

HIGH COURT OF MADHYA PRADESH: JABALPUR

// CLARIFICATION //

No. Reg(IT)(SA)/2017/796

Jabalpur, Dated:14/07/2017

Subject:- The matter relates to publish the clarification / query of the Pre-Bid meeting dated: 21st June, 2017 of the tender regarding Digitization project of District Court Records on Trunkey basis with reference to the tender no. Reg(IT)(SA)/2017/638, Dated:26.05.2017.

Ref: - Pre-Bid Meeting Dated: 21st June, 2017 at 11:30 AM.

Reply / clarification to the pre-bid queries

S.N o.	Page No. & Clause No.	Description	Query of the bidder	Reply / clarification to the query
1	Section – I / Page-4	Conversion of existing scanned Data/Images into Searchable PDF, PDF/A and putting it into DMS Application software.	Please specify details of existing scanned images like scanned mode (color/grayscale/monochrome), DPI and image format (TIFF/JPEG/PDF etc).	The existing images are unclean tiff (original image), cleaned tiff and Pdf / A. The DPI is 300x300 and mostly black & white. But some papers may be colorful.
2	Section – II / Page-18/ 2.34 Area of Work	The Bidder is required to work within the premises of the District and Civil Courts of Jabalpur, Indore and Gwalior zones for execution of all digitization work	Request to clarify, scanning work will be carried out at all the mentioned district and Tehsil courts parallel or in phase manner.	The work is to be carried at all the District & Tehsil Courts in the State of Madhya Pradesh, as mentioned in the tender document.
3	Section-III / Page-27	The High Court of M.P. is	Please elaborate further that bidder is required to do the	The basic data entry is to be done by the

		looking for a turnkey Service provider who will scan and digitize Records in the Legal / A4 or equivalent, create the basic metadata and port the entire digitized collection into a DARIMS solution through which the scanned documents can be managed, indexed, catalogued and searched.	basic metadata entry only which will be ported into DARIMS, rest will be done in DARIMS by Court like indexing / cataloging etc.	vendor as per the digitized documents. The detail of the indexing parameter for entry shall be 5-7. The indexing and catalogue is to be done by the vendor only.
4	Section-III / Page-28	A single record may consist of one or several pages.	Please specify average pages per case file for scanning, as it may help us for document segregation/association for document retrieval.	The records may contain multiple pages. Please visit District Court, Jabalpur for analysis of the same.
5	Section-III / Page-29 / 3.3	Most of the documents are in paper form.	Does District Courts of M.P. have documents for scanning other than paper form, if yes than please specify.	Mostly paper format for scanning and no any other format.
6	Section-III Page-29 / 3.5.1	Service Provider is expected to meet average daily minimum digitization	Does service provider need to digitize 50K pages at each location of District Courts of M.P. If yes than volume of case file will get increase as	The process to be checked during pilot at location. The vendor is free to increase or decrease the number of

		target of 50 thousand pages of excellent quality at multiple distant locations	there are 50 districts and 150 tehsil courts (i.e. 50K pages x 200 locations = 1 Crore per day), please clarify on per day scanning volume.	pages for scanning. But the project is to be completed in stipulated time period. As per the tender document.
7	Section-III / Page-31 / 3.5.3.1 IT Infrastructure	Sufficient numbers of ADF scanners, Flatbed scanners, book eye scanners, computers etc. will be required to capture images of the documents.	(1) It is mentioned at tender page no. 66 "Detail how you intend to prepare records for scanning (include unbinding, repairing, cleaning, rebinding as necessary)" as per our understanding, unbinding of case file is allowed for scanning from ADF scanner and there is no requirement of book eye scanners. Please clarify our understanding. (2) It is mentioned in tender page no. 33/3.5.4 "The records may be scanned by using flat bed/sheet fed scanner/book scanner. But the choice of scanner depends completely on the condition of the document". Does it mean, if documents are scanable through ADF/Flat bed/Sheet fed scanner than book scanner is not required to use.	There is requirement of book eye scanner for books , fragile documents, and for registers.
8	Section-III / Page-34 / 3.5.4 Document Classification	List of document types will be provided to the successful bidder	Request to specify approx no of documents types per case file for document tagging / association for better commercial	Please refer digitization rules that are available along with this clarification under

