

**PRE-BID COMPLIANCE SHEET IN RESPECT OF SELECTION OF FIRMS FOR DEVELOPMENT & IMPLEMENTATION OF ENTERPRISE
ARCHIVAL SOLUTION FOR I&PR DEPARTMENT, GOVERNMENT OF ODISHA.
(EOI No.-OCAC-TE-05/2023/ENQ/23024)**

Sl.	Pg. No	Section	Sub-Section	Clarification	Remarks	Response from OCAC
1	9	4. Eligibility Criteria	(C) Technical Capability -III The firm/organization must have experience in development & implementation of projects having Data Migration, API Integration with Social Media and Other Applications.		Request you to remove this clause	EOI Clause remains Unchanged
2	9	4. Eligibility Criteria	(D) Technical Capability -IV The Service provider/bidder must have experience of Implementing large Digitization project in any State/Central Government departments in India for Images, Documents, Audio & Video Files.		Request you to remove this clause	EOI Clause remains Unchanged
3	11	5. Indicative Scope of Work		Please Clarify, the requirement is for a DMS or a Digital Asset Management Solution		Clarification : The objective of the project is to create a central repository system of all digital assets such as video, audio, images & documents etc. created over past and will be created over the time
4	11	5. Indicative Scope of Work		Does the scope is only for Documents or the system should also handle all forms of Digital Asset like: Video, Audio, Image and Document		Clarification : The scope includes all types of documents including Digital Assets.

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5	11	5. Indicative Scope of Work		Does the scope of work for the Digital Asset Management Solution also include editing facility for the digital assets?		Clarification : Yes, editing option will be there as per the role based user credential.
6	15-16	6. DIGITIZATION PROCESS		Please clarify the digitization process as it is different for types of digital asset including Video, Audio, Image and Document		Clarification : The scope includes all types of documents including Digital Assets.
7	19-20	15. Evaluation Process	3. Web Based Data Digitization Project experience in India State/Central departments. in last 7 years i.e. 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 & 2021- 22.		Request you to remove this clause	EOI Clause remains Unchanged
8	19-20	15. Evaluation Process	4. Experience of Development & Implementation of DMS/archival system with Digitization in state/central government departments/PSU sector in India in last 7 years 2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 2020-21 & 2021-22. <ul style="list-style-type: none"> • 2 Projects: 10 Marks • 3 Projects: 15 Marks Value of Each project Should be INR 20 Lacs or more		Request you to remove this clause	EOI Clause remains Unchanged

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9	19	Technical Evaluation Marks	2	The firm/bidder annual average turnover minimum of ₹ 5 Crores generated from IT/ITES during last three Financial Years i.e., FY 2017-18, FY 2018-19 and FY 2019-20. Should the Financial Years be changed to the last 3 years: 2019-20, 2020-21, 2021-22 ?	Just a suggestion whether the last 3 recent Fys data will be helpful. Page 4: Eligibility Criteria - Years mentioned are for the last 3 years.	EOI Clause remains Unchanged
10	20	Technical Evaluation Marks	3	Web Based Data Digitization Project experience in India State/Central departments. in last 7 years. Can the bidder/service provider show Digitization Projects experiences of projects executed abroad also ?	Despite being an indian company, experience of successful projects executions abroad should also count.	Clarification : Only Indian project will consider.
11	9	Eligibility Criteria		Is a JV / Collaboration of companies allowed for participation..? Bid will be from one company that will lead the JV.	If yes, any specific Documents to be submitted with regard to the same ?	Clarification : JV/Consortium of any kind shall not be acceptable for this project. However, as per the State ICT Policy 2022, Clause 8.18, to ensure mandatory local participation. The bidder needs to make collaborative arrangement with local enterprises with minimum 25% for deployment and maintenance components for implementation having adequate experience. The local enterprise should have developed and implemented software projects in the state preferably in Government/PSU sector. The minimum worth of the software projects execute by the local enterprise in last five financial years should be Rs.5.00 crores.

