

MINUTES OF THE PRE BID MEETING TAKEN ON 2 SEPTEMBER 2019 AT 11.30 A.M.

Pre-bid meeting related to the tender floated on CPPP for digitization of 1crore pages of records of NAI was held on 2 September 2019 at 11.30 AM. 18 persons representing various Vendors/ agencies attended the meeting (Attendance sheet enclosed). In addition the following officers of NAI were present:

1. Shri T.Hussain Deputy Director
2. Smt. Jaya Ravindran Assistant Director
3. Shri A.K.Jain Microphotographer
4. Shri J.K. Luthra Microphotographer

Details of the queries raised with response is mentioned below:

Name & Agency represented	Clarification sought on:	Response of NAI
Raj Kumar GautamCBSL (p) Ltd:	1. Page no. 9 clause 5: DVD of any specific make 2. On clause 6: rate should be excluding GST. 3. Page 7 point 2: difference between archival document and non-archival document.	1. Good quality DVDs may be provided 2. All rates would be as per Tender Document published 3. All vendors/ agents were apprised about website of NAI and online search portal of NAI which gives information on archival records that are in the custody of NAI. They were also apprised that as per Public Records Act, 1993 and Public Records Rules, 1997 record over 25 years that has historical value is archival. For private papers of the eminent



	<p>4. Balance sheet of 2018-19 is difficult as audit would be awaited</p> <p>5. How many scanners and computers are required?</p>	<p>personalities this time period does not apply.</p> <p>4. Audited balance sheet for 2018-19 or proof of submission for auditing will be considered.</p> <p>5. As per the quantum of records in different centres</p>
Rajat Kinsley Bros.:	<p>1. How many metadata fields</p> <p>2. What about metadata of documents in regional language</p> <p>3. What would be the average length of metadata fields</p>	<p>20-27 metadata fields; all advised to browse department search portal www.Abhilekh-Patal.nic.in as that's where all the data would be uploaded</p> <p>No translation of documents expected</p> <p>3. Advised to browse www.Abhilekh-Patal.nic.in which already has metadata information</p>
Parvez KGSMicorsystems Ltd, Mumbai	<p>1. Page 7 point 9: How current in black listing</p> <p>2. Page 7 point 13 para 2</p> <p>Clarification about Work Order/ In progress certificate</p>	<p>1. As per GOI norms</p> <p>2. It'll be examined by Technical Committee as per T&C of the Tender document</p>

	3. OCR will only be of English documents?	3. Records are mainly in English but OCR of other printed vernacular languages may also be done
Arijit, Nine Stars:	<p>1. Page 19 annexure 1: About conservation</p> <p>2. Can digitization be done on one centre and than on the other centrer?</p> <p>3. Length of the metadata field to be specified as the cost is as per the characters being entered</p>	<p>1. Vendors/ agencies need not to undertake any conservation work; records requiring conservation would only be segregated by them</p> <p>2. Digitization is to be undertaken simultaneously at the centres mentioned in the tender</p> <p>3. Vendors were requested to browse www.Abhilekh-Patal.nic.in which already shows the metadata of records in the custody of NAI</p>
AbhishekShekhar, Iron Mountain India:	<p>1. Page 9 point 1 : What is the quantum of work in each centre?</p> <p>2. Page 10 clause 11 : Are all documents to be given in all three formats?</p>	<p>1. 15 lakh pages(approx) at Jaipur, Puducherry and Bhubaneswar and Bhopal. Remaining in NAI New Delhi</p> <p>2. Digital images of all documents to be provided in three formats mentioned in the Tender Document</p>
Zulfikar Ahmad, Newgen software Tech Ltd:	<p>1. What would be quantum of records of A0 size? How are the rates to be quoted if quantum is not mentioned</p> <p>2. Page 7 point 7: Any figure from locations</p>	<p>1. Vendors to quote for A3/B4/A4 size documents only (If any A0 size document is found it may be done in multiple parts A3 size (as the quantum of A0 size is very meager)</p> <p>2. Answer mentioned above</p>