			calculations.	<u>hyperlink digitization rules, 2016.</u>
9	Section-III / Page-34 / a	The District Courts of M.P. would constitute teams of internal staff to do a quality check of the output produced by the selected bidder.	Does District Courts of M.P. provide required computers, furniture and basic infrastructures for quality checking by internal staff of District Courts of M.P.	Yes, the District Court shall provide the Computer hardware for internal quality checking of the records for there staff only / quality checking team.
10	Section-III / Page-29 / 3.4	Estimate of Volumes:-	As per tender document, approx 110 Crore pages to be scanned, please specify approx numbers/percentage of pages at each district and tehsil courts where scanning will happen.	Please visit NJDG portal i.e. www.njdq.ecourts.gov.in or website of the High Court i.e. www.mphc.gov.in in which details of numbers of cases are mentioned in order to arrive at estimate of volume. However, the number of pages mentioned herewith is approximately only.
11	Page-66 / Form T-4/ 2.Artefact Digitization Methodology	Detail how you intend to prepare records for scanning (include •unbinding, repairing, cleaning, rebinding as necessary)	(1)Documents for scanning are in loose sheets or in hard bind book state? (2)As per our understanding , unbinding of hard bind book is allowed for ADF scanning, please clarify	Both form. But mostly document are loose sheets / papers Unbinding of books are not allowed / permitted

			our understanding	
12	Page-86 / Annexure -A	The work of scanning / digitization can be opted by the bidder for one or more of the Divisions such as Bhopal, Gwalior, Indore, Jabalpur, Rewa, Sagar, Shahdol and Ujjain. It shall be open to the High Court to allocate another Division or to add another Division over and above the bid submitted.	(1) Does it mean that bidder will bid for High Court of MP, Jabalpur and can choose one or more division for scanning activity. If L1 bidder decides one division (e.g. Bhopal) for scanning activity than remaining division's scanning work will be allotted to L2 bidder?	The High Court of M.P. shall decide the division of work among the bidders.
13	Section-III/Page 31/ 3.5.3.1 IT Infrastructure	Scanning to be done in both Flatbed and ADF mode as all pages may not be in good conditions.	Please specify approx percentage of documents not in good condition like torn or mutilated state OR age of documents.	Please visit District Court, Jabalpur to check the paper condition. The age of document shall be form year 1956 onwards. But in some District Courts the age of paper may be more older than 1956.
14	Section-III/Page 37/ 3.5.4.3 Pending After-	The Service Provider will have to identify if file is already digitized and	(1) Please clarify, is there any tag/label/mark in between the physical pages in a file to identify pages	Seal / marking will be there for digitized files / records.

	Hearing Case Files	in that case append pages which were not digitized or available earlier.	already scanned or not. If tag/label/mark is not available then how already scanned pages will be identified? (2) We understand that already digitized files will be digitally signed and appending in same file will void the integrity of original file. Please confirm (3) Will we be having direct access of already digitized files or Court will provide such images to append?	Except District Court, Jabalpur at all other locations the work of digitization is to be started for the first time. The District Court / Tehsil Courts shall provide files accordingly to the vendor.
15	Section-III/Page-33 / 3.5.4	Digitization of Judicial Records : Broadly following types of judicial records are required to be digitized: - Fresh Filed Case Files - Pending Disposed Case Files - Pending After-Hearing Files - Disposed Case Files	Please clarify our understanding. that all the case type mentioned in tender (i.e. Fresh Filed Case , Pending Disposed Case, Pending After-Hearing, Disposed Case) will be scanned in 300 DPI.	Yes. But in some cases grey scale / true color is to be followed for scanning work.
16	Section-III/Page-33 / 3.5.4.1	Document Collection: Files required to be digitized will be provided by District Court Officials from 12 pm to 5	As per our understanding, documents to be scanned will be made available by District / Tehsil courts at scanning centre. Please confirm.	Yes, but proper handling is to be done for it. The batch is to be prepared for taking and giving of files / records.

