Expression of Interest (EOI) from respondents for IT Solutions

Ministry of Culture

National Archives of India (NAI)

Expression of Interest (EOI) from respondents for IT Solutions

2023

Date of Issuance of EOI: **07/10/2023**

Director General, National Archives of India(NAI) invites Proposal on behalf of NAI from reputed & experienced Agencies Expression of Interest (EOI) from respondents for Archival Solutions Critical Dates:-

A	EOI No. & Date	59-4/9/2023-Rep(D)/com unit dated 10/10/2023
B	Time limit of the Work	Project Duration is 2(Two) years from the date of signing of the Agreement. The project is extendable on grounds found justified by NAI or based on mutually agreed terms and conditions.
C	Date of Publication of NIT	10/10/2023
D	Brief description of Work	Expression of Interest (EOI) from respondents for IT Solutions for NAI.
E	Period for Downloading of EOI Documents	From:- 10/10/2023 to 21/10/2023 upto 16:00 hrs.
F	Seek Clarification Start Date	10/10/2023 from 17:00 hrs. (Through MS Excel file via email)
G	Seek Clarification End Date	13/10/2023 up to 17:00 hrs. (Through MS Excel file via email)
H	Pre-EOI Meeting Date, Time & Venue	16/10/2023 at 11:00 hrs. (Conference Hall, NAI, New Delhi)
I	Query Response/Corrigendum Date	18/10/2023upto 15:00 hrs.
J	EOI Submission Start Date & Time	20/10/2023 from 15:30 hrs. (Online only at CPPP website: https://eprocure.gov.in/eprocure/app)
K	EOI Submission End Date & Time	26/10/2023 up to 18:00 hrs. (Online only at CPPP website: https://eprocure.gov.in/eprocure/app and physical copy of original EMD)
L	EOI Opening Date & Time	27/10/2023 at 15:30 hrs.
M	Presentation Date & Time	To be notified after EOI Opening. Eligible Respondent will be intimated.
N	Place of Opening EOIs	Atrium Annexue bulding ,NAI, New Delhi
O	Officer Inviting EOIs	Director General National Archives of India
P	EOI Validity Period	180 days from the date of opening of EOI
Q	Mode of EOI Submission	Online (only at CPPP website: https://eprocure.gov.in/eprocure/app)

R	EOI	EOI documents may be downloaded from NATIONAL ARCHIVES OF INDIA website: www.nationalarchives.nic.inand CPPP site https://eprocure.gov.in/eprocure/app as per the schedule provided above in this table.

1. Other details can be seen from the EOI document.
2. NAI reserves the right to cancel/withdraw this invitation for EOIs without assigning any reason and there shall be no liability what so ever consequent up on such a decision.

Director General
National Archives of
India(NAI), New Delhi

1. Important Clarifications

Some terms have been used in the document interchangeably for the meaning as mentioned below:

- **'Respondent'** means agencies who respond to the EOI document.
- **'Successful Respondent'** refers to the respondent who gets selected by the NAI after completion of evaluation process for EOI.
- **'Service provider'** means the respondent selected out of this EOI and contracted to provide the services as per the indicative scope of this EOI.
- **'EOI'** means the Expression of Interest document.
- **'Response'** may be interchangeably referred to as 'Offer'.
- **'Authorised Signatory'** of the respondent is the person who has the power of attorney on behalf of the responding organisation for submission of response against this EOI / Tender document.

3.Glossary

S.NO	Acronym	Description
1.	BG	Bank Guarantee
2.	EOI	Expression of Interest
3.	OEM	Original Equipment Manufacturer
4.	TAT	Turn-Around-Time
5.	NAI	National Archives of India

Table of Contents

1.Fact Sheet

A	EOI No. & Date	<u>59-4/9/2023-Rep(D)/com unit</u> dated 10/10/2023
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2. Letter of invitation and Background Information

2.1. Letter of Invitation

a. NAI invites Expression of Interest (EOI) from reputed & experienced IT agencies/IT solutions provider (Respondent's) for its digitization works.

b. Any contract that may result from this public procurement competition will be issued for a term of 2Years ("the Term").

c. NAI reserves the right to extend the Term for a period or periods of up to <one year>with a maximum of <two> such extension or extensions on the same terms and conditions.

d. Proposals must be received not later than time, date and venue/web-portal mentioned in the Fact Sheet.

e. Proposals that are received after the deadline WILL NOT be considered in this procurement process.

