## Subject: Tender for Empanelment of Agencies for various activities of Digitization for Government Organisations.

No: ITG-IT/0525/ IT-DIGIT PROJ/2019

| | | | Query/Clarification Sought: | | |
|---|---|---|---|---|---|
| Sr. No. | Tender Document Page No | Tender Document Clause No | Tender Document Clause No | Query/ Suggestion/ Clarification | Reply to Pre-Bid Query by ITG |
| 1 | 11 | **ELIGIBILITY CRITERIA** , 3 | **Bidder Experience:** Bidder/Prime Bidder should have experience of having successfully completed digitization related projects in any Public Sector Undertaking's / State Government/ Government Organization in India during the last 03 years as on the date of notice inviting tender: a) one project of value of rupees 120 lakhs OR b) two projects of value of rupees 90 lakhs OR c) three projects of value of rupees 60 lakhs | Request you to consider & add experience of Corporate and all Private organisations. | Refer Corrigendum - I |
| 2 | 23 | **Scope of work,** Clause no VI | The respective Client Organization will provide space and electricity to the agency. The selected agency shall make provision for table, chairs, stationery, power backup, generator etc., if the same cannot be provided by the Client Organization | Since there are multiple locations to be catered & there will be continuous movement from one office to another office once we finish our work , hence carrying a generator/power backup to every location would not be feasible as well as carrying Table Chairs every time to every office would be an additional cost to us. Hence request you to provide Table , Chair and uninterrupted electric supply in respective offices | As per the details mentioned in the topic of the Scope of work of the Tender Document. |
| 3 | 24 | **B. Pre-Scanning Preparation** , Point no I | Records would be scanned and digitized at the Client Organization premises and the selected agency shall be responsible for collecting them from different sections of the Organizations to carry out the digitization work. The documents would be received in batches or as agreed mutually between the agency and the Client Organization. Bidder shall provide sign-off on number of documents received from the Client Organization. | In order to minimise handing & taking over time , request you to hand over documents to be scanned to agency prior one week (instead of providing daily) in order to have smooth & continuous activity. | No, Documents to be scanned cannot be handed over prior to one week. |

| | | | | | |
|---|---|---|---|---|---|
| 4 | 24 | **B.       Pre-Scanning Preparation** , Point no II, sub point ii | Total number of pages in the document | Request you to confirm that Total number of pages in the document would be counted /written by whom ( By the Dept or by the agency person ?) | All the stake holders shall be responsible. |
| 5 | 26 | **C. Scanning & Digitization** , point no I | The size of document may vary from 4A0 to A10 | Request you to provide no. of pages/ volumes against each size ( ie :- 4A0 , 2A0 till A10) | Details cannot be provided at present. |
| | | | | Request you to confirm whether the "The Resolution of scan" should be in the range of 200 dpi -300 dpi max.as per the industry standard. For very old documents which are in a very bad condition, the max resolution used is upto 600 dpi (as per industry standard). | As per the details mentioned in the topic of Scanning & Digitization of the Tender Document. |
| | | | | For 4A0 , 2A0 , A0 , A1 & A2 as the page size is very big , special types of scanner required. Since these are normally small in numbers, please confirm that would you allow to do the scanning of the same at any central location ( so that the scanner movement will be minimise). Also request you to please provide no of documents in the above category. | As per the details mentioned in the topic of Scanning & Digitization of the Tender Document. |
| 6 | 32 | **C.       Scanning & Digitization** , point no IV | The selected agency should also provide low resolution files (96-150 dpi) for web enabled applications. | As it is mentioned in Resolution of scan bpi ranges from 0 to 2400 dpi , but in the point no iv it is mentioned 96 to 150 dpi. Request you to confirm the dpi resolution. | As per the details mentioned in the topic of Scanning & Digitization of the Tender Document. |
| 7 | 32 | **C.       Scanning & Digitization** , point no VI | The selected agency shall use Lossless Compression Techniques as per open standard format for documents. | Request you to elaborate " Lossless Compression Technique" | Compression to be provided without sacrificing the original quality. |
| 8 | 32 | **C.       Scanning & Digitization** , point no VII | The selected agency will be responsible for quality assurance and will go through all documents to see if they are complete and legible. The agency will undertake Quality Assurance processes for all aspects of processing and post-processing of records including image capture, indexing, storage and return. | Request you to confirm the parameter of " Indexing" | Atleast 15 parameters. |
| 9 | 33 | **C.       Scanning & Digitization** , point no VIII , sub point no iv | In case the documents are not legible, the agency shall scan the documents at a higher resolution or in Grayscale. No extra payment shall be made for the same. | Normally the scanning happens @ 200 dpi in Greyscale. In case if it not legible then only high resolution      ( 300/400/500 dpi max) is suggested as per industry standards. | If it is required, then the same will be accepted |