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12	8	Background Information	Para 3	<p>Additionally, Media Channels are also telecast several videos which need to be captured, managed and stored for long term retention.</p> <p>Is there a requirement to keep a watch on the broadcasted material being telecast by various channels and directly downlink from the Satellite / STB..?</p> <p>What is the final Storage format required ? Is this in HD or Mpeg4..?</p>	The response to this query will help in deciding on the workflow for this project.	Important Preserved Media Videos required by Department will be stored and electronically converted to the best possible quality of Digital Media.
13	10	Eligibility Criteria	4 (A) Technical Capability - I	The firm/organization should be in the business in ICT Services field for minimum 10 years having minimum 50 full time tech resources on his pay roll.Should the firm be in the business of ICT Services only..? The mentioned scope of work is more pertaining to the Media Industry, involving Digitization and archival of Audio-visuals, format conversions, etc.	Suggested: the scope of the firm's operations and experiences should be expanded keeping in mind the required / need for Digitization & Archival Solutions providing experience.	EOI Clause remains Unchanged

Sl. No.	Section	EOI Clause	Remarks	Response from OCAC
14	Legal Entity	The firm/organization must be a company registered in India under Indian Companies Act 1956/2013 and must have GST registration & up-to-date Income Tax Return, PAN Number as on 31 st March, 2022 and must be having business operations in India for the last ten years as on 31 st March 2022.	The consortium firms must be a company registered in India under Indian Companies Act 1956/2013 and must have GST registration & up-to-date Income Tax Return, PAN Number as on 31 st March, 2022 and must be having business operations in India for the last ten years as on 31 st March 2022.	Clarification : JV/Consortium of any kind shall not be acceptable for this project. However, as per the State ICT Policy 2022, Clause 8.18, to ensure mandatory local participation. The bidder needs to make collaborative arrangement with local enterprises with minimum 25% for deployment and maintenance components for implementation having adequate experience. The local enterprise should have developed and implemented software projects in the state preferably in Government/PSU sector. The minimum worth of the software projects execute by the local enterprise in last five financial years should be Rs.5.00 crores.
15	Turnover	The average annual turnover of the firm/organization during the last 3 financial years ending with 2021-22 (i.e. 2019-20, 2020-21, 2021-2022) should not be less than INR 20 Crores in IT/ITeS.	The average annual turnover of the consortium firms during the last 3 financial years ending with 2021-23 (i.e. 2020-21, 2021-2022, 2022-23) should not be less than INR 15 Crores in IT/ITeS. Audited financial statements / Provisional financial report with CA signed & UDIN No of the bidder can be considered acceptable.	
16	Net Worth	The firm/organization must be positive net worth in last three financial years ending at 31 st March 2022.	Any of the firm in the consortium must be positive net worth in last three financial years ending at 31st March 2022.	
17.A	Technical Capability -I	The firm/organization should be in the business in ICT Services field for minimum 10 years having minimum 50 full time tech resources on his pay roll.	The consortium firm should be in the business in ICT Services field for minimum 10 years having minimum 50 full time tech resources on his pay roll.	
17.B	Technical Capability -II	The firm/organization must have expertise in development & implementation of Document Management System (DMS)/Work flow based e-governance application for any Govt. department/Govt. Agency/PSUs in India.	The consortium firm must have expertise in development & implementation of Document Management System (DMS)/Work flow based e-governance application for any Govt. department/Govt. Agency/PSUs / Private organisation India	

17.C	Technical Capability - III	The firm/organization must have experience in development & implementation of projects having Data Migration, API Integration with Social Media and Other Applications.	The consortium firm must have experience in development & implementation of projects having Data Migration, API Integration with Social Media and Other Applications.	
17.D	Technical Capability - IV	The Service provider/bidder must have experience of Implementing large Digitization project in any State/Central Government departments in India for Images, Documents, Audio & Video Files.	The consortium firm must have experience of Implementing large Digitization project in any State/Central Government departments in India for Images, Documents, Audio & Video Files.	
18	Quality Certification	The firm/organization must have valid Certificates for ISO 9001-2015, ISO 20000-1 and ISO 27001 and CMMI L3 or above.	The consortium firm must have valid Certificates for ISO 9001-2015, ISO 20000-1 and ISO 27001 and CMMI L3 or above.	