2.2. About NAI

The National Archives of India (NAI) is the custodian of the records of enduring value of the Government of India. Established on 11 March, 1891 at Calcutta (Kolkata) as the Imperial Record Department, it is the biggest archival repository in South Asia. It has vast corpus of public records which include files, volumes, maps, bills assented by the President, treaties, rare manuscripts oriental records, private papers, cartographic records, important collection of Gazettes and Gazetteers, Census records, assembly and parliament debates, proscribed literatures, travel accounts etc.NAI records constitute an invaluable source of information for scholars, administrators and users of archives. Major chunk of oriental records in Persian and other languages like Sanskrit, Gurmukhi, Odiya, etc.

NAI has the following vision and mission:

Vision

- To help in spreading a feeling of national pride in our documentary cultural heritage and ensuring its preservation for posterity.

Mission

- To encourage the scientific management, administration and conservation of records all over the country.
- To foster close relations between archivists' and archival institutions, both at the national and international levels.
- To encourage greater liberalization of access to archival holdings.
- To help in developing greater professionalism and a scientific temper among creators, custodians and users of records for proper care and use of our documentary heritage.

NAI provides following services to the citizens:

- Providing facilities for the public use of reference media, records and publications available among our holdings.
- Searching and issuing of certified extracts of documents to the public for their use in accordance with rules laid down for the purpose.
- Providing assistance to documentary film makers and other professionals in locating, selecting and filming material of their interest.
- Organising conducted tours to our various Sections for the benefit of officials/ trainees for education and professional Institutes, as well as groups of individuals, with a view to apprising them with the different activities of the Department.
- Extending professional expertise to Institutions by deputing officers to deliver lectures, conduct workshops on management, administration and preservation of records.

2.3.Problem Statement

1. NAI has approximately 34 Crore pages of documents in its repositories. Most of these are in A4 size, but some maps and documents are in other sizes also. These documents are in English, Hindi, Arabic, Persian, Urdu, Odiya, Guajarati, French and other languages. Approximately 4 Cr pages have already been scanned and converted to digital format. NAI has decided to digitize the remaining 30 crores pages over the next two years.

2. During the past digitization efforts, there have been bottlenecks regarding the availability of cloud space and the speed at which scanned documents can be uploaded. Long term archival storage of the digitized documents is also a problem that needs cost effective and reliable Solutions.

3. NAI is going to outsource the digitization of 30 Crore pages within the next two years in TIFF, JPG and PDF formats along with OCR/ HWR and translation into English. Under this project, the selected vendor will have to scan roughly 6 lakhs pages per day at different locations of NAI i.e. NAI Headquarter, New Delhi, Lahore Shed,New Delhi, Regional Office (RO), Bhopal, and Regional Centres (RCs) Jaipur, Bhubaneswar and Puducherry. The Vendor will install 55 scanners at NAI Headquartersand Lahore Shed and 20 scanner (5 each) at RO Bhopal and RCs.

4. Each raw, uncompressed image in TIFF format is of 40 MB on an average. After cleaning up and image enhancement, this raw image is converted to a JPG image of 2 MB size on an average. The text contained in each image is then to be converted using OCR/HWR and translated into English. Finally, the compressed image along with editable texts and metadata is to be converted to a PDF/A image, which is then uploaded onto Abhilekh Patal (https://www.abhilekh-patal.in/jspui/), a web-based portal of NAI for public viewing and downloading images of documents.

5. The digitization vendor will carry out image editing of 6 lakh pages per day offsite. For this purpose, the raw scanned images will need to be transferred to his premises on a daily basis. He will then generate JPG and PDF/A images after processing. The PDF/A files will need to be accessed by a third-party vendor to certify proper quality.

