

MINUTES OF PRE-BID MEETING HELD ON 5TH JANUARY 2016 FOR APPOINTMENT OF IT APPLICATION DEVELOPMENT AGENCY FOR STARTUP INDIA FOR DIPP

S.No.	Para	Clause	Pre-bid Queries	Reply
1.	Section 3, Form 3I	Proposed technology solution and platform.	It is not clear what does Open source/Licensed mean here in Technology.	Open sources software is a well-established concept and no explanation is required.
2.			Technical evaluation is subjective; need more elaboration on how you will evaluate bidders on track record?	Technical Evaluation is based on DIPP's requirement referred to in the RfP and broad guidelines of marking are given in Para 2.6.5 of the RfP.
3.	Section 3, Form 3H	Profile and track record of the agency	In form 3H, what does this mean: "Reference case work of large brands handled by Agency"?	Agency has to take a call on the references they want to show case as there leading references.
4.			What is the budget for this Project?	The budgeted amount is Rs.3 crore
5.	Section 3, Form 3K	Team Composition	Refer Form 3K, it is not clear: "Minimum team should consist of 5 members handling Web Portal development, Mobile app, Hosting, Database management". Skills required are four but manpower requirement is five. Kindly advice on how we distribute five resources.	Decision is to be made by the agency but resources should have the capacity to handle the four areas which have been identified.
6.	Section 5, Scope of Work, S no 1.2.3		Is 20,000 con-current users or total number of users?	concurrent
7.			It's not clear about Application Hosting: "It should have multiple data centers at various geographical locations to remain available".	The concept of availability at various places as mirror site is well established to ensure availability despite failure of a site at one location.
8.			As our company is NSIC / MSME certified so	There is no tender fee. Any notification by ministry of MSME

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			are we exempted from Tender Fee and EMD.	will also apply here.
9.	Section 5	Management of Uploaded documents and Images	<p>As per mentioned in the RfP, the proposed system should have a facility wherein the applicants can upload the required documents while applying for the Registration.</p> <p>Therefore, the department would be requiring a Document Management System to manage all the documents that are uploaded through the Portal or the Mobile App.</p> <p>So based on the current industry standards we recommend to include the following specification to ensure best of breed Document Management Solution:</p> <p>Archival of Documents</p> <ul style="list-style-type: none"> - Categorization of documents in folders-subfolders just like windows interface. There should not be any limit on the number of folder and levels of sub folder - Document Version Management with Check Out / Check In - Extensive document and folder level operation such as move / copy, email, download, delete, metadata association etc - Repository should be format agnostic 	Proposed solution to be given by the agency which will be evaluated by the committee and marks shall be awarded accordingly.

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			<ul style="list-style-type: none"> - Indexing of the documents on user defined parameters - Association of the key words with the documents <p>Please confirm</p>	
10.	Section 5, Scope of Work, Page 41	Mobile Application	<p>As per mentioned in the RFP document, the Mobile App is required to register startups, fulfill compliance requirements and facilitate quick exit .</p> <p>So having this requirement into consideration, we suggest that department has the requirement for enterprise mobile framework in which mobile applications and its services can be configured/ managed centrally. So for the ease of departmental officials, we recommend that department requires COTS (Commercial Off the Shelf) based Enterprise Mobility framework so that officials can make the changes by just doing the configurations instead of writing/modifying the lines of code.</p> <p>Please confirm our understanding.</p>	Proposed solution to be given by the agency which will be evaluated by the committee and marks shall be awarded accordingly.
11.	Section 5, Scope of Work, Page 41	Mobile Application	<p>As per mentioned in the RFP, department has the requirements for services related to Registration of Start Ups etc, where in the</p>	Proposed solution to be given by the agency which will be evaluated by the committee and

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			<p>applicants will use the mobile applications for filling up the Application form and capturing the required documents through mobiles/tablets. So imaging features become the important requirement of mobile application framework. So our recommendation is that mobile application framework should have below mentioned features:-</p> <ul style="list-style-type: none"> a. Image compression, B/w conversion from color images b. G4 compression for B&W, JPEG for color and gray scale c. Multiple page document capture d. Auto cropping, Auto orientation, perspective correction, noise removal, geo capture e. Image capture setting (camera resolution, image type) <p>Please confirm.</p>	<p>marks shall be awarded accordingly.</p>
12.	Section 5, Scope of Work, Page 41	Workflow Management	As per the RFP, the Applicants would be applying for the Registration either through the Portal or the Mobile App. The submitted applications would certainly be going through an approval process wherein the departmental officials would be doing the	Yes, there will be a number of requirements to capture the workflow. The scope of work according to the requirement has been clearly given. Suggestions and solutions may differ from

