page 5	Broadly the Work/Jobs to be performed are: To do the Scanning and cleaning of such Records (Judicial record, Administrative record, Library Books, other Library documents, etc.) in digital form in a secured manner for which scanning work was not performed by High Court. Software for Digitization shall be provided by High Court.	Please confirm the name and version of the DARIM / DMS available with MPHIC.	High Court DMS / DARIMS software.
92	Page 8	The firms registered under NSIC and MSME (The vendor to be registered with both NSIC and MSME for claiming exemption of tender fees) are exempted for submission of tender fees only. But they have to submit valid EMD as per the tender requirement.	Please allow the exemption of Tender fee and EMD as per GFR guidelines	No change

93	Page 33	Fresh Cases and Loose Documents:- Further the work of Indexing, Quality Checking, Splitting and uploading of High Court website will be done by High Court deputed manpower through High Court's Digitization Software.	Is the Indexing and metadata done by department/court deputed manpower	Yes by the official team of the High Court
94	Page 33 - 34	Pending after Hearing Case files:- Further the Seal and Signature of Bidder Page 34 of 90 work of Indexing, Quality Checking, Splitting and uploading at High Court website will be done by High Court deputed manpower through High Court's Digitization Software.	The work of Indexing, Quality Checking, Splitting and uploading of High Court website will be done by High Court deputed manpower through High Court's Digitization Software.	Yes
95	Page 44	3.8. Pilot Project :- a) Successful completion of the pilot shall be the prerequisite for going ahead with the remaining contract. All payments under this contract shall commence only after the successful completion of pilot project.	Please confirm the location and volume of pilot project.	At Jabalpur. During pilot the vendor have to digitize minimum 2 Lakh pages.
96	General	General	Who will provide Electricity, Furniture, (table/chairs), LAN/ WAN, AC etc. ?	High Court
97	General	General	If documents are in book form, then unbinding is allowed?	For Books, overhead scanners will be used. If unbinding or re-binding is required then it will be done by vendor, As per tender document.
98	Page No. 53 & 8, point no. 4.1	Evaluation of Technical Bids:- Executed at least 5 project of records	The said criteria will restrict the participation of the tender. So in the	Executed at least 5 project of records digitization (10)

		digitization of more than 05 crore pages (each project 02 numbers)= (10)	benefit of the more competition, please revise the eligibility as follow: We request you to revise the clause as follow:, Executed at least 5 projects of records digitization and digitization of total 5 crore pages in last 5 years. (each 1 Cr pages 02 numbers)	of more than 03 crore pages (each project 02 numbers).
99	Page No. 3 & 8, point no. 1.14	Tender Fees: Rs.5,000/- EMD: 10 Lacs The firms registered under NSIC and MSME (The vendor to be registered with both NSIC and MSME for claiming exemption of tender fees) are exempted for submission of tender fees only. But they have to submit valid EMD as per the tender requirement.	Request to allow us to participate in the bid by considering as MSME/ NISC registered firms for exemption from submission of EMD. As per government initiative to promote/support MSME/NISC firms, government procurement policy has allowed the relaxation of all the above-mentioned terms. Hence, request you to kindly consider relaxation on the above-mentioned terms in the tender eligibility criteria and allow MSME/NISC units for exemption from submission of EMD	No change
100	2.1	Subcontracting any part of component of this contract to any individual, firm or entity, without prior permission shall be treated as sufficient grounds for automatic cancellation of the contract / agreement.	Our Business model is that the project is managed by SDMS but resources will be deployed by our business associates.	Bid as per the tender document
101	3.1	Old Disposed Case files:- This category of cases includes such Disposed Cases which	Skipped pages in partly scanned files or pages which are not	By the vendor team.

		have been decided long back and also have been decided in recent years, further have been kept in Record Room. There are three different patterns available for these types of cases :	scanned the data will be provided by the High Court or it has to be checked by the vendor physically each and every file? Kindly confirm.	
102		1. Cases which needs to be completely scanned because the case has been not scanned at all.	Pending scanned files, how many files needs to be revisited for the partly scanned files and whether the missing pages needs to be checked Physically.	As per the tender document
103		2. Cases which need to be partially scanned as some part of the cases have already been scanned by old Digitization Vendor or Vendors.	Pending scanned files, how many files needs to be revisited for the partly scanned files and whether the missing pages needs to be checked Physically.	As per the tender document
104	page no 33	Pending after Hearing Case file (Pending to Pending File) Pending disposed Case file (Pending to Diposed case) -	Clarification required : Does the partially Scanned case file are having index sheets on top of the case files which will help to indentify the scanned pages and not scanned pages.	As per the tender document
105	(Point - 3) page no 35	old disposed case file	Clarification required - At Current Quality Check of the earlier scanned case files by HC team, if any found that missing pages, then rectification support to be given by us or entire file need to be scanned freshly?	Only the rectification is to be done by the vendor.
106	3.1	For above mentioned pattern no. 2 since these cases partly scanned, for such cases firstly the work of the work of Identification of	Will the high court provide the page numbers to be scanned or it has to be physically checked by the	To be done by the vendor, as per tender document.

		record that is remaining to be scan shall only be done by vendor only. After this identification the work of scanning and cleaning needs to be done by vendor. Further the indexing and other work will be done by High Court deputed team. For help of company the information about the status of the scanned document will be shown in to CMIS or Digitization software by High Court but vendor has to do the work of data segregation.	vendor.	
107	3.1	For above mentioned pattern no. 3 the work of Identification of record that is remaining to be scan or to rescan shall only be done by High Court team deputed for elimination work or for doing the work of 100 % Quality Check on the old scanned record. On the basis of the input of High Court deputed team vendor shall do the work of scanning and cleaning and uploading on High Court Digitization Software or Server as per the informed procedure to the Vendor. The relevant information about the status of the scanned document will also be shown in to CMIS or Digitization software by High Court.	For pattern no.3 under old disposed case file which are been eliminated, High Court to confirm, whether indexing and other activities along with uploading will be done by high court deployed manpower as it is mentioned in Pattern 1 and 2.	As per tender document.
108	3.2	Enhance Search ability - all holdings would be linked based on subjects, keywords, notes or any other criteria making a tremendous amount of data easily available on any subject matter. d) Creating catalogue and portfolio of the scanned case files and other records	Since digitization software is provided by the HC then above activities will be taken care by high court or by vendor.	By the High Court team.
109	Page no 36	District Court Records (Lower Court)	As mentioned if lower court record	Lower Court records to be

			is already scanned along with the High Court Record/case file by the earlier vendor, no scanning is to be done by us. As per RFP, Scrutiny to be done and intimate. In this case Scrutiny to be taken care by whom? HC deputed manpower / Vendor deputed manpower?	checked by the vendor , whether the said files / records is scanned or not ?
110	3.3.1	All Judicial Records. Fresh Case Files:- Fresh Case Files includes Petition or Appeal, Computer Sheet, Scrutiny report, Annexure, Lower Court orders, etc. The Loose documents for Fresh Cases are some type of document (Interlocutory applications, Process fee, objections, vakalatnama). Such and other related documents in Fresh Cases includes a vast majority of the documents comprise of Files of Legal and A4 sizes and other types. A single record may consist of one or several pages. Most of the documents are on papers. The thick cover (physical index page) of all the files needs to be scanned. Pending after Hearing Case files, Pending Disposed Case files,. Disposes Case files, District Courts Records:- Such type of Files includes Petition or Appeals, Computer Sheet, Scrutiny report, Annexure, Lower Court orders, Judgment and orders etc. The Loose documents for Pending after Hearing Case files are some type of document (Interlocutory	Kindly advise on the scanning whether is completely colour or black white or grey scale.	It purely depends on the quality and visibility of the document before and after scanning the data. However most of the documents to be scanned in black and white.

		<p>applications, Process fee, objections, vakalatnama). Copy of Petitions, Judgments and orders. Such and other related documents in above type of record includes a vast majority of the documents comprise of Files of Legal and A4 sizes and other types. A single record may consist of one or several pages. Most of the documents are on papers. Most of the documents are on papers. The Holdings comprise black & white. Most of the documents / records are Black & white. There might be possibility that some colour books might be there. The documents of all type may contain old carbon paper for which caution is necessary during scanning and cleaning. The document of all type (old rare books, old disposed judicial cases) contains old tear and torn paper for which caution is necessary during scanning and cleaning. The thick cover (physical index page) of all the files needs to be scanned.</p>		
111	3.4, 3.4 Digitization Process for all type of Record Types:-	-	-	-
112		<p>Judicial Record:- Following process is to be adopted for Digitization of all type of Judicial Records:</p>	<p>For partly scanned files whether High Court will provide the details of missing pages or pages that needs to be scanned for segregation purpose. How much such files needs to be revisited</p>	<p>As per the tender document.</p>