		pm on all working days after receiving and registering the same.		
17	Section-III/Page-34 / 3.5.4.1	The Quality Control Mechanism as defined by Service Provider and agreed by the Registrar General, High Court of M.P. must be followed in all cases and the Service Provider must implement a through Quality Assurance Plan to ensure this	Fully automated system to analyze the quality of the scanned document (DQA) on various parameters and Automatic Document Correction. Please confirm.	Yes, the High Court of M.P. is looking for automated system for quality checking of the documents.
18	Section-III/Page-35 / 3.5.4.1	Turn Around Time: The service provider has to return all fresh case files received on a day after completion of digitization by 6:00 PM on the same day	(1) Please clarify the file receiving time or minimum time allowed for processing (2) Please elaborate if there is any penalty for this clause	Same day, but under special circumstances the time may vary. No penalty for this.
19	Section-III/Page-42 / 3.5.5 Deliverables / viii	Automated Meta data insertion in the PDF files – Metadata available in MS-Excel or text file should be	(1) Please specify approx no of metadata fields per case file along with average character per field. (2) No. of	Please refer District Court, Digitization rules. Mostly indexing parameters shall be 5-7.

		inserted into the PDF file in a single step during the creating of the PDF file itself.	<p>Metadata fields provided by District Courts of M.P. will be used for data entry and same fields will be inserted into PDF file as well.</p> <p>(3) Metadata entry will be done in English language only. Please confirm.</p> <p>(4) On which page of the case file, metadata entry information will be available like first page or specific page of any page</p>	<p>Yes</p> <p>Metadata entry will be done in English language but the provision should be there at backend to convert the same into Hindi using Unicode.</p> <p>First page</p>
20	Section-III/Page-42 / 3.5.5 Deliverables / xi	After Digital Signatures the Service Provider is required to upload digitized files into Documents Archival and Retrieval Information Management System (DARIMS) of High Court of M. P.	We assume that All District courts will have the DARIMS software implemented where we need to upload the digitized data. Please confirm.	No, images / data to be uploaded at Central location Jabalpur. But backup of digitized data is to be kept by the vendor at each location with safety and with due confidentiality.

21	Section-III/Page-42 / 3.5.5 Deliverables	Apart from uploading of PDF/A onto DARIMS, Service Provider will also have to deliver three images / digital documents for each artefact which is digitized: Original File (for the original image before any cleaning procedures), Cleaned File (original image after it has been cleaned and enhanced), PDF/A File (latest version).	Apart from uploading of PDF/A into DARIMS, three types of scanned images (Original File, Cleaned File, PDF/A File) to be delivered. What would be mode of delivery of these images like DVD/HDD/Server and whose responsibility to provide the electronic media.	The digitized data is to be made available on production Server and High capacity Hard disk drive with data protector.
22	Page-77 / Form F – 1	Table A Column 2 Judicial Records (metadata creation and DARIMS population. (Mostly legal size)	Please clarify "DARIMS Population".	The DARIMS population means availability of data in the software application.
23	Section-III/Page-32 / 3.5.3.3 Physical Infrastructure	The required workspace for execution of project will be provided by respective District Courts	As workspace provided by District & Tehsil Courts, so please specify other required infrastructures for digitization activity such as Air-conditioned environment and facility management services like drinking water,	Air conditioning environment is to be arranged by the vendor. However, drinking water, cleaning of premises will be carried out by the District Court administration.

			cleaning of premises, washroom etc?	
24	Page-68 / Form T – 5	Hardware proposed to be installed and used at the District Courts of M.P. Digitization Centers by the Service Provider, at the time of commencement of Pilot Phase.	Does it mean, service provider needs to carry out pilot project before commencement of actual scanning activity. If yes, then please specify approx volume of pages to be digitized and location for pilot phase.	The pilot phase of 5 Lakh pages at District Court / locations, finalized by the High Court is to be done by the vendor before commencing of main project in order to gauge the capacity of the bidder.
25	Section-III/Page-33 / 3.5.4 Digitization of Judicial Records	Repair the documents for scanning using cello-tape or enclosing the documents in plastic pouches (depending on the importance and condition of the documents)	Please specify approx percentage of such documents which required to be repaired for scanning.	Please have look to the sample of records at District Court, Jabalpur. It is not possible to exact calculate the condition of paper / document for scanning.
26	Page-65	Integrate the Image Processing System within the DARIMS solution of the High Court.	As per our understanding, digitized images will be uploaded into DARIMS from Service Provider's software then what kind of integration is expected?	The utility is to be developed for uploading of images / digitized data in the DMS like DSPACE or DARIMS meeting the requirement of the High Court.
27	Page-67	Meta data of current cases will be fetch from the CIS Software	We understand that connectivity will be provided by District Courts of M.P. for fetching of metadata from CIS Software. Please	Yes, at all the District and Tehsil Courts the LAN connectivity is there.

