Embassy of India, Beijing
Economic and Commerce Wing

Addendum: PEK/COM/201/01/2019 -1
Date: 15 April 2019

Reference is invited to the tender notice PEK/COM/201/01/2019 issued by the Embassy. The Embassy has received certain queries related to the Tender. The queries and Embassy's responses are placed below.

Sr. No.	Section No	List of Questions	Response
1	4.3	Form of Tender : Is there any specific format for "Form of Tender"	At Annexure, Proforma I should be referred
2	6.0	Technology Preference for the Web based solutions	The application should be developed using open source tools and should be able to run on Linux OS.
3	6.3	Please provide the average size and count of documents which are uploaded under each category of source (e-visa, business visa, business card), sectors, place, government/private, etc.	PDF up to 500KB; JPEG Up to 1 MB. On average 40-50 e-visa/business visa applications to be uploaded, all sectors of economy, government as well as private
4	6.1	From where to can refer the "Workflow as per Annexure - 1"	A sample Workflow is enclosed
5	6.1 - C	Approximately how many existing excels need to be referred and please provide sample of excels which contain company data	Approx 15
6	6.1 - A	Please provide sample PDF of visa application with data.	Attached
7	6.1 - C	Please provide the list of document types which has to be supported by the software application apart from those listed above like Relationship certificate etc	Same as 6.3 above
8	6.1 - C	Please provide at least one sample for each of the document type which has to be supported	Existing Excel Documents cannot be shared.
9	6.1 - F	Please provide the frequency at which users will create / update report and the frequency at which users will run these reports to see the data	On Daily Basis
10	6.1 - F	Please confirm if reports have to be auto-generated at a specific time of date OR if the users will run the report on need basis.	User run, No auto generated
11	6.1 - E	Will this remarks field be one single field? Please provide the information that will be captured for "remarks". Will it be required to capture the user name, date created, date modified, etc for any remark?	Remarks will be like appended notes, minutes of meeting, each such entry should be indicated by date of Entry.
12	6.1 - F	Please confirm if the users are comfortable to use excel for creating reports. Also, please provide the version of excel application used in Indian Embassy at Beijing.	Yes. Libre Office Calc
13	6.0	Please provide the number of users and their roles (E.g.: Counsel Officer, Clerk, Front desk, etc.) who will be using the system (required for creating the Workflow process)	Clerks and Designated Commercial Officers

14	6.0	Please confirm if the software application will be used only by staff at Indian Embassy in Beijing OR it will be used by citizen of India / PRC / other nationalities.	Indian Embassy Staff Only
15	6.0	Please confirm if the software application has to be integrated with any other existing softwares used at Indian Embassy in Beijing	Yes. Mission is planning to develop another software application for the companies applying for commercial attestation.
16	6.0	Please confirm the language requirements for the software application. Is the software application required to support only English language?	English, Chinese (entry of data only), Hindi (Entry only)
17	6.0	Please give details on the existing hardware infrastructure (like number of computer terminals, number of printers, scanners, etc.)	One Computer will be arranged based on hardware requisition suggestion by developer
18	6.0	Please confirm if cost of any new hardware if required has to be included in the tender cost	No
19	1.1	Companies registered in India	The company sghould be owned by Indian national(s)(Majority stake). Not mendatory of having registration in India.

It may also be noted that the last date for submission of proposal is extended to 22 April 2019, 1500 hrs Beijing. The Opening of bids will take place the same day at 1600 hrs in the Embassy of India in Beijing.

This is issued with approval of competent authority.

Embassy of India, Beijing

Suggested Work-Flow of Software

Input	Processing	Output	Specification
Uploading E-Visa PDF		Sorting of Contacts as per locations, sectors, purpose etc.	Downloadable in Excel, Pdf Formats
Uploading Business Card (JPG/PDF)	Single Comprehensive database	Reports – frequencies and trends.	Downloadable in Excel, Word, Pdf Formats
Uploading Existing Database Files (Excel)		Key Word Search of all entries	
Appending Database Files created by the app		Reports – frequencies and trends.	Pdf/Word/Excel Containing Graphs etc.