113		1. Document Preparation work (to be done by vendor)	For partly scanned files whether High Court will provide the details of missing pages or pages that needs to be scanned for segregation purpose. How much such files needs to be revisited	As per the tender document.
114		2. Document Segregation work (to be done by vendor in some judicial record type and by High Court team in one judicial record type)	For partly scanned files whether High Court will provide the details of missing pages or pages that needs to be scanned for segregation purpose. How much such files needs to be revisited	As per the tender document.
115	3.4.1	Document Preparation work (to be done by vendor):- The High Court staff deputed in Judicial Section /Record Room/ Administrative Section/Library shall deliver the physical files on day to day basis to vendor after taking due acknowledgement from the Vendor regarding what document they have delivered to Vendor for scanning. The vendor shall do document preparation work by unbinding/un-tagging/ un-dusting the physical files with due care. Document preparation work shall include the work of unbinding, repairing, cleaning, counting the number of pages of the physical file and also rebinding if requires. Proper tapes are to be affixed on torn pages.	Kindly advise on the rebinding of the files whether they have to be tagged or binded post scanning which files are to be binded in which form are these files to be stitched	Apart from the segregation work, the work of un-binding and re-binding (after scanning and cleaning) will be done by vendor.
116		3. Scanning (to be done by vendor):- After the document segregation (either by Vendor or by High Court deputed team as described in above mentioned points) the Vendor shall	Kindly clarify on the photocopy page needs to be stamped and This feature of stamping scanned page will be available in the	Scrutiny clerk of the High Court will identify and stamp the original and photocopy documents at the time of

		scan the record of as per the Technical specification mentioned in Tender document. After scanning of each page, scanned page must be stamped so that scanned pages can be identified whether it is photocopy or original document.	High Court digitization software.	registering the case/ documents. The stamped documents will be scanned by vendor and after scanning, vendor should stamp those documents with "SCANNED" stamp.
117	3.8	a) Successful completion of the pilot shall be the prerequisite for going ahead with the remaining contract. All payments under this contract shall commence only after the successful completion of pilot project.	Payment for the pilot project will be honored by the High Court	Yes.
118	3.8.b	Using a representative sample of the High Court of M.P. of all the artifacts and of all the process as mentioned in Tender document, the Service provider will conduct a pilot of the Digitization process. The purpose of the pilot project is to gauge the ability of the proposed work plan and workflow to digitize artefacts with the required speed, quality of digitized records and care of original artifact. The criteria by which the Pilot Project Digitization processes are assessed:	Since the scanning will be done on High Court digitization software and only vendor has to do the scanning and cleaning activity and the rest activity will be done by the high court manpower kindly advise on the above point on the metadata that's needs to be created in light of technical specifications and agreed metadata standards as per Tender document / ISO 14721 open archival information system.	Metadata will be created by the High Court.
119		§ Efficiency in Receiving and Delivering the artifacts	"as above"	--
120		§ Care and Handling of artifacts.	"as above"	--
121		§ Number of artefacts digitized per day	"as above"	--
122		§ Accuracy and Quality of scanned and cleaned records and the created metadata in comparison to the decided one.	"as above"	--

		Required tiff files and metadata are to be created in light of Technical Specifications and agreed metadata standards as per Tender document/ ISO 14721 Open Archival Information System (OAIS Reference Model).		
123	3.9	3.9 Software Licensing / Development :- Since the work of Scanning and Cleaning will be done by Vendor through the use of Digitization Software of High Court, It shall be duty of Vendor to install all the software's required for Computers, Scanner and other hardware for ensuring the working of it through High Courts Digitization software.	Kindly advise on the scanning mode whether Colour / B&W / Gray scale and advise on the DPI resolution.	As per the requirement for proper scanning of the documents. (Mostly black and white , other mode will be used as per the requirement)
124	3.1	Technical Specifications and Requirements	The specifications mentioned in the technical specification will be available in the Digitization software of High Court? Kindly confirm.	Yes
125	3.10	After Scanning, Cleaning, Indexing and Splitting (OCR will be done on the split and index PDFs) each document of file and the data will be stored by way of images in Portable Document Format PDF/A-2a with adequate resolutions with free text search facility and ensure the readability and ease in retrieval including cleaning and spot reduction. The images so stored in the database should will be indexed as per the requirements of The High Court of M.P. and should be capable of adding more images, at later stage in need be, in an old stored filed. The data so stored shall	These activities will be taken care by High Court? Kindly confirm.	Yes

		be in a non-editable form. High Court Digitization Software will comply with the required specifications of required PDF/A-2a File format after the generation of TIFF files after execution of process of scanning and cleaning. All Scanned / digitized paper files will be stamped and duly signed by the used indicating that the "FILE IS SCANNED AND CLEANED" with vendor name and the bidder will be fully responsible for any loss / damage of any document.		
126	-	files after execution of process of scanning and cleaning.	-	-
127	5.3	Method of Payment:- Payment shall be based on monthly basis for Digitization work after showing all log reports and the number pages/ data digitized keeping all parameters. The bill is to be produced by 5th of every month and payment will be released at the earliest subject to availability of funds.	Kindly clarify on the fund availability as it will be challenging to sustain more than a month if payments are not honored	After submission of invoice along with the QC and verified reports, the payment shall be made at the earliest by the High Court. (Within 15 days).
128		Penalty: Quality Checking: If at the time of Quality checking of record which has been scanned and cleaned by the Digitization Vendor, it is found that there is a variation in the actual physical file and the scanned image of the case/document then rejection will be marked by High Court team and a penalty of Rs. 500 per case per rejection shall be levied. If the pointed out rejection has been corrected by Vendor and even after this the same rejection is being repeatedly reported by High Court user then a penalty of Rs. 600/- in addition to the Rs. 500	Kindly clarify the parameters of rejection as the penalty is too high if it is considered on image or file wise rejection or is there a percentage defined for rejections considering the number of files checked.	Change to Rs. 300/- and Rs. 200/- respectively. It will be decided on the basis of quality parameters and rejection .

		per case shall be levied. Corrections should be made by Vendor on same day failing which a penalty of Rs. 100 on per day per rejection shall be levied on Vendor.		
129	3.10	Technical Specifications and Requirements	-	-
130		Pagination : yes	Kindly clarify on pagination whether it is for the scanned images, and this feature will be available in the digitization software of the High Court	Will be taken care by the High Court.
131		Catalogue of the documents Yes Hyper linking of the Documents Yes Creating portfolio of the documents. Yes Resampling in Lower and Higher Size Yes Font (Hindi and English Both) embedding Yes	Digitization software will be provided by the High Court. Hence this features will be part of the software.	Will be taken care by the High Court.
132	2.45.1	All proposals will have to be submitted ONLY in HARD BOUND	Kindly change it to "All proposals will have to be submitted ONLY in SPIRAL BOUND"	Yes changed to "All proposals will have to be submitted ONLY in SPIRAL BOUND/ Hard bound". Financial bids not to be submitted in the hardcopy.
133		Pilot Project	Kindly confirm where the pilot project will be conducted at Jabalpur and its benches (Indore & Gwalior)	At Jabalpur
134			What is the time duration for pilot project?	One month
135	Pg 13,2.12.2	Full-time Team Leader / Project Manager shall have a working experience of ISO 14721 Open Archival Information System (OAIS) Reference Model based Digitization Project execution.	The same criterion has not been mentioned in Evaluation Criteria on Pg53. Is this a mandatory pre-qualification criterion OR the Bidder can submit an undertaking to	ISO 14721 is made optional, but the Full-time Team Leader / Project Manager shall have adequate experience of Open Archival Information

			arrange for the same on AOC?	System (OAIS) Reference Model based Digitization Project execution.
136	Pg 33-37	ToR- Software	Whether Digitization & Workflow software to be provided by HC?	The documentation of software is available along with this clarifications
137	Pg 35	SoW for All 3 patterns	Whether Scanning/Cleaning are the only scope of the Service Provider?	As per tender document.
138	Pg 35	For All 3 patterns :Indexing, Quality Checking, Splitting and uploading of High Court website will be done by High Court deputed manpower through High Court's Digitization Software.	It is understood that Service Provider has no role in these Scope of Works? Is it Correct?	As per tender document.
139	Pg 36	In Pending Cases when Hon'ble Court passes the direction to call the record from District Court, ... cases the tagged record of Lower Court (District Court) needs to be scanned, indexed and digitized. ... In cases , were scanning of lower court records already done , then under such condition no scanning is to be done by the vendor and in this case the scrutiny to be done properly and to intimate accordingly	i.Who will index these records? ii.Who will undertake scrutiny of the already scanned records—HC or Service Provider?	High Court team will do indexing. Vendor will do the scrutiny and will check the lower Court records.
140	Pg 38	Such and other related documents in Fresh Cases includes a vast majority of the documents comprise of Files of Legal and A4 sizes and other types.	What are the "other types" and what is the estimated percentage of such sizes?	Most of the paper size is already defined in the tender document for any other document type; vendor need to provide the hardware for scanning.
141	Pg 53, 4.1,pt 1c)	Overall experience and Credential of the firm	Please specify the parameter for evaluation of this criteria	As mentioned above in clarification
142	Pg 53, 4.1,pt	Executed at least 5 project of records	Request to relax the criteria as:	Executed at least 5 project

	1a)	digitization (10) of more than 05 crore pages	Digitized total 20 Crores from at least 5 projects	of records digitization (10) of more than 3 crore pages pages (each project 02 numbers).
143	Pg 64,7.5.4	Penalties	i. How to identify High & Low severity events? ii. In case of availability of back up hardware, is penalty regarding hardware downtime applicable?	Deleted, the vendor has to complete the minimum daily target as per the requirement of the High Court.

