

HIGH COURT OF MADHYA PRADESH: JABALPUR**No. Reg (IT)(SA)/2022/1448****Dated:16.11.2022****// CLARIFICATION //**

Sub:- The matter regarding to publish the clarification / reply of Pre-Bid meeting dated: 27th October, 2022 of the tender regarding Digitization of District Court Records on Turnkey Basis with reference to tender no. Reg (IT) (SA)/2022/1240, dated: 30-09-2022.

Ref:- Pre-Bid Meeting dated: 27th October, 2022.

Reply / Clarification to the pre-bid queries

On the basis of queries submitted by the bidders, the detailed reply / clarification are prepared as per details given below:-

Que ry No.	Name of Bidder / Tender Referenc e (Section No. /Page No.)	Content of Tender Requiring Clarification	Query of the bidder / remarks of the bidder	Reply / clarification to the query /Remarks by the High Court
1	1.13	Earnest Money Deposit (EMD). The bidder shall submit an Earnest Money Deposit amounting of INR. 10,00,000/- (Rupees Ten Lac) only through RTGS/online.	Our Hon'ble Prime Minister is supporting to promote MSME Companies for the tender fee. Our company fall under the same category of MSME. We understand that the bidders who are registered with NSIC / MSE (Micro & Small Enterprises) for this work are exempted for payment of EMD/Bid Security. However, such bidders shall submit valid certificate	No change

			issued by NSIC / MSME. Therefore, we request to kindly consider our request and allow exemption from payment of EMD/Bid Security.	
2	4.1 (1) (a) Evaluation of Technical Bids, Page no. 74	Executed at least 5 project of records digitization of more than 20 crore pages (10) (each project 02 numbers)	The present condition for 20 Crore Pages is too high and is very difficult to match by larger number of bidders. So we request to kindly consider our request to reduce the same to 2 Crore Pages for larger participation and competition to get the competitive price in the tender for work execution. Kindly consider our request.	Yes changed to Execute at least 5 project of records digitization of more than 5 crore pages.
3	4.1 (1) (b) Evaluation of Technical Bids, Page no. 74	At least three Digitization Projects with each project money value more than Rs. 20 Crore. (15).	These days scanning and digitization work is too competitive and prices are quite low, so three projects with Rs. 20 Crore value is too high and is very difficult to match by larger number of bidders. So we request to kindly consider our request to keep the experience with number of pages only instead of value or reduce the value to 1 Crore Pages	Yes changed to at least three Digitization Projects with each project money value more than Rs. 5 Crore (all inclusive).

			for larger participation and competition to get the competitive price in the tender for work execution. Kindly consider our request.	
4	4.1 (3) (iii) Evaluation of Technical Bids, Page no. 74	ISO 20000 for quality Certification for IT Services (Yes=5, No-0)	As per tender, ISO 27001 is already asked, so another certification of similar scope is not required. So we request to kindly remove the requirement of ISO 20000.	No Change
5	4.1 (3) (v) Evaluation of Technical Bids, Page no. 74	v) ISO 14721 Open Archival Information System (OAIS) Reference Model (Yes=5, No-0)	We request to kindly make this optional since all the digitization work is always carried out at customer location with secured network and not required such certification. So we request to kindly remove or make this requirement optional for larger participation and competition to get the competitive price in the tender for work execution	No change
6	4.1 (4) (ii) Evaluation of Technical Bids, Page no. 75	The bidder who have all format scanners like 100 ADF, 50 Flatbed and 10 over Head book scanner =Maximum Marks: 15 >=100 ADF, 50 Flatbed and 05 Over Head Scanners=10 >=100 ADF, 50 Flatbed=08	i). These days Flatbed scanners not used any more and over head scanners are used. So requirement of 50 Flatbed scanners looks very high, so	Yes changed to as follow:- The bidder who have all format scanners like 100 ADF, 10 Flatbed and 10 over Head book

		>50<100 ADF=05	<p>we request to kindly change the requirement to 10 Over Head scanners.</p> <p>ii). For large scale projects the hardware like scanners, desktops are always deployed new machines as per requirement of the project requirement and target for number of pages per month and bidders need to deploy the number of scanners as required.</p>	<p>scanner = Maximum Marks:10;</p> <p>>=100 ADF, 10 Flatbed and 05 Over Head Scanners=08;</p> <p>>=100 ADF, 10 Flatbed=05</p>
7	Marking, Page no. 75	The minimum of 70 marks are there for getting selection in the financial bid opening. of tender.	70 Marks for qualification is too harsh since normal qualification marks are 60 to qualify in technical bid and so we reduce the qualification marks to 60 instead of 70 for larger participation and competition to get the competitive price in the tender for work execution.	No change
8	2.12.2, Page no. 12	Full-time Team Leader / Project Manager shall have a working experience of ISO 14721 Open Archival Information System (OAIS) Reference Model based Digitization Project execution.	As we know that there are only few companies who have this kind of certification like OAIS, so team leader / project manager with experience of OAIS is very	No change

			difficult, so we request to kindly remove this requirement or make optional for larger participation and competition to get the competitive price in the tender for work execution.	
9	-	Process wise (Record Type wise) Document Count	We request to provide locations wise processes wise document counts. This will help us to plan the resources.	Annexure-“A”
10	-	-	Readiness of locations, List of Court locations which are 100 % ready to start the Digitization project.	Annexure-“B”
11	-	-	Page numbering has to be done by District/ Tehsil Court. We supposed not to put anything on court paper.	Yes
12	-	-	Physical Movement of Documents , We request the physical movement of the documents from store to scanning center will be provided by District /Tehsil court by its own arrangement.	Vendor has to ensure the availability of resources for collection / movement of documents as per requirement from record room / court room.
13	-	-	Hand Over Take Over , Activity of Hand over of Case files/ documents should be handled by	Yes

			District /Tehsil court authorized person.	
14	-	-	Software for Digitization project, kindly confirm, the software for Digitization for all the data type will be provided by High Court.	Now, the vendor has to completely develop the entire DMS solution as per Annexure-“C” . It is implied all the frontend or backend software for each record type shall be developed by vendor. Solution will be end to end.
15	-	-	Stamping on Files , We will do the stamping on Front Page & Last Page as " Scanned " for all files.	Yes
16	-	-	Scanners , There should be option to use Over head scanners.	Yes
17	Section II, Page no. 10	2.2 Earnest Money Deposit (EMD)	Can BG be submitted for EMD for Rs. 10 Lakh	No, Online Earnest Money Deposit (EMD) of Rs.10,00,000/- (Rupees Ten Lakh only) in the form of online mode through e-procurement tender portal www.mptenders.gov.in in favour of “Registrar General, High Court of Madhya Pradesh, Jabalpur” valid for the period of 6 months. The Bid submitted without EMD and/or the application fee/tender fees shall be summarily rejected.

18	Tech Specifications, Page no. 66	After Scanning, Cleaning, Indexing and Splitting (OCR will be done on the split and index PDFs) each document of file and the data will be stored by way of images in Portable Document Format PDF/A-2a with adequate resolutions with free text search facility and ensure the readability and ease in retrieval including cleaning and spot reduction.	Please clarify: Types of Splitting of document Any Metadata entry is to be done by Scanning Vendor	Yes, Splitting of document any Metadata entry is to be done by Scanning Vendor as per requirement. Although, the metadata shall be automatically fetch from the database of CIS software of the District Courts.
19	Section VII, Page no. 85	The equipment are to be new and in good working condition and to be properly maintained by the bidder/service provider.	Do we require to attach proof of purchase	The equipments that is to be used under Digitization Project to be in excellent working condition. The undertaking is to be submitted by the bidder regarding this point. Also, it will be decision of the High Court regarding to ascertain the quality of scanners.
20	7.4, Page no. 87	Consignee and Security of Equipments: Security of all equipment that will be installed by Vendor in the section where the Digitization work is under progress shall be the responsibility of Service Provider and he shall arrange to guard the same from theft/pilferage/vandalism	Do we need to deploy security guard at each scanning center	No
21	8.1 General submission, Page no. 89	General Submission Forms :- 6 Performance Guarantee Form PQ-4 (attached Y/N)	We understand that PBG is required to be submitted by only Successful bidder as mentioned in page 78 under point 6.2.1 Do we require to submit PBG as a tender document (PQ4)	No, to be submitted as per the tender document. (PBG is required only for Successful bidder)
22	General	General working	Can we work on Saturday, Sunday, and Holidays? Can we work in two shifts? Whether there will be continuous supply of documents.	Yes, the vendor can work on Saturday, Sunday and Holidays. Now, the software/ DMS is to be developed by

					Can we see demo of the high court software	the vendor.
23	Tender site	Cover	Doc. Type	Description	It is not mentioned in tender document What are the types of documents to upload in the covers of Tender document 1, 2, 3, 4, 5	The bidder has to upload the entire document which he has submitted in the physical form. But, the financial bids are to be submitted only online and no hard copy of financial bid detail's to be submitted along with the bid.
		1 Fee/PreQual/Technical	.pdf	As per tender document 1		
			.pdf	As per tender document 2		
			.pdf	As per tender document 3		
			.pdf	As per tender document 4		
			.pdf	As per tender document 5		
		2 Finance	.xls	Price bid		
24	-	-	In High court of Rajasthan and High Court of Orissa at both where Enhira is currently doing Digitizing we have as part of scope provided, high end open source DMS customized as per Court requirements. We understand from the tender that this is not part of the MP district court requirements. Please clarify if our assumption is correct?			Now, High Court is looking for end to end DMS solution. Hence, the Software will be developed by the vendor for all process and record type. All rights of the software will be reserved with the High Court of Madhya Pradesh, Jabalpur. The DMS is included in the tender. Please refer Annexure-“C”
25	-	-	In High Court of Rajasthan and High Court of Orissa at both where Enhira is currently Digitizing, we have provided NAS sever where we store the OCRed Index images. We understand from the tender that providing			Yes, providing NAS is not part of scope of work.

			<p>NAS is not part of scope in the MP district court requirements.</p> <p>Please clarify if our assumption is correct?</p>	
26	-	-	If our assumption is not correct for any of the above, please provide specifications	-----
27	Terms And Conditions For E-Tendering , 1.13, page no. 8	The firms registered under NSIC and MSME (The vendor to be registered with both NSIC and MSME for calming exemption of tender fees) are exempted for submission of tender fees only. But they have to submit valid EMD as per the tender requirement.	We request to kindly allow the exemption for EMD also for the vendor registered with NSIC and MSME	No change
28	Price Offer and Taxes, 2.29.2, Page no. 23	All rates and prices once agreed in the Contract shall be fixed for the entire duration of the contract but in case of change in rate of Taxes / Levies, the same shall be passed to the High Court.	We request that any increase of change in rate of Taxes shall be passed to the Firm and decrease of change in rate of Taxes shall be passed to the High Court	Yes
29	Section IV - Criteria for Evaluation			
30	Relevant Experience of the Vendor, 1a), page no. 74	Executed at least 5 project of records digitization of more than 20 crore pages (10)	<p>We request to kindly amend the clause as follows:-</p> <p>Experience of at least five projects of Digitization of Judicial Records (10) OR</p> <p>Executed at least 5 project of records digitization of more than 1 crore pages (10)</p>	Yes changed to Execute at least 5 project of records digitization of more than 5 crore pages.
31	1b) page no. 74	At least three Digitization Projects with each project money value more than Rs.20 Crore. (15)	At least five Digitization Projects with each project	Yes changed to at least three Digitization Projects with

		(Note -: For one project the number will be 05, for two project number will be 10 and for three project number will be 15)	money value more than Rs. 1 Crore. (15)	each project money value more than Rs. 5 Crore (all inclusive).
32	1c), page no. 74	Overall experience and Credential of the firm: (15)	We request to kindly amend the clause as follows:- Overall experience and Credential of the bidder serving in Judiciary including proposed DMS version and E-court solution as per tender document: (15)	Overall experience and Credential of the firm regarding Development and implementation of DMS System as per the tender document (20).
33	Approach & Methodology, a, page no. 74	Clear understanding of scope of services and approach Methodology	We request to add the following points for describing in detail:- SOP based JDR deployment approach, integration among components and Experience of implementing the knowledge modeling & semantic suite in one of the central/state government institution.	Please refer Annexure-“C”
34	Key Personnel and Infrastructure, a (ii), page no. 75	The bidder who have all format scanners like 100 ADF, 50 Flatbed and 10 over Head book scanner =Maximum Marks: 15 ≥100 ADF, 50 Flatbed and 05 Over Head Scanners=10 ≥100 ADF, 50 Flatbed=08 ≥50<100 ADF=05	We request to kindly amend the clause as follows:- The bidder who have all format scanners like 100 ADF, 10 Flatbed and 5 Over Head Book scanner = Maximum Marks: 15 ≥50 ADF, 10 Flatbed and 03 Over Head Scanners=10 ≥50 ADF, 10	Yes changed to as follow:- The bidder who have all format scanners like 100 ADF, 10 Flatbed and 10 over Head book scanner = Maximum Marks:10; ≥100 ADF, 10 Flatbed and 05 Over Head Scanners=08;

			Flatbed=08 >25<50 ADF=05	>=100 ADF, 10 Flatbed=05
35		1. Earnest Money Deposit (EMD): Tender Clause 1.13 mentions that The firms registered under NSIC and MSME (The vendor to be registered with both NSIC and MSME for claiming exemption of tender fees) are exempted for submission of tender fees only. But they have to submit valid EMD as per the tender requirement.	Query: Kindly re-confirm that the EMD is not exempted for MSME registered companies and also the mode of payment is only in online mode through e-procurement tender portal.	No change
36	-	2. Type of Documents: The effort required for scanning Files, Books and Maps are different and the costing will also vary accordingly. Kindly let us know the percentage of pages are loose sheets, books and map?		The number of maps, books are very less, than 1% of total records
37		3. Scope of Work: Tender clause under Section III, 3.1 Scope of Work mentions that "After the work of scanning and cleaning, the Indexing cum Quality checking work shall be done by High Court".	Query: Kindly re-confirm that the extraction of metadata fields such as Case no., Case Name, Case Type, Judge, Judgment Date, Petitioner, Respondent, Petitioner Advocate, Respondent Advocate etc will be extracted, entered in DARIMS software by High Court Team?	Now, the DMS is to be developed by the vendor in new scope of work as a part of tender document. The indexing and final quality checking shall be done by the team deployed by the High Court and District Courts.
38	-	4. Relevant Experience of the Vendor: Tender clause under Section IV, 4.1 Evaluation of Technical Bids mentions that "Vendor Must have Executed at least 5 project of records digitization of more than 20 crore pages".	Query: We have successfully executed digitization projects in High Court of Sikkim, High Court of Manipur, High Court Kerala, UCO Bank etc. We have got all the relevant	Yes changed to Execute at least 5 project of records digitization of more than 5 crore pages.

			experience in digitization of court records, but the total no. of pages are less than 2-3 crore pages in every project. Kindly let us know if this clause can be relaxed, which will enable us to participate in this tender.	
39	Page no. 7	Earnest Money Deposit (EMD). The bidder shall submit an Earnest Money Deposit amounting of INR. 10,00,000.00 (Rupees Ten Lac) only through RTGS/online	Our Hon'ble Prime Minister is supporting to promote MSME Companies for the tender fee. Our company fall under the same category of MSME. We understand that the bidders who are registered with NSIC / MSE (Micro & Small Enterprises) for this work are exempted for payment of EMD/Bid Security. However, such bidders shall submit valid certificate issued by NSIC / MSME. Therefore, we request to kindly consider our request and allow exemption from payment of EMD/Bid Security.	No change
40	Page no. 74	Executed at least 5 project of records digitization of more than 20 crore pages (10) (each project 02 numbers)	The present condition for 20 Crore Pages is too high and is very difficult to match by larger number of bidders. So we request to kindly consider	Yes changed to Execute at least 5 project of records digitization of more than 5 crore pages.