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19	10	4. Eligibility Criteria	1 Legal Entity	The firm/organization must be a company registered in India under Indian Companies Act 1956/2013 and must have GST registration & up-to date Income Tax Return, PAN Number as on 31st March, 2022 and must be having business operations in India for the last ten years as on 31st March 2022.	Apart from the asked credentials, we would request you to consider and allow consortium for this as industry multi expertise is required in different fields such as expertise in digitization and restoration , expertise in archiving and video storages, expertise in MAM (Media Asset Management) , automation, metadata tagging etc. For your kind information similar such work reference from NAFI, National School of Drama, Lok Sabha Secretariat has allowed consortium in their respective eprocurement tender. We can produce the tender documents on your demand.	Clarification : JV/Consortium of any kind shall not be acceptable for this project. However, as per the State ICT Policy 2022, Clause 8.18, to ensure mandatory local participation. The bidder needs to make collaborative arrangement with local enterprises with minimum 25% for deployment and maintenance components for implementation having adequate experience. The local enterprise should have developed and implemented software projects in the state preferably in Government/PSU sector. The minimum worth of the software projects execute by the local enterprise in last five financial years should be Rs.5.00 crores.
20	10	4. Eligibility Criteria	4(A) Technical Capability -I	The firm/organization should be in the business in ICT Services field for minimum 10 years having minimum 50 full time tech resources on his pay roll.	ICT services is associated to scope of works in terms of information technology, communication devices and integration of telecommunication, computers and enterprise software where as we understand that the requirement is purely for video and audio archiving and digitization. So you are requested to kindly amend the firm/organization to be in business in Broadcasting SI/ AV system integrator / end to end solution provider for digitization/restoration and archiving for minimum 10 years.	Work Order to be furnished for business in ICT Services for more than 10 Years.

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21	10	4. Eligibility Criteria	4(B) Technical Capability -II	The firm/organization must have expertise in development & implementation of Document Management System (DMS)/Workflow based e-governance application for any Govt. Department /Govt. Agency/PSUs in India.	Here again DMS is purely for IT automated scanning of electronic documents and images where as here expertise is required in video digitization, restoration (cleaning of old unreadable tapes/disc) and archiving. Even the storage architecture here in video industry is totally different from the storages related to pure IT due to various factor such as size , throughput ,thumbnail etc. So, you are request to kindly amend the required in expertise in end to end solution provider for video digitization, restoration and archiving with complete workflow based.	Clarification : The scope includes to create a central repository system of all the digital assets such as video, audio,images & documents etc. Therefore expertise in Archival System along with DMS is required.
22	10	4. Eligibility Criteria	4(C) Technical Capability -III	The firm/organization must have experience in development & implementation of projects having Data Migration, API Integration with Social Media and Other Applications.	The firm/organization must have experience in development & implementation of projects having Video Data Migration in any broadcast industry, Film Television Institute , Education multimedia research industry, NAFI , NSD , Secretariat and such similar	EOI Clause remains Unchanged
23	10	4. Eligibility Criteria	4(D) Technical Capability -IV	The Service provider/bidder must have experience of Implementing large Digitization project in any State/Central Government departments in India for Images, Documents, Audio & Video Files.	Please include such experience of renowned private institutions/companies as in Govt. dept very few such departments in India has implemented in past related to video digitization, restoration and archiving	Clarification: Central Govt, State Govt, PSUs & Govt Autonomous bodies Expertise to be considered only.

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24	Page 10 and 19	S.No 5 & S.No 1	Quality Certification Technical Evaluation Mark	The firm/organization must have valid Certificates for ISO 9001-2015, ISO 20000-1 and ISO 27001 and CMMI L3 or above.	CMMI certification is for software / IT related Organization. We request you to amend it such similar like Bidder (Prime bidder in case of a consortium) should have executed projects related to digitization of legacy audio-video content (at least 10,000 Hrs. of content in last 3 years. OR The Bidder (Prime bidder in case of a consortium) must have successfully executed projects in last three (3) financial years involving digitization of legacy audiovisual content (Analog) of minimum 10,000 hrs.	EOI Clause remains Unchanged
25	10	7	Eoi Document Fee	The firm/ organization must have made a payment of ₹5,600.00 (Five Thousand Six Hundred Only, Inclusive of 12% GST) towards EOI document fee.	Firms who are registered with NSIC/MSME shall be considered for exemption for paying the tender or EMD cost on submission of valid registration certificate	EOI Clause remains Unchanged
26	11	5	5 Indicative scope of work	The scope of digitization talks about Images, Documents, Audio, Video etc..	Can we get the breakup of each format (indicating PAL / NTSC) and the numbers ?	Scope of work is very clear and explanatory

