

Bid Number: GEM/2022/B/2689934 Dated: 31-10-2022

Response to Prebid Queries - Custom Bid for Services - Digitization of Legacy Audio and Video Tapes and Metadata Creation.

Sl No.	Tender Section	Page No.	Existing RFP Clause	Clarification Sought	Response
1	13 - Technical Evaluation Process	16	The TEC may ask eligible bidders to demonstrate their work methodology to carry out work as per the requirements given in Scope of work at the Parliament premises.	Due to the fragile nature of the equipments to be used, can LSS consider the following options to assess the mock set-up? - Video Coverage - Remote display - TEC Travelling to Vendor location (Vendor can bear the travel expenses)	Vendors may demonstrate work methodology through remote display.
2	Annexure 1 - Eligibility Criteria	26	Financial Strength - The bidder (Prime bidder in case of a consortium) should have a minimum of 10 Crores as an average annual turnover from legacy audio-video digitization business during preceding three (3) financial years. Net worth of bidder must be positive.	Why is Certificate from the Chartered Accountant (CA) required?	CA Certification is required to prove that average annual turnover of the organization from legacy audio-video digitization business during preceding three (3) financial years is minimum INR 10 crore (work orders and completion certificates to be attached) and Net worth of bidder is positive. If the above information is directly available from the audited financial statements of your organization, in that case there is no need of separate CA certificate.
3	Annexure 10 - Penalty	38	Rs 500 INR per hour of audio-video content per day of delay shall be charged to the vendor in case there is delay (in	There is no cap on the total penalty to be levied?	Penalty will be capped at 10% of the total purchase order value.

			days) in monthly delivery of digitized content (measured in the unit of hours of audio-video content) as per the schedule defined in the approved work plan.		
4	Section 18	20	1. Payment will be processed as per the "Annexure 11 : Payment". A pre-receipted bill (three copies), along with original excise duty gate pass (if applicable) and other relevant documents and Bank Guarantee (BG) for Performance Security Deposit shall be submitted in the name of Lok Sabha Secretariat.	1. Annex 11 does not mention in any manner the time limits for - Submission of invoice by the vendor - Acceptance of invoices by the LSS - Payments post acceptance-of-invoices 2. Should PBG copy be submitted every time Bills are submitted by the vendor?	1. Refer clause 1 in Annexure 11 - "Vendor shall raise bill on completion of monthly delivery milestones as per the approved workplan and receipt of completion certificates for the same as per Annexure 15" - So submission of invoice may be done monthly, provided completion certificate is received for monthly delivery milestone. 2. Yes.
5	Section 20	20 Lok Sabha Secretariat shall issue the completion certificate upon completion of all required task as per the tender document and post successful closure of UAT (User Acceptance Testing) as per the recommendation of the committee. Project Monitoring Committee will also verify the timely delivery of deliverables as per tender document and recommend if penalty is to be levied on the vendor as per the Penalty terms and conditions.	1. Annex 11 does not mention in any manner the time limits for - Issuance of completion certificate	Please refer Section 3, clause - " Vendor will be given 'Completion Certification' for the monthly delivery completed in all aspect as per the scope of work" Vendor needs to define monthly delivery milestones (in hours of digitized content) in the workplan which includes end to end digitization, user acceptance testing and final delivery. Completion certificate will be issued if above mentioned activities are completed in all aspect. Completion Certificate issuance is dependent on satisfactory completion of monthly delivery milestones as per the approved workplan. It is assured the user department will do completed user acceptance testing at the earliest provided