			confirm	
28	Page-66 / Form T-4 / 2 / e	Hyper linking of the scanned documents and Portfolio Management of the documents.	What kind of hyper link and portfolio management are expected, request to elaborate more in this.	Please have look to existing digitization process of District Court, Jabalpur and High Court.
29	Page-66 / Form T-4 / 2 / d	Creating catalogue of the scanned document. Individual pdf for each document type	What kind of catalogue is expected, request to elaborate more in this	Please have a look to existing digitization process of High Court and District Court, Jabalpur.
30	Page-93 / ANNEXU RE-B	At present the Digitization work flow process that is follower at District Court Jabalpur	As per our understanding High Court of M.P. is looking forward for a robust workflow based scanning management system which includes client approvals/rejection stage and can generate real time stage wise reports. Please confirm.	Yes
31			Please clarify whether CMMi level III certification is mandatory, whether ISO 9001 & ISO 27000 will not be sufficient for the above mentioned tender?	CMMi level III is required, because the large software process is involved for digitization of records and flow management.
32			Please provide the detailed specification of DARIMS software to be developed and supplied by the bidder	The bidder is required to develop the utility / application for uploading of data in DARIMS or DSPACE software as per the requirement

				of the High Court.
33			What is the proposed implementation architecture of DARIMS system to be developed and deployed by the bidder? Does it involves implementation of DARIMS at each District / tehsil court or there would be one central DARIMS server implementation at Jabalpur and multiple district / tehsil courts will access it over the network for archival and retrieval of documents	There is one Central DARIMS server available at Jabalpur. However, the training is required to be providers to respective supporting staff of District Courts and Tehsil Courts for use of application software.
34			Does the bidder need to provide source code of complete DARIMS software and Image Processing Software to the High Court	There is no requirement of DARIMS software but the work flow software developed for digitization process by the vendor having QC facility shall be required by the High Court.
35	Clause No.2.6 pgNo.8 of RFP	which says "2.6 Only One Proposal :- Bidder may submit only one proposal. If a Bidder (including a partner in a Consortium or Joint	Does this means the Proposed solution by the bidder should not be quoted by any other bidder or what ?? Pls clarify	Single bid single proposal. In the bid the bidder has to provide best digitization solution.

		<p>Venture) submits or participates in more than one proposal, such proposals shall be disqualified. Service Providers cannot submit more than one technical solution. All Service Provider are expected to propose the solution</p>		
36	<p>Page no. 16 point no. 2.29 - Price Offer and Taxes & sub point no. 2.29.1 & 2.29.2</p>	<p>2.29.1 The Bidder may provide the ONLY ONE financial bid. In case of more than one financial bid, the submission will be considered non-responsive. Prices quoted must be firm and inclusive of all taxes, rates, fee, surcharges, duties, no change alternate/conditional price offers shall be allowed.</p> <p>2.29.2 All rates and</p>	<p>In the current clause of the RFP for Price offer and taxes. The quoted rates should be excluding of all applicable taxes. Because of it is the government part whatever tax will be applicable same will be incorporated during the invoicing.</p>	<p>The detailed breakup is mentioned in new financial bid sheet.</p>

		<p>prices once agreed in the Contract shall be fixed for the entire duration of the contract but in case of change in rate of Taxes / Levies, the same shall be passed to the High Court of Madhya Pradesh, Jabalpur. Also, in case of introduction of new taxes/levies, the rate may change in same proportionate.</p>		
37	<p>Page no. 18 point no. 2.34 Area of Work</p>	<p>The Bidder is required to work within the premises of the District and Civil Courts of Jabalpur, Indore and Gwalior zones for execution of all digitization work and no physical document would be allowed to be carried outside the</p>	<p>Please clarify that the infrastructure need to be deploy at all location of District and Civil Court of Jabalpur , Indore and Gwalior Zones for execution of digitization work for entire duration of contract.</p>	<p>The infrastructure is to be deployed at all location / site in the State of Madhya Pradesh as mentioned in the tender document for entire duration of contract by the vendor.</p>