| | | | | | |
|---|---|---|---|---|---|
| 10 | 33 | D. Indexing and Metadata-tagging of scanned documents , point no I | I. After documents/images are scanned and stored in digital form, they would be indexed using manual entry. The selected agency will create metadata required for indexing as per the requirement of the Client Organizations | Request for the clarification of below queries: 1. Whether indexing would be centralized or distributed from the department 2. Is that required to do indexing in DMS directly or any separate indexing module is needed for indexing before archiving the same into DMS 3. How many indexing fields would be needed in avarage for different set of documents? | 1. Centralized 2. Indexing will be the part of the DMS. 3. Minimum 15 indexing fields. |
| 11 | 34 | E. Post Scanning , point no III | Version Control mechanism should be allowed. Version control has to be done in case of addendum to the pre-existing digitized file. Selected agency will have to make this facility available in the capture and indexing module. | As understood from the scope of work, we need to finish the scanning of one office & move to another office. As per the version control mechanism should agency will be again called to scan additional pages? Kindly confirm. | Yes. |
| 12 | 34 | E. Post Scanning , point no IV | IV. The selected agency is required to use their own MIS tool to generate reports for tracking the digitization status. These reports would contain basically summary of records scanned and stored. | Request if required MIS reports can be pre-defined and part of response/corrigendum | Not Applicable |
| 13 | 34 | F. Storage and Backup , point no V | Copies of the scanned data (and meta data) shall be provided in storage media (DVD, external Hard Disk, etc) by the selected agency. The agency will create a Master copy for the Client organization along with ITG (cost to be borne by the agency) and will provide the replica of the Master copy as per requirement of the Client Organization. | Request for the clarification of below queries: 1> What is the use of this copy and storage media once entire digitized documents are being archived in DMS? 2> if still storage media is needed, then what would be the format for meta data and how link to be shown with scanned images in storage media? 3>Please let us know that the Storage media (DVD, Hard disc), will be provided by ITG , Department ? | Not Applicable |
| 14 | 35 | A. Repository software- Document Management System(DMS):- point no III | III. The proposed software should be hosted at Goa State Data Center should work on Windows, Linux Operating Systems seamlessly in LAN, Intranet & Internet environment. | Request to pls. confirm our understanding that entire infrastructure like hardware, network, middleware, RDBMS to be provided by the concern department of government of Goa. Vendor/Agency will only have to provide the sizing of infrastructure for the implementation. | Yes. |
| 15 | 35 | A. Repository software- Document Management System(DMS):- point no III | III. The proposed software should be hosted at Goa State Data Center should work on Windows, Linux Operating Systems seamlessly in LAN, Intranet & Internet environment. | Reques to kindly confirm the concurrent users of Document Management System needed for this implementation. (Cocurrent users of DMS is needed to analyze the load and find the actual size of hardware) | As per the details mentioned in the topic of Repository software- Document Management System(DMS) of the Tender Document. |