					there is support by the vendor for the UAT process.
6	Section 2	7	Video Bitrate : 27 MB / Sec (approximate)	Please confirm if this is 27MB/ Sec or 27 Mb/ sec.	27 Mb/sec.
7	Section 2	8	Vendor will collect the Audio - Video tapes/ cassettes from user.	It is mentioned that 6000 Umatic/Betacam tapes are available. Can we get the exact number of tapes / format wise (Umatic / Beta etc., since this is required to plan the equipment's ? Also please mention whether it is low band Umatic or High Band Umatic Tapes.	Approximate numbers : Umatic - 1600. Betacam - 3450. VHS - 200. DVC Pro - 3000 (Most of it in 2 hours) Vendors are advised to visit Parliament premises to check the physical inventory. Vendor may co-ordinate with contact details given in the RFP for the same.
8	Section 2	9	Vendor will collect the Audio - Video tapes/ cassettes from user and record them in a register (with unique id and date and time of collection).	Does all the assets have a unique id, or should the vendor be prepared to tag the assets with unique ids ? Only Unique ID and the Time is to be recorded or is there any title of the asset printed on the tape that has to be captured ? Does the user have the complete inventory list with Title names and unique id ?	Vendor should tag all the assets with unique id and maintain it in a digital register with the time of collection. This will be used for tracking the progress of work as defined in section 2 in the RFP. Any other details to be captured by vendor, will be decided during the start of the project in consultation with user department. Note: Existing assets in the physical inventory has number tagging and subject info.
9	Section 2	9	Specific manual cleaning to be undertaken by vendor in case of heavy fungus on the tapes to ensure no damage is done to the physical tapes or cassettes.	When was the last time the tapes were accessed / used and what % of the inventory should we expect to be in this condition?	Vendors are advised to visit Parliament premises to check the physical inventory. Vendor may co-ordinate with contact details given in the RFP for the same.

					We don't have any specific time for last access in case of each and every tape. However, it is a fact that tapes have been accessed and used at different point of time.
10	Section 2	9	Associated technical metadata is to be logged by vendor as per user specified schema.	Please specify the technical metadata Schema.	Technical metadata schema shall be defined by the vendor in consultation with user department during the project.
11	Section 2	9	Vendor quality team will perform quality check of the ingested content and technical metadata.	Please specify the attributes that needs to be quality checked	Please refer to section 2 for information on quality review process along with Target content format with relevant parameters. Detailed Quality review mechanism will be decided during the course of the project. SOP will be created for the same.
12	Section 2	10	The ingested content quality and technical metadata is to be verified by user through quality review workspace.	Do we have to give the raw file for QC check with the client or is it enough if we provide proxy file for online viewing through our automated workflow? Can the client complete the QC check of the content hours ingested per day by vendor on a daily basis? If not, how many hours of content (ingest) will the client do quality check on a daily basis ? This is important because the storage system has to be planned accordingly, the raw content cannot be pushed for transcoding and data cannot be purged.	Detailed Quality review mechanism will be decided during the course of the project. SOP will be created for the same. Digitization of content and user acceptance testing will go hand in hand in an agile manner as defined in the RFP and status of the same will be updated by vendor in the workflow solution as defined in Section 2 of the RFP. Department will do its best to deploy sufficient resources for UAT. Vendor needs to provide training to the user team on the quality review aspect at the start of the project.

13	Section 2	10	Creation of detail metadata of the content is to be done by vendor as per the user specification.	<p>Please specify what detailed metadata is required ? Please provide the metadata schema to ascertain the effort and time required.</p> <p>Is the vendor supposed to view the complete content and update fields which is mentioned as 15 elsewhere in the document? If yes, what will be the languages of the content.</p>	<p>Metadata schema will be finalized by vendor in consultation with the user department during the project.</p> <p>Content could be multilingual and metadata entry to be done in English and/or Hindi.</p>
14	Section 2	10	Metadata is to be created from web based metadata interface which will be made available by the vendor in Automated workflow solution.	<p>Please explain the statement " Metadata is to be created from web based metadata interface". Should the web based metadata interface be integrated with the Automated workflow solution , the vendor provides ?</p>	<p>Yes.</p>
15	Section 2	10	Vendor quality team will perform final quality review of the converted audio - video content along with metadata.	<p>Please specify the attributes that needs to be quality checked for the final content</p>	<p>Detailed Quality review mechanism in respect of the quality attributes will be decided during the course of the project. SOP will be created for the same.</p>
16	Section 2	11	User will perform quality check of the original master copy of the content as well as the compressed version of the content.	<p>Does the vendor has to provide the QC stations for user? If yes, how many stations should be planned ?</p>	<p>Yes. Number of stations may be planned as per the workload keeping in mind project completion timeline.</p> <p>This needs to be factored in the workplan to be submitted by vendor.</p>