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27	11	5	5 Indicative scope of work	The output formats that is required for each asset type will help us to ascertain the storage space and the transcoding processes	Please specify the output formats with bit rates	Any video format such as U-matic, Betacam, 8mm, 16 mm, etc. video spools to the best possible digital format i.e. Conversion of VHS to Digital Media. Any Audio cassettes , HI- 8 Cassettes, DAT Cassette, CDs, etc. will convert into high quality audio format like MP3 (48KBPS, 96KBPS, 128KBPS) by reducing noise dissertation. All size or type of photo films to be clean and scan using good scanner and software to improve the quality of photograph. Old Newspaper, Documents, Records, etc. to be digitized in high quality Scanner with minimum 300 DPI.
28	11	5	5 Indicative scope of work		Can we do the work offsite at the service providers place , since we have strict security protocols in place to handle confidential assets ?	No, Only at the Place allotted by the IPRD, Department.
29	11	5	5 Indicative scope of work		What is the period of the project ?	-
30	16	6	6.2 Film Conversion	Section 6.2 talks about photo films..	Please mention the size of the photo's to be scanned . If there are various sizes % of photo's in each size will be helpful	Photographs may be available in any size such as Negative, 2 inch, 3 inch, etc.

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31	16	6	6.2 Film Conversion	For audio and video tapes	please mention the physical condition of the tape . Are they Sticky with fungus ?Should the tapes go through a preparation process before digitization	Proper analysis for each tape before digitization to be done and if any fungus found then proper method to be followed for cleaning before digitization for best quality.
32	16	6	6.2 Film Conversion	scan using good scanner (Kodak, Cannon).	Please add etc. to include other recognised brands	EOI Clause remains Unchanged
33	16	6	6.3 Text & Image Scanner	For Documents scanning	How are the documents kept Are they filed/ stapled / hard bound etc.? Are they arranged sequentially with page numbers and maintained as sets of documents	Documents may be in any form.Following the page number & proper sequence Digitization will be done.
34	16	6	6.3 Text & Image Scanner	Please mention the document size	Please mention the document size - up to A4 size - More than A4 up to Legal Size More than legal up to A3 size More than A3 size Also please mention numbers of single sided documents / Double sided documents	Documents size will more than A4 variable to any size(A3, Legal,etc.).
35	16	6	6.3 Text & Image Scanner		Do the documents have photographs - If yes , is it stapled / pasted ? In first page ? Specific Page ? Or any page ?	Documents may have photograph in any pages.
36	16	6	6.3 Text & Image Scanner		Are the documents with any background color ?	Documents may have any background colour.

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37	16	6	6.3 Text & Image Scanner		What is the physical quality of the documents (numbers/ %) -Good quality -Carbon Copy Torn/ Mutilated Faxed / Photo copied documents Age of documents in years -	Documents may be available in any form.
38	16	6	6.3 Text & Image Scanner		Documents feeding capability with scanner - Numbers / % - All scannable through Automatic document feeder - Flat bed - ADF & Flatbed	Document will be scanned with best possible scanner for the particular type of Document.
39	16	6	6.3 Text & Image Scanner		What is the scanning resolution required in DPI ?	Minimum 300 DPI for Black & White and 600 DPI for Colour
40	16	6	6.3 Text & Image Scanner		Format of output - tiff /JPG / PDF / BMP /others?	Output format will be Preferably PDF but Provision for Extraction in any required form from the software.
41	16	6	6.3 Text & Image Scanner		Scanning image depth required - Black & White (Monochrome)Grey scale - 8 bit Color - 8 bit / 24 bit / others	Scanning Image depth will be assessed at the time of Scanning for best resolution & appearance.
42	16	6	6.3 Text & Image Scanner		Image compression method ?	Image compression will be done with Licensed version of tools duly certified and integrated with the Software following proper image optimization technique.

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43	20	3	Technical Evaluation Marks	Web Based Data Digitization Project experience in India State/Central departments. in last 7 years	Request to please remove web based and please consider and include such experience of renowned private institutions/ companies as in Govt. dept very few such departments in India has implemented in past related to video digitization , restoration and archiving. Also please include that the Bidder (Prime bidder in case of a consortium) must have successfully executed projects in last five (5) financial years involving digitization of legacy audiovisual content (Analog) of minimum 10,000 hrs. Upto 10,000 Hrs. – 10 Marks 10,000 to 20,000 Hrs. – 15 Marks	EOI Clause remains Unchanged
44	20	4	Technical Evaluation Marks	Experience of Development & Implementation of DMS/archival system with Digitization in state/central government departments/PSU sector in India in last 7 years	Request you to please include such experience of renowned private institutions/companies as in Govt. dept very few such departments in India has implemented in past related to video digitization , restoration and archiving Request to also please remove the word DMS as scope of work here is totally related to video digitization, restoration and archival.	Clarification: Cental Govt, State Govt, PSUs & Govt Autonomous bodies Expertise to be considered only.