Note:-

1. All the pages of the bids and Annexure are to be sealed and signed by the authorized officer/person of the company / vendor.
2. The High Court of Madhya Pradesh has full rights to accept or reject any bid, without assigning any reason.
3. The High Court of Madhya Pradesh have right to alter the scope of work as per the requirement.
4. All Prospective bidders are requested to submit the bid with all relevant documents and product brochures / catalogues.
5. The above clarifications / addendum are for all the prospective bidders' for tender reference and necessary action.
6. On introduction of new levy / taxes / duties the rate / price of items shall be change in same proportionate.
7. The decision of the High Court in selection / finalization of the vendor shall be final and no objection in this regard shall be entertained.
8. ***The last for online bid submission is extended till 19th May, 2021 before 06:00 P.M. (mandatory); hardcopy tender submission may be made upto 20th May, 2021 before 05:00 P.M. (optional on account of COVID-19, but as far as possible may submit the hardcopy) and opening of technical bids is to be made on 21st May, 2021 at 11:00 A.M.***
9. All future clarification / corrigendum shall be made available in the official website of the High Court.

**Sd/-
REGISTRAR GENERAL**

<u>Table-F</u>			
All High Court Benches			
Sn.	Establishment Name	Type of Record that is to be Digitized	TENTATIVE COUNT OF PAGES TO BE SCANNED (IN THREE YEARS)
1	Jabalpur	Judicial Record +	16730000
2	Indore	Administrative Record +	17897710
3	Gwalior	Other type of Records	9855000
Grand Total :-			44482710

Annexure P

List of Indexing parameter currently in use of fresh, Pending and disposed cases			
Sr. No.	Major Description of document type	Minor Description of document type	Current Status in database
1	AFFIDAVIT	AFFIDAVIT	Y
2	DOCUMENT	A1	E
	DOCUMENT	A2	E
	DOCUMENT	A3	E
	DOCUMENT	A4	E
	DOCUMENT	A5	E
	DOCUMENT	A6	E
	DOCUMENT	A7	E
	DOCUMENT	A8	E
	DOCUMENT	A9	E
	DOCUMENT	A10	E
	DOCUMENT	A11	E
	DOCUMENT	A12	E
	DOCUMENT	A13	E
	DOCUMENT	A14	E
	DOCUMENT	A15	E
	DOCUMENT	A16	E
	DOCUMENT	A17	E
	DOCUMENT	A18	E
	DOCUMENT	A19	E
	DOCUMENT	A20	E
	DOCUMENT	A21	E
	DOCUMENT	A22	E
	DOCUMENT	A23	E
	DOCUMENT	A24	E
	DOCUMENT	A25	E
	DOCUMENT	A26	E
	DOCUMENT	A27	E
	DOCUMENT	A28	E
	DOCUMENT	A29	E
	DOCUMENT	A30	E
	DOCUMENT	A31	E
	DOCUMENT	A32	E
	DOCUMENT	A33	E
	DOCUMENT	A34	E
	DOCUMENT	A35	E
	DOCUMENT	A36	E
	DOCUMENT	A37	E
	DOCUMENT	A38	E
	DOCUMENT	A39	E
	DOCUMENT	A40	E
	DOCUMENT	APP. U/S 438 of CRPC 1973	E
	DOCUMENT	APP. U/S 439 of CRPC 1973	E
	DOCUMENT	B1	E
	DOCUMENT	B2	E
	DOCUMENT	B3	E
	DOCUMENT	B4	E

DOCUMENT	B5	E
DOCUMENT	B6	E
DOCUMENT	B7	E
DOCUMENT	B8	E
DOCUMENT	B9	E
DOCUMENT	B10	E
DOCUMENT	B11	E
DOCUMENT	B12	E
DOCUMENT	B13	E
DOCUMENT	B14	E
DOCUMENT	B15	E
DOCUMENT	B16	E
DOCUMENT	B17	E
DOCUMENT	B18	E
DOCUMENT	B19	E
DOCUMENT	B20	E
DOCUMENT	B21	E
DOCUMENT	B22	E
DOCUMENT	B23	E
DOCUMENT	B24	E
DOCUMENT	B25	E
DOCUMENT	B26	E
DOCUMENT	B27	E
DOCUMENT	B28	E
DOCUMENT	B29	E
DOCUMENT	B30	E
DOCUMENT	B31	E
DOCUMENT	B32	E
DOCUMENT	B33	E
DOCUMENT	B34	E
DOCUMENT	B35	E
DOCUMENT	B36	E
DOCUMENT	B37	E
DOCUMENT	B38	E
DOCUMENT	B39	E
DOCUMENT	B40	E
DOCUMENT	C1	E
DOCUMENT	C2	E
DOCUMENT	C3	E
DOCUMENT	C4	E
DOCUMENT	C5	E
DOCUMENT	C6	E
DOCUMENT	C7	E
DOCUMENT	C8	E
DOCUMENT	C9	E
DOCUMENT	C10	E
DOCUMENT	C11	E
DOCUMENT	C12	E
DOCUMENT	C13	E
DOCUMENT	C14	E
DOCUMENT	C15	E
DOCUMENT	C16	E
DOCUMENT	C17	E
DOCUMENT	C18	E
DOCUMENT	C19	E

DOCUMENT	C20	E
DOCUMENT	C21	E
DOCUMENT	C22	E
DOCUMENT	C23	E
DOCUMENT	C24	E
DOCUMENT	C25	E
DOCUMENT	C26	E
DOCUMENT	C27	E
DOCUMENT	C28	E
DOCUMENT	C29	E
DOCUMENT	C30	E
DOCUMENT	C31	E
DOCUMENT	C32	E
DOCUMENT	C33	E
DOCUMENT	C34	E
DOCUMENT	C35	E
DOCUMENT	C36	E
DOCUMENT	C37	E
DOCUMENT	C38	E
DOCUMENT	C39	E
DOCUMENT	C40	E
DOCUMENT	CHECKER REPORT	E
DOCUMENT	CHRONOLOGY OF EVENTS	E
DOCUMENT	COMPSHEET	E
DOCUMENT	COVERING MEMO	E
DOCUMENT	D1	E
DOCUMENT	D2	E
DOCUMENT	D3	E
DOCUMENT	D4	E
DOCUMENT	D5	E
DOCUMENT	D6	E
DOCUMENT	D7	E
DOCUMENT	D8	E
DOCUMENT	D9	E
DOCUMENT	D10	E
DOCUMENT	D11	E
DOCUMENT	D12	E
DOCUMENT	D13	E
DOCUMENT	D14	E
DOCUMENT	D15	E
DOCUMENT	D16	E
DOCUMENT	D17	E
DOCUMENT	D18	E
DOCUMENT	D19	E
DOCUMENT	D20	E
DOCUMENT	D21	E
DOCUMENT	D22	E
DOCUMENT	D23	E
DOCUMENT	D24	E
DOCUMENT	D25	E
DOCUMENT	D26	E
DOCUMENT	D27	E
DOCUMENT	D28	E
DOCUMENT	D29	E
DOCUMENT	D30	E

DOCUMENT	D31	E
DOCUMENT	D32	E
DOCUMENT	D33	E
DOCUMENT	D34	E
DOCUMENT	D35	E
DOCUMENT	D36	E
DOCUMENT	D37	E
DOCUMENT	D38	E
DOCUMENT	D39	E
DOCUMENT	D40	E
DOCUMENT	DECLARATION	E
DOCUMENT	EXTRA PAGE	E
DOCUMENT	FINAL ORDER	E
DOCUMENT	FLAG SHEET	E
DOCUMENT	FRONT PAGES	E
DOCUMENT	JUDGEMENT	E
DOCUMENT	LIST OF DOCUMENTS	E
DOCUMENT	MEMO	E
DOCUMENT	OFFICE NOTE	E
DOCUMENT	ORDER	E
DOCUMENT	ORDER AND JUDGEMENT	E
DOCUMENT	P1	E
DOCUMENT	P2	E
DOCUMENT	P3	E
DOCUMENT	P4	E
DOCUMENT	P5	E
DOCUMENT	P6	E
DOCUMENT	P7	E
DOCUMENT	P8	E
DOCUMENT	P9	E
DOCUMENT	P10	E
DOCUMENT	P11	E
DOCUMENT	P12	E
DOCUMENT	P13	E
DOCUMENT	P14	E
DOCUMENT	P15	E
DOCUMENT	P16	E
DOCUMENT	P17	E
DOCUMENT	P18	E
DOCUMENT	P19	E
DOCUMENT	P20	E
DOCUMENT	P21	E
DOCUMENT	P22	E
DOCUMENT	P23	E
DOCUMENT	P24	E
DOCUMENT	P25	E
DOCUMENT	P26	E
DOCUMENT	P27	E
DOCUMENT	P28	E
DOCUMENT	P29	E
DOCUMENT	P30	E
DOCUMENT	P31	E
DOCUMENT	P32	E
DOCUMENT	P33	E
DOCUMENT	P34	E