			our request to reduce the same to 2 Crore Pages for larger participation and competition to get the competitive price in the tender for work execution. Kindly consider our request.	
41	Page no. 74	At least three Digitization Projects with each project money value more than Rs. 20 Crore. (15).	These days scanning and digitization work is too competitive and prices are quite low, so three projects with Rs. 20 Crore value is too high and is very difficult to match by larger number of bidders. So we request to kindly consider our request to keep the experience with number of pages only instead of value or reduce the value to 1 Crore Pages for larger participation and competition to get the competitive price in the tender for work execution. Kindly consider our request.	Yes changed to at least three Digitization Projects with each project money value more than Rs. 5 Crore (all inclusive).
42	Page no. 74	ISO 20000 for quality Certification for IT Services (Yes=5, No-0)	As per tender, ISO 27001 is already asked, so another certification of similar scope is not required. So we request to kindly remove the	No Change

			requirement of ISO 20000.	
43	Page no. 74	v) ISO 14721 Open Archival Information System (OAIS) Reference Model (Yes=5, No-0)	We request to kindly make this optional since all the digitization work is always carried out at customer location with secured network and not required such certification. So we request to kindly remove or make this requirement optional for larger participation and competition to get the competitive price in the tender for work execution	No change
44	Page no. 75	The bidder who have all format scanners like 100 ADF, 50 Flatbed and 10 over Head book scanner =Maximum Marks: 15 >=100 ADF, 50 Flatbed and 05 Over Head Scanners=10 >=100 ADF, 50 Flatbed=08 >50<100 ADF=05	i). These days Flatbed scanners not used any more and over head scanners are used. So requirement of 50 Flatbed scanners looks very high, so we request to kindly change the requirement to 10 Over Head scanners. ii). For large scale projects the hardware like scanners, desktops are always deployed new machines as per requirement of the project requirement and target for number of	Yes changed to as follow:- The bidder who have all format scanners like 100 ADF, 10 Flatbed and 10 over Head book scanner = Maximum Marks:10; >=100 ADF, 10 Flatbed and 05 Over Head Scanners=08; >=100 ADF, 10 Flatbed=05

			pages per month and bidders need to deploy the number of scanners as required.	
45	Page no. 75	The minimum of 70 marks are there for getting selection in the financial bid opening of tender.	70 Marks for qualification is too harsh since normal qualification marks are 60 to qualify in technical bid and so we reduce the qualification marks to 60 instead of 70 for larger participation and competition to get the competitive price in the tender for work execution.	No change
46	Page no. 12	Full-time Team Leader / Project Manager shall have a working experience of ISO 14721 Open Archival Information System (OAIS) Reference Model based Digitization Project execution.	As we know that there are only few companies who have this kind of certification like OAIS, so team leader / project manager with experience of OAIS is very difficult, so we request to kindly remove this requirement or make optional for larger participation and competition to get the competitive price in the tender for work execution.	No change
47	Page-37 / Section – III Scope of Work	District Court Digitization Software that may be provided by the High Court of Madhya Pradesh	(1) As per our understanding, the output file as per tender will be generated	Now, DMS is to be developed by the bidder meeting out the requirement. Please refer

			through digitization software provided by MPHC. i.e. (Uncompressed TIFF or JP2K, Water Marking enablement, Catalogue of the documents, Hyper linking of the Documents, Creating portfolio of the documents, Font (Hindi and English Both) embedding, PDF/A-2a with adequate resolutions with free text search facility). Please confirm our understanding.	Annexure-“C”. Please also refer Annexure D.
48	Page-43	Progress Monitoring Plan: Detailed Daily, Weekly, Monthly progress report formats along with issue escalation format.	(1) We understand that all the required reports will be generated from MPHC software only. Please confirm	Yes, But in new DMS software vendor has to provide the option.
49	Page-74 / 4.1 Evaluation of Technical Bids:- Relevant Experience of the Vendor	a) Executed at least 5 project of records digitization of more than 20 crore pages (10) (each project 02 numbers)	(1) Request to amend this clause as "Executed at least 5 project of records digitization of more than 7 crore pages" for healthy competition.	Yes changed to Execute at least 5 project of records digitization of more than 5 crore pages.
50	-	b) At least three Digitization Projects with each project money value more than Rs.20 Crore. (15)	(1) Request to amend this clause as "At least three Digitization Projects with each project money value more than Rs.5 Crore" for healthy competition.	Yes changed to at least three Digitization Projects with each project money value more than Rs. 5 Crore (all inclusive).
51		c) Overall experience and Credential of the firm: (15)	(1) Request to describe this	The bidder has to provide

			<p>clause in detail, as we are unable to understand that what type of supporting documents to be submitted by bidder.</p> <p>Please also specify the measurement of marking.</p>	documents of scanning/ digitization, DMS.
52	<p>Page-74 / 4.1 Evaluation of Technical Bids:-</p> <p>Quality Management & Solution Proposed</p>	iii) ISO 20000 for quality Certification for IT Services (Yes=5, No-0)	(1) We request to remove this clause, as no software scope is involved in this tender and it is document digitization tender.	No Change
53	-	v) ISO 14721 Open Archival Information System (OAIS) Reference Model (Yes=5, No-0)	(1) We request to remove this clause, as no software scope is involved in this tender and it is document digitization tender.	Now, DMS software is to be developed by the bidder. Please also refer Annexure D.
54	-	a) Executed at least 5 project of records digitization of more than 20 crore pages (each project 02 numbers) (10)	-	Yes changed to Execute at least 5 project of records digitization of more than 5 crore pages.
55	-	<p>b) At least three Digitization Projects with each project money value more than Rs.20 Crore. (15)</p> <p>(Note -: For one project the number will be 05, for two project number will be 10 and for three project number will be 15)</p>	-	Yes changed to at least three Digitization Projects with each project money value more than Rs. 5 Crore (all inclusive).
56	-	c) Overall experience and Credential of the firm: (15)	-	-
57	-	As we have to digitize the records for all District/ Tehsil Court we request you to please provide the court wise page count for better commercial working.	-	Please refer Annexure-“A”

58	4.1 (1) (a) Evaluation of Technical Bids, page no. 74	Executed at least 5 project of records digitization of more than 20 crore pages (10) (each project 02 numbers)	The requirement is too high and only large scale companies can participate. So we request to kindly consider companies like us who are working in Government sector for scanning and digitization. Please allow MSME companies also so that maximum bidders can participate.	Yes changed to Execute at least 5 project of records digitization of more than 5 crore pages.
59	4.1 (1) (b) Evaluation of Technical Bids, page no. 74	At least three Digitization Projects with each project money value more than Rs. 20 Crore. (15).	These days scanning and digitization work is too competitive and prices are quite low, so three projects with Rs. 20 Crore value is too high and is very difficult to match by larger number of bidders. So we request to kindly consider our request to keep the experience with number of pages only instead of value or reduce the value to 1 Crore Pages for larger participation and competition to get the competitive price in the tender for work execution. Kindly consider our request.	Yes changed to at least three Digitization Projects with each project money value more than Rs. 5 Crore (all inclusive).
60	4.1 (3) (iii) Evaluation of	ISO 20000 for quality Certification for IT Services (Yes=5, No-0)	As per tender, ISO 27001 is already asked,	No Change

	Technical Bids, page no. 74		so another certification of similar scope is not required. So we request to kindly remove the requirement of ISO 20000.	
61	4.1 (3) (v) Evaluation of Technical Bids, page no. 74	v) ISO 14721 Open Archival Information System (OAIS) Reference Model (Yes=5, No-0)	We request to kindly make this optional since all the digitization work is always carried out at customer location with secured network and not required such certification. So we request to kindly remove or make this requirement optional for larger participation and competition to get the competitive price in the tender for work execution	No change
62	4.1 (4) (ii) Evaluation of Technical Bids, page no. 75	The bidder who have all format scanners like 100 ADF, 50 Flatbed and 10 over Head book scanner =Maximum Marks: 15 >=100 ADF, 50 Flatbed and 05 Over Head Scanners=10 >=100 ADF, 50 Flatbed=08 >50<100 ADF=05	i). These days Flatbed scanners not used any more and over head scanners are used. So requirement of 50 Flatbed scanners looks very high, so we request to kindly change the requirement to 10 Over Head scanners. ii). For large scale projects the hardware like scanners, desktops are always deployed new	Yes changed to as follow:- The bidder who have all format scanners like 100 ADF, 10 Flatbed and 10 over Head book scanner = Maximum Marks:10; >=100 ADF, 10 Flatbed and 05 Over Head Scanners=08; >=100 ADF, 10 Flatbed=05

			machines as per requirement of the project requirement and target for number of pages per month and bidders need to deploy the number of scanners as required.	
63	Marking, page no. 75	The minimum of 70 marks are there for getting selection in the financial bid opening of tender.	70 Marks for qualification is too harsh since normal qualification marks are 60 to qualify in technical bid and so we reduce the qualification marks to 60 instead of 70 for larger participation and competition to get the competitive price in the tender for work execution.	No change
64	2.12.2, page no. 12	Full-time Team Leader / Project Manager shall have a working experience of ISO 14721 Open Archival Information System (OAIS) Reference Model based Digitization Project execution.	As we know that there are only few companies who have this kind of certification like OAIS, so team leader / project manager with experience of OAIS is very difficult, so we request to kindly remove this requirement or make optional for larger participation and competition to get the competitive price in the tender for work	No change

			execution.	
65	7	1.11 Interested bidders may attend the free training programme in Bhopal at their own cost. For further query please contact help desk.	We request to please share the schedule for this training ?	For further query please contact help desk. For any type of clarification bidders can / visit www.mptenders.gov.in . For any technical related queries please call at 24 x 7 Help Desk Number 0120-4001 002 ; 0120-4200 462 ; 0120-4001 005 ; 0120-6277 787 ; Technical - support- eproc@nic.in . Support timings: Monday to Saturday from 10:00 AM to 7:00 PM.
66	37	SCOPE OF WORK: 3.1 Scope of Work for the turnkey project Digitization Project at District and Tehsil Courts in the State of Madhya Pradesh consists of execution of work of Scanning of Artefacts into TIFF images OR JP2K (lossless compression) and further cleaning of these scanned images at District & Tehsil Courts by the prospective bidder/vendor with the help of District Court Digitization Software that may be provided by the High Court of Madhya Pradesh.	Kindly confirm whether the software for complete Digitization (End to End from Inventory In to Final Deliverable) will be provided by the High Court of Madhya Pradesh. It will impact the financial cost directly.	It is now to be provided by the vendor/ bidder. Please refer Annexure-“C” . Please also refer Annexure D .
67	42	3.5.2 Resource Deployment List: List and number of all resources other than manpower like scanners, UPS, computers etc. that will be deployed at each court.	Kindly provide approximate volume for Digitization 1. Location-wise, and 2. Record Type-wise 3.Document Size-wise 4. Per day minimum inflow per locations	Please refer Annexure-“A”

			This is required to estimate the manpower, resources like scanners, Computers etc.	
68	66	3.8 All Scanned / digitized paper files will be stamped and duly signed by the used indicating that the "FILE IS SCANNED AND CLEANED" With Vendor Name and the bidder will be fully responsible for any loss / damage of any document.	We understand the documents are very crucial and confidential, considering this We request that the physical movement of files (from concerned department to scanning station to/from) should be done by concerned/ authorized court employees only. Please confirm.	The Vendor has to ensure the availability of resources for collection / movement of documents as per requirement from record room / court room.
69	74	4.1 Evaluation of Technical Bids 1. Relevant Experience of the Vendor (a) & (b) Executed at least 5 project of records digitization of more than 20 crore pages.	We understand the project needs deployment of good numbers of infrastructure and manpower. The company with good financial backup will manage the thing properly without compromising the expectation of the project (productivity, Quality etc). Request please change the clause as, Bidder should have minimum Average Annual Turnover of INR30 Crore (INR Thirty Crore) in Data Digitization/Scanning/ IT	Yes changed to Execute at least 5 project of records digitization of more than 5 crore pages. But no change in Bidder Average Annual Turnover.

			Services during last three financial years (i.e., 2019-20, 2020-21 and 2021-22).	
70	110	User Acceptance Test/Acceptance Test Schedule/Site Acceptance test/Pilot Phase Testing: 3 Digitized data is being uploaded in DARIMS/DMS in an effective or not.	The Digitized Data will be indexed, quality checked, PDF converted and uploaded in DARIMS/DMS by concerned court employees, also for digitization (complete cycle) the department's software will be used. Could you please elaborate the testing criteria for Digitized images as in the process, once the images are being uploaded, it should be already accepted. Please guide on the understanding.	Once the images are uploaded in the server /DMS, after quality checking it may be treated as accepted. Now, DMS is to be developed by the bidder meeting out the requirement. Please refer Annexure-“C” . Please also refer Annexure D.
71	111	Annexure- “A” – List of locations where the Digitization project to be executed	We request you to please confirm if Digitization has to be done for High Court Jabalpur, Gwalior and Indore also. Please guide on this.	No
72	120	Pending After-Hearing Case Files (Digitization) They Register the CNR Numbers in their customized Software; the CNR number would be the identity of the scanned file.	Kindly clear that the software will be provided by High Court of Madhya Pradesh for all Type of Documents being explained in this tender.	Now, DMS is to be developed by the bidder meeting out the requirement. Please refer Annexure-“C” . Please also refer Annexure D.
73	GENERAL	GENERAL	Please provide the list of courts where Digitization facility at court's end is ready to start work. This will give an idea on the resource planning etc.	Please refer Annexure-“B”

74	GENERAL	GENERAL	Request to please allow for working in two shifts in court premises.	Yes
75	General	Storage	1. We understand that the storage for data will be provided/ arranged by the department only. 2. Also, we understand that once the digitized images once being uploaded to DARIMS/DMS, the vendor has to remove the digitized data immediately. Please confirm.	1. The storage shall be arranged by the High Court for data storage. 2. Yes, with permission of the High Court.
76	Page no. 37, Point no. 3.1	Scope of Work, For doing the Scanning, Cleaning and Quality Checking for the Judicial case files (or document) all the related activities like receiving of case file (or document), Document unbinding, Scanning, re-binding of case files(documents) ,Dispatching of files into concern section shall be executed by vendor in Digitization centre.	What would be the tentative ratio of files which needs to be uninded & rebinded against the total volume	"On the Page number 37 and at point 3.1 the work Binding and Unbinding is used in relation to the Document Preparation work and it includes the work related to receiving of case file or loose document from the Filing Section or from Court room or from Record room (as the case may be) and to opening the case file or loose document and to separate the pages and to scan the pages and further to close the file. This activity needs to be done by Vendor for each of the Case file or Loose Document. However expected ratio of files that are to be un-binded and re-binded in actual (Old Registers or old artifacts) is very less.
77	Page no. 37, Point no. 3.1	Scope of Work, After Hearing Pending Cases apart from the activities like receiving of case file (or document), Document unbinding, Scanning, re-binding of case files (documents) ,Dispatching of files the work of document	What would be the ratio of such After Hearing pending cases against the total volume wherein segregation	Ratio is very less.