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			<p>verification of the application & documents, approving the application and generating the registration certificate. Generally these kind of processes require a lot of configuration to be done as part of the automation. For which department would require the configurable tool so that departmental officials can design/change the process by just modifying the configurations in the GUI based environment.</p> <p>So we suggest that department requires a Business Process Management framework based Workflow Management System compliant to industry standards like BPEL, BPMN, WFMC, etc, having the capabilities of graphically modeling the processes or workflows, in built Form designer, process simulator, configurable Business Activity Monitoring tool (Dashboards) and integrated Document Management System for storing documents as these process are dynamic and document intensive.</p> <p>Please Confirm.</p>	<p>agency to agency. They need to be included in the agency's technical proposal. Each agency's idea cannot be included in the scope.</p>
13.	Section 5, Functional Requirement, Content	Archival of Documents	Since the documents uploaded by the applicants applying for the Registration of Start Ups would need to be archived for long term, so is the department looking at	Yes. There are various standards for processing documents up to a certain number of years. The solution should be designed

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	Management, Page 45		archiving documents in PDF/A format which is an open ISO standard for long term archival and is now becoming de-facto standard in most government projects in India. Please confirm.	accordingly.
14.	Section 5, Functional Requirement, Content Management, Page 45	Scalability	Request you to include the following specification to ensure best of breed solution and this will also enhance the scalability of proposed Content Management module: The system should store only index information in database while images should be stored in separate file server. Document Management System should be designed for storing high volumes. Document Management System should store image and binary document in a separate file server and not in RDBMS. Please confirm.	The proposed solution is to be provided by the agency. Marks shall be awarded according to suitability of the proposed solution to DIPP's requirement as enumerated in scope of work. Each suggestion cannot be incorporated in the scope.
15.	Section 5, 1.1.2, Page 41	Sitemap + UI and Wireframe designing (Design templates will be provided basis suggested UI/Wireframe)	Kindly provide the timeline as When the vendor is expected to provide the UI and Wireframe designing?	Please refer to RfP. Time lines are indicated in the same.

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16.	Section 5, 1.2.1, page 41	Maintenance of the hosting environment	Do the vendor to provide the Hosting environment or only the facilitation?	The hosting of website at a safe location is included in the scope.
17.	Section 5, 1.2.2, page 41	Facilitate right solution for environment hosting	Do the vendor support server management for how many days/months? Please Specify	The question is not clear. The scope is for the entire duration of the engagement.
18.	Section 5, 1.2.4, page 41	It should have data-centers at multiple geographical locations to remain available despite any disaster at a single location.	How many Data centers are expected in multiple geographical locations?	The agency should ensure uninterrupted availability of the services and accordingly decide on the number of data centers, which should not be less than two.
19.		General	For better understanding of the project, kindly provide SRS (Software Requirement Specifications).	Requirements are given in the scope of work.
20.	Section 5.2.1, page 41	CMS setup Maintenance of the website on current framework	What for current framework refer to here	Instead of 'current' read 'implemented'
21.	Section 5 1.1.3, page 41	24*7 support for any production issues	24*7 support for any production issues	Query is not clear.

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22.	Section 3, Form 3G (a), Page 32	Mobile app need to integrate with the web portal to facilitate registration of startups, fulfillment of compliance requirements and easy exit.	What are the compliance requirements?	Various compliance under each laws that a startup need to comply with.
23.	Section 5, security requirements 11	Any use of MOC data in non-production environments requires explicit, documented approval and must comply with all legal and regulatory requirements for scrubbing of sensitive data elements.	Is there a geographical restriction on the cloud hosting?	No restriction. The security of hosting environment should be beyond doubt.
24.	Section 5, 1.2.5, page 41	Cloud Infrastructure should have a proven track record of hosting high-traffic web-portals with similar technology platforms.	Is there a geographical restriction on the cloud hosting?	No restriction. The security of the hosting environment security should be beyond doubt.