DOCUMENT	P35	E
DOCUMENT	P36	E
DOCUMENT	P37	E
DOCUMENT	P38	E
DOCUMENT	P39	E
DOCUMENT	P40	E
DOCUMENT	P41	E
DOCUMENT	P42	E
DOCUMENT	P43	E
DOCUMENT	P44	E
DOCUMENT	P45	E
DOCUMENT	P46	E
DOCUMENT	P47	E
DOCUMENT	P48	E
DOCUMENT	P49	E
DOCUMENT	P50	E
DOCUMENT	P51	E
DOCUMENT	P52	E
DOCUMENT	P53	E
DOCUMENT	P54	E
DOCUMENT	P55	E
DOCUMENT	P56	E
DOCUMENT	P57	E
DOCUMENT	P58	E
DOCUMENT	P59	E
DOCUMENT	P60	E
DOCUMENT	P61	E
DOCUMENT	P62	E
DOCUMENT	P63	E
DOCUMENT	P64	E
DOCUMENT	P65	E
DOCUMENT	P66	E
DOCUMENT	P67	E
DOCUMENT	P68	E
DOCUMENT	P69	E
DOCUMENT	P70	E
DOCUMENT	P71	E
DOCUMENT	P72	E
DOCUMENT	P73	E
DOCUMENT	P74	E
DOCUMENT	P75	E
DOCUMENT	P76	E
DOCUMENT	P77	E
DOCUMENT	P78	E
DOCUMENT	P79	E
DOCUMENT	P80	E
DOCUMENT	PETITION WITH OTHER DOCUMENTS	E
DOCUMENT	PROCESS FEE	E
DOCUMENT	REVISION PETITION	E
DOCUMENT	SERVICE REPORT[NOTICE]	E
DOCUMENT	SERVICE REPORT[WARRANT]	E
DOCUMENT	SHOW CAUSE NOTICE	E
DOCUMENT	STATUS REPORT	E
DOCUMENT	WARRANT	E
DOCUMENT	ACKNOWLEDGEMENT	Y

	DOCUMENT	ANNEXURE	Y
	DOCUMENT	AUTHORITY LETTER	Y
	DOCUMENT	CAVEAT	Y
	DOCUMENT	CHALLAN COPY	Y
	DOCUMENT	COPY OF IMPUGNED ORDER	Y
	DOCUMENT	CROSS OBJECTION	Y
	DOCUMENT	DEFICIT COURT FEE	Y
	DOCUMENT	DOCUMENTS	Y
	DOCUMENT	IA IN NEW FORMAT	Y
	DOCUMENT	IDENTICAL COPIES	Y
	DOCUMENT	IMPUGNED ORDER	Y
	DOCUMENT	INDEX	Y
	DOCUMENT	LEGIBLE COPY	Y
	DOCUMENT	MEMO OF APPEAL	Y
	DOCUMENT	MEMO OF APPEARANCE	Y
	DOCUMENT	MEMO OF PETITION	Y
	DOCUMENT	OBJECTION	Y
	DOCUMENT	OTHER	Y
	DOCUMENT	OTHER	Y
	DOCUMENT	PAPER BOOK LIST	Y
	DOCUMENT	POWER OF ATTORNEY	Y
	DOCUMENT	PRIVATE PAPER BOOK	Y
	DOCUMENT	RECEIPT	Y
	DOCUMENT	REJOINER	Y
	DOCUMENT	REPLY	Y
	DOCUMENT	RETURN	Y
3	INTERLOCUTORY APPLICATION	ACCOMMODATION C.ACT	N
	INTERLOCUTORY APPLICATION	ADDITIONAL EVIDENCE U/041	N
	INTERLOCUTORY APPLICATION	APPLICATION FOR URGENT RELIEF DURING VACATION	N
	INTERLOCUTORY APPLICATION	ATTACH PROPERTY	N
	INTERLOCUTORY APPLICATION	BAIL/SUSPENSION OF SENTENCE UNDER ANY LAW OTHER THAN CRPC	N
	INTERLOCUTORY APPLICATION	DISCHARGE SURETY	N
	INTERLOCUTORY APPLICATION	EVIDENCE R.14a	N
	INTERLOCUTORY APPLICATION	FOR RESTORATION	N
	INTERLOCUTORY APPLICATION	GRANT OF STAY	N
	INTERLOCUTORY APPLICATION	GRANT OF TEMP. BAIL	N
	INTERLOCUTORY APPLICATION	HINDU MARRIAGE ACT	N
	INTERLOCUTORY APPLICATION	ISSUE OF COMMISSION	N
	INTERLOCUTORY APPLICATION	ISSUE PROCLAMATION	N
	INTERLOCUTORY APPLICATION	LIMITATION U/S 5	N
	INTERLOCUTORY APPLICATION	LIMITATION U/S 5	N

INTERLOCUTORY APPLICATION	LINKING CASE	N
INTERLOCUTORY APPLICATION	MODIFICATION OF ORDER	N
INTERLOCUTORY APPLICATION	OBJECTIONS TO DECREE	N
INTERLOCUTORY APPLICATION	RELEASE OF PROPERTY	N
INTERLOCUTORY APPLICATION	STAY APPLICATION	N
INTERLOCUTORY APPLICATION	STAY OF WINDING UP	N
INTERLOCUTORY APPLICATION	U/S 22 SUSP.PROCEED	N
INTERLOCUTORY APPLICATION	U/S 391-1 COMPROMISE	N
INTERLOCUTORY APPLICATION	U/S 442 FOR STAY	N
INTERLOCUTORY APPLICATION	ADDING/DELETING PARTIES	Y
INTERLOCUTORY APPLICATION	AD-INTERIM BAIL	Y
INTERLOCUTORY APPLICATION	AD-INTERIM WRIT	Y
INTERLOCUTORY APPLICATION	AMENDMENT IN RECORD	Y
INTERLOCUTORY APPLICATION	ANTICIPATORY BAIL	Y
INTERLOCUTORY APPLICATION	APPLICATION FOR FINAL HEARING AT MOTION STAGE	Y
INTERLOCUTORY APPLICATION	APPLICATION FOR SHORT QUESTION ARGUMENTS NOT EXCEEDING 30 MINUTES	Y
INTERLOCUTORY APPLICATION	APPLICATION FOR URGENT HEARING AND URGENT RELIEF DURING VACATION	Y
INTERLOCUTORY APPLICATION	APPLICATION U/O 39 RULE 1 AND 2	Y
INTERLOCUTORY APPLICATION	APPLICATION U/O 41 RULE 5	Y
INTERLOCUTORY APPLICATION	APPOINT P.LIQUIDATOR	Y
INTERLOCUTORY APPLICATION	BAIL CANCELLATION	Y
INTERLOCUTORY APPLICATION	CHANGE IN COUNSEL	Y
INTERLOCUTORY APPLICATION	COMPOUNDING OFFENCE	Y
INTERLOCUTORY APPLICATION	COMPROMISE R.3 O.23	Y
INTERLOCUTORY APPLICATION	CONDONATION OF DELAY	Y
INTERLOCUTORY APPLICATION	CONDONATION OF NON APPEARANCE	Y
INTERLOCUTORY APPLICATION	DISPENSING SERVICE	Y

INTERLOCUTORY APPLICATION	DOCUMENT TAKEN ON RECORD	Y
INTERLOCUTORY APPLICATION	ENGAGE ANOTHER COUNCIL	Y
INTERLOCUTORY APPLICATION	EX. SECURITY AMOUNT	Y
INTERLOCUTORY APPLICATION	EXEMPTION FROM CC	Y
INTERLOCUTORY APPLICATION	EXEMPTION FROM NON APPEARANCE	Y
INTERLOCUTORY APPLICATION	EXEMPTION FROM PERSONAL APPEARANCE	Y
INTERLOCUTORY APPLICATION	EXTENSION OF TIME	Y
INTERLOCUTORY APPLICATION	GRANT OF BAIL	Y
INTERLOCUTORY APPLICATION	GRANT OF INJUNCTION	Y
INTERLOCUTORY APPLICATION	GRANT OF IR	Y
INTERLOCUTORY APPLICATION	INTERIM ORDER	Y
INTERLOCUTORY APPLICATION	INTERIM RELIEF	Y
INTERLOCUTORY APPLICATION	INTERLOCUTARY APPLICATION	Y
INTERLOCUTORY APPLICATION	INTERVENTION APPLN.	Y
INTERLOCUTORY APPLICATION	LEGAL HEIRS TO BE BROUGHT ON RECORD	Y
INTERLOCUTORY APPLICATION	LIMITATION U/S 5	Y
INTERLOCUTORY APPLICATION	Office Liquidator Report	Y
INTERLOCUTORY APPLICATION	RECALL OF ORDER OF BAILABLE WARRANT	Y
INTERLOCUTORY APPLICATION	RECALL OF ORDER OF NON-BAILABLE WARRANT	Y
INTERLOCUTORY APPLICATION	REJOINER	Y
INTERLOCUTORY APPLICATION	SET ASIDE ABATEMENT	Y
INTERLOCUTORY APPLICATION	STAY APPLICATION	Y
INTERLOCUTORY APPLICATION	SUBS. OF L.R. s	Y
INTERLOCUTORY APPLICATION	SUSPENSION OF SENTENCE EXCEPT U/S 389	Y
INTERLOCUTORY APPLICATION	SUSPENSION OF SENTENCE IN CASES U/S 397 /GRANT OF BAIL	Y
INTERLOCUTORY APPLICATION	SUSPENSION OF SENTENCE U/S 389 /GRANT OF BAIL	Y
INTERLOCUTORY APPLICATION	TEMPORARY INJUNCTION	Y
INTERLOCUTORY APPLICATION	Temporary suspension of sentence	Y

	INTERLOCUTORY APPLICATION	U/S 552 FOR WIND UP	Y
	INTERLOCUTORY APPLICATION	URGENT HEARING APPLN.	Y
	INTERLOCUTORY APPLICATION	VACATING STAY	Y
	INTERLOCUTORY APPLICATION	WITHDRAWL OF PETITION	Y
	INTERLOCUTORY APPLICATION	XTRA	Y
4	PROCESS APPLICATION	PROCESS APPLICATION	Y
5	VAKALATNAMA	VAKALATNAMA	Y

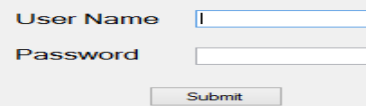
Annexure Q

Sample Indexing Parameters for Administrative Section		
<p>It has been mentioned in Tender that Indexing parameter shall be decided during requirement analysis by Vendor in presence of High Court officials. For understanding purpose example of Indexing parameter that are in use in Establishment Section of Indore Bench is mentioned below:</p>		
Serial no.	Field maintained in Digitization software prepared by existing Vendor	Example of entering the details related to one Administrative file
1	Major Head	3_Appointment/Promotion/ Transfer of Class-IV Employees
2	Minor Head	Memorandum (Letter)
3	File pertain to which year	2018
4	File Serial no.	03-A
5	Date mentioned on document	12.04.2018
6	Premises Name	M.P.High Court, Indore Bench
7	Document is Related to which main section	Admin
8	Document is Related to which main subsection	Administrative files

Digitization Scanning / Cleaning Process

1) Login

User enters User Name and Password provided by High Court of Madhya Pradesh.