		<p>Court premises. The post digitization work may be carried out outside the premises of the District Courts at the discretion of the High Court of M.P. if they feel there is sufficient ground to allow post digitization work outside the District Court premises.</p>		
38	<p>Page no. 27 para one bullet point no. 2</p>	<p>The required document & integration of software and all other systems and supporting software required to carry out the Digitization work.</p>	<p>Please clarify that the supporting software will be provided by whom either bidder or Department.</p>	<p>By the bidder</p>
39	<p>Page no.33 3.5.4.1 Fresh Case Files</p>	<p>Petitions filed in the District Courts are required to be digitized on the same day before the cases are listed for hearing. Digitization of Fresh Case Files will require</p>	<p>Please clarify that if document will received between 12 noon to 5 pm this file can be scanned and indexed on next working day upto 5pm or same day.</p>	<p>The document to be scanned and indexed <u>on same day.</u></p>

		<p>execution of following processes: Document Collection: Files required to be digitized will be provided by District Court Officials from 12 pm to 5 pm on all working days after receiving and registering the same.</p>		
40	<p>Page no. 54 point no. 7.5.2 Scheduled Downtime</p>	<p>(a) Scheduled downtime is defined as the period of time when the DARIMS solution is not functioning on account of Holiday. (b) It will be expressed in Hours. (c) The maximum scheduled downtime would be one day in every calendar month. (d) The maintenance of application would be carried out with a minimum</p>	<p>Please clarify that the DARIMS Solution is currently running or to be provided by the bidder. Because if their application is running in the department and provided by another company, it will be very difficult to support this application and penalty due to non performance of this application will not be liability of the bidder.</p>	<p>DARIMS solution is not to be provided by the bidders. The non-performance of DARIMS will not make liability on the bidder for penalty. The DARIMS solution is right now installed at Server of High Court.</p> <p>The bidder job is to prepare the utility / software application and to port the pdf / A files into DARIMS or DSPACE software meeting the requirement of the High Court.</p>

		advance notice of 24 hours in writing and acceptance of the same by Registrar General, High Court of Madhya Pradesh.		
41	Page no. 46 point no. 4.1 Sr. no. 7		That the bidder should also have executed multiple projects in India and the project value should not be less than 1 Cr. and the bidder should have undertaken one digitization project having scanning volume of at least 150 Crore pages For Central/State Government Organization. The work orders and completion certificate to be attached.	No change
42	Page 9 / Point no. 2.9 – Eligible Bidder	The eligible Bidder shall be a company, firm or a consortium of companies, firms and individual short listed during the evaluation process for this project at High Court of M.P.	As the court document is very important and it will be beneficial if the consortium not permitted for participation in the tender. We pointed out that the clause should be as “The bidder should fulfill all the required eligibility criteria”.	In case of joint consortium, both the firms / bidders should qualify for all eligibility criteria as per the tender document terms and conditions.

43	Page no. 17/ Point no. 2.33.2:-	The High Court of M.P. shall own and have a right in perpetuity to use all newly created Intellectual Property Rights which have been developed solely during execution of the contract including but not limited to all templates, designs, application configurations, data and written material, products, specifications, source code and object code and other documents which have been newly created or developed by the Bidder solely for this project and for the purposes of inter-alia use or sub-license of such Services under this Contract. 20	share the Source code and object code of the Software too to the High Court of M. P., since it was open software (owned by the Service Provider) and developed internally	Yes, the vendor needs to share the source code developed by them for the digitization project of the Subordinate Courts.
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44	Page no. 27 / First para/ bullet point no. 3:-	The team which will carry out the Digitization and indexing etc. work	Please clarify that the indexing will be done in English or any other language also	Indexing will be done in English but with the help of Unicode it shall get convert into hindi at backend.
45	Page no. 2 / point no. 3.3 / Broad Descripti on of records that are to be digitized	Following records are required to be digitized: - Fresh Case Files - Pending Disposed Case Files - Pending After-Hearing Case Files - Disposed Case Files	Please clarify that the how many field to be taken for indexing in each category (Fresh Case Files, Pending Disposed Case Files, Pending After-Hearing Case Files & Disposed Case Files) and also provide the approx data/ volume and age of the documents which will be come for scanning, Indexing in each above category per day or per month (Location wise)	Please refer to NJDG portal in order to check the number of cases under the Hyper link www.njdg.ecourtsgov.in or High Court website www.mphc.gov.in . In fresh cases / pending the indexing parameter shall be made available from CIS software. Generally indexing field shall be 5-7 .
46	Page no. 36 /Para no. 3/ Document Classifica tion		Document Classification: There are different types of documents in a case file. In this process it is required to identify and tag document types in a file. List of document types will be provided to the successful bidder. Quality checks and validation of digitized records and classified records by District Court Officials:	Please refer digitization rules given in the corrigendum / clarification link.

