

- 1 -

Mil/Cons/501/01/2025
Consulate General of India, Milan
Consular Section

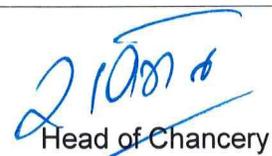
Response Query raised by interested bidders

Sl. No.	Content of Section/ Clause	Required Clarification/ Query Response	Response from Consulate General of India, Milan
1.	Total files to be digitised are around 150,000 with 10 pages per file on average. A detailed price quote has to be furnished by the vendor.	Request the Mission to please share the year from which the documents have to be digitized.	Consular documents to be digitized from April, 2019 onward.
2.	Timeline: The work has to be completed within 60 days of award of work.	Confirm whether the 60-day completion timeline is calendar days or working days.	Completion timeline is 60 working days.
3.	Deliverables	Are there any site access restrictions (working hours, security clearance) for vendor staff and equipment?	No restriction to visit site.
4.	Jobs Specifications	Are there any special handling instructions for sensitive or confidential documents ?	As per RFP
5.	Parameters for retrieval of consular documents	Clarification on retrieval software requirements : should it allow retrieval using all metadata fields listed in the RFP?	Yes
6.	Data Submission/ Acceptance: The sample DVD should be submitted to NIC/MEA Delhi and the final DVD should be created only after written approval and confirmation of the sample DVD.	Kindly clarify on the sample size.	As per Annexure A
7.	General	Are there restrictions on vendor manpower (number, shifts, security clearance)	Shift timing will be during normal office hours i.e. 0900 to 1730 hrs.
8.	General	Can the documents be reordered for scanning efficiency , or must the original order be preserved?	No, Original order be preserved.
9.	Tender Security/ Bid Security/ Earnest Money Deposit: The Applicant must submit with his/her bid, the Tender Security/Bid Security/Earnest Money Deposit (EMD)/Tender Bond in Euro equivalent to 5% of the bid amount for the contract. Tender Security/Bid	Request to please share the Bank Account details of the Mission, required for Bank Transfer for EMD amount and also the BG format is not given in the RFP document.	Name of Account: CONSULATE GENERAL OF INDIA IBAN: IT 43 I 02008 01603 000004522764

Sl. No.	Content of Section/ Clause	Required Clarification/ Query Response	Response from Consulate General of India, Milan
	Security/ EMD/Tender Bond shall be acceptable by bank transfer/bank draft/pay order in favor of Consulate General of India, Milan or Bank Guarantee (as per enclosed proforma in Tender Document).		<p>BIC SWIFT: UNCRITMM</p> <p>Bank: UniCredit</p> <p>Account No. 000004522764</p>
10.	4. Parameters for retrieval of consular documents	Site code is incorrect. 'USAN' should be replaced	ITAM
11.	1. Deliverables. Scanning of all the documents has to be done in the Consulate General of India Milan	<p>As the Scanning of all the 150,000 documents/ files has to be done in the CGI office within 60 days. Sufficient space of atleast 1200 sq ft is required for deployment of required hardware and manpower.</p> <p>Request the Mission to please share the available space at CGI office for the said job.</p>	The space at CGI office for the said job has already been shown through video calling in the post.
12.	<p>EMD Fee Details – ₹22,50,000 (As per portal)</p> <p>Tender Security/Bid Security /Earnest Money Deposit: The Applicant must submit with his/her bid, the Tender Security/Bid Security/Earnest Money Deposit (EMD)/Tender Bond in Euro equivalent to 5% of the bid amount for the contract. Tender Security/Bid Security/ EMD/Tender Bond shall be acceptable by bank transfer/bank draft/pay order in favor of Consulate General of India, Milan or Bank Guarantee (as per enclosed proforma in Tender Document). The other terms and conditions related to the EMD/Tender Bond shall remain same as mentioned in the tender document. The tender security /EMD/Tender Bond shall remain valid for a period of one hundred and eighty (180) days from last date of submission of tender.</p>	Is MSME-registered company exempted from the EMD requirement as per Government of India guidelines?	As per Gol policy, MSMEs are exempted from payment of EMD
13.	Proposals (EMD, Technical bids and Financial bids in separate envelopes) should be submitted in a sealed envelope to the address below by 20.10.2025, clearly marked "RFP Submission for Digitization Services".	Is proposal submission via email, considering the overseas location and the logistics involved in physical submission.	Proposal cannot be submitted by e-mail. Proposals (EMD, Technical bids and Financial bids in separate envelopes)