17	Section 2	11	<p>Delivery of original master copy of the converted content (two copies of each file) and compressed version (one copy for each file) is to be done by vendor in Hard disks (HDD) or Blu-Ray disk as per the user requirement.</p>	<p>Will the master copy be stored on HDD or Blu-Ray disk?</p> <p>Will the compressed version be stored on HDD or Blu-Ray disk? In case of HDD, can we use raid based HDD and store all the files in the same HDD ? Please specify the make and exact Specification of HDD</p> <p>In case of Blu-ray , are we supposed to backup each tape content in one separate Blu-ray?</p>	<p>Master copy to be provided in Blu-Ray (Archival quality).</p> <p>One back up of the same to be provided in SSD. Compressed version of the same to be provided in SSD.</p> <p>Additionally, vendor should also ingest the original and compressed copy in MAM system once it is available.</p> <p>Vendor will decide if the original copy of each tape content will be stored in separate disk or multiple copies will be stored in one Blu-ray disk with high capacity (1 TB and above). However, it is expected that vendor will provide content in high capacity Blu-ray disk.</p>
18	Section 2	11	<p>Vendor may need to upload the original and compressed files in the MAM (Media Asset Management) server of the user which may further be ingested in cloud or LTO-9 based archiving system.</p>	<p>Since the vendor is supposed to copy the content to MAM , will the user allow direct connectivity to the MAM system from the vendor storage ?</p> <p>We understand that the MAM system may be based either on cloud or LTO9 and the cloud storage/LTO 9/internet bandwidth will be provided by client. Please confirm.</p>	<p>Yes, vendor will be allowed to upload the content from Vendor storage to MAM system under supervision of the user department.</p> <p>In case of cloud, bandwidth will be provided.</p> <p>Vendor needs to facilitate this transfer process and verify compatibility for connectivity between vendor storage and MAM system and ensure transfer of content.</p>
19	Section 15	19	<p>Vendor shall bring all required infrastructure, equipment, systems, power backup, accessories etc. to complete the work within the Parliament of India's premises. Lok Sabha Secretariat</p>	<p>Can we work three shifts a day , six days a week and on Holidays if required ?</p> <p>Please confirm if the client will provide complete infrastructure & Utilities</p>	<p>At best, we can allow you window of 12 hours for operations from Monday to Friday. However, user resources will be available only during working hours.</p>

			will only provide physical space.	including, electrical points, power, power backup, air-conditioning , rest rooms , cafeteria, Physical security, housekeeping etc. free of cost. Will client consider purchasing back the infrastructure related equipments installed by vendor post completion of project on WDV basis?	Parliament of India will provide physical space and power supply. Client will not consider purchasing back the infrastructure related equipments installed by vendor post completion of project on WDV basis.
20	Section 15	19	Work will be carried out by the vendor in the Parliament of India's premises only. Vendor is not allowed to take any material related to work outside the premise at any point of time.	Can we do the ingest onsite and login remotely and take care of the post processing after digitization. Content will remain in the client site and the work will be done remotely from a location having relevant certifications like ISO, TPN etc.	Some part of the work may be done offsite provided prior approval is taken from Parliament. However, no content can be taken outside parliament premises also no content can be stored in servers and storage located outside Parliament premises.
21	Section 2	11	Vendor will deliver digital content and metadata file in Blu-ray discs or hard drives as per the requirement of user. Vendor will provide the required hard drives or Blu-ray disks for delivery of the final content and metadata files.	How many Hard Disks/ Blu-ray disks envisaged for the project?	Vendor shall estimate the same considering 10000 hours of Audio video tape digitization in the prescribed target format as per the RFP. May also refer to response to query no - SI No. 17.
22	Section 2	7	Metadata field for all the audio - video content needs to be populated by vendor and the same will be reviewed by user and approved. Metadata entry is to be done as per the format and specifications of the user which may be in the range of 15 to 20 fields.	Please share the field details that needs to be captured. Any creative field like "synopsis" that needs to be captured?	Metadata schema will be finalized by vendor in consultation with the user department during the project.