| | | | | | |
|---|---|---|---|---|---|
| 16 | 35 | **A. Repository software- Document Management System(DMS):-** , point no IV | IV. The selected agency should install the software application and provide training, support and maintenance (free Warranty) for a period of 12 months from the date of completion of the project. Resolve any issues including bug fixing, provide latest patches, updates/ fixes. | Request to confirm our understanding that support on DMS application during the warranty period to be provided from offshore and client organization will provide all remote support like - remote connectivity/VPN to access DMS server and users desk for necessary support for issue resolution. | Yes. |
| 17 | 35 | **A. Repository software- Document Management System(DMS):-** , point no V | V. The Scanning, indexing and image retrieval software needs to be given to the Client organization separately at their respective offices if requested. | Kindly let us know that who will upload the scanned files in the DMS ? Also , Scanning & indexing software is the desktop based application. So it will be difficult to share the same with the client. | Solution should meet the requirements of the client Organisation. |
| 18 | 35 | **A. Repository software- Document Management System(DMS):-** , point no VII | VIII. The proposed Software must be capable of seamlessly integrating with any or all of the existing legacy and Core applications and shall support interface with other open-standard systems. | Request to specify the type of integration needed with other applications and what all functions are expected from the integration. | Solution should meet the requirements of the client Organisation. |
| 19 | 40 | CHAPTER 7 General Terms & Conditions , point no 4 | 4. The hardware is to be installed by the selected agency. Once it is installed it will not be allowed to be taken away by the agency, without permission from the Client Organizations until the completion of the project. | Request to clear our understanding that the hardware mentioned in the clause is for digitization setup but not for DMS implementation. | The Hardware deployed is for Digitization process and can be mobilize on completion of work. |
| 20 | 46 | j Empanelment Tenure | The empanelment tenure granted to the selected empanelled agency is proposed to be for a period of 2 years. The period may be extended further based on the performance of the empanelled agency. However, ITG reserves the right to alter the empanelment tenure at any time giving notice to the empanelled agency | There is lot of capex & opex involved in the project. The project is feasible for minimum tenure of 2 years. As you are aware that there is minimum wages revision happening every year, which might have impact on the cost , please confirm after 2 years if dept wants the agency to continue for another year, whether we will be allowed to revise the cost based on the changes in the minimum wages ? | No |
| 21 | 50 | Terms of Payment , point no 2 | Payments will be released on half yearly basis to agency, subject to receipt of funds from the Client Organisations and phase completion certification issued by the Officials of the Client Organisations. Phase Completion Certificate will be issued based on satisfactory by the Client Organisation. | Request you to release the payment on monthly basis since there is lot of expenditure involved in running the project. Also request you to issue phase completion certification to be released by the respective offices on completion on monthly basis for raising the bill. | As per the details mentioned in the topic of Terms of Payment of the Tender Document. |

