

**CLARIFICATIONS OF QUERIES RECEIVED IN PRE-BID MEETING**  
**RFP for selection of service provider for Digitization of Records for GUJ RERA**  
**Tender no: SW03012018152**

#	Section / Page No.	Content of RFP requiring Clarification(s)	Points of Clarification / Changes Requested	Clarifications by GIL/Guj. Rera
1.	2.2 - Section 2 - Instruction t Bidders - (2.2 Pre-Qualification Criteria -/ Sl.no.1 - page no 5)	The Bidder should be in the business of Scanning and Data Entry related services for at least three years as on 31st March 2017. Copy of work orders showing at least 3 years of operations in Scanning and Data Entry related services.	The Bidder should be considered in the business of Scanning and Data Entry related services for at least Five years as on 31st March 2017. Copy of work orders showing at least 5 years of operations in Scanning and Data Entry related services.	No Change. As per RFP
2.	2.2 - Section 2 - Instruction t Bidders - (2.2 Pre-Qualification Criteria -/ Sl.no.5 & page no 5)	The Bidder should have ISO 9001:2008	In addition to ISO 9001 : 2008 bidder should have ISO 27001 for information security management as well	No Change. As per RFP
3.	4.1 Page Number 22	Scanning and digitization of document including Meta Data Entry including verifications of work done	a) Kindly clarify the number of fields for meta data entry per page b) Kindly provide us the field list to be entered	As per RFP
4.	Volume of work	A0 Size (MAPs) Approx. 5-7 Maps per Project/File	Can we move MAP out of the office for digitization?	No.
5.	-	cost for dedicated team (2 resources) for routine scanning and data management	Cost for dedicated team will be paid monthly basis?	No Change. As per RFP.
6.	Volume of work	A4 800000 Legal 200000 MAP 25000	Please clarify route work is different form volume mentioned here?	Yes. As per RFP.
7.	Pre-qualification Criteria no 2	Turnover requirement is given as Rs. 2.5 crore in each of the last 3 years	However, looking at the work volume of scanning of 10 lakh pages and 25000 maps, it seems extra-ordinarily on the higher side. Even bid-processing fees and emd amount also does not reflect the necessity of such big turn-over. Moreover, as per the scope of the tender, man-power support is to be provided for subsequent 3 years. So, ideally, this project duration is of 4 years. Looking at that, per year value of the work to be carried out will also be reduced accordingly, which will further demand	No Change. As per RFP.

			less turnover from the bidding agencies. If the turn-over limit is reduced, more bidders will be eligible to bid leading to the better price.	
8.	Pre-qualification no 3 and 4 -		<p>For item no 3 and 4, whether only scanning pages are to be considered or the data entry experience can also be considered. We believe that the work is of scanning and indexing, so both scanning as well as data entry work should be considered for the experience purpose. Moreover, for scanning of 10 lakh pages, average experience of 50 lacs per year seems to be extremely on the higher side. We request to kindly look into the matter and relax the criteria accordingly.</p> <p>Data Entry documents and printing work should also be included in the experience criteria. Moreover, in addition to 50 lakh pages in a year, there should be a clause for total documents in a period of five years. Also 50 lakh may please be reduced as the total scanning is of only 10 lakh pages and 25000 maps only.</p>	No Change. As per RFP.
9.	Eligibility Criteria	Turnover – Rs. 2.5 Cr in each of last three years or cumulative Rs. 7.5 Crores	It is to be reduced to Rs. 75 Lacks in each year or cumulative Rs. 2.25 Cr.	No Change. As per RFP.
10.	Eligibility Criteria	Document handled 50 lakhs	It is to be reduced upto 25 lacks	No Change. As per RFP.
11.	Eligibility Criteria	Document handled 50 lakhs	Request is to reduced to the criteria that during past five years 20 lakhs documents handled cumulatively.	No Change. As per RFP.
12.	Deliverables	Scanned Deliverables	Scanned Deliverables	<p>Output of scanned pages/MAPs</p> <p>a) MAPs – Color scan</p> <p>b) A4/Legal size – grayscale</p>