6. Another vendor will carry out the Quality Check (QC) on images and upload a certificate confirming the quality of all images. On the bases of this certificate, the

digitization vendor will upload PDF/A files on AbhilekhPatal, and all files (TIFF/ JPG/ PDF/A) onto a archival storage Solutions confirming to disaster recovery guidelines.

7. In this backdrop, the proposed project seeks to address the following issues:

i. Transfer of about 6 lakh scanned images of approximately 40 MB each, i.e. 24 TB data daily from scanning locations to the offsite office of digitization vendor. This transfer may take place either physically or electronically, provided that no lossy compression shall be used.

ii. Creation of a virtual cloud space where digitization vendor can upload PDF/A files. Assuming that the maximum accumulation of files could be for 30 days, the cloud space required would be 1.5MB x 6 lakh pages x 30 days = 27 TB. Daily uploading/ downloading from this cloud space would be approximately 1 TB.

iii. Cloud space for hosting of Abhilekh Patal would be needed, supporting at least 1 TB of uploading every day. Total size of this cloud space would be 34 crore pages x 1.5 MB = 510 TB. Value added services including the use of AI for search/ indexing and cataloguing can be welcome additions.

iv. Physical/ cloud storage of all TIFF/ JPG/ PDF/A images at two locations as per disaster recovery guidelines would be required. NAI is open to considering all options such as data storage on magnetic tape/SSD/Optical/SAN/ NVMe Drives /Microfilm or any other technique, provided that the information is stored digitally (not analog images) and frequent data migration is not required. This is meant to be archival storage for a prolonged period of time, with very low frequency of accessing these images. The total size of all images would be (40+2+1.5) MB x 34 crore pages, which comes to about 15 PB of data.

8. The above processes of storage and transfer of images will need to be monitored on a real time basis to ensure that no data is lost.

9. Respondents are invited to present Solutions to the above requirements along with approximate fixed and recurring costs. Solutions presented would be assessed on the parameters of reliability, ease of use, fixed and recurring costs. The EOI might end up in award only in case the committee of experts constituted to evaluate the Solutions strongly and unequivocally recommends any particular Solutions.

Bidders Queries

a. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to Shri Farid Ahmad, DDA, National Archives of India, Janpath, New Delhi 110001 by post or email to archives@nic.in or ddf.nai-archives@gov.in on or before 20/10/2023.

Ready points

Total pages to be Digitized- 30 Cr.
1 Petabyte = 1000 Terabytes
1 Terabyte = 1000000 MB
1 MB = 0.000001 TB

S. No.	Format	Size per page MB	Size of 30 Cr. Pages MB	Size of 30 Cr. Pages TB	Size of 30 Cr. Pages PB
1.	PDF	1.5	45,00,00,000	450	0.45
2.	JPG	2.0	60,00,00,000	600	0.60
3.	TIFF	40.0	12,00,00,00,000	12,000	12.00
	TOTAL	43.5	13,05,00,00,00	13,050	13.05

