

HIGH COURT OF HIMACHAL PRADESH, SHIMLA - 171 001

Tender No.- No.HHC.1(5.Comp./HC/Digitization)/2015-II-
Tender Publish Date- 16.10.2020

Subject: Clarifications regarding General Queries/Frequently asked questions (FAQs) in respect of the scanning and digitization work to be carried out in the High Court of Himachal Pradesh

With reference to the captioned subject and aforementioned tender number, the clarifications regarding general queries/FAQs are as under:

Query No.1 :	The vendors have requested for relaxation in the clause No.3 of the eligibility criteria of the tender which provides that the bidder should have experience in Scanning and Digitization of Judicial Records for High Courts and Subordinate Courts.
Answer :	In this regard, it is informed that the said Clause was specifically inserted, so that the vendor may have before-hand experience regarding the judicial files. Therefore, preference would be given to the vendor who has already scanned records of other High Courts as it would make it convenient to customize the DMS accordingly.
Query No.2 :	The vendors have requested clarification on turnover, as to whether it is 30 crores or less.
Answer :	In this regard, it is informed that there was a typographical error in the Clause No.10 under the eligibility criteria of the tender document. As a matter of fact, the turnover for the firm must be Rs.3 crores (consolidated for last three financial years) and corrigendum has already been published on 17.10.2020.
Query No.3 :	The vendors have requested for extension of time to submit Earnest Money Deposit (EMD) for the project.
Answer :	In this regard, it is informed that the time for submission of EMD has already been extended upto 15.12.2020.
Query No.4 :	The vendors have requested to schedule a pre-bid meeting to discuss the modalities of work.
Answer :	In this regard, it is informed that in the clause number 04 under the heading Schedule for Events of tender, it has been mentioned that the pre-bid queries would be entertained through email/official telephone numbers only. The queries are being replied by way of email. Therefore, the need for pre-bid meeting does not arise.
Query No.5 :	The vendors have requested that EMD may be exempted as some of them are MSME's.
Answer :	In this regard, it is informed that the MSME vendors are exempted by the Government subject to the production of certificate in this regard.
Query No.6 :	The vendors have requested clarification about break up of pages, the complete scope of work, size of paper, whether the papers are in loose shape or book shape, aging of documents, uploading of soft copies into the servers etc.
Answer :	In this regard, it is informed that the size of papers may vary from A3, A4, Stamp size, Visiting Cards, Books, Maps, Journals etc.
Query No.7 :	The vendors have requested for Monthly Payments in respect of the bills generated for the work done.
Answer :	In this regard, it is informed that payment can only be made as per HPFR-2009.
Query No.8 :	The vendors have sought clarification as to who would be responsible for providing space, Electricity, Furniture, Security for onsite hardware, Space for storing the deliverables, DMS software for uploading the data.

Answer	: In this regard, it is informed that the High Court will only be providing required space, Furniture, Electricity for the purpose of scanning/digitization of judicial record. However, as regard providing the security for the onsite hardware to be installed by the vendor the same can not be arranged in official capacity, since the entire judicial record otherwise remains under the surveillance of general security deployed in the High Court. Therefore, it would be the prime responsibility of the vendor concerned to safeguard onsite hardware and the High Court will not incur any liability in this regard. The required storage for DMS software meant for uploading/ storing the data will be insured by the High Court.
Query No.9	: The vendors have enquired as to whether scanning of fresh documents along with bookmarking are within the scope of this project?
Answer	: In this regard, it is clarified that it would only be old judicial files which shall be required to be digitized or scanned and as such no fresh documents are to be scanned as of now. However, during the process of scanning, if any document is received in the main file then the scanning and integration of the same with the main file would be the responsibility of the vendor and in that situation such data would not treated as fresh document.
Query No.10	: The vendors have enquired about the color (b&w/grayscale/color) and DPI of the scanned documents.
Answer	: In this regard, it is informed that the colour would be the black and white with DPI ranging in between 200-300 that of course, subject to physical condition of the document to be scanned. But, at the same time, it must have to be insured by the vendor that the scanned record is legible and should be Optical Character Reader (OCR) capable.
Query No.11	: The vendors have requested that ISO 9001:2015 Certificate, ISO/IEC 27001:2013, CMMi level-3 Certification, OHSAS 18001:2007 for Occupational Health and Safety, ISO 14001:2015, ISO 20000: PRISM certification may be incorporated in the tender.
Answer	: In this regard, it is clarified that no such certification has been incorporated in the tender document because it would have increased the overall cost of the project to a greater extent resulting into depriving many prospective bidders to participate in the tender process, being non-compliant, which otherwise is not necessitated.
Query No.12	: The vendors have enquired about the turnover and how it would be ascertained.
Answer	: In this regard, it is informed that the tenderer must have a turnover of Rs.3 Crores consolidated of last three financial years and a certificate to this effect duly issued by a Chartered Accountant, is essentially required to be submitted as specifically mentioned in clause 10 of the tender document under head 'Eligibility Criteria'.
Query No.13	: The vendors have enquired about the amount of the Performance Bank Guarantee (PBG).
Answer	: In this regard, it is clarified that the performance bank guarantee is requested to be submitted to tune of Rs 5.00 (five) Lakh only as already mentioned vide Annexure-D of the tender document.
Query No.14	: The vendors have enquired as to who would be responsible for providing/ installing computer hardware, softwares, networking, Scanners, Servers, Data Management Software and PDF file reader softwares required for carrying out the Scanning & Digitization Project.
Answer	: In this regard, it is clarified that obviously, it would be the responsibility of the vendor to provide manpower, computer hardware, LAN Points, LAN Cables, Hardwares and Softwares etc. requisite infrastructure for the purpose of record digitization. However, such provide computer hardware and scanners could be taken away by the vendor concerned on and after completion of the project. But it must be clear to the vendors that the DMS Software and PDF file reader/ editor both with life time license shall have to be provided to the High Court.
Query	: The vendors have enquired regarding the digitally signing of the scanned

No.15	record and how it would be e-signed by the verifier by using the ePass 2003 Class-2 Digital Signature Tokens.
Answer :	In this regard, it is clarified for eSigning of the digitized record, the High Court would deploy its own resource persons who would be using the DSCs issued to them for the purpose. However, it would be the responsibility of vendor to provide the software solution for integration of digitally signing the scanned record in windows/ ubuntu OS platforms.

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Central Project Coordinator
High Court of Himachal Pradesh, Shimla

Date: 22.12.2020

Place: Shimla