| | | | | | |
|---|---|---|---|---|---|
| 22 | 50 | Terms of Payment , point no 4 | All payments will be released within 60 days to the empanelled agency after receipt of payment invoice(s) with all necessary supporting documents( including phase completion certificate from the Officials of Client Organisation), further subject to receipt of funds from Client Organisation. | Request you to release the payment within 30 days of receipt of invoices. Also confirm whether the Bills/invoices to be raised to respective offices or need to raise centrally? | As per the details mentioned in the topic of Terms of Payment of the Tender Document. |
| 23 | 50 | Terms of Payment , point no 7 , a | Penalty details(SLA): a. Delay in Start of the work: Selected agency by ITG shall start work from the date of acceptance to the work order, failing which; the agency shall be liable of Penalty of Rs. 1000/- per day from the actual date of acceptance of work order till the actual initiation of the work. The maximum value of the penalty can be upto 10% of project value. | After acceptance of work order , we need time to mobilise the resource , set up office etc. So the actual start of work will be possible by 30 to 45 days after the receipt of work order. Request you to please revise the clause. | Sufficient time for the mobilisation of resources will be provided from case to case basis. |
| 24 | 50 | Terms of Payment | CHAPTER 11 Terms of Payment | There is no payment terms defined for supplied DMS. Request to provide the payment terms defined for DMS as well | As per the details mentioned in the topic of Terms of Payment of the Tender Document. |
| 25 | 51 | Terms of Payment , point no 7 , b | Delay in Completion of the work: If project is not completed in time as per work order, if the delay is less than 30 days, the agency shall be liable to pay additional Penalty of Rs. 1000/- per day from the stipulated completion date mentioned in work order till the actual completion of the work. If the delay is more than 30 days, the purchaser may terminate the contract and no further payment will be made to the agency. | Whether clear roadmap would be defined department wise so that we can reduce/utilise the manpower accordingly. Whether agency would be allowed to do scanning work simultaneously at 3/4 offices ? Please confirm | The same will be allowed on case to case basis. |
| 26 | 51 | Terms of Payment , point no 7 , c | In case of damage any property which includes, book, manuscripts, physical facility of the Client Organizations – Except legacy & Brittle Books which are already in bad condition etc., the agency shall be liable of penalty of Rs.50,000/- or as the damage mentioned by the Client Organizations. | Suggestion: Penalty should be revise to Rs. 2000 to 3000/- max. | As per the details mentioned in the topic of Terms of Payment of the Tender Document. |
| 27 | 53 | Commercial Bid | Page Classification for Quantity Class III >10,00,000 | Request you to provide the appx upper limit of Class III category. | As per the details mentioned in the topic of Commercial Bid of the Tender Document. |
| 28 | 53 | Commercial Bid | Type of Documents :- Type 1 & Type 2 | Please provide the appx no of documents under both the types | Details cannot be provided at present. |

| | | | | | |
|---|---|---|---|---|---|
| 29 | 54 | Commercial Bid | B. Cost for Scanning: | Since the commercial bid is having too many parameters (dpi, document size , modes of scanning , Qty category etc) , which will be very difficult & very much exhaustive to verify as well as certify by the department while reviewing the bid & and raising the bill and lastly too many parameters to define L1 category.<br>Considering our past experience in the same domain in other govt organization , we suggest as follows for easy evaluation and billing<br><br>Upto A4 to legal size ,  Grayscale mode 200 dpi<br>Greater than A4 to A0 size , Grayscale mode 200 dpi<br><br>Microlfilm scanning charges will be separate<br><br>This will be easier to evaluate as well as easier to billing. | As per the details mentioned in the topic of Commercial Bid of the Tender Document. |
| 30 | 70 | C. Cost of OCR and ICR | OCR of printed pages with 100% accuracy<br>ICR of pages with 100% accuracy | OCR/ICR is no where 100% accurate. Request to reframe the clause as below:<br><br>OCR of printed pages with 60-70% accuracy<br>ICR of pages with 60-70% accuracy | As per the details mentioned in the topic of  Cost of OCR and ICR of the Tender Document. |
| 31 | 70 | C. Cost of OCR and ICR | OCR of printed pages with 100% accuracy<br>ICR of pages with 100% accuracy | Request to confirm whether OCR/ICR engine to be provided by department/client organization | To be provided by bidder |
| 32 | **General Queries** | Scope of Work | | Request you to please mention the number of offices, respective locations & approximate documents to be scanned per office | Details cannot be provided at present. |
| 33 | | | | Please confirm where documents will be housed ( will be in the respective offices or in any godown from where we have to bring the documents to respective office ?) | Details cannot be provided at present. |
| 34 | | | What is the working hours /timing for the resource ? | Suggestion  :-  Please  allow  working  hours  from Monday to Saturday , 10 hours a day shift. | Working hours as per Government rules. |