2

Sl. No.	Content of Section/ Clause	Required Clarification/ Query Response	Response from Consulate General of India, Milan
	Proposals (EMD, Technical bids and Financial bids in separate envelopes) will not be accepted by e-mail.		should be submitted in a sealed envelope by 31.10.2025
14.	Last date of Tender Submission - 20 Oct 2025	Request a two-week extension of the bid submission due date to allow adequate time for preparation and coordination of the required documents Logistics and certifications for submission.	Corrigendum uploaded on CPP portal as well as Mission's website
15.	Total files to be digitised are around 150000 with 10 pages per file on average. A detailed price quote has to be furnished by the vendor.	Kindly clarify whether the documents are double-sided, i.e., if both front and back of each page are required to be scanned. If its double sided we kindly request you to confirm the percentage of double sided pages	Yes, some applications have to be scanned on both sides(Front and back). It is not possible to confirm the percentage of double sided pages.
16.	General	Request to share sample images or videos of the files to be digitized to help us better understand the scope and prepare an accurate technical and commercial proposal.	Scanned copy of application attached


Head of Chancery

Scanned copy of application

1/7

Receipt



22-2004586320

CONSULATE GENERAL OF INDIA

PIAZZA PAOLO FERRARI 8, 20121 MILAN, ITALY

Telephone: 00-39-02-8057691;00-39-02-865337 , Fax: 00-39-02-72002226

Website: <http://www.cgimilan.in/> , Email: cons.milan@mea.gov.in

Date & Time 30/12/2022 17:58:00	Received By GPSP1034	Receipt No. IT1F221741661581	
Applicant Name HARJIT SINGH		ARN 22-2004586320	
Service Required REISSUE	Mode/Type Card/Fee	Fee (EUR) 60.00	ICWF (EUR) 2.00
Payment Details (Prior, if any)			
Date & Time NA	Receipt No. NA	Mode/Type NA	Fee (EUR) NA
Total (including current payment.)		60.00	2.00

** APPLICANT'S COPY **
Thank You

Receipt



22-2004586320

CONSULATE GENERAL OF INDIA

PIAZZA PAOLO FERRARI 8, 20121 MILAN, ITALY

Telephone: 00-39-02-8057691;00-39-02-865337 , Fax: 00-39-02-72002226

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Payment Details (Prior, if any)				
Date & Time NA	Receipt No. NA	Mode/Type NA	Fee (EUR) NA	ICWF (EUR) NA
Total (including current payment.)		60.00	2.00	

** OFFICE COPY **

2/7



22-2004586320

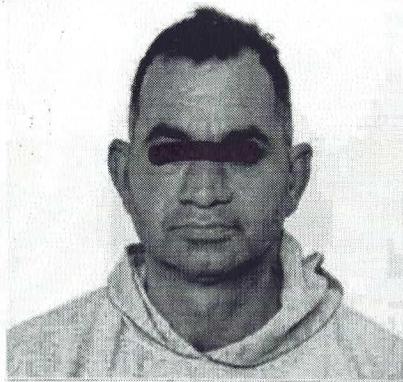


PIAZZA PAOLO FERRARI 8, 20121 MILAN, ITALY

00-39-02-8057691 http://www.cgimilan.in/

PASSPORT PREVIEW

भारत गणराज्य REPUBLIC OF INDIA



टाइप/Type	राष्ट्र कोड/CountryCode	पासपोर्ट नं./PassportNo.
P	IND	
उपनाम/Surname		
[REDACTED]		
दिया गया नाम/Given Name(s)		
[REDACTED]		
राष्ट्रीयता/Nationality	लिंग/Sex	जन्मतिथि/Date of Birth
INDIAN	M	[REDACTED]
जन्म स्थान/Place of Birth		
KARNANA NAWANSHAHR, PUNJAB		

जारी करने का स्थान/Place of Issue

जारी करने की तिथि/Date of Issue समाप्ति की तिथि/Date of Expiry

पिता/कानूनी अभिभावक का नाम/Name of Father/Legal Guardian

GURMUKH SINGH

माता का नाम/Name of Mother

GURMIT KAUR

पति या पत्नी का नाम/Name of Spouse

पता/Address

VPO, KARNANA, PS BANNA

DISTT. SBS NAGAR

PUNJAB, INDIA

पुराने पासपोर्ट का नं. और इसके जारी होने की तिथि एवं स्थान/Old Passport No with Date and Place of Issue

[REDACTED] 13 MILAN ITALY

फाइल नं./File No.

