

Response to Queries of RFP for "Converting digital files at NFAI to OCR format"

Sr No	Prospective Bidders	Section	Sub Section	Query (In detail)	Section Details	NFAI Response
1	Omega IT solutions	7.1	b. Pristine restoration	As per clause number 7.1 of page number 11, it is mentioned that "The agency/ Organization/ Company or member of the Consortium must be a registered under Indian Companies Act, 2013 or the Partnership Act, 1932". We are a proprietary concern; we are registered under, "West Bengal Shops and Establishments Act, 1963," and "The West Bengal Municipal Act, 1993". Please let us know what document we need to submit for qualification of the tenders.	"The agency/ Organization/ Company or member of the Consortium must be a registered under Indian Companies Act, 2013 or the Partnership Act, 1932"	Please refer the Corrigendum
2	Xerox India Limited	3	3.5	Is pre-bid meeting will be a face to face meeting or a virtual meeting?	Pre-Bid Meeting	As mentioned in the RFP, prebid meeting is scheduled to be held at Conference room, NFAI
3		5	5.2.1	Assume that any scanning exercise is not part of the scope, please confirm.	Conversion of digital files to searchable OCR formats	Scanning is not part of the said RFP. However, conversion of files to OCR is within the scope of the RFP.
4		5	5.2.1	What is the resolution (dpi) of scanned pages in color and black & white	Conversion of digital files to searchable OCR formats	Majority (around 80%) of the jpg files are scanned at 300 dpi. For pdf files, they do not have a single dpi value.
5		5	5.2.1	Post this exercise, how will NFAI be searching for the digital files. Is bidder expected to provide any interface for searching files.	Conversion of digital files to searchable OCR formats	Bidder has to create a basic catalogue for the OCR output files.
6		5	5.2.1 ( i )	How are files available for processing, are they provided in a shared drive. Please explain.	The bidder shall provide a report on description of materials received from NFAI and materials to be converted, including volume, size, type, and characteristics of informational content	The digital files shall be provided to the vendor on a Pen drive
7		5	5.2.1 ( ii )	what is the format of these digital files - jpg / pdf etc.	Bidder shall be responsible to conduct the conversion process, perform text conversion and optical character recognition (OCR) or intelligent character recognition (ICR).	Around 85% of the digital files are in pdf. The buffer quantum is jpg/jpeg.
8		5	5.2.1 ( ii )	Are all 14,166 files, scanned images or or any of these soft copies.	Bidder shall be responsible to conduct the conversion process, perform text conversion and optical character recognition (OCR) or intelligent character recognition (ICR).	Refer response to query 7
9	5	5.2.1 ( ii )	Is the processing expected to be done within NFAI premises or Can the processing happen in our premises. If within NFAI premises, will NFAI provide the required server / desktop infra or is it expected from the vendor.	Bidder shall be responsible to conduct the conversion process, perform text conversion and optical character recognition (OCR) or intelligent character recognition (ICR).	The processing shall happen at NFAI premises. NFAI may provide requisite infrastructure basis request from the vendor and approval from competent authority at NFAI.	

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10		5	5.2.1 ( ii )	Does these digital files contain any handwritten copies or does any of these digital files have hand written material	Bidder shall be responsible to conduct the conversion process, perform text conversion and optical character recognition (OCR) or intelligent character recognition (ICR).	The digital files are in pdf and may contain some handwritten material
11		5	5.2.1 ( ii )	How is the quality of the scanned files. Can a sample document of each language be provided.	Bidder shall be responsible to conduct the conversion process, perform text conversion and optical character recognition (OCR) or intelligent character recognition (ICR).	Have been shown as part of pre-bid meeting
12		5	5.2.1 ( ii )	Assume conversion process and text conversion process, refers to the process of converting provided digital files to OCRRed files, can you please specify in detail.	Bidder shall be responsible to conduct the conversion process, perform text conversion and optical character recognition (OCR) or intelligent character recognition (ICR).	The digital files provided by NFAI shall be converted to OCRRed files by the selected vendor
13		5	5.2.1 ( iii )	Does NFAI provide any repository / document management platform for managing the extracted data and original files,	Bidder shall certify the conversion to be at least 99% accurate as measured by character count, and the converted text must be associated with the respective digital image or document.	The selected bidder will have to create an excel database mapping the OCRRed files to respective digital image or document
14		5	5.2.1 (iii)	Please explain how the converted text is expected to be associated with the digital image / document.	Bidder shall certify the conversion to be at least 99% accurate as measured by character count, and the converted text must be associated with the respective digital image or document.	Refer query 13
15		5	5.2.2 (i)	How is the output expected, as PDF file, or is the extracted data expected to be stored separately in a database	The bidder shall be responsible for storage of the final OCR output files, as approved, on the data storage platform available at NFAI	OCRRed files need to be stored in the workstations (within NFAI premises) allocated to the vendor.
16		5	5.2.2 (i)	how should the data be stored in NFAI data storage platform, is it by manually copying the files to a shared drive, please explain the process.	The bidder shall be responsible for storage of the final OCR output files, as approved, on the data storage platform available at NFAI	The data will be provided to the vendor by NFAI. The vendor has to carry out work as mentioned in the RFP, on their assigned workstations(within NFAI premises). Post completion of the work, the files need to be stored on their respective workstations by vendor.
17		5	5.2.2 (iii)	Please explain what cataloguing refers to	It shall be responsibility of the bidder to provide a catalogue for such files that have been converted to OCR formats.	Catalogue here refers to a basic excel database that needs to be created by the vendor for mapping the OCRRed files to respective digital image or document
18		5	5.2.2	Will NFAI be providing all required hardware ( server / desktop / network / database+G9) or is it expected to be provided by the bidder.	General Requirements	Refer response to query 9

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19		5	5.2.2	Will this activity has to be done at NFAI premises or at bidder's location. If at bidder's location, please explain how the digital files and OCRed files share across.	General Requirements	Refer response to query 9
20		6	6.13	Can bidder submit the bid response online with digital signatures?	Signing of Bid	Refer the Corrigendum
21		7	7.3	The RFP technical qualification has asked bidder's past experience of similar work done in India and abroad.  Is bidder which has done similar projects which include work related to conversion of scanned documents in India neighbouring countries or abroad can also bid in this RFP?	<b>Pre-qualification criteria:</b> The Agency/ Organization/ Company should have executed similar projects which include work related to conversion of scanned documents to OCR etc. for clients (Government of India (Gol) / any other entity of Gol or any state government or central government / department / Urban local body In India)/ any commercial organization in India with a project value of atleast INR 15 Lacs within the last five financial years. Or two projects worth INR 7.5 lacs each	Refer the Corrigendum
22		9	9	Invoicing : Need clarity on the invoicing part. Nothing mentioned in the RFP.	Commercial Proposal	Refer the Corrigendum
23		9	9	<b>Number of digital file pages</b> : As per RFP, the digital file pages are estimated 700000 quantity. Is there any deviation from this quantity as the commercials will be calculated on 700000 files?	Commercial Proposal	As mentioned in the RFP, the numbers are indicative and are for purpose of giving bidders a borad idea on the quantum of work
24		9	9	Is payment terms will be quoted by vendor in RFP response?	Commercial Proposal	No
25	<b>ActiveLoc Localization services</b>	5. Scope of work	5.1 Overview	Please share us sample 2-3 pages for each language. It will be helpful to estimate work accurately.		Already shared as part of prebid meeting