		segregation (to identify the record which is not scanned) Seal and Signature of Bidder Page shall also be on part of vendor.	needs to be done	
78	Page no. 38, Point no. 3.1	Scope of Work, After Indexing and Quality checking the PDF files shall be generated by District Court Digitization Software automatically. All the TIFF files OR JP2K (lossless compression) and PDF files shall be automatically uploaded on Central Digitization server placed in the High Court of Madhya Pradesh.	Assuming the scanning needs to be done in TIFF or JP2K (Lossless compression) & MPHC Digitization software will convert the same in PDF. Please confirm if there is any difference of opinion	Now, DMS is to be developed by the bidder meeting out the requirement. Please refer Annexure-“C” . Please also refer Annexure D.
79	Page no. 39, Point no. 3.2	Objectives of Digitization, The DARIMS/Digitization Software would make the High Court of Madhya Pradesh holdings more accessible to end users, both within the High Court of Madhya Pradesh premises as well as those who cannot personally visit the High Court of Madhya Pradesh.	Training pertaining to DARIMS needs to be provided to deployed team	Now, DMS is to be developed by the bidder meeting out the requirement. Please refer Annexure-“C” . Please also refer Annexure D.
80	Page no. 50, Point no. 3.5.4.3	Pending Disposed Case Files, Document Scanning: The records may be scanned by vendor by using flatbed/sheet fed scanner/book scanner. But the choice of scanner depends completely on the condition of the document, in order to meet out the requirement.	Do we need to scan all the documents in this case or do we need to crosscheck whether documents are already scanned in Pending disposed case files too	You have to cross check before scanning the documents. However currently the ratio of such cases is very less.
81	Page no. 54, Point no. 3.5.4.4	Pending After-Hearing Case Files, For such Pending After-Hearing Case Files which needs to be partially scanned as in such cases some record is already scanned and some records still remaining to be scanned.	What is the mechanism used to track which documents are already scanned	By means of system / physical file checking.
82	Page no. 62, Point no. 3.6	Pilot Project, Using a representative sample of the District Courts of all the process as mentioned in Tender document, the Service provider will conduct a pilot of the Digitization process.	What would be the timeline for the completion of pilot project	3 months
83	Page no. 37, Point	Scope of Work, For doing the Scanning, Cleaning and	How is the rebinding	The process is to be covered by

	no. 3.1	Quality Checking for the Judicial case files (or document) all the related activities like receiving of case file (or document), Document unbinding, Scanning, re-binding of case files(documents) ,Dispatching of files into concern section shall be executed by vendor in Digitization centre.	needs to be done & who will be providing Tags for the filing purpose post digitization	the vendor. Tags needs to be arranged by vendor.
84	Page no. 47, Point no. 3.5.4.2	Documents Refiling, Stapling: After the completion of scanning, cleaning, Quality Checking and uploading, the documents should be stapled / tag them which were de-stapled / de-tag by them.	Assuming uploading will be done by server & the same will be done by MPHC Team. Please confirm if there is any difference of opinion	Uploading will be done by the vendor with the assistance of the High Court Team. Now, DMS is to be developed by the bidder meeting out the requirement. Please refer Annexure-“C” . Please also refer Annexure D.
85	Page no. 40, Point no. 3.3	Description of High Court of Madhya Pradesh Holdings that are to be digitized, The size of Judgment and order will be Legal / FS / A4 or equivalent.	What is the FS size in document please explain	Full scape size paper.
86	Page no. 12, Point no. 2.12.2	Availability of Personnel, It is envisaged that the assignment will be undertaken by a core team who are fluent in English and Hindi, which would include a full-time Team Leader / Project Manager who is a digitization specialist with good facilitation skills and capacity in multiple digitization methodologies including experience in creation of metadata completely.	Is project manager required at all 228 locations	Site In charge/ Team Leader is required at 50 District Courts.
87	Page no. 44, Point no. 3.5.3.2	Manpower, Successful bidders should also have a dedicated regular team of fulltime project managers, quality control experts, Legal experts, scanning operators and document classification experts for timely completion of the project.	What would be the role of legal experts please share their job KRA	Legal expert will check in daily parameters of the digitized records. One Legal expert at each Districts Establishment shall be provided by the Vendor.
88	Page no.	Physical Infrastructure,	Kindly relook	No change

	45, Point no. 3.5.3.3	Furniture: The successful bidder will have to install the required furniture of reputed make from their own resources.	into this requirement as generally furniture are provided by the project owner	
89	Page no. 69, Point no. 3.10.3	True Colour Digitization	Please share the configuration for the computers to be deployed & what kind of operating system would be required for software installation	The vendor has to decide the hardware for effective Digitization work.
90	Page no. 106, Point no. Form T-4	Equipment Proposed to be installed, Vendor has to disclosed that what hardware they will use for scanning MAPs (Black and white, Color), Large Size Landscape papers.	What would be the ratio of such Maps & Large Size landscape documents against the total volume	Very less (Less than 1% or less)
91	Page no. 66, Point no. 3.8	Technical Specifications and Requirements, The images so stored in the database should be indexed as per the requirements of the High Court of Madhya Pradesh and should be capable of adding more images, at later stage on need basis, in an old stored filed. The data so stored shall be in a non editable form.	Its contradicting to statement 3.5.5 wherein its mentioned that indexing will be done by High Court team and If the data stored will be in non editable form then how can we add images at later stage	For such Judicial records the images of which has been finally uploaded on Server and further if any correction is required then from existing TIFF files and the newly added one Final TIFF and PDF files will be created.
92	Page no. 66, Point no. 3.8	Technical Specifications and Requirements, All Scanned / digitized paper files will be stamped and duly signed by the used indicating that the "FILE IS SCANNED AND CLEANED" With Vendor Name and the bidder will be fully responsible for any loss / damage of any document.	Stamping needs to be done on physical file level or at image level & also please clarify whether the same needs to be done at page level or file level	At file level only.
93	Page no. 88, Point no. 7.7	Quality Checking, If at the time of Quality checking of record which has been scanned and cleaned by the Digitization Vendor, it is found that there is a variation in the actual physical file and the scanned image of the	Request you to kindly relook into the penalties as they seem to be on higher side.	No change

		case/document then rejection will be marked by the quality check team of the High Court / District Courts and a penalty of Rs. 200 per case per rejection shall be levied. If the pointed out rejection has been corrected by Vendor and even after this the same rejection is being repeatedly reported by High Court user then a penalty of Rs. 300/- in addition to the Rs. 200 per case shall be levied. Corrections should be made by Vendor on same day failing which a penalty of Rs. 100 per day per rejection shall be levied on the Vendor.		
94	9, L	The Service Provider shall not sub-contract any part of its obligation under the present contract.	Need Clarity regarding the point on sub contracting.	No subcontracting is permitted.
95	12, 2.1	The Bidder shall not be permitted to subcontract any part of its obligations under the contract, except with the prior written permission of the Registrar General, High Court of Madhya Pradesh	Need Clarity regarding the point on sub contracting.	No subcontracting is permitted.
96	10, 2.2	The proposal should be submitted along with online application fee of Rs.10,000/- (Rupees Ten Thousand only) and online Earnest Money Deposit (EMD) of Rs.10,00,000/- (Rupees Ten Lakh only) in the form of online mode through eprocurement tender portal www.mptenders.gov.in in favour of "Registrar General, High Court of Madhya Pradesh, Jabalpur" valid for the period of 6 months. The Bid submitted without EMD and/or the application fee/tender fees shall be summarily rejected.	Required clarity in the given point.	Online application fee of Rs.10,000/- (Rupees Ten Thousand only) and online Earnest Money Deposit (EMD) of Rs.10,00,000/- (Rupees Ten Lakh only) in the form of online mode is to be paid by the bidder through procurement tender portal www.mptenders.gov.in .
97	13, 2.12.2	Full-time Team Leader / Project Manager shall have a working experience of ISO 14721 Open Archival Information System (OAIS) Reference Model based Digitization Project execution.	Required clarity in the given point.	Clause is self explanatory.
98	25, 2.34	Area of Work District Courts and Tehsil Courts in the State of Madhya Pradesh.	How many total courts and tehsil need to touch and the estimated	Please refer Annexure-"A" and "B"

			volume or page size ???	
99	37, 3.1	Scope of Work for the turnkey project Digitization Project at District and Tehsil Courts in the State of Madhya Pradesh consists of execution of work of Scanning of Artefacts into TIFF images OR JP2K (lossless compression) and further cleaning of these scanned images at District & Tehsil Courts by the prospective bidder/vendor with the help of District Court Digitization Software that may be provided by the High Court of Madhya Pradesh.	Need clarity with the expectations as standard set by Jabalpur High Court ??	Now, DMS is to be developed by the bidder meeting out the requirement. Please refer Annexure-“C” . Please also refer Annexure D .
100	4, 3.4	Judicial Records and other Miscellaneous Records- 30 Crore pages	Any Break up of the records with the specific sizes in majority ??	Please refer Annexure-“A”

For evaluation of technical bids the criteria has been revised as follows:-

SECTION IV

CRITERIA FOR EVALUATION

4.1 Evaluation of Technical Bids:-

Sl. No	Parameter	Evaluation Criteria		Score/Marks
1.	Relevant Experience of the Vendor in scanning and Digitization	a)	Executed at least 5 project of records digitization of more than 5 crore pages (each project 02 numbers)	10
		b)	At least three Digitization Projects with each project money value more than Rs. 5 Crore. (Note -: For one project the number will be 05, for two project number will be 10 and for three project number will be 15)	15
			Marks	25
2.	Development of DMS System and approach and its Methodology for implementation	a)	Overall experience and Credential of the firm regarding Development and implementation of DMS System as per the tender document.	20
		b)	Methodology for Development of DMS.	10
		c)	Clear understanding of scope of services.	5
			Marks	35
3.	Team Structure and Organization	a)	Team organization and scheduling: Team and its Optimization work plan to meet an efficient activity scheduling.	5

		b)	Proposed Team structure (with clearly identified roles & responsibility.	5
			Marks	10
4.	Quality Management & Solution Proposed	a)	Quality Standards	
		i)	ISO 9001:2008 or equivalent Certification (yes= 3 , No=0)	3
		ii)	ISO 27001:2005 or equivalent Certification (yes= 3 , No=0)	3
		iii)	ISO 20000 for quality Certification for IT Services (Yes= 3 , No-0)	3
		iv)	CMMI Level III or Higher (if Yes= 3 , if No=0)	3
		v)	ISO 14721 Open Archival Information System (OAIS) Reference Model (Yes= 3 , No-0)	3
			Marks	15
5.	Key Personnel and Infrastructure	a)	Key Personal and infrastructure	
		i)	Competence and hands-on experience of the Team Leader/Project Manager in execution and coordination of similar digitization projects. Profile of the Team Leader/ Project Manager >=10 years digitization experience= 5 , <10 years and >5Years Exp.= 3 , For <5year and >1 Year Exp.= 1) Maximum marks 05	05
		ii)	The bidder who have all format scanners like 100 ADF, 10 Flatbed and 10 over Head book scanner = Maximum Marks:10 >=100 ADF, 10 Flatbed and 05 Over Head Scanners=08 >=100 ADF, 10 Flatbed=05	10
			Total	100
<p>1. All the prequalification and technical specifications conditions are to be fulfilled by the bidders.</p> <p>2. The Technical proposals will be evaluated by the committee appointed by the High Court of Madhya Pradesh and they will select the bidders. The financial bids will be opened for the shortlisted bidders only. Rest of the bidders EMD will be returned after finalization of bid.</p> <p>3. The minimum of 70 marks are there for getting selection in the financial bid opening.</p> <p>4. The decision of the Registrar General for finalization of the Bidders will be final.</p>				

Note:-

1. In case of any query regarding condition of documents for scanning, please contact IT Wing of the High Court.
2. All LAN work installation along with active and passive components is to be arranged by the bidder/vendor.

3. All furniture's of good quality and sitting arrangement along with AC (Air-conditioner) and proper power backup (UPS system) is to be arranged by the bidder/vendor. However the DG set shall arranged by the District Courts.
4. All computing devices like scanner, computer, server at each location of good quality and under excellent working condition to be installed by the bidder/vendor along with backup option.
5. Electricity connection shall be provided by the District Courts, water drinking facility and other amenities shall be arranged by District Courts.
6. The Registrar General, High Court of Madhya Pradesh has full rights to accept or reject any bid, without assigning any reason.
7. The financial submission sheet is modified accordingly regarding the supply of items.

Table-B

(The financial bids are to be submitted only online and no hard copy to be submitted along with the bid.)

S.No.	Lumsum cost for development of document management system along with implementation	Rate	GST	Any other tax / duty	Total Amount (Rate + Taxes)	Remarks for the software
1	2	3	4	5	6=4+5	7
1	DMS development charges along with implementation.					
2	Cost of Data Migration / PDF to newly developed DMS system (approximately 60 crore pages)					

Note:- The L-1 will be on the basis of total output of Table-A and Table-B.

8. The Registrar General, High Court of Madhya Pradesh has right to alter the scope of work as per the requirement.
9. All Prospective bidders are requested to submit the bid with all relevant documents.
10. On introduction of new levy / taxes / duties the rate / price of items shall change in same proportionate.
11. For all future correspondence / addendum / corrigendum, please refer to the website of the High Court www.mphc.gov.in and Government tender portal www.mptenders.gov.in.
12. The software to be compatible/ integrate with PHP language, My SQL database.
13. The last date of online tender submission is hereby extended till 19th December, 2022 before 06:00 P.M. (mandatory) and submission of hardcopy is made upto 20th December, 2022 before 05:00 P.M. (mandatory) and opening of technical bids of the tender 21st December, 2022 at 11:00 A.M.