	<p>3. Is space provided with Acs ?</p> <p>Would UPS be provided?</p> <p>4. Page 19 point 11- who will provide Hard discs and will it be returned?.</p> <p>5. Metadata any average how many pages in one record</p> <p>6. Are the records bound? If so, are they to be unbound?</p>	<p>3. Space would be within the building as per the facilities available therein. No Electrical gadgets/ computer peripherals would be provided</p> <p>4. Hard disc to be brought by vendor/ agency; HDD with digital data would become property of NAI once handed over.</p> <p>5. For any query of metadata advised to browse online search portal www.Abhilekh-Patal.nic.in</p> <p>Approximately 20 pages per file and 200 pages per volume is estimated to be there</p> <p>6. Files are stitched and volumes are bound; tender document already mentions about unbinding and re-stitching of records</p>
Yogender Singh ZI infotech Ltd	<p>1. Page 7 section 3: Will 50 lakh in multiple projects be considered?</p> <p>2. page 12 point 22 Who will the company have to deploy persons for QC</p> <p>3.</p>	<p>1. Evaluation strictly as per terms and conditions mentioned in the Tender Document</p> <p>2. It is already mentioned in Tender document</p>
Sameer Vohra Starbic Business	<p>Page 7 point 2 :what is archival document.</p>	<p>Reply covered under reply given to CBSL representative</p>

Solutions		
Manish Gupta, JIL Information Tech Ltd.	<p>1. Page 7 point 2 clarification on archival document.</p> <p>2. page 3 clarification regarding size of paper.</p> <p>3. Is DMS required for uploading?</p>	<p>1. As mentioned above</p> <p>2. Most of the records are of A3/B4/A4 size but also of other sizes mentioned in tender.</p> <p>3. The firm can use his DMS for proper management but the final data has to be uploaded on the department search portal www.Abhilekh-Patal.nic.in</p>
Sandeep Prem REIL:.	Query send on e-mail	Would be replied through email if it comes to department before the clarification end date i.e 27/08/19
Sanjeev Docs Digitization Inc:	Is partnership allowed	As per Tender document consortium are not permitted to participate in the Tendering process
AbheyChoubey Peninsula Docket Secure Pvt. Ltd.:	<p>1. page 10 point 12- stamp on scanned images or physical documents?</p> <p>2. Format for declaration.</p> <p>3. Page 10 point 8 scanned in different or one mode in gray scale or colour.</p>	<p>1. Water mark on scanned images and stamp on physical documents?</p> <p>2. Annexure 2</p> <p>3. <i>Already specified in Tender document.</i></p>
Sumit Kumar,	1. Page 10 point 8 and 11	1. Digital images required in three

DC Solutions:	<p>Do we have to deliver in all 3 formats</p> <p>2. Wages as per corporator or GOI norms?</p> <p>3. Ways of creation of meta data.</p>	<p>formats as per Tender document</p> <p>2. The company has to adhere to relevant prevailing rules of the Government.</p> <p>3. Advised to browse AbhilekhPatal on any query related to metadata</p>
Ajay, Crystal Infosystems and Services	No queries	
Arunendra Biswas Nevach Technology Pvt. Ltd.	<p>1. Page 10, point 9 : Image Watermarking to be done on pdf only or jpeg/tiff also?</p> <p>2. Requested to look into reconsider the clause of experience of undertaking 50 lakh pages from a single Department.</p>	<p>2. Details about watermarking explained to all present.</p> <p>2. Technical evaluation would be based on the terms and conditions mentioned in the Tender document</p>
Rajesh Thakur Digikosh Imaging Pvt. Ltd.	No query	

Supplementary requests on examination of records and blacklisting of companies was also duly attended to. All vendors were advised to browse NAI website and online search portal AbhilekhPatal for any further information related to NAI and its holdings.