| | | | | | |
|---|---|---|---|---|---|
| 35 | 33 | 1. Detailed Scope of Work- Scanning & Digitization<br><br>C. Scanning & Digitization:- | X. The selected agency will deploy its own human resources for all the above mentioned activities. The agency will deploy adequately skilled manpower resources to complete the job within the specified time. | Please mention clear requirement of the same like number of resources, qualification and time period of deployment. | Details cannot be provided at present. |
| 36 | 34 | 1. Detailed Scope of Work- Scanning & Digitization<br><br>F. Storage and Backup:- | III. Selected agency shall use standard methodology for Scanning & digitization and archiving so that in future, any service provider can access the archival database. | Do we have SQL Server or Oracle database license to create a instance for new system? Or do we have to buy new licenses? | RDBMS shall be provided by the Client Organisation |
| 37 | | | Security | Do we need to provide SSL Certificates?<br>Do we have to do CERT-IN Performance testing? | SSL and security audit shall be done by the Organisation |
| 38 | General query | General query | | For fast implementation, we prefer doing onsite implementation to meet the deadline . Will tender authority provide desk space for implementation team? | Yes. |
| 39 | | | Implementation | We are assuming that this is going to be a centralised implementation at tender authority location. Please confirm. If not then please mention number of locations where solution needs to be implemented. | Implementation shall be case to case basis |
| 40 | 22 | CHAPTER 6 Scope of Work | Availability of the document for sending over email | Does tender authority have any existing SMS and Email subscription? If Yes then can we use the same in this system. If we don't have any existing subscription then can tender authority will do recharge as per need? Volume of the SMS will be very high and it's not feasible for a vendor to assume volume. We request tender authority to provide us SMS and Email subscriptions. Integration of the same will be done by selected vendor. | SMS shall be provided by the Client Organisation |

| | | | | | |
|---|---|---|---|---|---|
| 41 | 35 | 2. Scope of Work :- Digitization Allied works | IV. The selected agency should install the software application and provide training, support and maintenance (free Warranty) for a period of 12 months from the date of completion of the project. Resolve any issues including bug fixing, provide latest patches, updates/ fixes. | We are assuming, tender authority will provide training infrastructure like training room, projector, table, chairs etc. Please confirm<br><br>Approx number of users to train? | No |
| 42 | | General query | Support timing and work days | What will be the support timing and work days? | Working hours as per Government rules |
| 43 | General query | General query | Data Migration | Do we have to migrate any existing data? If Yes then please mention volume and format module wise. | No |
| 44 | | General query | Integration | For integration with all other systems we need their APIs, all the system APIs will be provided by tender authority to integrate. Please confirm Also mention systems which needs to be integrated. | No |
| 45 | 35 | 2. Scope of Work :- Digitization Allied works | VI. The proposed Software should support all industry standards Database such as SQL Server, Oracle, PostGre SQL, etc. | Our solution supports My SQL, SQL & Oracle database. Is it mandatory that the solution should also support PostGre SQL? If so than request you to let us know why it is mandatory. | No |
| 46 | 35 | 2. Scope of Work :- Digitization Allied works | III. The proposed software should be hosted at Goa State Data Center should work on Windows, Linux Operating Systems seamlessly in LAN, Intranet & Internet environment. | Is it mandatory the proposed software should work on Linux Operating System? Our solution supports Windows operating system.If it is mandatory we request you remove this condition or change it to Linux/ Windows operating system.If still it is mandatory that the solution should support Linux OS request you to let us know the reason why it is mandatory. | Proposed software may work on Windows or Linux Operating System. |
| 47 | 53 | A | Cost for Document Preparation for Various activities of Digitization. | This involves various page sizes such as 4A0,2A0 etc. Does the bidder have to submit commercials for all page sizes or can he/she bid only for those sizes which he/she deals with ? | As per the details mentioned in the topic of Cost for Document Preparation for Various activities of Digitization of the Tender Document. |
| 48 | 54 | B | Cost for Scanning | There are 3 types of scans mentioned: B&W, GrayScale and Colour. Does the bidder have to submit commercials for all types of scans or can he/she bid only for those scans which he/she deals with ? | As per the details mentioned in the topic of Cost for Scanning of the Tender Document. |
| 49 | 71 | H | Cost of Lossless Compression Technique | Are you referring to comprissing all the data, so as to occupy less space ? (Like a Zip file ?) | Looking at Lossless Compression Technique where in Compression to be provided without sacrificing the original quality. |