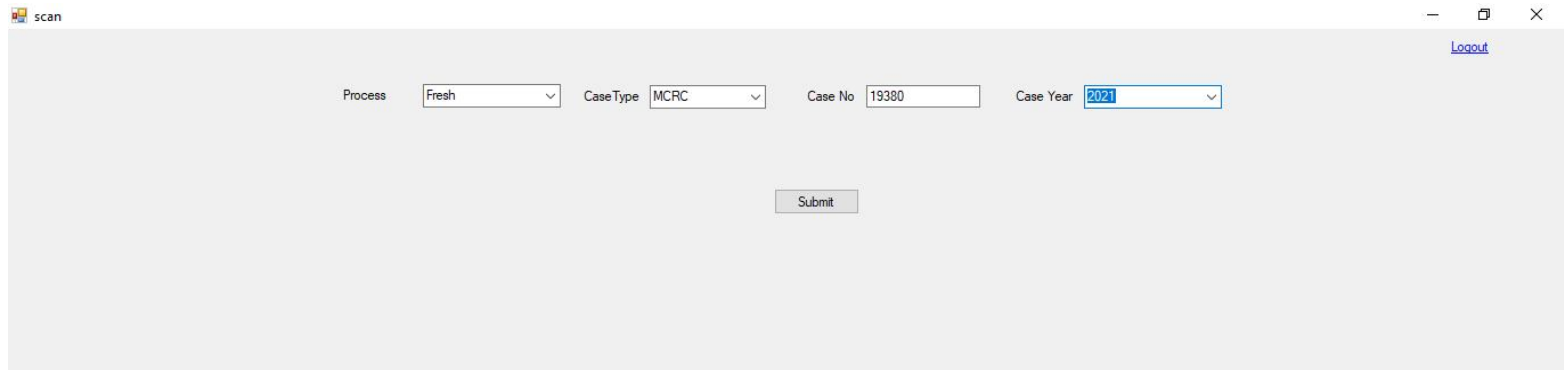
User Name

Password

2) Scanning

After successful login following screen appears. First user select process which include Fresh, Pending, Disposed, Loose Document, Disposed/Pending and Temp Data. For Fresh, Pending, Disposed, Loose Document, Disposed/Pending Process case type, case no. and case year is mandatory.

For fresh, Pending, Disposed, Disposed/Pending process following screen appears

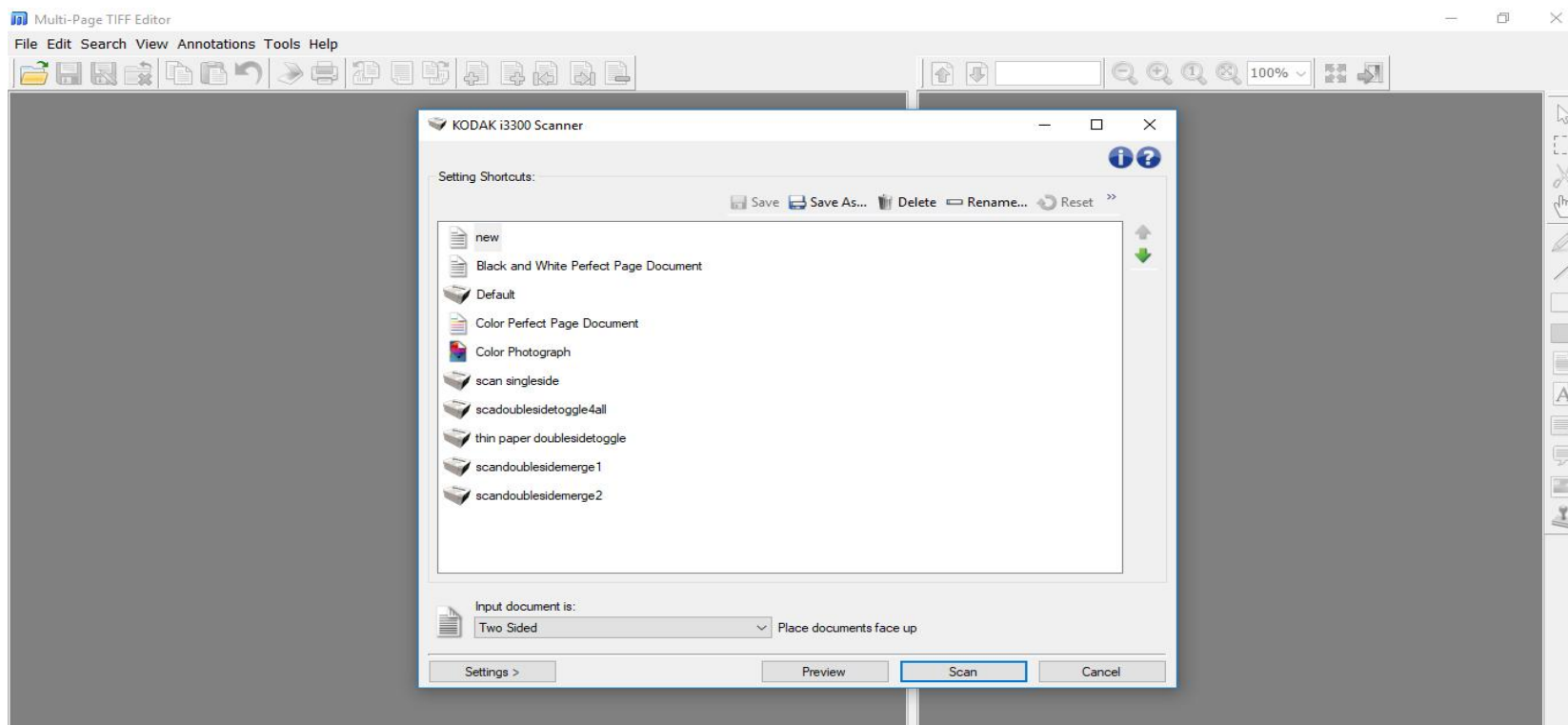


The screenshot shows a web application window titled "scan". In the top right corner, there are window control icons (minimize, maximize, close) and a "Logout" link. The main form area contains the following fields:

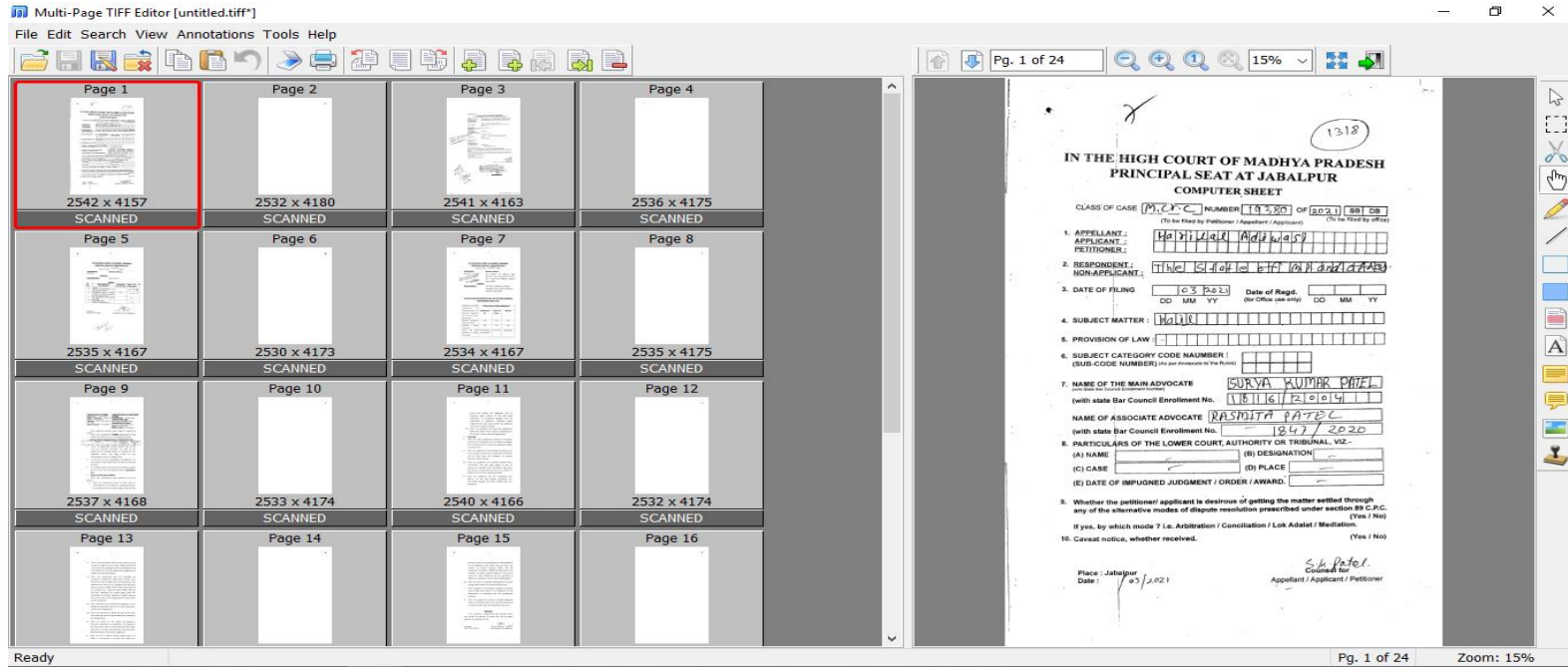
Field	Value
Process	Fresh
CaseType	MCRC
Case No	19380
Case Year	2021

Below these fields is a "Submit" button.