Sd/-

REGISTRAR GENERAL

ANNEXURE-"A"

STATUS OF FRESH FILING OF APPROXIMATELY NUMBER OF CASES AT DISTRICT AND TEHSIL COURTS IN THE STATE OF MADHYA PRADESH (AS ON 31-07-2022)						
SR. NO.	NAME OF THE JUDICIAL DISTRICT	NAME OF COURT COMPLEX	TYPE OF COURT COMPLEX I.E. DISTRICT/ TEHSIL (DC/TC)	NUMBER OF FUNCTIONING COURT ROOMS	APPROX NUMBER OF FRESH CASE FILES PER DAY IN ALL COURTS (CRIMINAL & CIVIL)	APPROX NUMBER OF PAGES IN ALL COURTS (CRIMINAL & CIVIL)
1	ALIRAJPUR	DISTRICT & SESSIONS COURT, ALIRAJPUR	DISTRICT	7	20	1200
2	ALIRAJPUR	CIVIL COURT , JOBAT	TEHSIL	4	15	900
3	ANUPPUR	DISTRICT & SESSIONS COURT, ANUPPUR	DISTRICT	6	15	900
4	ANUPPUR	CIVIL COURT , KOTMA	TEHSIL	6	20	1200
5	ANUPPUR	CIVIL COURT ,RAJENDRAGRAM	TEHSIL	2	15	750
6	ASHOKNAGAR	DISTRICT COURT ASHOKNAGAR	DISTRICT	13	18	900
7	ASHOKNAGAR	CIVIL COURT ,MUNGAOLI	TEHSIL	5	9	450
8	ASHOKNAGAR	CIVIL COURT ,CHANDERI	TEHSIL	4	10	500
9	ASHOKNAGAR	CIVIL COURT, ESAGRAH	LINK	1	6	300
10	BALAGHAT	DISTRICT & SESSIONS COURT, BALAGHAT	DISTRICT	10	35	1750
11	BALAGHAT	CIVIL COURT ,BAIHAR	TEHSIL	4	15	750
12	BALAGHAT	CIVIL COURT ,KATANGI	TEHSIL	1	10	500
13	BALAGHAT	CIVIL COURT ,WARASEONI	TEHSIL	7	30	1500
14	BALAGHAT	CIVIL COURT , LANJI	TEHSIL	1	10	500
15	BARWANI	DISTRICT & SESSIONS COURT ,BARWANI	DISTRICT	9	20	1500
16	BARWANI	CIVIL COURT ,ANJAD	TEHSIL	2	4	300
17	BARWANI	CIVIL COURT ,KHETIYA	TEHSIL	1	6	400
18	BARWANI	CIVIL COURT ,RAJPUR	TEHSIL	2	12	800
19	BARWANI	CIVIL COURT ,SENDHWA	TEHSIL	4	11	650
20	BETUL	DISTRICT & SESSIONS COURT BETUL	DISTRICT	17	66	4494
21	BETUL	CIVIL COURT ,BHAINSDEHI	TEHSIL	2	5	90
22	BETUL	CIVIL COURT ,MULTAI	TEHSIL	8	20	1200
23	BETUL	CIVIL COURT ,AAMLA	TEHSIL	2	13	890
24	BHIND	DISTRICT & SESSIONS COURT BHIND	DISTRICT	16	35	2500
25	BHIND	CIVIL COURT ,LAHAR	TEHSIL	6	12	1450
26	BHIND	CIVIL COURT ,MEHGAON	TEHSIL	5	10	1200
27	BHIND	CIVIL COURT ,GOHAD	TEHSIL	6	12	1400
28	BHOPAL	DISTRICT & SESSIONS COURT BHOPAL	DISTRICT	63	175	8800
29	BHOPAL	CIVIL COURT ,BARASIA	TEHSIL	5	30	2700
30	BURHAN	DISTRICT & SESSIONS	DISTRICT	12	39	1950

	PUR	COURT BURHANPUR				
31	BURHAN PUR	CIVIL COURT ,NEPANAGAR	TEHSIL	1	5	240
32	CHHATA RPUR	DISTRICT & SESSIONS COURT CHHATARPUR	DISTRICT	16	60	3000
33	CHHATA RPUR	CIVIL COURT ,BADAMALHARA	TEHSIL	3	15	500
34	CHHATA RPUR	CIVIL COURT ,BIJAWAR	TEHSIL	5	25	700
35	CHHATA RPUR	CIVIL COURT ,LAUNDI	TEHSIL	6	30	800
36	CHHATA RPUR	CIVIL COURT ,NOWGONG	TEHSIL	5	30	800
37	CHHATA RPUR	CIVIL COURT ,RAJNAGAR	TEHSIL	2	12	500
38	CHHATA RPUR	CIVIL COURT ,BAXWAHA	TEHSIL Link court	1	5	500
39	CHHIND WARA	DISTRICT & SESSIONS COURT CHHINDWARA	DISTRICT	17	40	1400
40	CHHIND WARA	CIVIL COURT ,AMARWARA	TEHSIL	4	8	80
41	CHHIND WARA	CIVIL COURT ,CHURAI	TEHSIL	3	20	600
42	CHHIND WARA	CIVIL COURT ,JUNARDEO	TEHSIL	3	25	700
43	CHHIND WARA	CIVIL COURT ,PANDURNA	TEHSIL	3	10	500
44	CHHIND WARA	CIVIL COURT ,PARASIYA	TEHSIL	4	18	750
45	CHHIND WARA	CIVIL COURT ,SAUSAR	TEHSIL	5	18	540
46	CHHIND WARA	CIVIL COURT, HARRAI	Regular Court	1	1	50
47	CHHIND WARA	CIVIL COURT, TAMIA	Regular Court	1	2	60
48	DAMOH	DISTRICT & SESSIONS COURT DAMOH	DISTRICT	15	25	1250
49	DAMOH	CIVIL COURT,HATTA DISTRICT DAMOH	TEHSIL	6	12	600
50	DAMOH	CIVIL COURT PATHARIYA DISTRICT DAMOH	TEHSIL	1	5	250
51	DAMOH	CIVIL COURT TENDUKHEDA DISTRICT DAMOH	TEHSIL	1	7	350
52	DATIA	DISTRICT & SESSIONS COURT DATIA	DISTRICT	13	25	625
53	DATIA	CIVIL COURT,BHANDER DISTRICT DATIA	TEHSIL	2	3	150
54	DATIA	CIVIL COURT,SEONDHA DISTRICT DATIA	TEHSIL	5	8	400
55	DEWAS	DISTRICT & SESSIONS COURT DEWAS	DISTRICT	18	26	1040
56	DEWAS	CIVIL COURT,BAGLI	TEHSIL	4	8	240
57	DEWAS	CIVIL COURT,KANNOD	TEHSIL	4	6	180
58	DEWAS	CIVIL COURT, KHATEGAON	TEHSIL	3	8	200
59	DEWAS	CIVIL COURT,SONKATCH	TEHSIL	3	6	150
60	DEWAS	CIVIL COURT,TONKHURD	TEHSIL	2	4	160
61	DHAR	DISTRICT & SESSIONS COURT , DHAR	District	13	60	4200
62	DHAR	CIVIL COURT ,BADNAWAR	TEHSIL	4	12	500
63	DHAR	CIVIL COURT ,DHARAMPURI	TEHSIL	4	15	300
64	DHAR	CIVIL COURT ,KUKSHI	TEHSIL	6	20	1400
65	DHAR	CIVIL COURT, MANAWAR	TEHSIL	4	12	960
66	DHAR	CIVIL COURT, SARDARPUR	TEHSIL	7	25	2000
67	DINDORI	DISTRICT & SESSIONS COURT, DINDORI	DISTRICT	8	23	1150
68	DINDORI	CIVIL COURT, SHAHPURA	TEHSIL	2	7	350

69	GUNA	DISTRICT & SESSIONS COURT GUNA	DISTRICT	17	35	912
70	GUNA	CIVIL COURT ,AARON	TEHSIL	2	4	75
71	GUNA	CIVIL COURT ,CHACHODA	TEHSIL	5	16	215
72	GUNA	CIVIL COURT ,RAGHOGARH	TEHSIL	6	18	300
73	GUNA	CIVIL COURT ,KUMBHRAJ	TEHSIL	No Court	No Court	No Court
74	GWALIOR	DISTRICT & SESSIONS COURT GWALIOR	DISTRICT	46	155	5400
75	GWALIOR	CIVIL COURT ,BHITARWAR	TEHSIL	2	12	700
76	GWALIOR	CIVIL COURT ,DABRA	TEHSIL	9	35	1800
77	HARDA	DISTRICT & SESSIONS COURT, HARDA	DISTRICT	10	31	1595
78	HARDA	CIVIL COURT ,TIMARNI	TEHSIL	2	3	102
79	HARDA	CIVIL COURT , KHIRKIYA	TEHSIL	1	2	84
80	NARMA DAPURAM	DISTRICT & SESSIONS COURT NARMADAPURAM	DISTRICT	15	16	1408
81	NARMA DAPURAM	CIVIL COURT ,PACHMARHI	TEHSIL	1	2	120
82	NARMA DAPURAM	CIVIL COURT , ITARSI	TEHSIL	6	14	980
83	NARMA DAPURAM	CIVIL COURT , PIPARIYA	TEHSIL	5	10	600
84	NARMA DAPURAM	CIVIL COURT , SEONI MALWA	TEHSIL	2	6	240
85	NARMA DAPURAM	CIVIL COURT , SOHAGPUR	TEHSIL	3	6	300
86	INDORE	DISTRICT & SESSIONS COURT, INDORE	DISTRICT	53	300	13900
87	INDORE	CIVIL COURT ,DEPALPUR	TEHSIL	4	12	600
88	INDORE	CIVIL COURT ,HATOD	TEHSIL	1	5	250
89	INDORE	CIVIL COURT ,MHOW	TEHSIL	9	35	1800
90	INDORE	CIVIL COURT ,SANWER	TEHSIL	2	17	850
91	JABALPUR	DISTRICT & SESSIONS COURT, JABALPUR	DISTRICT	65	170	7680
92	JABALPUR	CIVIL COURT ,PATAN	TEHSIL	5	15	675
93	JABALPUR	CIVIL COURT ,SIHORA	TEHSIL	5	16	720
94	JHABUA	DISTRICT & SESSIONS COURT JHABUA	DISTRICT	10	95	1695
95	JHABUA	CIVIL COURT PETLAWAD	TEHSIL	3	19	382
96	JHABUA	CIVIL COURT ,THANDLA	TEHSIL	2	17	539
97	KATNI	DISTRICT & SESSIONS COURT KATNI	DISTRICT	25	46	1150
98	KATNI	CIVIL COURT ,VIJAYRAGHAVGARH	TEHSIL	2	8	700
99	KATNI	CIVIL COURT ,BARHI	TEHSIL	1	6	500
100	KATNI	CIVIL COURT ,DHIMARKHEDA	TEHSIL	1	4	350
101	KHANDWA	DISTRICT & SESSIONS COURT KHANDWA	DISTRICT	14	35	1750
102	KHANDWA	CIVIL COURT ,HARSUD	TEHSIL	3	9	450
103	KHANDWA	CIVIL COURT PUNASA District KHANDWA	TEHSIL	1	5	250
104	KHANDWA	CIVIL COURT MANDHATA	TEHSIL LINK	1	5	250
105	MANDLA	DISTRICT & SESSIONS COURT MANDLA	DISTRICT	11	35	2275

106	MANDLA	CIVIL COURT ,NAINPUR	TEHSIL	1+1 link	2	160
107	MANDLA	CIVIL COURT ,NIWAS	TEHSIL	3	9	765
108	MANDLA	CIVIL COURT ,BICHHIYA	TEHSIL	1	2	150
109	MANDLE SHWAR	DISTRICT & SESSIONS COURT MANDLESHWAR	DISTRICT	6	11	600
110	MANDLE SHWAR	CIVIL COURT ,KHARGONE	TEHSIL	8	35	2800
111	MANDLE SHWAR	CIVIL COURT ,SANAWAD	TEHSIL	2	14	650
112	MANDLE SHWAR	CIVIL COURT ,BARWAHA	TEHSIL	5	10	700
113	MANDLE SHWAR	CIVIL COURT ,BHIKANGAON	TEHSIL	3	15	900
114	MANDLE SHWAR	CIVIL COURT ,KASRAWAD	TEHSIL	2	13	580
115	MANDLE SHWAR	CIVIL COURT ,MAHESHWAR	TEHSIL	1	10	450
116	MANDSA UR	DISTRICT & SESSIONS COURT MANDSAUR	DISTRICT	17	45	4200
117	MANDSA UR	CIVIL COURT ,BHANPURA	TEHSIL	3	6	300
118	MANDSA UR	CIVIL COURT ,GAROTH	TEHSIL	4	9	450
119	MANDSA UR	CIVIL COURT ,NARAYANGARH	TEHSIL	3	7	350
120	MANDSA UR	CIVIL COURT ,SITAMAU	TEHSIL	2	6	300
121	MOREN A	DISTRICT & SESSIONS COURT MORENA	DISTRICT	20	35	1000
122	MOREN A	CIVIL COURT ,AMBAH	TEHSIL	6	20	650
123	MOREN A	CIVIL COURT ,JORA	TEHSIL	8	10	200
124	MOREN A	CIVIL COURT ,SABALGARH	TEHSIL	7	19	635
125	NARSIN GHPUR	DISTRICT & SESSIONS COURT NARSINGHPUR	DISTRICT	12	33	1650
126	NARSIN GHPUR	CIVIL COURT ,GADARWARA	TEHSIL	8	17	850
127	NARSIN GHPUR	CIVIL COURT TENDUKHEDA DISTRICT NARSINGHPUR	TEHSIL	1	2	100
128	NARSIN GHPUR	CIVIL COURT GOTEGAON	TEHSIL	1	5	250
129	NEEMU CH	CIVIL COURT ,JAWAD	TEHSIL	4	4	160
130	NEEMU CH	CIVIL COURT ,MANASA	TEHSIL	4	4	160
131	NEEMU CH	DISTRICT & SESSIONS COURT ,NEEMUCH	DISTRICT	8	9	440
132	NEEMU CH	CIVIL COURT ,RAMPURA	TEHSIL	1	1	40
133	PANNA	DISTRICT & SESSIONS COURT PANNA	DISTRICT	11	20	400
134	PANNA	CIVIL COURT ,AJAYGARH	TEHSIL	1	5	100
135	PANNA	CIVIL COURT ,PAWAI	TEHSIL	3	14	200
136	RAISEN	DISTRICT & SESSIONS COURT RAISEN	DISTRICT	10	20	1000
137	RAISEN	CIVIL COURT ,BARELI	TEHSIL	5	8	400
138	RAISEN	CIVIL COURT ,BEGUMGANJ	TEHSIL	5	10	600
139	RAISEN	CIVIL COURT ,GAIRATGANJ	TEHSIL	1	4	200
140	RAISEN	CIVIL COURT ,GOHARGANJ	TEHSIL	6	12	600
141	RAISEN	CIVIL COURT ,SILWANI	TEHSIL	1	4	200
142	RAISEN	CIVIL COURT ,UDAIPURA	TEHSIL	1	4	200
143	RAJGAR H	DISTRICT & SESSIONS COURT RAJGARH	DISTRICT	8	47	4300