Estimated Data Transfer Rate for 6 lakhs pages per day

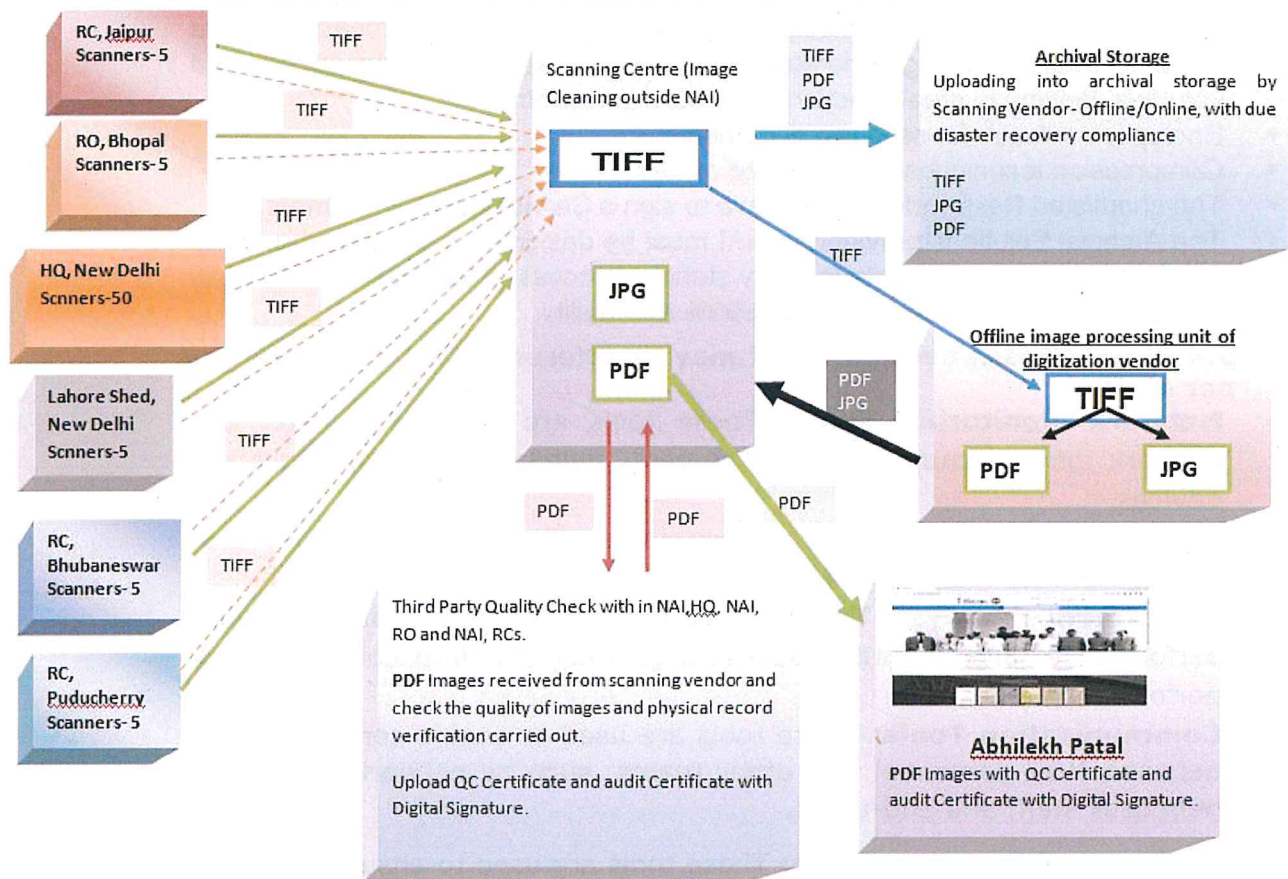| S. No.	Format	Size per page MB	Size of 6 Lakhs Pages in MB	Size of 6 Lakhs Pages in TB	Size of 6 Lakhs Pages in PB	Time taken for 6 lakhs pages per day @ 5 Gbps (Approx.)
1.	PDF	1.5	9,00,000	0.9	0.0009	30 Min
2.	JPG	2.0	12,00,000	1.2	0.0012	36 Min
3.	TIFF	40.0	2,40,00,000	24.0	0.2400	12 Hr
	TOTAL	43.5	2,61,00,000	26.1	0.2421	13.06 Hr

3. IT Infrastructure

3.1 Current Setup

NAI has dedicated cloud storage of 30 TB on NIC cloud. One SAN (storage network of 100TB .

NAI has a dedicated search portal i.e. Abhilekh Patal (https://www.abhilekh-patal.in) for its record holding where all the digital images being prepared has to be uploaded on it. Presently it has been hosted on NIC Cloud. It is on JAVA platform with D-space and postgre SQL with SENT OS.