23	Section 15	19	<p>Shifts and working hours?</p> <p>Survey of the location where digitization work will be carried out.</p>	<p>1. Please advise if we can plan for 2 or 3 shift activity on Mon-Sat?</p> <p>2. Please share the area details where we can setup our equipments and manpower for the digitization work. What is the min. square feet, layout diagram envisaged for the work?</p>	<p>1. At best, we can allow you window of 12 hours for operations from Monday to Friday. However, user resources will be available only during working hours.</p> <p>Vendor needs to plan the work accordingly.</p> <p>Any change on the same will be communicated to vendor accordingly.</p> <p>2. Vendors are advised to visit Parliament premises to survey the location of work. Vendor may co-ordinate with contact details given in the RFP for the same.</p>
24	13 - Technical Evaluation Process	16	<p>The TEC may ask eligible bidders to demonstrate their work methodology to carry out work as per the requirements given in Scope of work at the Parliament premises. Bidders are required to be ready for installation of the setup at Parliament site within 10 days of bid submission for technical evaluation. No request for subsequent extension will be entertained.</p>	<p>Our humble submission is that migration of such delicate digitisation machineries for demonstration is very complicated and difficult process. Moreover, moving out these machineries from our existing ongoing set-up will be very difficult for bidders, hence please consider the ONLINE DEMONSTRATION and PRESENTATION for Bid evaluation process.</p>	<p>Vendors may demonstrate work methodology through remote display.</p>
25	Annexure 1 - Eligibility Criteria	26	<p>Certificate from the Chartered Accountant (CA)</p>	<p>We understand that in documents required, Point-6 "CA Certificate" is not required for this clause. However, we will submit the same for Clause-2 Financial Strength. Please confirm the same.</p>	<p>We need a valid certificate to confirm the fact that vendor is in the business of legacy audio and video digitization for last five years. If you have any valid certificate (from any independent authority) in this regard other than CA certificate, the same is also acceptable.</p>
26	Annexure 1 - Eligibility Criteria	26	<p>Experience of Similar Assignment.</p>	<p>We understand that Bidder have to submit PO Copies and Experience Certificate to satisfy these clause.</p>	<p>Work order and Completion certificate will suffice.</p>

				Payment proof for work will be optional document and not mandatory. Please confirm the same.	
27	Qualitative assessment	--	Generic Query	To have every prospective bidder on common ground, Client may please specify the methodology and criteria of quality check of digitised content. Moreover, please also clarify & specify the duration/interval/period of quality check.	Detailed Quality review mechanism in respect of the quality attributes will be decided during the course of the project. SOP will be created for the same.
28	Annexure -11	40	Payment terms	Please clarify & specify the duration / period of disbursement of payment after submission of monthly bills by contractor.	Payment will be processed within 1 month (approx.) of submission of monthly bill provided the work (monthly deliverables) is complete in all respects to the satisfaction of the user department. As per terms and conditions defined in Annexure 11.

29	Annexure 4	29	Technical Evaluation	<p>The relaxation for MSME/NSIC registered units/Startups has been given for turnover and experience criteria, but no preference has been given as per Govt procurement policy for MSE's.</p> <p>As per Public Procurement Policy (Govt of India) :- MSEs quoting price within price band L-1 + 15%, when L1 is from someone other than MSE, shall be allowed to supply at least 25% of tendered value at L-1 subject to lowering of price by MSEs to L-1. Wherever splitting of the order is not possible, the whole project should be allocated to MSE's if MSE quoted price by MSE is within L-1 + 15%.</p>	All govt. policies (if applicable) will be taken into consideration during bid evaluation.
30.	Annexure 4	29	Technical Evaluation	<p>In the marking system 60 marks have been given for approach and methodology, which is theoretical and subjective in nature.</p> <p>You are requested to make it more specific which will help in selecting technically efficient vendors for your esteemed project</p>	<p>Please refer to Annexure 4 in the RFP. Marks have been allocated for below parameters -</p> <ol style="list-style-type: none"> a. Demonstration of understanding of the user requirements (30 marks) b. Quality check methodology proposed (10 marks) c. Workplan (10 marks) d. Manpower Resource Quality (10 marks)

31	Annexure 4	29	Technical Evaluation	Bidder (Prime bidder in case of a consortium) should have been in the business of legacy audio-video content conversion into digital format and metadata creation. What are the supporting documents to be submitted?	Vendor should provide work order and completion certificate of similar works to prove they are in the business of legacy audio - video content conversion.
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