144	RAJGAR H	CIVIL COURT, BIAORA	TEHSIL	4	20	1800
145	RAJGAR H	CIVIL COURT, KHILCHIPUR	TEHSIL	2	5	400
146	RAJGAR H	CIVIL COURT, NARSINGHGARH	TEHSIL	4	18	1600
147	RAJGAR H	CIVIL COURT, ZIRAPUR	TEHSIL	2	8	600
148	RAJGAR H	CIVIL COURT, SARANGPUR	TEHSIL	5	25	2300
149	RATLAM	CIVIL COURT, ALOTE	TEHSIL	7	13	650
150	RATLAM	CIVIL COURT, JAORA	TEHSIL	9	23	1150
151	RATLAM	CIVIL COURT, SAILANA	TEHSIL	3	11	550
152	RATLAM	DISTRICT & SESSIONS COURT, RATLAM	DISTRICT	19	35	1750
153	REWA	DISTRICT & SESSIONS COURT REWA	DISTRICT	29	95	3600
154	REWA	CIVIL COURT, MAUGANJ	TEHSIL	8	17	970
155	REWA	CIVIL COURT, SIRMOUR	TEHSIL	5	13	400
156	REWA	CIVIL COURT, TEONTHER	TEHSIL	4	25	1700
157	REWA	CIVIL COURT ,HANUMANA	TEHSIL	2	3	250
158	REWA	Civil Court MANGAWAN	LINK	1	6	150
159	SAGAR	DISTRICT & SESSIONS COURT SAGAR	DISTRICT	25	65	3250
160	SAGAR	CIVIL COURT ,BANDA	TEHSIL	4	7	350
161	SAGAR	CIVIL COURT ,BINA	TEHSIL	5	12	600
162	SAGAR	CIVIL COURT ,DEORI	TEHSIL	5	8	400
163	SAGAR	CIVIL COURT ,KHURAI	TEHSIL	5	12	600
164	SAGAR	CIVIL COURT ,REHLI	TEHSIL	3	7	350
165	SAGAR	CIVIL COURT ,GARACOTA	TEHSIL	2	4	200
166	SAGAR	CIVIL COURT ,MALTHONE (link)	TEHSIL Link court	1	2	100
167	SAGAR	CIVIL COURT ,SHAHGARH (link)	TEHSIL Link court	1	2	100
168	SAGAR	CIVIL COURT ,KESLI (link)	TEHSIL Link court	1	2	100
169	SATNA	DISTRICT & SESSIONS COURT SATNA	DISTRICT	26	27	810
170	SATNA	CIVIL COURT ,AMARPATAN	TEHSIL	5	20	600
171	SATNA	CIVIL COURT ,MAIHAR	TEHSIL	6	25	750
172	SATNA	CIVIL COURT ,NAGOD	TEHSIL	5	23	690
173	SATNA	CIVIL COURT ,RAMPUR BAGHELA	TEHSIL	4	5	150
174	SATNA	CIVIL COURT ,CHITRAKOOT	TEHSIL	2	6	180
175	SATNA	CIVIL COURT ,UNCHEHRA	TEHSIL	1	5	150
176	SEHORE	DISTRICT & SESSIONS COURT, SEHORE	DISTRICT	13	50	5000
177	SEHORE	CIVIL COURT ,ASHTA	TEHSIL	7	10	1000
178	SEHORE	CIVIL COURT ,BUDHNI	TEHSIL	3	5	500
179	SEHORE	CIVIL COURT ,ICHHAWAR	TEHSIL	1	6	600
180	SEHORE	CIVIL COURT ,NASRULLAGANJ	TEHSIL	4	6	600
181	SEONI	DISTRICT & SESSIONS COURT SEONI	DISTRICT	15	55	2200
182	SEONI	CIVIL COURT ,LAKHNADON	TEHSIL	7	45	1800
183	SEONI	CIVIL COURT, GHANSAUR	LINK	1	8	240
184	SHAHDO L	DISTRICT & SESSIONS COURT SHAHDOL	DISTRICT	10	12	600
185	SHAHDO L	CIVIL COURT ,BEOHARI BEOHARI	TEHSIL	5	6	300
186	SHAHDO L	CIVIL COURT ,BURHAR	TEHSIL	6	5	250

187	SHAHDO L	CIVIL COURT ,JAISINGHNAGAR	TEHSIL	4	4	200
188	SHAHDO L	CIVIL COURT ,JAITPUR (Link)	TEHSIL Link court	1	1	30
189	SHAJAP UR	DISTRICT & SESSIONS COURT SHAJAPUR	DISTRICT	12	32	2880
190	SHAJAP UR	CIVIL COURT ,AGAR	TEHSIL	5	30	2700
191	SHAJAP UR	CIVIL COURT ,NALKHEDA	TEHSIL	1	6	510
192	SHAJAP UR	CIVIL COURT ,SHUJALPUR	TEHSIL	6	27	2430
193	SHAJAP UR	CIVIL COURT ,SUSNER	TEHSIL	2	11	880
194	SHEOPU R	DISTRICT & SESSIONS COURT SHEOPUR	DISTRICT	9	35	1750
195	SHEOPU R	CIVIL COURT ,VIJAYPUR	TEHSIL	3	15	750
196	SHIVPU RI	DISTRICT & SESSIONS COURT SHIVPURI	DISTRICT	15	30	1650
197	SHIVPU RI	CIVIL COURT ,KARERA	TEHSIL	6	15	825
198	SHIVPU RI	CIVIL COURT ,KOLARAS	TEHSIL	3	7	385
199	SHIVPU RI	CIVIL COURT ,PICHHORE	TEHSIL	4	7	385
200	SHIVPU RI	CIVIL COURT ,POHARI	TEHSIL	2	5	275
201	SHIVPU RI	CIVIL COURT ,KHANIADHANA	TEHSIL	1	4	220
202	SIDHI	DISTRICT & SESSIONS COURT SIDHI	DISTRICT	13	26	1040
203	SIDHI	CIVIL COURT ,CHURHAT	TEHSIL	3	8	400
204	SIDHI	CIVIL COURT RAMPUR NAIKIN	TEHSIL	3	8	400
205	SIDHI	CIVIL COURT ,MAJHOULI	TEHSIL	3	7	350
206	SINGRA ULI	DISTRICT & SESSIONS COURT SINGRAULI WAIDHAN	DISTRICT	12	50	2000
207	SINGRA ULI	CIVIL COURT ,DEOSAR	TEHSIL	6	30	1400
208	TIKAMG ARH	DISTRICT & SESSIONS COURT TIKAMGARH	DISTRICT	16	28	1500
209	TIKAMG ARH	CIVIL COURT ,JATARA	TEHSIL	6	10	600
210	TIKAMG ARH	CIVIL COURT ,NIWARI	TEHSIL	6	12	720
211	TIKAMG ARH	CIVIL COURT ,ORCHHA	TEHSIL	2	7	350
212	UJJAIN	DISTRICT & SESSIONS COURT UJJAIN	DISTRICT	23	40	4500
213	UJJAIN	CIVIL COURT ,BADNAGAR	TEHSIL	5	15	1500
214	UJJAIN	CIVIL COURT ,KHACHRAUD	TEHSIL	3	8	400
215	UJJAIN	CIVIL COURT ,MAHIDPUR	TEHSIL	4	25	2000
216	UJJAIN	CIVIL COURT ,NAGDA	TEHSIL	6	17	600
217	UJJAIN	CIVIL COURT ,TARANA	TEHSIL	4	15	400
218	UMARIA	DISTRICT & SESSIONS COURT UMARIA	DISTRICT	9	30	1500
219	UMARIA	CIVIL COURT ,BIRSINGHPUR- PALI	TEHSIL	2	10	600
220	UMARIA	CIVIL COURT ,MANPUR	TEHSIL	1	10	500
221	VIDISHA	DISTRICT & SESSIONS COURT VIDISHA	DISTRICT	14	42	4000
222	VIDISHA	CIVIL COURT ,KURWAI	TEHSIL	2	12	700
223	VIDISHA	CIVIL COURT ,BASODA	TEHSIL	9	28	1500
224	VIDISHA	CIVIL COURT ,LATERI	TEHSIL	2	12	600
225	VIDISHA	CIVIL COURT ,SIRONJ	TEHSIL	4	13	1200

				1487	4508	234856
Approx number of pages in 3 years i.e. 720 days (234856 x 720)						16,90,96,320

PENDING RECORD FOR DIGITIZATION

SR. NO	DISTRICT	NUMBER OF PAGES (PENDING RECORD FOR DIGITIZATION) (INCLUDING TEHSIL COURTS)
1	ALIRAJPUR	1050000
2	ANUPPUR	250000
3	ASHOKNAGAR	2070000
4	BALAGHAT	3000000
5	BARWANI	11744197
6	BETUL	2975000
7	BHIND	8500000
8	BHOPAL	1000000
9	BURHANPUR	100000
10	CHHATARPUR	150000
11	CHHINDWARA	250000
12	DAMOH	100000
13	DEWAS	1050000
14	DHAR	3500000
15	DINDORI	4000000
16	GUNA	1090000
17	GWALIOR	5266540
18	HARDA	50000
19	NARMADAPURAM	73000
20	INDORE	1350000
21	JABALPUR	9500000
22	KATNI	1050000
23	KHANDWA	255000
24	MANDLESHWAR	2400000
25	MANDSAUR	25955172
26	MORENA	1200000
27	NARSINGHPUR	1600000
28	NEEMUCH	1000000
29	PANNA	100000
30	RAISEN	180000
31	RATLAM	6350000
32	REWA	1300000
33	SAGAR	200000
34	SATNA	780000
35	SEHORE	10,00,000
36	SEONI	3500000
37	SHAHDOL	5500000
38	SHAJAPUR	3738000
39	SHEOPUR	1000000
40	SHIVPURI	170000
41	SIDHI	750000
42	SINGRAULI	2300000
43	VIDISHA	17061081
		134457990

Annexure-“B”**List of Court locations which are ready to start the Digitization project**

Sr. No.	District Name	Name of the District Court Complex
1.	Alirajpur	District & Sessions Court, Alirajpur
2.	Anuppur	District & Sessions Court, Anuppur
3.	Ashoknagar	District & Sessions Court, Ashoknagar
4.	Balaghat	District & Sessions Court, Balaghat
5.	Barwani	District & Sessions Court, Barwani
6.	Betul	District & Sessions Court, Betul
7.	Bhind	District & Sessions Court, Bhind
8.	Bhopal	District & Sessions Court, Bhopal
9.	Burhanpur	District & Sessions Court, Burhanpur
10.	Chhatarpur	District & Sessions Court, Chhatarpur
11.	Chhindwara	District & Sessions Court, Chhindwara
12.	Damoh	District & Sessions Court, Damoh
13.	Datia	District & Sessions Court, Datia
14.	Dewas	District & Sessions Court, Dewas
15.	Dhar	District & Sessions Court, Dhar
16.	Dindori	District & Sessions Court, Dindori
17.	Guna	District & Sessions Court, Guna
18.	Gwalior	District & Sessions Court, Gwalior
19.	Harda	District & Sessions Court, Harda
20.	Hoshangabad	District & Sessions Court, Hoshagabad
21.	Indore	District & Sessions Court, Indore
22.	Jabalpur	District & Sessions Court, Jabalpur
23.	Jhabua	District & Sessions Court, Jhabua
24.	Katni	District & Sessions Court, Katni
25.	Khandwa	District & Sessions Court, Khandwa
26.	Mandleshwar	District & Sessions Court, Mandleshwar
27.	Mandla	District & Sessions Court, Mandla
28.	Mandsaur	District & Sessions Court, Mandsaur
29.	Morena	District & Sessions Court, Morena
30.	Narsinghpur	District & Sessions Court, Narsinghpur
31.	Neemuch	District & Sessions Court, Neemuch
32.	Panna	District & Sessions Court, Panna
33.	Raisen	District & Sessions Court, Raisen
34.	Rajgarh	District & Sessions Court, Rajgarh
35.	Ratlam	District & Sessions Court, Ratlam
36.	Rewa	District & Sessions Court, Rewa
37.	Sagar	District & Sessions Court, Sagar
38.	Satna	District & Sessions Court, Satna
39.	Sehore	District & Sessions Court, Sehore
40.	Seoni	District & Sessions Court, Seoni
41.	Shahdol	District & Sessions Court, Shahdol
42.	Shajapur	District & Sessions Court, Shajapur
43.	Sheopur	District & Sessions Court, Sheopur
44.	Shivpuri	District & Sessions Court, Shivpuri
45.	Sidhi	District & Sessions Court, Sidhi
46.	Singrouli	District & Sessions Court, Singrouli (Waidhan)
47.	Tikamgarh	District & Sessions Court, Tikamgarh
48.	Umaria	District & Sessions Court, Umaria
49.	Ujjain	District & Sessions Court, Ujjain
50.	Vidisha	District & Sessions Court, Vidisha

Annexure-“C”

Scope of Work

The Organization should have sufficient experience and credentials for successful completion of implementing Judicial Digital Repository (JDR) using industry standard open-source Document Management System DSpace based JDR to an OAIS and ISO 16363 standard based trusted repository. Solutions should be proposed strictly in line with the Open-source solution framework issued by Government of India, if a solution is available in the framework for a component, then other solution should not be proposed. The Bidder will be also responsible for migrating digitized case files (disposed cases) stored in the existing DMS to the proposed solution.

Tasks:

1. Data migration of Metadata and Files store to the latest production version of the proposed solution framework at the time of implementation with data relationship, submission processes, workflow, versioning, workflow steps to manage pending cases, and other functionalities required to meet a comprehensive Judicial Digital Repository as per ISO standard prescribed above. 60 crore (40 crore images at District Courts 20 Crore images at High Court) records to be migrated in a new system (DMS).
2. JDR Installation/Configuration, Customization, Data Migration and conversion, Add-on development, Integration, API-REST based interoperability (All Available Endpoints), Enhancement SOLR and Elasticsearch search engine, Implementation of new authentication capabilities based on OpenID Connect/Oauth/Auth0/LDAP (to be decided at later stage), Integration with other systems and Training & Support for data archival and preservation. The integration process with the other application shall also need to be define based on REST API which includes submission sections, submission forms, submission uploads, workflow definitions, workflow steps, browses, search, workspace items, authorities, version, version history, workflow items, pool task, claimed tasks, harvester metadata, submission definitions, dark archive, UUID validators, SKOS ontologies, and all other available endpoints.

Above are base functionalities for completeness of the JDR. Service provider will customize the solution to meet the judiciary's working of managing both disposed and pending case files in synchronization with rest of IT applications used by the Court and to address end to end aspects of the prescribed ISO 16363 and OAIS standards.

1. The vendor should have software development/ Installation and service experience in the system analysis, design, development, implementation and maintenance of proposed DMS and other required solutions to meet the OAIS & ISO 16363 based trusted repository framework requirements. Technology provider must have installation experience for proposed. Internet URL of quoted instances with copies of orders/installation certificate should be submitted along with the technical bid.
2. The Judicial Digital Repositories (JDRs) have to be audited and certified as per the ISO 16363 for their overall trustworthiness and reliability in the long-term to ensure

legal admissibility of digital records. ISO 16363 Audit and Certification of Trustworthy Digital Repositories also requires compliance with ISO 27001 and other ancillary standards. It should include clear guidelines on Electronic Records Management (ERM) as per the ISO 15489 and digital preservation as per ISO 16363. Standardized metadata parameters are also defined to ensure efficient searchability, classification and interoperability across JDRs.

3. The Data migration and Upgradation of solution framework should be done to manage and preserve the digital documents and fulfill the ISO 16363 certified trustworthy repository digital repository standards that do cover following requirements:

- a) Legal requirements to justify the suitable mechanism for digital preservation (Legal Framework) (Annexure D.1)
- b) Public Records Act 1993 (Annexure D.2)
- c) Need for Electronic Records Management (ERM) (Annexure D.3)
- d) ISO 16363 Certified Trustworthy Digital Repository (Annexure D.4)
- e) Ecosystem for Trustworthy Judicial Digital Repositories (Annexure D.5)
- f) Digital Preservation Standards (Annexure D.6)
- g) Audit & Certification (Annexure D.7)
- h) ISO 14721 Open Archival Information System (OAIS) Reference Model (Annexure D.8)
- i) Archive Management (Annexure D.9)
- j) Search & Retrieval (Annexure D.10)
- k) IT ACT Notification, GSR 582 (Annexure D.11)
- l) Right To Information ACT 2005 (Annexure D.12)
- m) E-Discovery, Scalability, Access Control and Customizability (Annexure D.13)
- n) Data Protection Strategy (Annexure D.14)

B) Major Responsibility include;

1. The Security of the data is the essence of the system. Hence implement all the security features in the system as per the requirement of the Legal System Intranet set up/Internal server/ Proxyserver.
2. The Access Portal/REST API will also be customized for multilingual search & retrieval as per the requirement.
3. After the successful implementation and User Acceptance testing (UAT), if any functional/development/integration bug/error found at any particular time the person shall have to resolve the issue and to give free support as applicable to be offered for a period of 1 years.
4. All System Layout and Architecture which mainly includes Communities, sub communities, collections, submission processes, versioning etc. shall have to be created as per court requirement and need to be customized such a way that the court can Add/update/delete the required endpoint at any particular time.
5. The Installation/Integration/Customization etc will have to done on available servers

and network infrastructure. The bidder cannot demand any special hardware or infrastructure at project commencement stage and will have to be clearly indicated if otherwise at initial stages.