3.2 Process Flow Chart:

Flow Chart

- RC, Jaipur Scanners-5
- RO, Bhopal Scanners-5
- HQ, New Delhi Scnners-50
- Lahore Shed, New Delhi Scnners-5
- RC, Bhubaneswar Scanners-5
- RC, Puducherry Scanners-5

TIFF

Scanning Centre (Image Cleaning outside NAI)

TIFF

JPG

PDF

TIFF
PDF
JPG

Archival Storage
Uploading into archival storage by Scanning Vendor- Offline/Online, with due disaster recovery compliance

TIFF
JPG
PDF

Offline image processing unit of digitization vendor

TIFF

PDF   JPG

PDF
JPG

Third Party Quality Check with in NAI,HQ, NAI, RO and NAI, RCs.

PDF Images received from scanning vendor and check the quality of images and physical record verification carried out.

Upload QC Certificate and audit Certificate with Digital Signature.

Abhilekh Patal
PDF Images with QC Certificate and audit Certificate with Digital Signature.

3.3 Project Scope

- Respondent should provide technical specifications, expected service levels and any other deliverables which can be used for SELECTION OF THE EOI/Model which is finalized as Solutions for NAI
- This scope is indicative in nature and the EOI will cover the exhaustive set of requirements along with other documents.
- All the Solutions proposed by the respondent shall be scalable and flexible in nature in order to cater to the future requirements of NAI, if any. NAI is open to considering all options such as magnetic tape/SSD/Optical/SAN/ NVMe Drives /Microfilm or any other technique, provided that the information is stored digitally (not analog images) and frequent data migration is not required. All data relating to NAI should be stored processed and operated within India and should be governed by India law.
- All the solutions proposed by the respondent shall be High availability, scalability and technology upgradation with enhanced microservices based architecture
- The vendor needs to provide the solution for secure access of records along with audit logs.
- Efficient network solutions for private and secure network since a huge volume of data need to be transferred across various channels.
- Only sanitized data should flow over the network
- Edge computing solution should be explored/provided for processing data closer to where it's being generated, enabling processing at greater speeds and volumes, leading to greater action-led results in real time.
- Encryption solution for sensitive documents
- Compression techniques for large size of files
- The shortlisted Respondent must have to sign a Service Level Agreement.
- The Archival Solutions provided to NAI must be designed to with stand multiple failure scenarios and provide industry standard access to application and portal. The storage provided must have 99.999% availability.

3.4 A set of indicative tools that may be offered by the respondent as per need.

- **Network Monitoring Tools**: These tools are used to monitor the network infrastructure, including routers, switches, servers, and other devices.
- **Event Management Tools**: These tools are used to process and manage events that are generated by the network monitoring tools.
- **Performance Analysis Tools**: These tools are used to analyze network performance and identify issues that may be impacting network performance.
- **Communication Tools:** These tools are used to enable communication between NOC personnel and other teams, such as network engineers, help desk staff, and end-users.
- **Backup and Recovery Tools:** These tools are used to ensure that data can be restored quickly in the event of a disaster.

4. Eligibility criteria

Proposals not complying with the 'Eligibility criteria' are liable to be rejected and will not be considered for further evaluation. The proposal should adhere to the following minimum eligibility criteria:

Sl. No.	Criteria	Documents to be submitted as a proof/declaration
1.	Should be either a Government Organization/PSU/LLP/PSE/partnership firm or a limited Company under Indian Laws or/and an autonomous Institution approved by GOI/RBI promoted.	1. Partnership firm: Certified copy of Partnership Deed. 2. Limited Company: Certified copy of Certificate of Incorporation and Certificate of Commencement of Business. 3. Reference of Act/Notification 4. For other eligible entities: Applicable documents.
2.	The respondent should have provided cloud storage/long term storage to Government, PSU, Private entities etc. with completion certificate.	completion certificate
3.	The respondent should have a minimum average annual turnover of at least Rs.100 crore during last three (3) financial years i.e., FY2020-21, FY2021-22 & FY 2022-23.	Audited annual reports for FY 2020-21, FY 2021-22 & FY 2022-23. (if available) and Statutory Auditor certificate for FYFY 2020-21, FY2021-22 & FY2022-23.
4.	The respondents should have ISO27001 certification and valid CMMI Level 5 or above	ISO/ CMM I Level Certification.
5.	The respondent should not have been black-listed by any Public Financial Institutions, Public Sector Banks, RBI or IBA or any other Government	Self-declaration/undertaking to this effect on company's letter head signed by company's authorized signatory as per

	agencies during the last 3 years. Respondent must certify to that effect.*	Annexure-VI. Prime/Main bidder shall ensure that neither of the consortium Members are blacklisted.