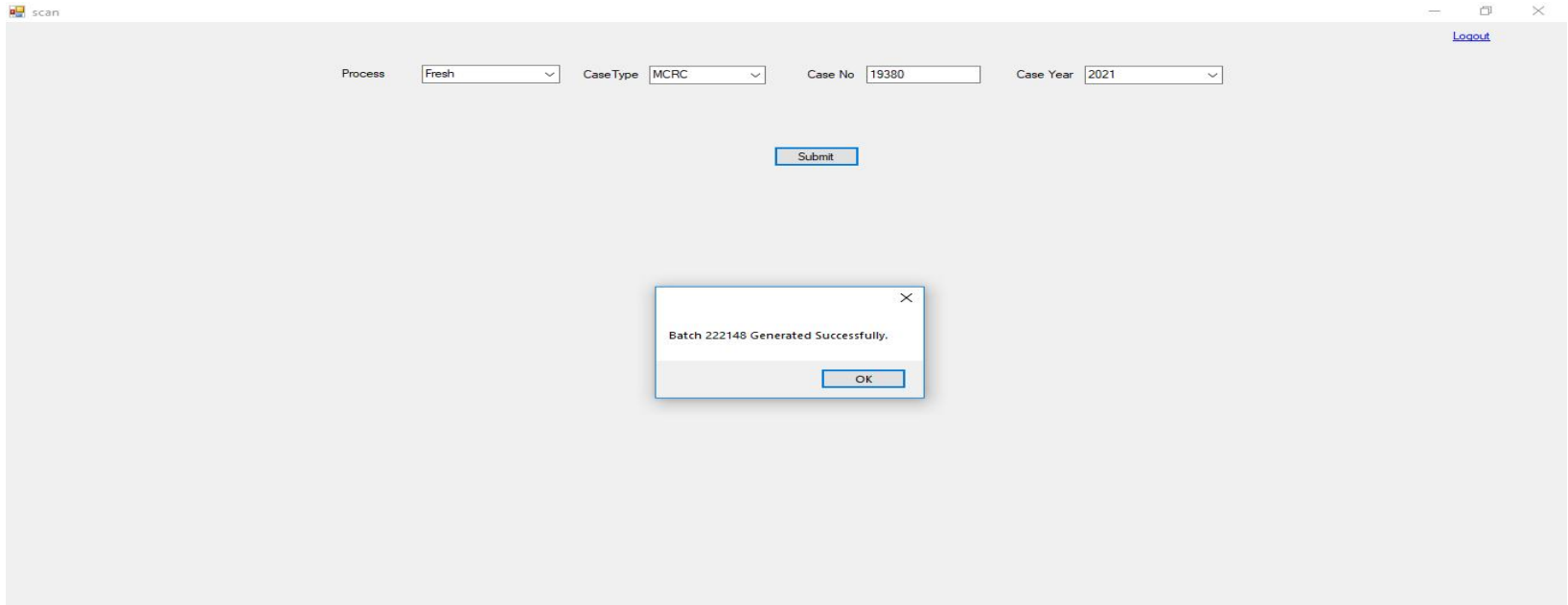
Then user click on submit button to start scanning and following Multi page tiff editor appear.



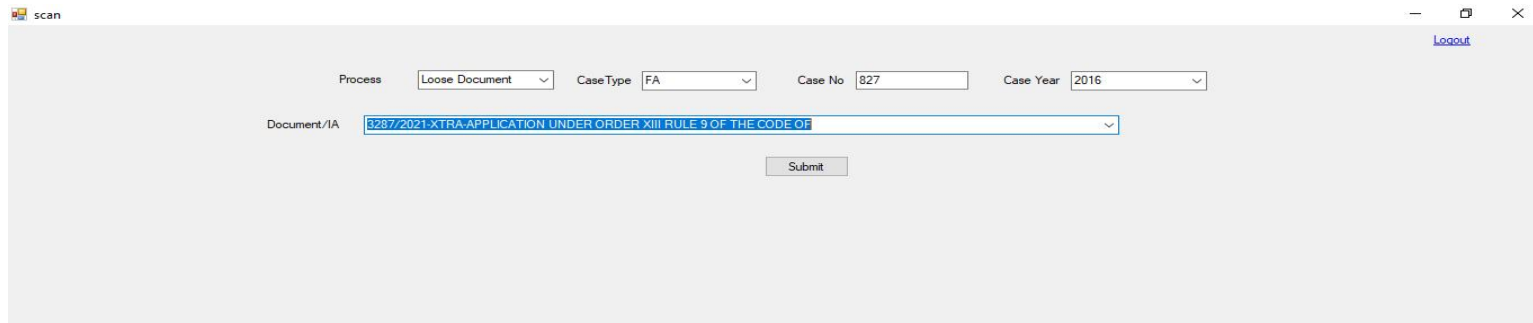
After all pages are scanned the following screen appears:-



User can click end button in keyboard or save and close button on multi page tiff editor to save file and on successful saving batch number will generate. The following screen shows the generated batch number.



For loose document process case type, case number, case year and document/IA should be selected. Rest of the process is same as described above.

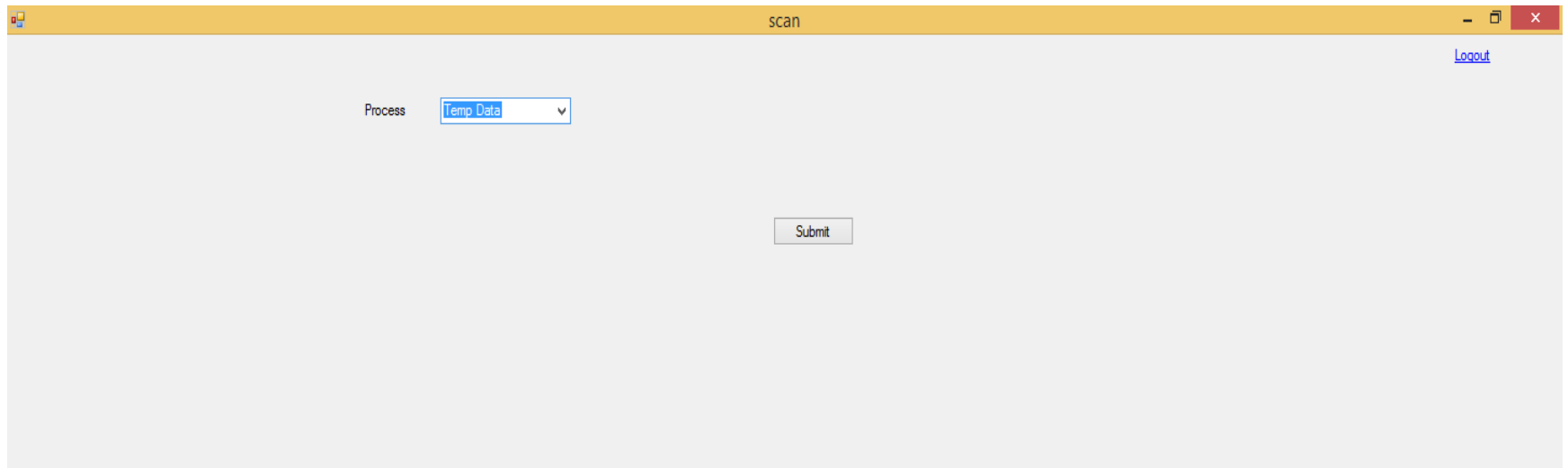


The screenshot shows a web application window titled "scan" with standard window controls (minimize, maximize, close) in the top right corner. A "Logout" link is also present in the top right. The form contains the following fields:

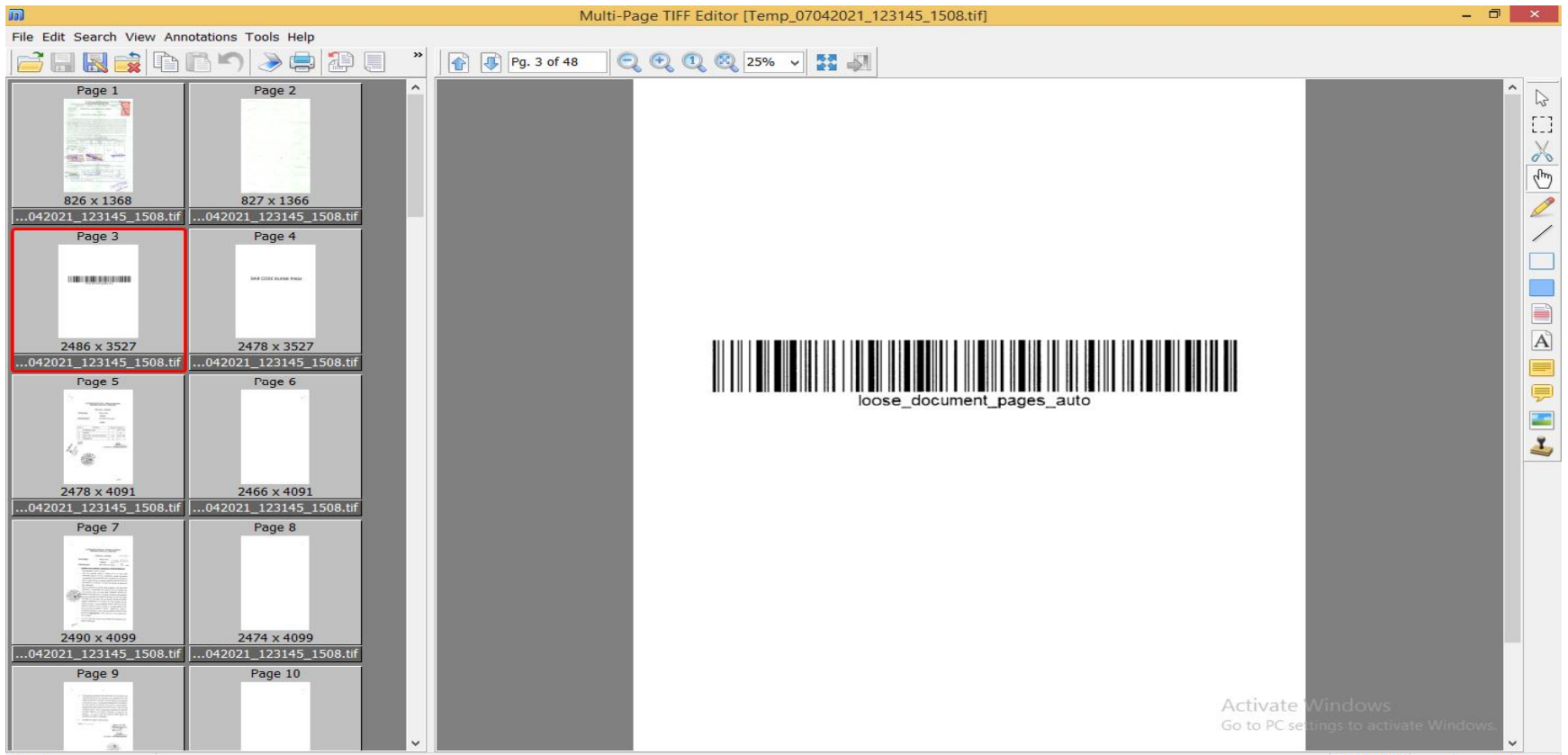
- Process:** A dropdown menu with "Loose Document" selected.
- Case Type:** A dropdown menu with "FA" selected.
- Case No:** A text input field containing "827".
- Case Year:** A dropdown menu with "2016" selected.
- Document/IA:** A dropdown menu with the text "8287/2021-XTRA-APPLICATION UNDER ORDER XIII RULE 9 OF THE CODE OF" selected.

A "Submit" button is located below the Document/IA dropdown.

For process Temp Data following screen appears:-



This process is used when multiple documents are scanned in single temporary file separated by separator page which indicates the end of document. For example the following separator separates the documents. Rest of the scanning process is same as other process described above



After generation of temp file user will enter case type, case number, case year, from page, to page and Doc Num/Year to identify the document by viewing the temp file visible in right side of screen. (Automatic separation of from page and to page is in process)

Scan File Allotment Rejection tif to PDF Digital Signature Work Done Pending Work Loose Document Payment Manual Splitting Delete Loose Temp File

Manual Clean File Cron Scan Digi Status Cron Rotated Pages Black PDF Page Replace Delete Batch Cause List Error Cases Verify ACR Verify

ACR Work Done ACR Rejected Cases ACR Payment LogOut

Temp_07042021_124454_1508.pdf ▾

Case			Page	
Type	No.	Year	From	To
Select ▾		Select ▾		
Select ▾				
Submit				

Split files from temp file

S.No.	Case No	From Page	To Page	Doc Num/Year	Update	Display Page
1	Select ▾ [] Select ▾	1	4	Select ▾	U	D
2	MCC ▾ 175 2021 ▾	1	8	3133/2021-XTRA-APPLICA ▾	U	D
3	Select ▾ [] Select ▾	7	20	Select ▾	U	D
4	Select ▾ [] Select ▾	23	24	Select ▾	U	D

Submit

1 of 56 Automatic Zoom

IN THE HIGH COURT OF MADHYA PRADESH
PRINCIPAL SEAT AT JABALPUR

M.C.C. No. 175/2021 *Interim Application*
APPLICANT: Ramakant Singh *No. 3133 / 2021*

Versus

RESPONDENT: State of M.P.

APPLICATION FOR CONVERTING M.C.C. No. 175/2021 INTO
APPLICATION UNDER SECTION 482 OF Cr.P.C.

That the Petitioner most humbly and respectfully submits as hereunder:

- That by way of the instant Application the Applicant has sought restoration of M.Cr.C. No. 31504/2020 (Ramakant Singh Vs. State of M.P.) which was dismissed vide order dated 05-01-2021 passed by Registrar (J) of this Hon'ble Court with pre emptory order dated 09-11-2020.
- That due to typical mistake M.C.C. No. 175/2021 was erroneously filed

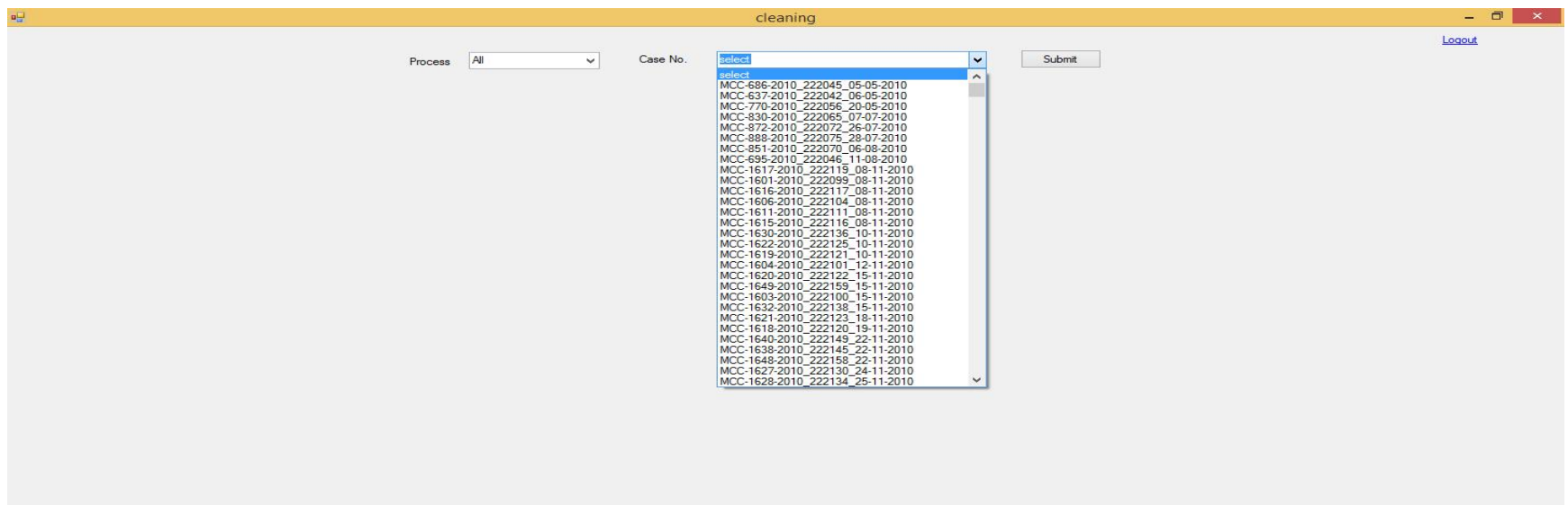
Activate Windows
Go to PC settings to activate Windows.

Note:- Before scanning set the following setting in scanner:-

- (1) For Type B/W DPI should be 300 and compression should be CCITT T.6 (Group 4 Fax).
- (2) For Type Grayscale and color DPI should be 100 and compression should be LZW.
- (3) For Blank Page Detection Threshold should be 128 and Percentage should be 100.
- (4) Multi Tiff images can be generated for every batch.

3) Cleaning

Cleaning Process includes cleaning of file like noise, deskew etc. On successful login user can select process and/or name of file to clean.



On clicking submit button following screen appears where user can clean the file.