6. Bidder will have to create detailed technical documents for installed/customized system architecture which may include data flow diagrams, workflow diagrams, submission processes, technical knowledge transfer, user manual etc. and it need to submitted to the competent authority after completion of work.
7. Bidder will also do the required configuration with cron jobs for all required REST API endpoints and the demo of each will be illustrated by the bidder to registry technical staff.
8. Bidder will have to design and configure the system in a way that approx 1 lakh documents with their metadata can be injected into JDR from all the internal module through REST Api and/or front end content ingestion module.
9. The vendor should configure multiple instances for JDR in failover mechanisms/disaster recovery mode with load balancing, high availability, high performance.
10. Vendor should perform final testing of the configured DMS for security, load and robustness. Vendor should get this testing performed from third party testing agencies as empanelled by CERT-IN, at its own cost. Such third party testing agency should issue a certificate thereof in the name of court certifying that the fail-over and load balanced instances (as configured by the vendor) are/can:
 - Secure from OWASP Top 10 security breaches
 - Handle more than 2000 concurrent requests per second for metadats and/or bitstreams.
 - Handle more than 2000 concurrent requests per second for Solr search (with aggregation) for all types of queries: Basic, Phrase, Proximity, Boolean, Boosted, Range, Facet etc.
 - Handle failovers/disaster recovery with ease, along with the data being in sync across multiple instances.
11. Court wants to ensure that any standard feature developed for it by the technology provider should become part of the core DMS and should be replicated to future versions of the DMS. Hence, Technology provider will be responsible to contribute standard features developed in the DMS in the master code base of the DMS. Such code will be tested and approved by the community testers and will have to be part of next release of the standard DMS.
12. Vendor will be responsible for delivering all solution components as per OAIS and ISO 16363 trusted repository standards and supporting applications like application/web server, databases, core applications and other supporting applications to run the proposed solution framework. This excludes server Operating systems, network applications, load balancer, data replication tools, firewall, antivirus, etc.

13. **While technology provider will develop the DMS front end as per SCI's requirements, it will also care for accessibility guidelines as per GIGW standards.(most important)**
14. All the undertakings/certificates handed over to High Court of Madhya Pradesh by the vendor should be digitally verifiable (Eg.: by way of QR Codes etc.) from the official websites of undertaking/certificate issuing organizations.

Annexure D.1

Legal requirements to justify the suitable mechanism for digital preservation (Legal Framework)

National Policy and Action Plan for Implementation of information and communication technology (ICT) in the Indian Judiciary–2005 was submitted by e-Committee, Supreme Court of India, with a vision to transform the Indian Judiciary by ICT enablement of Courts. As per this policy, e-Courts are being established to make justice delivery system affordable and cost-effective. The computerization of judicial procedures is producing massive volumes of e-records. The digitization of legacy records with the courts is also resulting in humongous volumes of data.

The risks associated with digital data due to rapid technological obsolescence are recognized globally. The obsolescence of digital records and the evidentiary proofs can create problems in administrative, judicial and legislative functions in addition to loss of valuable information, intellectual property and heritage. Therefore, it is necessary to ensure that the digital records, which require to be retained for long duration are preserved as per the international best practices and standards.

In addition, the relevant extracts from the Indian Evidence Act 1872, IT Act 2000, IT Act Amendments 2008, RTI Act 2005 and Public Records Act 1993 have been reproduced here, which make it mandatory to preserve the digital records. The specific sections and clauses from these acts are referred in this section.



Annexure D.2

Public Records Act 1993

The Public Records Act 1993 makes it mandatory that every record creating agency of the central government, any ministry, department or office of the Government must provide proper arrangement, maintenance and preservation of public records. Section 2 (e) of this Act clearly mentions that material produced by a computer or by any other device produced by the record creating agency must be preserved.

In conclusion, the existing legal framework makes it mandatory to undertake the following activities –

- Consider digital information as records requiring preservation
- e-Records must be produced in preservable formats
- Apply the records retention policies to electronic records
- Preserve the digital information
- Protect the evidentiary value of e-records
- Ensure safe and secure custody of the digital records
- Audit requirements are applicable to e-records and digital documents
- Facilitate efficient access to digital records from anywhere in the country

Annexure D.3

Need for Electronic Records Management (ERM)

As per the records management standard ISO 15489, there is a clear distinction between current and non-current records. The current or active e-records are regularly used for the current business of an agency, institution or organization and continue to be maintained in their place of origin or receipt. The current e-records can be subjected to further modification and processing. The current e-records are maintained within the e-records creation system (Case Information System) or in the data center for live transactions.

The e-records which are complete in all respects and no longer required for day-to-day conduct of an active business are referred as non-current or inactive records, which are required to be transferred to digital repository for preservation. The non-current e-record is the final output of the e-records creation system.

It is important to note that e-records creation system and digital preservation system are two different systems with a distinct focus and role which should not be mixed.

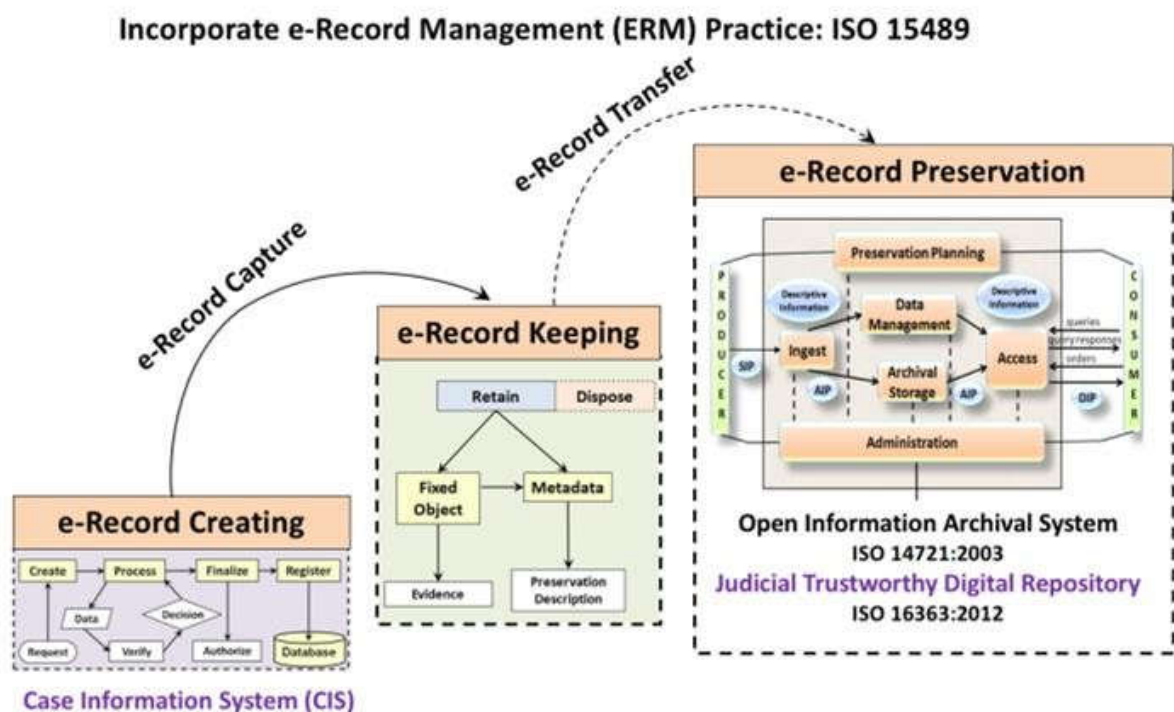


Fig. 3. The Lifecycle of Records Management

*(Image Courtesy PROPeR Best Practices & Guidelines,
eGov.DP.01-01 Version: 1.0 December, 2013, MeitY)*

Annexure D.4

ISO 16363 Certified Trustworthy Digital Repository

A digital repository has the responsibility for long term preservation of digital resources, as well as making them available to communities agreed upon by the depositors of the repository. The trustworthiness of a digital repository, as defined in ISO 16363: 2012 is established through periodic audit and certification which guarantees the capacity of a digital repository to deal with the threats and risks within its systems, to monitor, plan and maintain the digital resources, as well as the ability to act and implement the strategy for digital preservation. It provides a framework for the understanding and increased awareness of archival concepts needed for long term digital information preservation and access.

The Trustworthy Repository Audit & Certification (TRAC) metrics are split into three subject groups:

- Organizational Infrastructure - the repository's administrative, staffing, financial, and legal functions
- Digital Object Management - the handling of digital objects from ingests to access
- Technology, Technical Infrastructure, and Security - the technology used to handle ingested objects.

Third party audit is conducted by the accredited audit organization, which provides certification after successful completion of the audit. After the certification is received, the digital repository is audited on yearly basis to retain its validity. This approach is extremely helpful in protecting and preserving the digital repositories over a long period.

Annexure D.5

Ecosystem for Trustworthy Judicial Digital Repositories

The ecosystem for Trustworthy Judicial Digital Repositories include -

- State-of-the-art digital repository infrastructure in terms of data centre environment, cloud infrastructure, storage, disaster recovery site, high speed network connectivity
- State-of-the-art software tools and systems necessary for digital preservation, data processing, data migration, integrity and authenticity, search and retrieval, e-discovery and annotation.
- Digital preservation and information security best practices and guidelines
- Access control as per the designated users of judicial digital repositories
- Open and standard based data format specifications
- Cataloging, descriptive and technical metadata standards to enable proper representation and comprehension of digital records
- Well-defined data flow mechanisms to link related business processes and to ensure proper data deposits, preservation and retrieval
- Qualified & trained human resource for managing judicial digital repositories

Annexure D.6

Digital Preservation Standards

The Digital Repository infrastructure should gear up the capacity for comply with international standards and best practices related to digital preservation as under -

- ISO 16363 Audit & Certification of Trustworthy Digital Repositories
- ISO 14721 Open Archival Information System (OAIS) Reference Model
- ISO 13008 Digital Records Conversion & Migration Process
- ISO 13028 Implementation Guidelines for Digitization of Records
- ISO 15489 Records Management
- BS 10008 Evidential Weight & Legal Admissibility of Electronically Stored Information (ESI)
- ISO 27001 Information Security Management

The list of international standards needs to be updated regularly for keeping pace with new technologies and the evolving nature of best practices. Also, the relevant national level digital preservation standard and guidelines notified by MeitY such as eGOVPID Metadata Dictionary & Schema and Production of Preservable e-Records (PROPeR) must be suitably incorporated as these are designed to meet the requirements of above listed ISO standards.

Annexure D.7

Audit & Certification

In order to ensure trustworthiness, the Judicial Digital Repositories to obtain ISO 16363 certification from the accredited third-party organization through regular surveillance audits. It must be noted that ISO 16363 builds comprises of many ancillary standards along with ISO 14721 OAIS Reference Model at its core.

Annexure D.8

ISO 14721 Open Archival Information System (OAIS) Reference Model

ISO 14721:2012 defines the reference model for an open archival information system (OAIS). An OAIS is an archive, consisting of an organization, which may be part of a larger organization, of people and systems that has accepted the responsibility to preserve information and make it available for a designated community. It meets a set of such responsibilities as defined in this International Standard, and this allows an OAIS archive to be distinguished from other uses of the term "archive". The term "open" in OAIS is used to imply that ISO 14721:2012, as well as future related International Standards, are developed in open forums, and it does not imply that access to the archive is unrestricted.

The OAIS Reference Model provides

- a framework for the understanding and increased awareness of archival concepts needed for long term digital information preservation and access,
- the concepts needed by non-archival organizations to be effective participants in the preservation process,
- a framework, including terminology and concepts, for describing and comparing architectures and operations of existing and future archives,
- a framework for describing and comparing different long-term preservation strategies and techniques,
- a basis for comparing the data models of digital information preserved by archives and for discussing how data models and the underlying information may change over time,
- a framework that may be expanded by other efforts to cover long term preservation of information that is not in digital form (e.g. physical media and physical samples),
- expands consensus on the elements and processes for long term digital information preservation and access, and promotes a larger market which vendors can support, and guides the identification and production of OAIS-related standards that require to be tailored to meet the domain specific requirements.

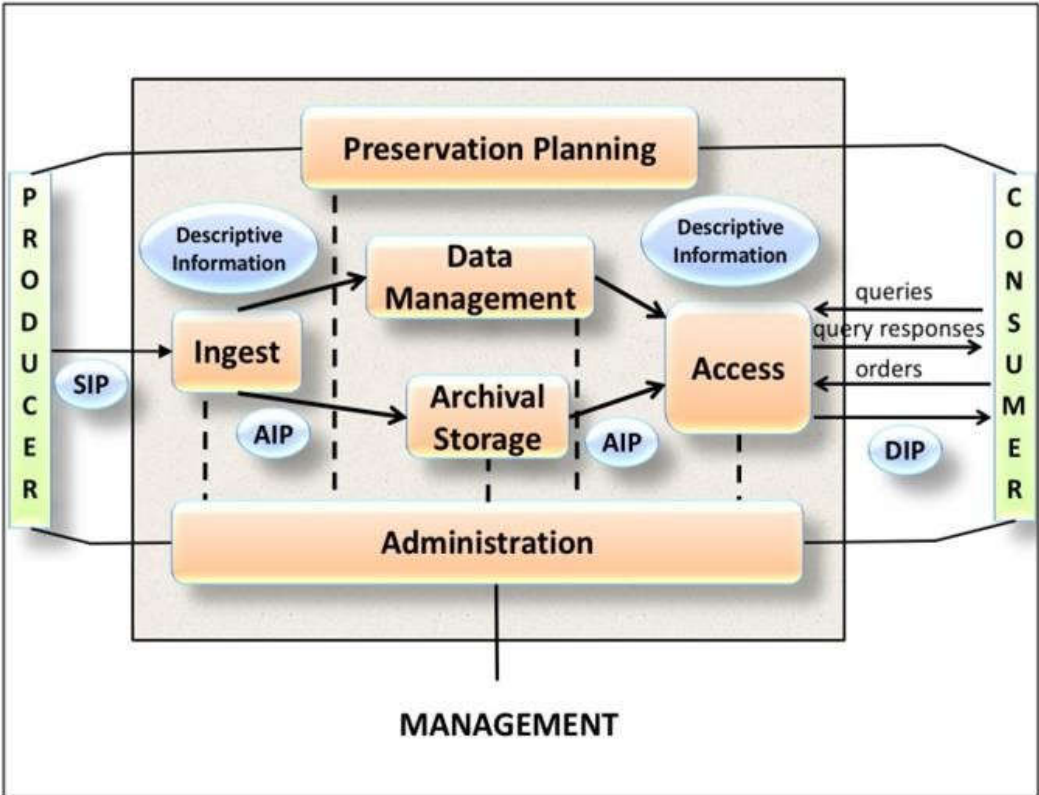


Fig. 5. High-level representation of OAIS Model

(Image Courtesy, ISO 14721:2012 Open Archival Information System (OAIS) Reference Model. OAIS is resourceful with functional guidelines and procedures, wherein each high-level block is exploded with minute operational details.

Annexure D.9

Archive Management

The Judicial Digital Preservation System (JDPS) to provide necessary functionalities for Submission Information Package (SIP) validation, metadata creation, automatic metadata extraction, ingest, storage and archive management, Archival Information Package (AIP) and Dissemination Information Package (DIP) configuration, access control, annotation, integrity and authenticity information.