DEEP
22/12

Generated on: Sunday, December 18, 2022 15:30:18

22/12

9

Service Required

Application Reference Number (ARN)

22-2004586320

Applying For

REISSUE

If Re-issue, specify reason(s)

VALIDITY EXPIRED WITHIN 3 YEARS/DUE TO EXPIRE.

Type of Application

NORMAL

Type of Passport Booklet

36 Pages

Applicant Details

Applicant's Name

HARIT SINGH

Applicant's Alias Name

N

Applicant's Change In Name

N

Date of Birth (DD/MM/YYYY)

13/10/1973

Validity Required

NA

Place of Birth (Village/Town/City)

KARNANA NAWANSHAHR

District

SBS NAGAR

State/UT

PUNJAB

Country

INDIA

Gender

MALE

Marital Status

SINGLE

New to Go

Citizenship of India by **BIRTH**
 Employment Type **OTHERS**
 Is it in your parent (in case of minor)/spouse, a government servant? **N**
 Educational Qualification **7TH PASS OR LESS**
 Are you eligible for Non-ECR category? **N**
 Visible Distinguishing Mark **NIL**

3/7

Family Details(as in passport)

Father's Name **GURMUKH SINGH**
 Mother's Name **GURMIT KAUR**

Passport Printable Address Details

To be printed on passport **VPO, KARNANA, PS BANGA, DISTT. SBS NAGAR, PIN-144505, PUNJAB, INDIA**
 Mobile/Telephone Number **99917888817285**
 E-mail **CHRESHHARYANA@YANOO.IT**

Other Address Details

Address **VIA PERAROLO NO.66 SAN BONIFACIO VERONA 37047, Italy**
 Mobile/Telephone Number **00390201013059**

Emergency Contact Details

Name and Address **CHARANJIT KAUR, VPO KARNANA, PS BANGA, DISTT. SBS NAGAR, PIN-144505, PUNJAB, INDIA**
 Mobile/Telephone Number **99917888817285**
 E-mail **1188260610@GMAIL.COM**

Previous Passport

Passport Number **12226005**
 Date of Issue **19/06/2013**
 Date of Expiry **18/06/2023**
 Place of Issue **MILAN ITALY**
 File Number **ITAM00000013**
 Have you ever applied for passport, but not issued? **N**
 Details of Previous/Current Diplomatic/Official Passport **N**

Other Details

- 1) Provide the following details if there are any criminal proceedings pending against the applicant.
 - 1.1) Are any proceedings in respect of an offence alleged to have been committed by you pending before a criminal court in India? **N**
 - 1.2) Has any warrant or summons for your appearance been issued and pending before a court under any law for the time being in force? **N**
 - 1.3) Has a warrant for your arrest been issued by a court under any law for the time being in force? **N**
 - 1.4) Has an order prohibiting your departure from India been made by any court? **N**
- 2) Provide the following details if the applicant has been convicted by a court in India.
 - 2.1) Have you at any time during the period of five years immediately preceding the date of this application been convicted by a court in India for any offence involving moral turpitude and sentenced in respect thereof to imprisonment for not less than two years? **N**
- 3) Provide the following details if the applicant has been refused/denied passport.
 - 3.1) Have you ever been refused/denied passport? **N**
 - 3.2) Has your passport ever been impounded? **N**
 - 3.3) Has your passport ever been revoked? **N**
- 4) Provide the following details if applicant has applied for or been granted foreign citizenship.
 - 4.1) Have you ever applied for or been granted citizenship by any other country? **N**
 - 4.2) Have you ever held the passport of any other country at any time? **N**
 - 4.3) Have you ever surrendered your Indian passport? **N**
 - 4.4) Have you ever applied for renunciation of Indian citizenship? **N**
- 5) Provide the following details if applicant has returned to India on Emergency Certificate.
 - 5.1) Have you ever returned to India on Emergency Certificate (EC)? **N**
 - 5.2) Have you ever been deported from any country? **N**
 - 5.3) Have you ever been repatriated from any country back to India? **N**