47			Please clarify that the time line for verification of the delivered scanned, Digitized and classified data to the Court officials so that pendency will be minimized. And it will be help for the bidder payment realization.	Necessary action shall be taken by the High Court and District Court, so that pendency for quality check and validation of digitized record shall be minimized and no backlog will be there.
48	Page no. 77/ (Form F-1- Financial Proposal) Table -1 & Table - 2		As you have asked the rates for digitization of Judicial Record including (metadata creation and DARIMS population (mostly legal size) As we are requesting to your good self to take the rates for all item in separate for all four category of record i.e. (Fresh Case Files, Pending Disposed Case Files, Pending After-Hearing Case Files & Disposed Case Files) and for also take rates for each above category for the service of scanning, Indexing and Data population form DARIMS	No change. Mostly the records are disposed of for scanning / digitization work.
49	Page no. 77/ (Form F-1- Financial Proposal) Table -1 & Table - 2		Please provide the name of required software and ask the rates for all four process flow of required software in separately expected to the bidder and also clarify the how may number of licenses required	No change. Please bid as per the tender document.

50			<p>As you have already mentioned the mandatory criteria for submission of the bid of any bidder (ISO 9001, ISO 27001 and CMMI Level III)</p> <p>We are requesting you that for this important and valuable project the ISO 20000 Quality certificates for IT Services Management is also required therefore it is requested that kindly incorporate it in the bid evaluation criteria.</p>	<p>No change. Please bid as per tender.</p> <p>No change</p>
51			<p>HC wants bidder to CMMI L3 certified. Our certification is under renewal, Can we bid for the tender? We can attach the requisite proof for this</p>	<p>At the date of bid submission the bidder is to have CMMi 3 certification with them.</p>
52			<p>We suggest that PBG amount to be fixed (for e.g 60L or 75L) as it will unnecessarily increase the commercial value</p>	<p>Performance bank guarantee (PBG) amount is set to value of Rs. 1 Crore</p>
53			<p>In case the tenure is extended beyond 3 yrs, request to relook on the revision of commercial</p>	<p>The clause is added in the tender that after completion of 03 years contract by the vendor, the contract may be extended further on rates looking to market trend and inflation.</p>
54			<p>No response to this</p>	<p>Only firms</p>

			request email would be considered as acceptance of the EMD & Tender fee exemption request. Looking forward to your favorable response	registered under NSIC are exempted from submission of EMD & tender fees.
55			Whether to perform scanning project at all locations simultaneously or one by one, district wise	Yes, at all locations.
56			What is the percentage of Black and white and Colored pages	99.9% black & white papers are there.
57			Why Flatbed scanner is suggested, can we choose other scanners too depending upon the productivity and quality	It is a suggestion, but depending on the quality of pages the vendor has to select type of scanner for scanning of files / records.
58			Size of the pages like A4, Legal, etc can we have estimates of the same	Mostly pages are of legal size but there may be pages of A-4 size also.
59			Location of project are somewhere at Tehsil levels, do we get sufficient space to work on project	The High Court shall assure the availability of space for digitization work at subordinate courts in the Sate of M.P.
60			How far would be the location from record room, to transfer files and legal papers	Depending on the site / location.
61			Infrastructure would be taken place by us, what about	Complete infrastructure is to be arranged