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45	4	Eligibility Criteria	Legal Entity	<p>Consortium should allowed. In case more than one entities form a consortium to bid for this tender then members (each entities) of that consortium must authorize one member as 'prime bidder' to act on their behalf in performing all the obligations towards user department under this tender, including without limitation the receiving of instructions and payments from user department.</p> <p>a. The sole responsibility under this tender will be that of the prime bidder.</p> <p>b. Prime bidder's business relationships with the other consortium members will be its responsibility solely.</p> <p>c. Any conflict or disagreement within the consortium, at any point of time during the currency of the project, shall be resolved by Prime bidder in such a way that the project work is not affected in any manner with respect to any deliverable and milestone, as per the provisions of the tender. Any</p>	<p>Reference - 1 : TENDER NO: NSD/DIGITIZATION (PROJECT)/DIR/2021-2022/282 Request for Proposal Selection of Service Provide for DIGITALIZATION OF AUDIO AND VIDEO CONTENTS NATIONAL SCHOOL OF DRAMA BAHAWALPUR HOUSE BHAGWAN DAS ROAD, NEW DELHI -110001</p> <p>Reference - 2: Selection of Vendor for Services Required For Legacy Audio -Video Content Conversion and Metadata Creation for Audio -Visual Unit of Lok Sabha Lok Sabha Secretariat.</p> <p>Reference 3 : Tender Ref. Number: 302/52/2021 - NFHM Date: 16 November 2021</p>	<p>Clarification : JV/Consortium of any kind shall not be acceptable for this project. However, as per the State ICT Policy 2022, Clause 8.18, to ensure mandatory local participation. The bidder needs to make collaborative arrangement with local enterprises with minimum 25% for deployment and maintenance components for implementation having adequate experience. The local enterprise should have developed and implemented software projects in the state preferably in Government/PSU sector. The minimum worth of the software projects execute by the local enterprise in last five financial years should be Rs.5.00 crores.</p>

				<p>such conflict or disagreement shall not be invoked by the Prime Bidder to justify non-fulfillment of any of the obligations under this tender.</p> <p>d. Notwithstanding anything contained in this tender document, all the members of the consortium, entrusted with responsibilities of this project, shall be jointly and severally responsible to the user department in respect of meeting the financial liabilities of the Prime bidder arising out of the Project.</p> <p>e. Valid consortium agreement signed between consortium members must be shared.</p>	<p>NATIONAL FILM ARCHIVE OF INDIA Ministry of Information & Broadcasting, Government of India Law College Road, Pune-411004</p>	
46			4A.Technical Capability -I	<p>The Prime Bidder or in case of a consortium, any member of the consortium must have experience of executing / be in the process of executing Central / State Government Organizations / Public Limited companies/ Institutes/University in India, during last 5 years as on RFP release date</p>		EOI Clause remains Unchanged

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			4B.Technical Capability -II	The Prime Bidder or any one of the Consortium partners should have developed & Implemented of Enterprise Archival Solution in Central / State Government Organizations / PSUs/ Institutes/ University in India, during last 5 years as on RFP release date.		EOI Clause remains Unchanged
47			4C. Technical Capability - III	The Prime Bidder or any one of the Consortium partners should have completed at least One (1) project that included any of the following components in its scope. The project shall have been completed in the last 5 years as on last date of bid submission: i. Content Network Delivery – design & deployment ii. Media Asset Management – design & deployment iii. Over the Top (OTT) – design & deployment iv. Data Center – design & deployment v. Cloud Hosting		EOI Clause remains Unchanged

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			4D.Technical Capability - IV	The Prime Bidder or any one of the Consortium partners should have a digitally equipped studio including licensed software for video editing, Echo Proof studio, Equalizer, DAT Cassette Player, DVR, Spool Recorder, VCR, DVR etc. as on RFP release date		EOI Clause remains Unchanged
48			5. Quality Certification	The Prime Bidder or any one of the Consortium partners should have ISO 9001:2015 and ISO 27001: 2013. As on RFP For ISO 9001:2015 – 5 Marks For ISO 27001: 2013 – 5 Marks Technical presentation: The presentation will focus on the understanding of the objectives of the project, implementation methodology, qualifications and experience of the professionals deputed for execution, quality of sample digitization of Audio-visual material and other items indicated above		EOI Clause remains Unchanged