| 50 | 71 | J | Cost of Application Software | Will the bidder have to develop separate softwares for each department or is it one software hosted at SDC which will be common to all departments ? | Single software to be deployed at SDC |
|----|----|---|---|---|---|
| 51 | 72 | K and L | Microfilm and Microfiche | This is mentioned under 'Allied Services'. Is this mandatory ? Can the bidder skip submitting commercials for this section ? | Yes |
| 52 | 53 | Chapter 13 | Commercial Bid | Is the Bidder required to submit commercials to all Items from A,B...K,L ? Or is it that the bidder can bid for only those services which are provided by him? (Say the bidder doesn't deal with OCR/ICR, can he skip quoting for that ?) | Yes, bidder can bid for only those services which are provided by him. |
| 53 | 26 | C-II. | The selected agency shall have adequate infrastructure to scan and digitize documents as per the following combination of documents/ pages and scanning specifications | The Resolution of Scan and the document size may vary depending on the Material. | As per the details mentioned in the topic of Scanning & Digitization of the Tender Document. |
|    |    |    |    | All the resolution will be depended on the document conditions |    |
|    |    |    |    | Hence the department has to fix a standard format. However, the norms of National Archives of India may be followed |    |
|    |    |    |    | A copy of National Archives of India is attached. |    |
| 54 | 35 | 2 A. IX. | The proposed systems should have the provision to interface with the existing systems in future. | As the tender is for various other departments. We need to understand the existing system of each department, Integration of the new system with the existing system may vary from department to department. | As per the details mentioned in the topic 2 A. IX. of the Tender Document. |
| 55 | 37 |    | The selected agency has to install adequate hardware as per requirement like the number of Planetary/ rotary microfilm cameras depending on the number of pages to be filmed for preparation of negative microfilm and also prepare the positive microfilm of the negative microfilm prepared. In case of failure of any hardware, the agency shall have to make alternative arrangement immediately so that the work does not suffer | The quantity of work of Microfilming is not specific in the document, hence setting up infrastructure without knowing the volume of the work will not be possible. | Details cannot be provided at present. |

| 56 | 38 | | The scanned images should be written on un-perforated Silver Halide film rolls (35mm X 30m) for Archival purpose. Each exposure should cover two pages or as required by the Client Organization. | The Cost format of Cost for Microfilm Roll / Microfiche conversions from Digital Record is given Per Meter. The Cost should be given Per Page or Per Exposure. | Refer Corrigendum - I |
|---|---|---|---|---|---|
| 57 | 11 | B. II | Bidder Turnover: Bidder/Prime Bidder must have an average annual financial turnover of at least Rs.150 Lakhs during the last 3 years (2016-17, 2017-18, and 2018-19) as on the date of notice inviting tender. Valid | Looking into the required EMD of Rs.50,000/- it appears that the value of the project is not more than Rupees 25 lakhs which we have calculated on the basis of CVC & GFR Guidelines which suggests that EMD should be from 2% to 5% of the project value. Accordingly when we take Rupees 25 Lakhs to be the value of the project (taking only 2% into consideration to be the EMD) then asking turnover of at least 150 Lakhs during the last three years against a project of Rupees 25 Lakhs is nowhere in accordance to the project value.The annual average turnover for a project of 25 Lakhs should not be be more than Rupees 50 Lakhs during the last 3 years. Revising the turnover to 50 Lakhs will attract more parties to participate in the tender process and offer more competitive rates for the advertised work. | As per the details mentioned in the topic B. II of the Tender Document. |
| 58 | 22 | 1. Detailed Scope of Work – Scanning and Digitization | A. Set-up of Digitization Facility at the respective departments | We request you to provide the **total number of departments** (indicative), where the Set-up is required to be provided. | Approximately 100 nos. |
| 59 | 23 | Clause III. | The selected agency will be required to setup the following infrastructure in adequate numbers at the client organization | We request you to provide the **tentative volume of pages**, required to be digitized/microfilmed, **in each client organization (department)**, so as to plan for the required infra-structure. Also, this is very much required to arrive a tentative Project Value. | Details cannot be provided at present. |
| 60 | 33 | C. Scanning & Digitization:- IX. | If required by the Client Organization, the agency shall perform the OCR/ ICR on the document with 100% accuracy so that the documents can be searched using the text in the document | Please clarify, what percentage of document, the agency is required to perform the OCR/ICR? What are the details expected from OCR & ICR? Is this for English Language only? | English Only |