			furniture and other requirements related to the project. If there are other than computers and scanners, please specify	by the bidder. The power / electricity, water, sitting space shall be provided by the subordinate courts.
62			What will be total number of fields of subjects \ keywords \ notes etc to do the data entry ?	Please refer digitization rules in the website of the High Court, that are available with the corrigendum / clarification.
63			Do we need to do data entry directly into DARIMS online or offline ?	The data entry is to be done in the software of the vendor.
64			Will court give us different space for scanning fresh case files other than regular digitizing room ?	The space shall be provided within court premises only. It may depend on the availability of space and feasibility.
65			Are the documents loose or hard-bounded at all locations ? are we allowed to unbound the documents at each location ?	Please visit one of our site or District Court, Jabalpur to resolve your query. Mostly document are loose bound.
66			Who will provide digital signature ? will the court execute the digital signature process ?	Digital signature shall be first applied by the vendor and then by official of the District Court.
67			Will each court provide us necessary chairs and tables for our manpower and hardware deployment ?	The vendor has to arrange for the same for good quality furniture.
68	Page 46,	Different	We request to	No Change

	4.1 Evaluation of technical bids	Certifications like CMMI level III, ISO 9001 and ISO 27001	revise this clause as under:- "The Bidder should have any two certificates out of CMMI level III, ISO 9001 and ISO 27001 certificates"	
69	Page 7, 2.1(n) Definitions	"The Bidder" means a firm or Joint Venture or Consortium which participates in the tender and submits its proposal	We understand that the credentials of all consortium partners/members put together can be used to comply with the selection criterion (Evaluation of Technical Bids, page 46)? Kindly confirm	All the partners / members need to qualify the minimum eligibility criteria as per the tender document.
70	Brief Description of the Project Page 27	Digitization of Artefacts at District & Tehsil Courts and porting of Data on Web enabled Documents Archival and Retrieval Information Management System (DARIMS) solution.	Please confirm, whether vendor has to do only scanning & uploading of images in DARIMS. Also please confirm, whether, High Court is already having DARIMS (DMS) Solution & It is not to be provided by the Vendor.	The vendor has to carry out scanning / digitization work and uploading by the use of utility / software to be provided by them. The DARIMS solution is not to be provided by the bidder.
71	General	DARIMS/DMS Solution	We also understand that all hardware like DARIMS (DMS) Server, Server OS, Server Database, App Server etc. will be provided by High Court . Kindly confirm	Yes, but production server at each location to be arranged by the bidder only.
72	General	Hardware	As per our understanding, during scanning and digitization, digitized data will be stored on vendors Computer/Storage Device and time to time keep on transferring /	Yes, the data before quality checking is to be available with production server of the vendor.

			uploading onto the DARIMS Server provided by High Court. Please clarify our understanding.	
73	General	Uploading	<p>As digitization activity will be carried out at 200 locations so digitized data will be uploaded into a central DMS server or individual DMS server for each location. Kindly confirm</p> <p>What is the current bandwidth between 200 locations and centralized server?</p>	<p>Central Server at Jabalpur, by making use of MPLS Leased line or SWAN connection</p> <p>The existing capacity is 2 MBPS/ 4 MBPS.</p>
74	General	General	We also request you to kindly make the District Courts as Scanning Zones for their respective Tehsil Courts as it will help to carry out the scanning and digitization better and it will save a lot of time of both High Court and the Vendor.	The vendor can suggest better strategy is the work plan and execution model.
75	Subcontracting page 9	Subcontracting: The Bidder will not be permitted to subcontract any part of its obligations under the contract, except with the prior written permission of the Registrar General, High Court	Scanning and digitization projects are highly manpower intensive activities and we generally employ the manpower of our empanelled / associates partners to undertake these activities and at the same time, we are fully responsible for the execution of the project. Will this be allowed by or acceptable to the High Court?	The subcontracting is not allowed. The vendor has to arrange manpower through their own resources fulfilling the condition of minimum wages act, Labour Laws and other rules of the Government.