Note: *The references of the customers must be submitted with official contact details for verification. References which cannot be verified with provided contact details won't be considered as valid evidences.*

In case the respondent is blacklisted at any stage during the tendering process, the corresponding respondent's proposal will be disqualified.
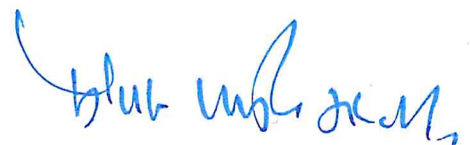
5. Presentations

A presentation on the proposed Solutions would be made by all eligible respondents at a mutually agreed date and time either physically at NAI Head Office in New Delhi or virtually.

> ➢ An indicative not exhaustive list of requirements has been provided in the scope of work.
> ➢ All the qualified respondents shall give the presentation on the prospective Solutions.
> ➢ The shortlisted respondent will give a presentation in the presence of all other shortlisted respondents and they may also be allowed to ask questions.

6. Evaluation process

a) NAI will constitute a Response Evaluation Committee to evaluate the responses of the respondents.

b) The Response Evaluation Committee constituted by NAI shall evaluate the responses to the EOI and all supporting documents and documentary evidence. Inability to submit requisite supporting documents or documentary evidence, may lead to rejection of the EOI response.

c) The EOI will be shortlisted by the Response Evaluation Committee as per the criteria of EOI and the quality of solutions offered.

d) The shortlisted respondents will be allowed to give presentation.

e) The decision of the Response Evaluation Committee in the evaluation of responses to the Expression of Interest shall be final. No correspondence will be entertained outside the evaluation process of the Committee.

f) The Response Evaluation Committee may ask for meetings with the respondents to evaluate its suitability for the assignment.

g) The Response Evaluation Committee reserves the right to reject any or all of the responses.

h) The shortlisted solution might result in an award of contract in case of a strong recommendation by the Response Evaluation Committee.

7. Annexures
7.1 Annexure-I: Response Covering Letter
(To be submitted on Respondent's letterhead)

To The Director General
National Archives of India (NAI)
Janpath, New Delhi-110001

Dear Sir,

Expression of Interest (EOI) from respondents for IT Solutions

I/We, the undersigned respondents, having read and examined the aforesaid EOI document in detail, do here by propose to extend the services as specified in the above-mentioned EoI document and submit the following as per requirement:

1. I/We agree to abide by all the terms and conditions stipulated by NAI in the EOI document including all the Annexures.
2. I/We hereby acknowledge and unconditionally accept that the evaluation criteria, evaluation of the responses to the EOI will be entirely at NAI discretion. Bank's decision will be final and that the Bank would entertain no further correspondence about the decision.
3. I/We acknowledge to submit all the information expected out of this EOI document.
4. I/We also acknowledge that the Expression of Interest submitted by us is valid for a period of180 days from the last date of response submission.

I/We hereby declare that our response is made in good faith, without collusion or fraud and the information contained in the response is true and correct to the best of our knowledge and belief.

I/We also undertake to have read, understood and accepted the terms and conditions specially those related to evaluation and selection processes mentioned in the EOI. Having submitted our response to the aforesaid EOI, we also understand not to have any option to raise any objection against any of the said processes defined in the EOI in any future date. I/We understand that our response is binding on us and persons claiming through us and that NAI is not bound to accept any response received.