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25.	Section 4, Form 4B, page 40	Summary of cost. Schedule time for development of web portal delivery and mobile app is one month from award of work	The timeline for development is too short. Please confirm of this can be increased to around four months from award.	Application and web portal has to be functional by 1 st April 2016. It should be tested by 25 th March 2016.
26.	Section 5, Technical requirement – point 6	Training material (hard copy or soft copy) for all the roles	There is mention only about creating training material. But there is no mention about training activity to be conducted. Please clarify whether the training is also in scope, If so let us now number of batches of training that needs to be conducted during the contract period. Also let us know number of persons in each batch	Training to be conducted for the users.
27.	Section 3, Form 3G, Page 32	Mobile app need to integrate with the web portal to facilitate registration of startups, fulfillment of compliance requirements and easy exit.	Please elaborate on the following requirements for mobile app: - who are the users of the mobile app? - what does the process registration of a startup involve? - what compliance requirements needs to be input using the mobile app? - what is the exit procedure? - Is there any other functionality that the mobile app needs to implement apart from the above?	The application shall be available to all citizens of India and foreign nationals who intend to establish startups in India. The registration process depends on the nature of business and accordingly differs in different cases. These need to be discussed after award of work.
28.	Section 3, Form 3G, Page 32	Mobile app need to integrate with the web portal to facilitate registration of	Should these functionalities also be implemented by the web portal?	Yes.

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		startups, fulfillment of compliance requirements and easy exit.		
29.	Section 3, Form 3G (c), page 32	Size	Does "Size" refer to the size of the mobile application executable?	Yes. Requirement of large data space will be treated as a disadvantage.
30.	Section 3, Form 3G (c), Page 32	Multiple agency interface	What does the "Agency" refer to here? Please elaborate on the requirement for Multiple agency interface.	Agency may refer to the Ministry, Department, subordinate offices, autonomous bodies and other organization involved in issuing or ensuring compliance with any law.
31.	Section 5, Page 45	Functional Requirements, The agency should provide helpdesk support for entire duration of the project.	Does this refer to L1 support? Should the support be 24x7?	Support need to be provided from 8 AM to 6 PM. SLA will be developed by DIPP.
32.	Section 1, page 5	Introduction This portal shall be integrated with 'Make in India' portal.	What will be the level of integration with the 'Make in India' portal? What are the integration points?	The theme and interaction on information exchange will be involved.

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33.	Section 1, page 5	Introduction	Is there a specific workflow to register as a startup, or a venture capitalist (e.g., uploading proof documents)	Please go through the Startup Action Plan on http://dipp.nic.in
34.	Section 1, page 5	Introduction	Considering the types of users such as startups, incubators, accelerators, venture capital funds, seed capital funds, angel investment funds, government functionaries, what are the possible user roles and privileges?	No role or privilege is visualized for them. They can create only a template they need to create for their page. This will be developed in consultation with DIPP after award of work.
35.	Section 1, page 5	Introduction	What benefits/incentives will users have? E.g., will a Startup be able to seek advices and funds from VCs?	Please go through the Startup Action Plan on http://dipp.nic.in . New incentives may be introduced by the government at any time and need to be incorporated in the architecture.
36.	Section 1, page 5	Introduction	Will companies (startups, incubators) get any incentives for registering with the portal? If so, what are the related workflows?	Please go through the Startup Action Plan on http://dipp.nic.in . New incentives may be introduced by the government at any time and need to be incorporated in the architecture.
37.		Data migration	Do you have a requirement to migrate any existing data?	No.
38.	Section 5, Page 45	Functional Requirements. Publish and share common information like : ...	Is the information to be published that of the companies / startup or that of DIPP?	Information relates to users (companies/VCs/startups/incubators) who will like to share their information on the portal.

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39.	Section 5, Page 45	Functional Requirements Upload Files or Images	What would be the maximum size of a file or image to be uploaded?	The size limit for the document to be uploaded is 10MB.
40.	Section 5, Page 42	Technical Requirements The Digital Ecosystem user interface shall be designed such that it can be adapted to different languages and regions.	Please provide the list of languages to be supported by the portal.	Initially the portal should support English and Hindi. At a later stage, support of other Indian languages will be required for which capability should be built in.
41.	Section 5, Page 45	Functional Requirements Upload Files or Images	What would be the total expected size of files/images uploaded in first year? What would be the percentage of growth YoY?	No such estimates are possible and therefore the solution should offer enough flexibility.
42.	Section 1, 1.2.7.3, Page 41	Seamless video streaming through dedicated CDN	What would be the volume of videos	No such estimates are possible and therefore the solution should offer enough flexibility.
43.	Section 5, Page 45	Functional Requirements Manage file structures of the organization	Please elaborate on this requirement.	Query is not clear as requirements are given in detail.
44.	Section 3, Form 3J, Page 35	D. Integration with Social Media	Which of the social media networks should be supported?	The portal should support interface with all available social media networks, but current

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				focus will be on Facebook, Twitter and YouTube.
42.	Section 5, Page 42	Technical Requirements The Digital Ecosystem user interface	Please explain what "Digital Ecosystem" refers to.	Please read details at http://www.w3.org/TR/WCAG20/ for more details.