		of M.P.		
76	General	General	Please confirm whether the files available are hard bounded, if so can it be opened for the purpose of scanning?	Mostly files are not hard bound.
77	General	General	We appreciate, if you can share us location wise estimated volume & type of pages for better delivery plan	Please visit NJDG portal i.e. njdg.ecourt.gov.in to have picture regarding the number of cases at each location i.e. District Court and Tehsil Courts or the High Court website www.mphc.gov.in and view hyperlink District Court.
78	Page 20, Clause 2.41.1	Earnest Money Deposit (EMD) of Rs. 10,00,000/- (Rs. Ten Lakh Only) in the form of a demand draft / pay order drawn in favour of "Registrar General, High Court of Madhya Pradesh, Jabalpur"	Please confirm, whether EMD can be accepted in form of Bank Guarantee. If Yes, Please share BG format also.	Yes, the same is available in the website of the High Court.
79	Page 21, Clause 2.45.1	All proposals will have to be submitted ONLY in HARD BOUND	We request that spiral bound proposal also be accepted.	Yes, the spiral proposal may be accepted <u>but having proper paging and indexing.</u>
80	Page No. 32	Bidder should	We are currently executing	Yes modified. The bidder

	Section 3.5.3.1	submit an undertaking that all the scanners proposed to be used for this project will be brand new and successful bidder will be required to submit proof of purchase of these scanners before commencement of Project execution	large digitization project and have sufficient quality scanner available for the deployment for this project. Request you to delete this clause	should submit an undertaking that all scanners / equipments proposed for digitization work are to in good working condition with no end of life (EOL). No equipment shall be more than 02 years old. The proof in this regard to be submitted by the vendor to the High Court showing make and model and year of purchase.
81	Page No. 27 Section – III Scope of Work.	Unbinding No. of Field to be entered Scope of work Scope of work	Can we unbind and do the scanning for the binded documents Request you to provide Number and list of fields Language of Data Entry would be in English or bilingual Request you to provide the platform and data base which DARIMS application is develop	Not permitted, except under special circumstances Please refer to digitization rules. The minimum number of field to be indexed in 5-7. The entry to be done in English and it would convert in Hindi using Unicode at backend. Java & Oracle

		Scope of work	Kindly clarify double data entry required or not	Not required
		Price quote will include tax or excluded taxes	Request you amend price quote exclusive of taxes as GST is going to implement hence the tax percentage might be change.	Price bid from is modified accordingly.

Financial Proposal

Table-A

S.No	Items to be Digitized *	Units* / number of pages (Approximately)	Unit Rate (rate per image /page for scanning)	GST	Any other tax / duty	Amount (Rs.)	Total amount
1	2	3	4	5	6	7=4+5+6	8= 7x3
1	Judicial Records (metadata creation and DARIMS population. (Mostly legal size)	110 Crore Pages					

Note *: The Number of items/ pages to be digitized may increase / decrease.

Table-B

S.No.	Software required for Digitization/ work like pdf writer etc.	Unit Rate	GST	Any other tax / duty	Total Amount (Unit Rate + Taxes)	Remarks for the software
1	2	3	4	5	6=4+5	7

Note:-

- In case of any query regarding condition of documents for scanning visit to District Court, Jabalpur OR please contact Shri Abhishek Soni, (Mobile 09826130950) and Shri Priyal

Dubey, System Officer District Court, Jabalpur (mobile no. 09300016627).

2. All LAN work installation along with active and passive components is to be arranged by the bidder.
3. All furniture's of good quality and sitting arrangement along with AC (Air-conditioner) and proper power backup (UPS system) is to be arranged by the bidder.
4. All computing device like scanner, computer, server at each location of good quality and under excellent working condition to be installed by the bidder along with backup option.
5. Electricity connection shall be provided by the District Courts, water drinking facility and other amenities shall be arranged by District Courts.
6. The Registrar General, High Court of Madhya Pradesh has full rights to accept or reject any bid, without assigning any reason.
7. The financial submission sheet is modified accordingly regarding the supply of items.
8. The Registrar General, High Court of Madhya Pradesh has right to alter the scope of work as per the requirement.
9. All Prospective bidders are requested to submit the bid with all relevant documents
10. On introduction of new levy / taxes / duties the rate / price of items shall change in same proportionate.
11. For all future correspondence / addendum / corrigendum, please refer to the website of the High Court www.mphc.gov.in and Government tender portal www.tenders.gov.in

Sd/-
REGISTRAR GENERAL