Thanking you,

Yours sincerely,

Date:
Place:
Designation:
Seal

Signature of Authorized Signatory:

Name of the Authorized Signatory:

Name of the Organization:

7.2 Annexure–II: General Information about Respondent

	Details of thePrime/MainRespondent			
1	Name of the Respondent (Prime/Main)			
2	Address of the Respondent			
3	Type of the Respondent Organisation			
4	Details of Incorporation of the Organisation	Date:		
		Ref.#		
5	Details of Commencement of Business	Date:		
		Ref.#		
6	Valid GST registration no.			
7	Permanent Account Number(PAN)			
8	Corporate Identification Number (CIN)			
9	**Bank Mandate Status <tickappropriate>**			
	Already submitted with NAI	Being submitted herewith as per format		
	Bank account details as per bank mandate form:			
	Sr.No.	Bank Name and Branch	Account type/number	IFSC code
10	Name & Designation of the contact person to whom all references shall be made Regarding this EOI			
11	Telephone No.(with STD Code)			
12	E-Mail of the contact person:			
13	Fax No.(with STD Code)			
14	Website			
15	MSE/Start Up status <tick appropriate>:			
	• Respondent does not qualify the status of MSE/StartUp			
	• Respondent does qualify the MSE/Start Up status. Relevant document ☐ is attached herewith.☐ <please attach MSE registration certificate or a certificate from Chartered Accountant>			
16	Financial Details (as per audited Balance Sheets) (in Cr)			
17	Year	2020-21	2021-22	2022-23
18	Turn Over			
19	Profit After Tax (PAT)			

Date:
Place:

Signature of Authorized Signatory:

Name of the Authorized Signatory:

Name of the Organization:

Seal

7.3 Annexure–III: Technical Details
EOI No._____dated_____

Technical details to be furnished by the respondent

We submit detailed information about the IT **Solutions** proposed by us along with relevant supporting documentations.

Sl. No.	Details of components of the proposed Solutions	Name of OEM, if any	Purpose for Positioning the component

We submit the Response with components appropriate to the requirements as stated under:

- o Detailed response on the proposed Solutions as to why it is best fit to the requirement mentioned in section 4 of the EOI document.
- o Details on how the proposed Solutions is considered best to achieve the project objective mentioned in section 4 of the EOI document.
- o Details of components to meet the technical features mentioned in section 4.
- o Details of components to cater to the requirement of Solutions mentioned in section 4.
- o Our response for miscellaneous requirements mentioned in section 4 is also furnished herewith.
- o
- o The issues, challenges and risk mitigation that the respondent visualizes in the proposed implementation are furnished herewith. Recognition of issues and challenges, effective proposed strategy to address the issues should be part of the proposed Solutions.
- o Note: Respondent is free to add any additional information in order to complete the proposed Solutions.

Signature of Authorized Signatory

Seal of the Organization

7.4 Annexure–IV: Non-Blacklisting Declaration

<u>Declaration that the Respondent is not BLACK-LIST</u>

I hereby declare that neither I in my personal name or in the name of my Proprietary concern M/s…………………………….. which is submitting the accompanying Response/Tender nor any other concern in which I am proprietor nor any partnership firm in which I am involved as a Managing Partner have been placed on black list since 01.04.2019 declared by any bank, Financial Institution, Govt's Vendor Black List .

It is also understood that if this declaration is found to be false in any particular, NAI shall have the right to reject my/our response, and if the response has resulted in a contract, the contract is liable to be terminated.

Place: Signature of Respondent:_____

Date: Name of Signatory:_____

7.5   Annexure–V: Commercial Breakup format

Respondent shall indicate the approximate cost of the proposed Solutions for the 5 years. Detailed breakup including year wise, product/component cost of licenses etc. service wise, maintenance wise etc. shall be provided by the respondent in the following indicative format:

S. No.	Product/Equipment/Services	Quantity, if any	Approximate cost excluding taxes		
	Year1				
1					
2					
	Year2				
1					
2					
	Year3				
1					
2					
	Year4				
1					
2					
	Year5				
1					
2					

The cost submitted above shall not be considered for scoring or short listing and is indicative in nature for NAI to have an estimate about the entire setup.

The respondent may add any additional details, such as rows, columns, or lines of items, to the commercial breakup format as deemed necessary, based on the scope of work and proposed model.

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