Annexure D.10

Search & Retrieval

The access portal to provide the following types of search mechanisms to retrieve relevant information / digital records from the Judicial Digital Repository-

- Query in English, Hindi and Regional Languages
- Fuzzy search
- Full text search
- Cataloging metadata search
- Parameter-based / faceted search with filtering mechanism
- Boolean search mechanism with options
- Wild card search
- Logical search, proximity search
- Search within search, nested keywords
- Elastic search

Note:-

There are many types of search methods available as mentioned above. It is necessary to select appropriate type of search methods for the given digital repository as the search functionality depends on the quality of data and metadata e.g., full text search depends on availability of extracted text (OCR in case of digitized records) and the accuracy of OCR for the documents being searched. In case of noisy / inaccurate OCR, it only consumes the computer resources without providing greater searchability. Text summarization techniques are used to optimize and reduce the load on full text search.

Annexure D.11

IT ACT Notification, GSR 582

As per the IT Act Notifications GSR 582, the e-record making system or software should take into account the following features of e-records-

- life time
- preservability
- accessibility
- readability
- comprehensibility in respect of linked information
- evidentiary value in terms of authenticity and integrity
- controlled destructibility and
- augmentability

Note:-

The notification of General Statutory Rules (GSR) 582 notified under the IT ACT are extremely important as most of the software systems being used by the Judiciary or the associated agencies are producing born digital documents in proprietary PDF formats, which are not suitable for preservation. Judiciary needs to instruct strict compliance with PDF/A-1a or PDF/A-1b profile for digitally signed documents or any other digitized documents provided by associated agencies. The software systems should immediately comply with the requirements of “preservability” as stated in the GSR notification.

Annexure D.12

Right To Information ACT 2005

As per the Right to Information Act 2005, Chapter II, Section 4(1) every public authority is obliged to maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time, computerized and connected through a network all over the country on different systems so that access to such records is facilitated.

Annexure D.13

E-Discovery, Scalability, Access Control and Customizability

E-Discovery : With the rise in the volume of Electronically Stored Information (ESI) in Judicial Digital Repositories, e-discovery tools will be necessary to analyze, review and extract meaningful and relevant information from preserved data in terms of digital documents, audio video material and information in other electronic formats. The data collection, documentation and preservation methods have to be properly organized for effective e-discovery.

Scalability : The scalable framework of Judicial Digital Preservation System (JDPS) should allow addition of new ingest procedures depending on type of data.

Access Control : The JDPS should allow configuration of different policies for public and private records with controlled access as per the designated users.

Customizability : The Judicial Digital Preservation System to allow customizability in terms of regional language support, record retention schedules and policies which may differ from court to court within the common framework.

Annexure D.14

Data Protection Strategy

Multiple copies stipulated by the 3-2-1 backup rule protected from losing primary data. Storing multiple copies ensures that there is no single point of failure and data is safe. 3-2-1 backup rule should requires to maintain at least 3 backups of data (Primary copy + 2 copies on storage media + 1 copy at DR location).

Technical Specifications –

For each of the Functionality and Features outlined in the **Functionality Matrix below**, for each item, you may further comment regarding your response. Bidder needs to provide a screenshot of the concerned screen of software for justifying compliance with requirements stated in the specification sheet.

S. No	Requireme	Compliance	Bidder
	Architecture		
1.	The solution shall be fully web-based with no client component installation required on the user's workstation, mobiles, tablets, etc. via VPN or Internet. The system should be HTML 5 compliant. Solution stack should be built using Java, Angular, Python, graph technologies, etc.		
2.	The solution shall be platform Independent. It should support commonly used open-source and proprietary platforms (OS, DB, Web Server, App Server, monitoring platforms, etc.)		
3.	Solution stack should support leading Commercial and open-source RDBMS & Graph DBs.		
4.	The source code of the base information management platform should be available on the open internet for download by anyone.		
5.	The solution shall support multiple languages such as English, Hindi, Arabic, French, etc (UNICODE format).		
6.	The solution should support multiple file formats i.e. PDF, MS Office, Audio/Video, etc.		
7.	The System shall provide a facility to index both case files and documents in the case file individually. While it should be possible to index the case files using prescribed metadata fields like case number, section, case type, etc. documents pushed into the case file should be indexed using its document type, date, reference number, description, etc.		

8.	The solution should have an inbuilt browser-based batch data import module that allows bulk upload of data (metadata and attachments) into the solution for efficient search and retrieval.		
9.	Solution should have well defined APIs to allow capture solution to push digitized case files feeds into the repository. API documentation towards this requirement to be submitted in the compliance.		
10.	It should be possible to seamlessly interoperate data between Case Information management system and Case files management system through APIs.		
11.	The solution should have distributed storage architecture and should be smart enough to determine backend storage location based on the ruleset. Multiple storage types like SAN, FTP, AWS S3, etc. should be supported.		
12.	Should store metadata in RDBMS and electronic content on the file system (SAN/NAS) in encrypted form.		
13.	Should provide a single unified platform for both paper & electronic records.		
14.	The system should have the capability to set automatic reminders and alarms to concerned users through communication media such as email, SMS, etc.		
15.	Should have data backup and restore provision for regular backup of data.		
16.	The proposed solution should have an approval mechanism before publishing any content for access by the larger set of users.		
17.	The system shall be secure enough from hacking and other sort of attacks. Vulnerability Assessment and Penetration Testing (VAPT) test need to be carried out at regular intervals as mutually agreed upon.		

18.	The solution has the provision of adding case file in the repository with metadata only and it should be possible to add attachments files like PDFs, documents, images, etc. at a later stage.		
19.	Should have the provision of caching for faster search results.		
20.	Software should be mobile friendly and should have a ready interface for mobile devices		
21.	The proposed solution should be delivered with open Restful APIs to enable integration with other applications using standard practices.		
22.	Proposed solution should be cloud native and proposer or solution OEM should have experience of hosting the solution in the cloud environment.		
	User Interface		
1.	The proposed solution should have a card-based user interface.		
2.	The proposed solution should be developed using mobile-first philosophy and should have a dedicated User interface for small screen mobile devices.		
3.	The solution should have an informative User interface that allows the following		
	Multi-level storage hierarchical display		
	Card showing every hierarchy level should have provided a summarized view of information within and the user's response towards that section.		

4.	<p>The primary level of storage hierarchy to have the provision of creating multiple sub-levels for creating multi-level taxonomy. Preview card for the first level to have the following features:</p> <ul style="list-style-type: none">• Card-based design preview• Display logo/picture uploaded for the section• Section name• Clickable option for the user to enter in the section. The button should be large enough for easy click using a small screen mobile device• Key details about section i.e. i) Subsections/sub communities within it, ii) Count of folders, contents, iii) files added in the space		
5.	<p>For enhanced user experience, a preview card of every content stored in the solution should show key information like</p> <ul style="list-style-type: none">• Case type like Civil, Criminal, Writ, etc.• Thumbnail of primary attachment• Other primary details like Case Number, Judges, etc.• Should there be multiple values for Judges, pre-view should show all values without compromising on space consumed• Key details about content like, i) whether content has attachments and how many, quantitative analytics details like view count, attachments view/download count, Average user rating, number of user comments, etc.		

	<ul style="list-style-type: none"> Intelligent use of tooltips for displaying longer information like title without compromising optimal usage of space and creating ease of understanding All figures to be updated on a real-time basis 		
	Search		
1.	Provide searching facilities based upon Any metadata field (content, author, source, keywords, etc.).		
2.	Provide search based on the actual content of the Document & Records		
3.	The software has an inbuilt Thesaurus, for purpose of providing intelligent search. Provide Thesaurus-based Search.		
4.	Complex and multiple criteria-based Boolean searches.		
5.	Should have the provision of sorting the results based on relevance, submission date, etc.		
6.	Should have the provision of defining several search results required on the page by any end-user.		
7.	Should have a full-text search facility on industry- standard engines like 'solr', lucen, etc.		
8.	It should be possible for the user to search a record in a combination of full-text search and metadata.		
9.	Software should have a faceted search mechanism, which breaks up search results into multiple categories, typically showing counts for each, and allows the user to "drill down" or further restrict their search results based on those facets.		
10.	For making the solution more user-friendly and easy to use, the proposed software should have the feature of predictive search i.e. software should provide suggestions when users start keying the alphabets in certain fields for search.		

11.	Software should provide advance search options like Date Range Search, Proximity Search, Fuzzy Text search		
12.	<u>Period based search:</u> Proposed software should have the facility of picking start date and end date using the drop-down calendar for searching on a defined period		
13.	For ease of use, the proposed solution should highlight searched terms in metadata in search results. It should highlight the PDF file in searched case file where the searched term occurs. Followed by it, when the user opens PDF files from the searched case file, searched term should get highlighted in the text of the PDF file automatically.		
	Metadata		
1.	Integrated Document Management Solution should have no limitation on defining custom metadata fields.		
2.	Should have extensive meta-data creation using comprehensive data entry templates.		
3.	Integrated Document Management Solution supports associating metadata both to records and folders.		
4.	Metadata should support Dublin Core, MARC21 standards.		
5.	Server allowing harvesting of Metadata through OAI- PMH (Open archives initiative protocol for metadata)		
6.	It should be possible to integrate ontologies in metadata fields for a unified metadata creation and semantics management. Furthermore, users should get the option of entering keywords from the predefined vocabulary.		
	Security & Access Control		
1.	Case files management system should provide option of storing Open access and restricted contents from single interface.		
2.	User and user groups creation.		
3.	Provision for multi-level security access for different access categories.		

4.	Supports the movement of users between organizational units whereby their job roles and/or their access rights may change. The System has within it the concepts of job roles, and staff occupying those posts. In addition, the DMS must allow the definition of user roles and must allow one or more users to be associated with each role.		
5.	Provide Access Control based secure access providing View Document & Records, View Metadata, Update Document & Records, Update Record Metadata, Modify Record Access, and Destroy Record should be configurable by the administrator.		
6.	Software should have LDAP based authentication method.		
7.	It should be possible for system administrators to create users case file management and self registration should be possible for users too.		
8.	System administrator should be delegate administrative activities at Cabinet, sub-cabinet, folders, and case file level to other users and user groups.		
9.	It should be possible to define rights like reading, write, read metadata, read items, modify cabinets or assets uploaded, delete items, etc. (necessary screenshots to be submitted)		
10.	It should be possible to provide access rights to users on Item Metadata, Metadata & Files both and completely making private item i.e. neither metadata nor files should be searchable or visible to unauthorized users		
11.	There should be the provision of putting documents access request copy by users not having access rights on digitized files of a particular file. And authorized users should be able to grant or deny such access requests.		

12.	Solution provider will ensure acceptance of code of any standard DMS feature developed for High Court in the master code of the base DMS platform, which happens after code acceptance by community testers.		
	Content Viewer		
	Document Viewer		
1.	Proposed DMS should come with an inbuilt viewer for viewing the PDF files using browsers on multiple platforms i.e. laptop / mobile / tablet etc. The viewer should support multiple rendering technologies i.e. flash and HTML5 for easy display of contents on new and old browsers.		
2.	The viewer should be intelligent enough to understand the browser's technology and display the document in the best-suited technology		
3.	It should be possible for users to make a full-text search on OCR'd documents in the viewer		
4.	The proposed solution should have basic accessibility features like zoom in / out, go to page, etc. functionality		
5.	The solution should be capable of displaying documents without providing an option of downloading the document on multiple platforms like Windows, Linux, Android, Apple, etc.		
6.	The solution shall support comprehensive annotation features on images like highlighting, marking text, underlining putting sticky notes on documents, and support for text and image stamps etc.		
7.	It should be possible for the user adding annotation on a document to select other users who can see the annotation, or user may keep annotations limited to him/herself.		
8.	Annotation can be deleted only by the user added it.		

9.	The solution shall store annotations as separate file and at no time, the original image shall be changed. The system shall provide facility of taking print outs with or without annotations.		
	Rich Media Content Streaming / Viewing		
10.	The proposed solution will act as a central content repository for past and future content. In the future, Department may also receive some content in Audio / Visual form. Hence it proposed solution should also support server-based viewing and streaming of Rich media content. The solution to support the following specifications.		
11.	Support video formats like HLS, MP4, WebM, and OGG		
12.	Bitrate switching: Automatic and/or manual switching to the most suitable video quality.		
13.	Should be deployable on multiple server platforms like RHEL, Ubuntu, Windows Server. etc.		
14.	Support Flash and HTML5 based browsers		
15.	Compatible with multiple devices like Laptops, Tablets, Mobile, etc.		
16.	Internet URL of DSpace implemented/maintained by Bidder / authorized service provider demonstrating live implementation of proposed viewer		
	Browser-based batch data upload tool		
1.	It should be possible to upload metadata and digitized files using a browser-based batch data uploading mechanism		
2.	The module should be part of the proposed DMS and should be accessible in software. There should not be the requirement of accessing this module as an external module (outside the core application)		

3.	The proposed module should have an easy process for batch uploading of data i.e. it should be possible to attach metadata and corresponding digitized file as a single file in the module and the rest of the activities should be performed automatically by the software.		
4.	The proposed module should have the provision of validating the data structure before initiating upload in the repository.		
5.	The proposed module should be intelligent enough to determine whether content getting uploaded in a particular section should go in quality control workflow or should get published directly for public access.		
6.	Bidder should submit at least one live internet URL of DSpace implemented by it / authorized service provider supporting bidder demonstrating functional state of this module with the proposed version of Document Management System.		
	Reports		
	Productivity Report		
1.	<p>It should be possible for authorized users to track productivity in DMS</p> <ul style="list-style-type: none">• Based on date range / day / month• Based on storage area i.e. single or multiple storage cabinets• The report should be comprehensive and should provide information like<ul style="list-style-type: none">• Date for content submission• Cabinet, Sub Cabinet, and Folder where contents are stored• Title of content uploaded• Number of pages in a particular file• Name of user-uploaded content in the system		

2.	The report should also provide a graphical representation of the volume of contents by date for showing trends.		
3.	It should be possible for authorized users to export this report in form of Excel, PDF, or CSV.		
4.	For ease of use, it should be possible for the user to search on any given term within the populated report.		
5.	Internet URL of Production instance to be submitted showing above reports in the production environment.		
	Audit Report		
1.	The system shall support extensive Audit-trails at the document, Folder and for the highest levels for each action done by a particular user with the user name, date, and time.		
2.	Audit log should record and produce events like document view, add, edit, delete, search, user logins and the same can be filtered using multiple criteria to produce results specific to the user's needs.		
3.	It should be possible for authorized users to export these results in spreadsheet form to perform ad-hoc analysis.		
	Production documents capture workflow solution		
1.	Should be a client server architected solution.		
2.	Solution should address entire lifecycle of the case files digitization that starts with the physical records receipt till uploading in the Case files management system.		
3.	Proposed solution should be deployable on the Ubuntu server.		
4.	The scanning solution should support distributed ap- proach, where documents can be scanned remotely, but can be indexed & saved remotely or centrally.		