Multi-Page TIFF Editor [MCC_1620_2010.tif]

File Edit Search View Annotations Tools Help

Pg. 1 of 22 25%

Page 1 2494 x 4151 MCC_1620_2010.tif

Page 2 2495 x 4147 MCC_1620_2010.tif

Page 3 2499 x 4147 MCC_1620_2010.tif

Page 4 2498 x 4143 MCC_1620_2010.tif

Page 5 2504 x 4134 MCC_1620_2010.tif

Page 6 2505 x 4134 MCC_1620_2010.tif

Page 7 2494 x 4154 MCC_1620_2010.tif

Page 8 2496 x 4148 MCC_1620_2010.tif

Page 9 2507 x 4134 MCC_1620_2010.tif

Page 10 2510 x 4133 MCC_1620_2010.tif

Page 11 2505 x 4146 MCC_1620_2010.tif

Page 12 2504 x 4142 MCC_1620_2010.tif

Page 13 2485 x 4164 MCC_1620_2010.tif

Page 14 2481 x 4156 MCC_1620_2010.tif

Page 15 2494 x 4146 MCC_1620_2010.tif

Page 16 2496 x 4138 MCC_1620_2010.tif

Page 17 Page 18 Page 19 Page 20

IN THE HIGH COURT OF MADHYA PRADESH PRINCIPAL SEAT
AT JABALPUR (M.P.)

M.C.C. No. 1620/2010

APPLICANT: Sanjay Kaul
Versus
RESPONDENTS: State of M.P. and others

INDEX

S. No.	Particulars	Annexure	Page No.
1.	Index.	-	1
2.	M.C.C. with affidavit.	-	2-4
3.	Copy of order dated 20.10.2010 passed by this Hon'ble Court in W.P. No24658/2003.	A-1	5-6
4.	VARALATNAMA	-	7

Place : JABALPUR
Dated : 29/10/2010

(Sanjayram Tamrakar)
ADVOCATE FOR APPLICANT

NOTARY
GOVT. OF M.P. INDIA

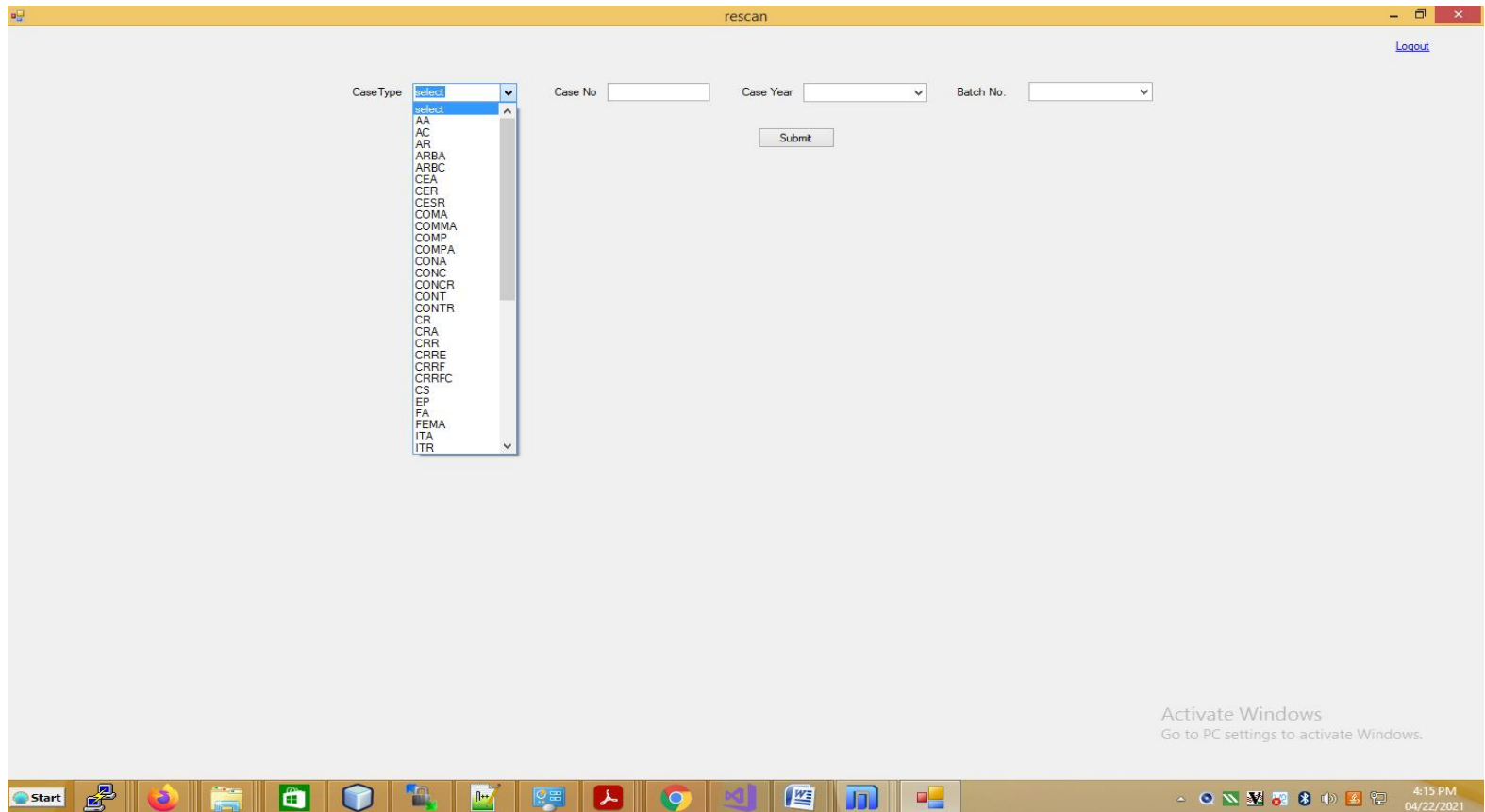
Activate Windows
Go to PC settings to activate Windows

Ready Pg. 1 of 22 Zoom: 25%

Various tools are available on right side in multipage editor to clean the file. After cleaning of file user can click end button in keyboard or save and close button on multi page tiff editor to save file.

4) Rescan

This module is used when some pages left during scanning or delete at the time of cleaning. User can add or delete page at any stage of digitization. Following screen appear on successful login



When user select case type, case number and case year, batch number related to case number appear in dropdown.

5) Work Done Report

This report display work done by users on daily basis.

[Scan File Allotment](#)
[Rejection tif to PDF](#)
[Digital Signature](#)
[Work Done](#)
[Pending Work](#)
[Loose Document](#)
[Payment](#)
[Manual Splitting](#)
[Delete Loose Temp File](#)

[Manual Clean File Cron](#)
[Scan Digi Status Cron](#)
[Rotated Pages](#)
[Black PDF Page Replace](#)
[Delete Batch](#)
[Cause List](#)
[Error Cases](#)
[Verify](#)
[ACR Verify](#)

[ACR Work Done](#)
[ACR Rejected Cases](#)
[ACR Payment](#)
[LogOut](#)

Entry/Registration Date
 From Date:-
 To Date:-
 Process:-
 View Type:-

Users	Cleaning	Indexing	Scanning	Start Time Date	Last Entry Date
VAIBHAV MISHRA	16			22-04-2021 13:18:09	22-04-2021 14:00:29
ARVIND LARIYA	8			22-04-2021 14:12:57	22-04-2021 14:24:33
RAVI DUBEY	14			22-04-2021 14:53:29	22-04-2021 15:01:04
ASHISH NAMDEO	8			22-04-2021 14:41:03	22-04-2021 14:56:24
IQBAL AHMED	9			22-04-2021 13:34:40	22-04-2021 15:12:12
Scanning Clerk 1			42	22-04-2021 09:59:46	22-04-2021 15:14:13
Subham	36			22-04-2021 10:00:22	22-04-2021 15:13:36
Aarif			119	22-04-2021 10:09:02	22-04-2021 15:06:52
IQBAL AHMED	51			22-04-2021 11:26:14	22-04-2021 15:11:29
Total	87	55	161		

Activate Windows
 Go to PC settings to activate Windows.

Report also shows Details of batch, case number, and total pages.

S.No.	Case No.	Batch No.	Entry Date	Total Page	Process
1	MCRC-17117-2021	221040	2021-04-22 13:18:09	18	Fresh
2	MCRC-18832-2021	220968	2021-04-22 13:19:36	34	Fresh
3	MCRC-20005-2021	222017	2021-04-22 13:23:58	14	Fresh
4	MCRC-20004-2021	222014	2021-04-22 13:26:13	23	Fresh
5	MCRC-19606-2021	220934	2021-04-22 13:27:38	32	Fresh
6	MCRC-19404-2021	221049	2021-04-22 13:30:46	39	Fresh
7	MCRC-19280-2021	221045	2021-04-22 13:37:38	68	Fresh
8	MCRC-19237-2021	220936	2021-04-22 13:38:25	11	Fresh
9	MCRC-19106-2021	220966	2021-04-22 13:40:35	24	Fresh
10	MCRC-18867-2021	220967	2021-04-22 13:43:01	16	Fresh
11	MCRC-18982-2021	221039	2021-04-22 13:44:37	25	Fresh
12	MCRC-18913-2021	220935	2021-04-22 13:45:53	14	Fresh
13	CRA-02391-2021	221437	2021-04-22 13:48:02	40	Fresh
14	CRA-02455-2021	221042	2021-04-22 13:52:42	30	Fresh
15	CRA-02467-2021	221047	2021-04-22 13:55:37	45	Fresh
16	CRA-02508-2021	221005	2021-04-22 14:00:29	35	Fresh
Total				468	