Self Declaration

I declare:

- I owe allegiance to the sovereignty, unity & integrity of India, and have not voluntarily acquired citizenship or travel document of any other country. I have not lost, surrendered or been deprived of the citizenship of India. I have not contravened any of the conditions relating to the possession and use of an Indian passport.
- I affirm that the information and particulars given by me in this form are true and correct. I further state that I am not suppressing any material information in this regard. I further affirm that the enclosures and documentary proof submitted in support of my application for an Indian passport are authentic and solely pertain to me and I am fully responsible for the accuracy of the same. I am liable to be penalized or prosecuted if found otherwise. I am aware that under the Passports Act, 1967 it is a criminal offence to furnish any false information or to suppress any material information with a view to obtaining passport or travel document.
- I have read and understood the contents of the above and by submitting this form certify that all the information submitted by me in the form is bonafide.

I understand:

- That Ministry of External Affairs (MEA) (or its implementation partner agencies/stakeholders/third parties) may undertake required checks to confirm the accuracy and authenticity of evidence I have provided and documents I have submitted with this application.
- That the information I provide, including biometric data (if any), will be treated in confidence, but it may be disclosed to other government departments, agencies, local authorities, foreign governments, and other implementation partner agencies/stakeholders/third parties to enable MEA or those bodies to perform their duties.
- That providing biometric information, if collected as part of an application, is confirmation of my consent to getting the biometric information checked to verify identity.
- That the Passport and related services applications may be handled by the Indian Embassies/Consulates/ Passport Office/other offices including outside of the country in which I have applied and that this may involve the transfer of my application and supporting documents to and from the respective offices.

4/7

18/12/22, 15:30

APPLICATION FORM FOR INDIAN PASSPORT

• That my details may, in certain circumstances, be passed to Police, Intelligence and other Fraud Detection & Prevention agencies. I also understand that such agencies may provide related information about me to MEA.

Place MILAN
ITALY
Date 18/12/2022

Signature/Left Hand Thumb Impression of Applicant
(if applicant is minor, either parent to sign)

Harjit Singh

Har



Richiesta di Bonifico Europeo Unico del 20.12.2022

Abbiamo ricevuto la tua richiesta di Bonifico Europeo Unico del 20.12.2022

Numero ordine
INTER20221218BOSBE560331678
N. C/C
1000/00000277

Da
~~Kumar Suresh~~
Filiale
S.BONIF. COSTITUZI.

Riepilogo operazione

Beneficiario
CONSULATE GENERAL OF INDIA

Località
-

IBAN
IT43I0200801603000004522764

Banca
UNICREDIT SPA

Indirizzo
-

Paese
-

BIC
UNCRITMMXXX

Descrizione
**NAME HARJIT SINGH, D.O.B 13/10,1973,
ARN NO. 222004586320, RENEWAL PPT
NO. L3338665**

TRN
0306944491353804485975059750IT

Data contabile ordinante
19.12.2022

Importo
63,00 Euro

Totale operazione
63,00 Euro

Data regolamento
20.12.2022

Data valuta ordinante
19.12.2022

Commissioni
0,00 Euro

La quietanza del pagamento effettuato verrà inviata nella tua casella di posta al termine della giornata di pagamento.

L'operazione sarà eseguita al cut-off delle ore 17:30 del 19.12.2022. Sarà possibile revocare la disposizione fino alle ore 17:29 del 19.12.2022. L'operazione potrebbe essere conteggiata e assoggettata al pagamento del "Costo unitario per operazione" secondo le modalità concordate in sede di stipula del contratto di conto corrente e/o di successive variazioni concordate, nel quale potrà trovare ogni dettaglio in proposito. In sede di liquidazione periodica di queste spese potrà verificare il dettaglio dei conteggi, che viene esposto all'interno del Suo estratto conto di conto corrente, alla voce "Spese" della sezione "Dettaglio competenze di chiusura".

Le operazioni disposte nelle giornate festive si considerano ricevute il primo giorno lavorativo seguente.

Harjit Singh