5.	System should support categorization of scanned images as different documents like Inward/Outward, Office file document, Affidavit, Petition, Supporting documents, Report, and other document types used by court.		
6.	Document Identification: increase productivity by automatically identifying scanned documents based on QR Code / barcodes, patch codes, or separator sheets.		
7.	System should provide an integrated scanning engine with capability for centralized and decentralized Scanning & Document Capturing. The scanning and document management solution should be from same OEM so as to provide an integrated solution right from capture to archival of documents.		
8.	The scanning interface should have a GUI based template definition module. It should be possible for authorized users to define masters for various metadata fields in the solution.		
9.	Template definition for document capture through scanning that contains General information, Data class and fields, Folder, and Document information to enable standard scanning across distributed location.		
10.	Solution shall support Bulk Import of image and electronic documents.		
11.	The Scanning solution must support both TWAIN or ISIS scanners. The Scanning solution should not be make & model dependent with respect to hardware scanner		

12.	System should have the capability of all the standard Image Operations such as a. Correcting format/ compression not proper b. Skew / De-skew c. de-speckle d. Rotate e. Black border f. Delete area g. Zoom-in/ Zoom-out h. Halftones and intrusive background colors i. Fix lines and shapes in scanned images j. Carry out cropping and cleaning of images like re- moving overall noises around the text, removing punch hole mark etc.		
13.	The scanning software should automatically detect white pages and remove them during scanning.		
14.	The scanning solution should support all types of paper document (upto A3), color, size, weight etc. It should also allow importing of the pre-scanned images including the image pdf formats		
15.	Solution must provide recognition capabilities through OCR (Optical Character Recognition)		
16.	Solution must provide recognition capabilities through OCR (Optical Character Recognition) for Bilingual (English & Hindi).		
17.	The Scanning product should have inbuilt capability to do a full page OCR and also convert the images to searchable forms like Searchable PDF. (English and Hindi)		
18.	System should have the ability to provide Compression of scanned image files in TIFF and PDF-A Format.		
19.	Scanning system should have the functionality of saving scanned images in the Content Repository platform.		
20.	There should be provision to scan the documents offline and store onto thick client and whenever user machine is connected to server all scanned data shall be synced with server.		

21.	Facility to scan multiple pages into batches for auto/manual processing		
22.	Template definition for document capture through scanning that contains General information, Data class and fields, Folder, and Document information to enable standard scanning across distributed location.		
23.	Delete, re-scan, append pages and insert pages into document before committing to server		
24.	There shall be a feature in solution to enhance image quality for better accuracy; Quick data transmission with automatic image compression, cropping and auto blank images removal. Image enhancement techniques for improving the quality of scanned images.		
25.	Image Enhancements, Extractions, Indexing shall be done at user level; there shall not be any to-and-fro communication with Content Repository server for each process.		
26.	Produce PDF, PDF/A file apart from TIFF file format		
27.	<p>Solution should have dedicated modules to address requirements of court's digitization process:</p> <ul style="list-style-type: none"> a. Inventory management for handover and receipt of records b. Barcode/qr code generation c. Scanning d. Scanning QC e. Indexing of documents f. Classifications of documents g. Final Quality control h. Court's staff quality control i. MIS j. Administration 		
28.	Capture workflow will work in synchronization with existing applications of the Court, where data push and pull will happen between these applications at multiple stages using web services.		
29.	It is up to Court to decide number of clients machine on which capture solution needs to be used.		

	Semantics and AI module of OAIS framework		
1.	The proposed solution should have the provision of creating a knowledge graph with the following specifications:		
2.	It should be possible to perform multilingual, collaborative development for managing OWL, SKOS(/XL), Ontolex-lemon lexicons, and generic RDF standards-based knowledge graphs.		
3.	Required knowledge graph to be developed on SKOS and SKOS-XL standards. Hence solution should support these standards in addition to the conventional OWL standard.		
4.	The solution should enable the development of multilingual knowledge graphs and the same should be done following W3C standards like Ontolex.		
5.	It should be possible to define lexical terms of a concept into the knowledge graph for addressing multi-lingual situations.		
6.	It should be possible to develop relationships amongst various concepts on SKOS standards into the knowledge graphs.		
7.	The solution should have a dedicated Role-based access control mechanism with standard user roles and provision of creating custom user roles.		
8.	It should be possible for several users to collaborate to generate ontology having millions of concepts.		

9.	<p>The solution should provide various roles for the users involved in creating knowledge graphs, some of them to be list are:</p> <ul style="list-style-type: none">• Administrator• Knowledge Graph/Ontology Manager• Ontology editors (allowed to make changes at the axiomatic level)• Thesaurus editors (allowed to work on thesauri without OWL/SKOS editing actions),• Terminologists/lexicographers (allowed to edit lexi- calizations. Further should be possible to limit role to few languages.),• Mappers (allowed to perform terms alignments only),• Verifier (allowed to verify others' actions)• Consumer/Reader, that can consume the contents in a read-only mode		
10.	<p>The solution to having an integrated workflow for managing resources addition/deletion into the knowledge graph. These should be added to the ontology only after going through the verification workflow.</p>		
11.	<p>It should be possible to create a knowledge graph for testing purposes in an in-memory state while production-grade knowledge graphs with millions of concepts to be created on the enterprise-scale Graph databases in the system.</p>		
12.	<p>It should be possible to import knowledge graphs in the system from various industry-standard sources as listed below:</p> <ul style="list-style-type: none">• External CSV, RDF/XML, N-Triples, N-quads, Tur- tle, RDF/JSON, etc.• Online hosted ontologies• Dataset Catalog		
13.	<p>The solution should have the provision of resolving gaps in the concept from the source if imported from external sources.</p>		
14.	<p>The solution should have a built-in SPARQL query builder for performing changes/custom outputs through SPARQL queries.</p>		

15.	<p>It should be possible to store SPARQL queries for a later stage to re-use</p> <p>Within a specific knowledge graph project or across multiple knowledge graphs/ontology projects.</p> <p>By other users else than one who built the query</p> <p>Periodical execution of the query</p>		
16.	<p>The solution should have the provision of creating metadata of the knowledge graph/ontology. This metadata should be created using Dublin Core parameters for keeping the output as per industry standards.</p>		
17.	<p>The solution should have advanced search for searching concepts across the knowledge graphs having millions of concepts.</p>		
18.	<p>It should be possible to search concepts using base terms as well as various parameters like relationship, lexical, metadata, etc.</p>		
19.	<p>There should be visualization provision to understand the relationship among various terms with relationship types defined.</p>		

20.	The solution should have a provision to export knowledge graphs into industry-standard graph formats.		
21.	The solution should have the provision of classifying contents pushed into the DMS based on domain-specific terms.		
22.	<p>The solution should be capable of using a combination of multiple AI algorithms for performing natural language processing and generating quality output.</p> <p>Name of multiple AI algorithms used to be listed in compliance along with method using which best results will be produced.</p>		
23.	It should be possible to train various algorithm models into the solution as per the needs of the project.		
24.	The solution should be developed on enterprise-scale technologies like Java, Python, and enterprise-scale graph databases like Arangodb/ontotext/dgraph.		
25.	It should be possible to have uniform domain-specific insight extraction from documents received in multiple languages.		
26.	The solution should be tightly interwoven with the core DMS so users can get benefitted from a single UI.		
27.	Only specialized users work on knowledge graph management and should be kept separate from the mass user base.		
	Long term archival		
1.	It should be possible to configure multiple process definitions in the dark archive module.		
2.	<p>Solution should have a dedicated dashboard that allow authorized users to monitor</p> <p>i) Content archival progress for its respective archival models.</p> <p>ii) Cache clean up</p> <p>iii) Removing contents due for deletion</p> <p>iv) Backlog process</p> <p>v) Dissemination content processing requests, etc.</p>		

3.	<p>In addition to above information, dashboard should allow users to perform</p> <ul style="list-style-type: none"> i) Preservation planning ii) Backlog processing iii) Appraisal iv) Access v) Administrative activities <p>In a summary, application dashboard should allow archivists to perform activities required as per OAIS standards.</p>		
4.	Solution should be able to cater any number of packages at any point in time in transfer and ingestion processes.		
5.	To make working easy for users, proposed solution should have visual indicators to show such processes based on its status, i.e. completed, failed, rejected by archivists, etc.		
6.	Definitions can be based on the content types or feeds coming for archival from different repository or knowledge graphs.		
7.	It should be possible to configure specific archive models in the dark archive that can be mapped with a specific case file management system or other repositories.		
8.	Dark archive should have provision of connecting each archive model with specific storage device (local or network), or a remote system that should be accessible via case files management system.		
9.	Each archive model should have provision to manage various Information packages (as per OAIS standards) separately to provide a systematic content structure within an archive model. These packages are i) Dissemination Information package, ii) Archive information package and iii) Submission information package.		
10.	<p>Solution needs to have a dedicated Access control mechanism that can manage both administrative and standard users separately.</p> <p>Being a dark archive, it is important that no user without having users credentials can log into the system.</p>		

11.	Users should receive the e-mail alerts for important events occurring in the dark archive for a timely action.		
12.	Solution should have provision to store the copy of archived information package data in order to deal with unforeseen corruption of the archived data. This feature should work as an Archive data recovery function.		
13.	Upon deletion of source archival copy of the content through authorized process, replicas should be deleted automatically.		
14.	Archive copy replication component should support replicating the Archival copy on local file system, object storage and clouds like Amazon S3.		
15.	Solution should have separate locations for <ul style="list-style-type: none"> i) Archival copy storage ii) Archival copy recovery copy iii) Content in process for archival iv) Backlog management for in process content 		
16.	There should be provision to generate Dissemination Information package from the archival copy and push it to the case file management system. These packages should be removed automatically, as soon as they are pushed to the target system.		
17.	Solution should follow practice of assigning UUID to each archival content.		
18.	It should be possible to create or import public and private encryption key into the application to store, transfer or replicate archival contents in an encrypted manner in various archive models.		
19.	Solution should be based on the microservices architecture as it is expected to process several file formats and archive them after ensuring its authenticity and legitimacy.		

20.	These microservices should atleast cover: i) Antivirus ii) Services to validate various image formats iii) Services to validate PDF and PDF/A iv) Checksum generator and validator v) Video validator vi) Tasks distributors vii) Authenticator services viii) Human and system metadata validator ix) Services to manage disk based storage and hier- archies of archived contents x) Enterprise search service, etc.		
21.	it should be possible to define workflows and configure decision points.		
22.	It should be possible to generate different reports that allow users to understand the archival status of contents.		
23.	Dark archive application should have proven integration with the case file management solution.		
	Solution framework considerations		
24.	All components of solution should have proven integration with each other.		
25.	Entire solution framework (case file management system, dark archive, semantics management) to be deployed in the failover cluster mode.		
26.	All solution components should have open source code base accessible to all users.		

- Bidder to provide screenshot of functionality in the compliance or web page link on the website of the proposed solution showing compliance to the specification. A vague compliance towards the specifications will be liable for rejection of bid without any explanation.
- Base solution components that have established code base on the open internet code repositories like Bitbucket, Github, etc. for access by open community without any restriction will be considered as an open source application. Bidder’s offer of delivering the source code of the proposed solution does not substantiate proposed solutions as open source applica- tions.

Annexure-“D”

Note on Digitization Project Implementation at District Courts in the State of Madhya Pradesh State

The High Court of Madhya Pradesh has published tender for Digitization of the District Courts Records on Turnkey Basis. In this, the efforts have been planned by High Court of Madhya Pradesh to generate PDF files of required specifications as given in the Standard Operating Procedure (SOP) of e-Committee, Supreme Court of India.

As per the provisions of the original Tender, the project is to be implemented as follows:-

1. Scanning, cleaning and Quality checking (for the scanned and cleaned record by the Vendor) for all type (Fresh Cases, After Hearing Pending Cases, Current Disposed Cases and old Disposed Cases) of Judicial Record is to be done by Vendor through the Software that is to be provided by the High Court of Madhya Pradesh.
2. The work of Indexing and Quality Checking for all type (Fresh Cases, After Hearing Pending Cases, Current Disposed Cases and old Disposed Cases) of Judicial Record is to be done by High Court deputed manpower.
3. The work of Data Segregation (to physically check the record and to identify the documents of pages which is not scanned and needs to be scanned as per rules) for After Hearing Pending Cases, Current Disposed Cases and old Disposed Cases is to be done by vendor. The work of Indexing Cum Quality Checking for these type of Judicial Record is to be done by High Court deputed manpower
4. Electrical Power, Space is to be provided by the High Court of Madhya Pradesh.
5. LAN connectivity up to nearest point is to be provided by the High Court of Madhya Pradesh.
6. All the Computer and Network Hardware is to be provided by the Vendor.
7. After scanning, cleaning and indexing the PDF files in the format **PDF/A-1a or PDF/A-2a** is to be provided by the High Court of Madhya Pradesh. The vendor is supposed to upload the same at Centralized Digitization Server of the High Court.

8. The High Court of Madhya Pradesh is to create the PDF files in light of Specification as mentioned in Point 3.8,3.9 and 3.10.

In the light of Standard operating procedure (SOP) issued by e-Committee, Supreme Court of India for the Digitization of records and further for their proper preservation and for installation of dedicated Judicial Repository at High Court level the amended Scope of work up to the following extent for some of the Point will be as follows and the remaining scope of work will remain same. On some points clarifications has been given in the reply of Pre Bid Queries issued by High Court of Madhya Pradesh same shall be applicable.

The detail of amended Scope of Work is as given below:-

1. The work of unbinding and re-binding the case files during and after Digitization is to be done by Vendor. Required manpower for file movements to be provided by vendor.
2. Rejection Handling Software shall be developed by Vendor for each process of Digitization of each type of Judicial Record.
3. During Scanning, Cleaning, Indexing, splitting and uploading the TIFF and PDF images shall be created as per Technical Specifications and metadata standards point number 3.10.1, 3.10.2 and 3.10.3 of the original Tender Document. It is made clear that crated PDF's should be of type PDF/A-2a **OR** PDF/A-1b and with the mentioned specifications in 3.8, 3.10.1, 3.10.2 and 3.10.3 of the original Tender Document. The following specification shall be effective and required for the project and shall be implemented by the vendor:-

Type of Digitization	Purpose	Type of Image	Remark
<ul style="list-style-type: none"> • Black & White Digitization (3.10.1) • Grayscale Digitization (3.10.2) • True Colour Digitization (3.10.3) 	Digitized Master Copy for Preservation Output	Uncompressed TIFF	
	Access Quality Output for Online Usage	TIFF Compression at minimum 72 ppi to 96 ppi resolution	The size of master image is reduced while ensuring the ease of readability of information in the record. The ppi resolution can be increased to ensure clarity of text.
	Searchable	PDF/A-1a or	

	PDF/A shall be complaint to	PDF/A-1b	
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4. Vendor has to make arrangement for scanning , cleaning and quality checking at District and Tehsil Court Level and after Indexing and final Quality Checking by High Court / District Court deputed team, the Digitized Data shall be first store in Servers at District or Tehsil Level through LAN and then the Data shall be uploaded from local server (available at District or Tehsil Court) on Digitization Server that is installed at Data centre at High Court of Madhya Pradesh, Jabalpur. Servers at District or Tehsil Level will be provided and installed by Vendor. Digitization Server is already installed at Data centre at High Court of Madhya Pradesh, Jabalpur. The Software for this activity shall be developed by the Vendor. Also, rejection handling software shall be developed by the Vendor. Adequate bandwidth will be provided by the High Court of Madhya Pradesh for uploading the data/ images from the Servers of the District Courts to Digitization Server installed at Data Centre at High Court of M.P., Jabalpur.
5. After Storage at Server the DMS part will be active. DMS shall be developed by Vendor in light of specifications/ details mentioned in **Annexure-“C”** which is being now a part of this Bid. The migrations of old Data in to new Document Management Systems (DMS) shall be the responsibility of vendor in entice.
6. Metadata for the entire DMS and for all the Digitization work flow and processes and for all type of judicial record shall be plan out by Vendor within light of CIS software integration in coordination with IT Wing of the High Court.
7. In case of any query / clarifications, the vendors are requested to contract IT Wing of High Court of Madhya Pradesh, Jabalpur.