



भारतीय रिज़र्व बैंक अभिलेखागार, पुणे  
RESERVE BANK OF INDIA ARCHIVES, PUNE

**Response to the queries raised by the Vendors  
Vide their emails, in connection with the E-tender on  
Digitisation of old Archival records (paper format) in RBI Archives**

RBI Archives had [invited e-tenders](#) for 'Digitisation of old Archival records (paper format) at the Reserve Bank of India Archives' which was published on Reserve Bank of India Website on August 06, 2024. In this connection, some vendors have raised the queries vide their email with regards to the tender. The response to the queries raised by the vendors is as under:

Sr. No	Queries raised by	Queries / doubts raised by vendor representative	Response from Reserve Bank of India Archives
1.	Ms. Surekha Dhavale  Bid Manager, Crown Worldwide Group	Age of the Documents  Could you please confirm how old the documents are?	The registers in RBI Archives are from the year 1777 onwards and the files are from the year 1900 onwards.
		Metadata Field to be captured  Could you please confirm how many metadata fields to be captured?	Around 15 Metadata Fields are to be captured.
		Digitisation of Registers (Bound volumes)  Could you please confirm on the volume of Registers to be scanned, we actually need to know the volume of binding required?	Sizes of registers vary from A4 to A0 and the total volume may be around 5 lakh pages per year which includes files and registers.
		Uploading of Data  Could you please confirm uploading of data will be single-page wise or bulk uploading is required?	Generally, bulk uploading of data is required.
2.	Saurabh Sharma  Iron Mountain India Private Limited, 302, B Wing, 3 <sup>rd</sup> Floor Time Square Andheri Kurla Rd, Andheri East, Mumbai - 400059.	Pre-Qualification Criteria Point 2(2)  The digitisation experience of the Bidder shall include digitisation of minimum 5 lakh pages in any archives (National Archives of India, State Archives, Business Archives, Bank Archives, or any archives in India) or RBI.	As per the tender document, the Archival experience will be considered for digitization work specifically done in any Archives of the

		<p>We request you to kindly consider experience for digitization of Historical and Legacy records of any archives (National Archives of India, State Archives, Business Archives, Bank Archives, or any archives in India) or RBI or the Government or private entities in India.</p>	<p>Government or private entities in India.</p>
		<p>Pre-Qualification Criteria Point 6 iii) Proof of engagement of employees in past digitisation projects shall be submitted. Will self-declaration in this regard be sufficient?</p>	<p>Yes, a self-declaration in this regard would be sufficient.</p>
		<p>Pre-Qualification Criteria Point 6 Pay roll and proof of PF deduction of the employees shall be submitted. Will salary slips be considered for PF Deductions?</p>	<p>Yes, salary slips would be considered for PF deductions.</p>
		<p>Commercial Bid Per-page rate for Digitisation of paper records kept in Files (Legal Size, A4 Size and any other size from post card to A0 size including manpower and equipment, etc.) and data migration to RBI Archives Server and into 2 sets of hard disks for the entire digitized data. Page here refers to one image or 2 images (front and back) Please specify.</p>	<p>One Page here means one image. i.e., front and back (if written on both sides) mean two pages.</p>
		<p>Tech requirement for Digitization of work All the documents shall be scanned in color only. 4.1 All scanning is to be done in color only?</p>	<p>Yes, color only.</p>

		<p>Commercial Bid</p> <p>Cost of conversion of data from color to black and white: Per-page cost of converting digitized data in color PDF to Black &amp; White PDF searchable copies, when required.</p> <p>What will be the annual volume for the conversion of the docs from color to black and white? Is there be any additional scope which need to be carried out during this conversion process?</p>	<p>The annual volume for the conversion of the documents from color to black and white may be around 5 lakh pages per year.</p>
		<p>Metrics for Evaluation of Technical Bid:</p> <p>Does experience in execution of similar digitisation contracts include digitization for any Govt. and private entities?</p>	<p>Yes, similar digitisation contracts include digitization for any Government and private entities.</p>
		<p>Metrics for Evaluation of Technical Bid:</p> <p>Successful Completion of Digitisation of records in any Archives in India. Request you to change this to Successful Completion of Digitisation of records in any Archives, Globally. We request you to consider Global experience.</p>	<p>As per the tender document, experience will be considered for Successful Completion of Digitisation of records in any Archives in India.</p>
		<p>Scope of Work</p> <p>There be any additional scope which need to be carried out during this conversion process?</p> <p>Does Bidder needs to number the blank pages also?</p>	<p>The document should be aligned, legible and clear after conversion to black and white.</p> <p>No, blank pages shall not be numbered.</p>
		<p>Pre-qualification Criteria</p> <p>"The following documents may be submitted by the bidder:</p> <p>i) Purchase Order / Receipt of the equipment(s).</p>	<p>Yes, the scanners which are purchased outside India would be considered.</p>

		<p>ii) Lease Agreement for use of the equipment, if rented and not purchased."</p> <p>Since Iron Mountain is a global Organization will scanners which are purchased outside India would be considered?</p>	
		<p>5.5 Non-disclosure</p> <p>The Successful Bidder shall indemnify the Bank for any loss suffered by it as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Successful Bidder and the Bank shall be entitled to claim damages and pursue legal remedies.</p> <p>We request the bank to CAP the liability.</p>	<p>No such cap is specified in the tender. However, the liabilities will be evaluated as per the occurrence of incidence.</p>
		<p>16. Bank Not Liable for Damages</p> <p>In the event of termination of the contract for any reason whatsoever, the Bidder / or persons employed by it shall not be entitled for any sum or sums whatsoever from the Bank by way of compensation or damages. The personnel deployed by the Successful Bidder for the services mentioned above shall be the employees of the Bidder for all intents and purposes and the persons so deployed shall remain under the control and supervision of the bidder. In no case shall a relationship of employer and employee arise between the said persons and the Bank, implicitly or explicitly. It shall be the responsibility of the Bidder to ensure that no liability on this count shall devolve on the Bank in respect of workers deployed by it."</p>	<p>No such compensation and reasons are specified in the tender as it may be evaluated as per the occurrence of incidence.</p>

		Please provide further clarification on the phrase "Reason whatsoever," as it encompasses a wide scope and does not specify compensation for successfully completed services in the absence of any faults on the part of the service provider.	
3.	Mr. G. Kumar Mr. A. Jagadish  Thrinaina Informatics Pvt. Ltd., Secunderabad.	Page no 48 Point no 1  There shall be no extra payment chargeable on behalf of any work as to cost of labor, dusting, page numbering, scanning, equipment maintenance, one set of portable external hard disks for all type of scanned / digitized data as given in the tender document.  As mentioned in the tender document (Page 17, Point 3.1 IV), external hard disks are provided by the RBI. Is it required for the vendor to provide an additional set?	The vendor need not provide any additional set of hard disks. The external hard disks will be provided by RBI Archives.