| | | | | | |
|---|---|---|---|---|---|
| 61 | 33 | D. Indexing and Metadata-tagging of scanned documents:-I. | After documents/images are scanned and stored in digital form, they would be indexed using manual entry. The selected agency will create metadata required for indexing as per the requirement of the Client Organizations. Normally, data sheet will be maintained with required parameters (minimum two parameters namely, upload path and file name) or the utility portal available with the Client Organization | Please specify the **number of metadata** fields | Atleast 15 parameters. |
| 62 | 35 | Scope of Work :-Digitization Allied works-A. Repository software- Document Management System(DMS):-VI | The proposed Software should support all industry standards Database such as SQL Server, Oracle, PostGre SQL, etc | Please clarify who will be providing the cost of license database server? | Licenses shall be provided by the Client Organisation |
| 63 | 37 | B. Setup of Microfilming/Microfic hing Facilities:- Point B2 | The selected agency has to install adequate hardware as per requirement like the number of Planetary/ rotary microfilm cameras depending on the number of pages to be filmed for preparation of negative microfilm and also prepare the positive microfilm of the negative microfilm prepared. | Can we use the latest technology of COM (Computer Oriented Microfilming) Microfilming ? This is used by most of the Archives- National Archives & Delhi Archive , etc | Yes |
| 64 | 39 | E. Conversion of Microfilm into Digital Record | II. True Microfilm scanners like Minolta 7000 or Wicks and Wilson or equivalent to be used. Scanner should have features like auto output to large size image, Auto Brightness and Contrast Setting, Rotation etc | Please clarify whether the conversion can be done based on COM(Computer Oriented Microfilming ) | Yes |
| 65 | 70 | E. Cost of Indexing and Cataloging | Cost of Indexing and Cataloging | Metadata per parameter means "field"- we assume . What will be the max field size in terms of characters and number of fields per record | Atleast 15 parameters. |
| 66 | 71 | I. Cost of DVD & Blue-ray authoring | I. Cost of DVD & Blue-ray authoring | Does Replication mean additional (another) copy? | No |
| 67 | 71 & 72 | J. Cost for Application Software for Search and retrieval | Cost of Document management System for Search and Retrieval of the Digitized Documents (Document Management System) | What we undertstand that we have to provide Enterprise edition Software for 50 concurrent users. Do we also need to provide the required servers & storage? ( OR Do we have to ONLY suggest specifications for the same) | Require to provide Enterprise edition Software for 50 concurrent users. No need to provide servers & storage. |

| 68 | 71 & 72 | J. Cost for Application Software for Search and retrieval | Search & Retrieval of the digitized documents. **To be installed at State Data Centre and/or Client Organization Environment).** | Does this mean that we have to provide addditional licences as per requirement? what will be the max requirement in terms of sites ? | No |
|---|---|---|---|---|---|
| 69 | 72 | K. Cost for Microfilm Roll / Microfiche conversions from Digital World | Cost for Microfilm Roll / Microfiche conversions from Digital Record in meters for Postive & Negative | Normally this is in "Frames" and not "metres". In microfilm each frame holds 2 images (pages are in comic mode. Frame size should be provided. For microfiche - the reduction ratio should be specified | Refer Corrigendum - I |