

Clarifications of Queries received in pre-bid meeting

RFP for Scanning of Archival Material for Gujarat State Archives (GSA)

Tender no: SW07072017139

#	Section / Page No.	Content of RFP requiring Clarification(s)	Points of Clarification / Changes Requested	Clarifications by GIL/GSA
1.	-	To work at the district offices of state of Gujarat. The list of offices are mentioned on page no. 11. The successful bidder shall work during office hrs.	Will it be possible to extend the working hours, and allow permission to work on weekends and few holidays as that would help to complete the work sooner?	No. the work has to be done in office hours only.
2.	-	Provide all the requisite Hardware and Peripherals as mentioned in this document required to meet the desired service standards.	<p>We need clarity on the setup as what need to be brought by vendor and what can be provided by the District Office:</p> <ul style="list-style-type: none"> i. Space: (Size and dimensions in each location) ii. Air conditioning: (to be provided by the District Office) iii. Tables and Chairs: (to be provided by the District Office) iv. Servers: Vendor / Client v. PC: Vendor / Client vi. Scanners: Vendor / Client vii. UPS: Vendor / Client viii. Generator: (to be provided by the District Office) ix. CCTV: (if required) Vendor / Client x. Stationary: (if required) Vendor / Client 	Only Space and electricity will be provided by GSA. All other things required will be arranged by the vendor.
3.	-	Unbinding of bounded volumes will not be permitted. Also, automatic page flipping machines and scanning by digital cameras will not be allowed.	If all the documents are in bounded format, we would not be able to use the roller scanners at all. we will have to only use the flatbed scanners. NSB BPO has developed and deployed indigenously designed Flat Bed Scanners using High End Digital Cameras for work optimization. The product is tested and approved by all telecom players in the industry including Airtel, Aircel,	No change. As per RFP

			Idea, Vodafone, Tata & Reliance GIO as the quality and performance is best drawn from the same. The Technology is capable of delivering high quality DPI as desired. We wish to obtain your consent to use the technology during the scanning process.	
4.	-	The Documents are very old and acidic. Some papers may be brittle and fragile. So additional care should also be taken to handle while the process of scanning.	As mentioned, the fragile document that may turn in to dust while handling cannot be put in to a scanner. These document either can be digitized using a hand camera or we will have to skip these pages. Please clarify?	Every pages has to be scanned. Appropriate scanner shall be used.
5.	-	Total Approximate Volume of all the district offices (Junagadh, Porbandar and Jamnagar) is as under. The volume will be increase/decrease by 30%.	<p>The given qty of the three district is not matching the total volume to be digitized in the phase 1 and 2.</p> <p>Junagarh – 60 lakhs and the phase 1 scanning is same as 60 lakhs</p> <p>Porbandar – 1.5 crore and the phase 1 and 2 together count for 1.5 Crore documents but the breakup in A1, A2, A3 & A4 sheets does not match in total qty mentioned in point no. 18 and point no. 19 (?????)</p> <p>Jamnagar – 3.9 crore and the phase 2 count is 30 lakhs only out of 3.9 crore as per point no. 18 & 19 (?????)</p>	The proposed volume of work to be scanned is based on the allocated grant only out of total volume available.
6.	Qualification Criteria page no 13	The vendor should be in the business of Data Entry and/or Scanning for at least three years as on 31st March 2017 having experience of Scanning of at least 50 years of old documents of national/state archives or similar institutes, old historical	Our company was incorporated in 2005 and ever since involved in the document management business. We have carried on over 10 crore document scanning each year since 2005 for major Telecom Companies including Airtel, Aircel, Tata Telecom, Idea, Vodafone, Telenor and Reliance GIO.	Three years old work order will suffice the requirements.

		& hand written documents preservation institute, State/Central Govt. Office. Company Incorporation Certificate must be submitted for the same along with copy of work order/client certificate older than three years.	Moreover we have conducted a Central Government work for 80 lakh documents started in the year 2014 & completed in the year 2016. The demand for work certificate older than 3 years can be fulfilled from an Indian Telecom Client, but the same is not possible from a Government Department. We request you to clarify or modify the clause for our company to participate in the bidding process.	
7.	Page 4	Time Completion for Phase 2 : Within 9 months subject to allocation of grant by GoG and performance review by GIL/Archive Dept. for 2018-19	Subject to allocation of grant means their might be possibility that if funds are not granted in time then the phase 2 might cancel??	Yes.
8.	Page 9, Point 19	Data Entry of Page OCR Text	How a multiple OCR text can be used as Metadata with each files. Requested to kindly elaborate the scope and purpose of this requirement.	
9.	page number 9, 10 and 11	As per RFP the total volume to be scanned is approx. 6 crore with 30 % deviation But total document to be process in phase 1 at 1. Junagadh (6000000) 2. Porbandar (6000000) Phase 2 at 1. Porbandar (9000000) 2. Jamnagar (3000000)	The combined total of pages in both the phases is 24000000. When and how the remaining volumes of approx. 3.60 crore pages will be scanned.	This can be done in subsequent year as per the allocation of the grant and selection of agency by new tender process.
10.	page 39, point 11	In order to ensure that there are no missing or duplicate records and/or scanned images, the Service Provider should develop appropriate software to check against this.	Is there any double data entry requirement to eliminate the duplicity of the images and content	The bidder has to propose. SLA and penalty clauses are defined.
11.		Every location have different pricing requirement	Is there any chance that the work may be split in multiple vendors?	No.
12.	Page 38, point I.5	At the end of the process, the ARCHIVES DEPT. will receive	Can we submit the data in hard disk. As this will save lots of time and efforts of the SP.	Yes. Bidder may decide. However, the bidder has to

		the documents, scanned documents in CDs (2 copies) and indexed printout		submit two hard disk in that case.
13.	30	Payment 1) All payments will be done to the agency after completion of the job	Kindly facilitate Monthly or Quarterly payment.	No change. As per RFP
14.	16	Bid Security / EMD as mentioned above, shall be submitted in the form of Demand Draft OR in the form of an unconditional Bank Guarantee	Kindly provide format of the Bank Guarantee.	Please see corrigendum
15.	7	In future there may be decided to upload the document images on the web, so the successful bidder has to work considering the same.	Do we have to provide document hosting services?	No.
16.	9	Total Approximate Volume of all the district offices (Junagadh, Porbandar and Jamnagar)	Kindly provide the List of location branch wise where digitization activity need to be carried out with address & Pincode.	Already given in RFP - page no 12
17.	13	The bidder should have ISO 9001:2010 or latest certification for "Data Entry/Scanning/Digitization and related services".	Kindly amend the clause as The bidder should have ISO 9001:2008 or latest certification for "Data Entry/Scanning/Digitization and related services".	No Change. As per RFP
18.	3 - 4	Last date & Time for submission of EMD & Bid Processing Fees in GIL (Physical) along with Affidavit as given format on 20.07.2017 upto 1500 hrs	1.Kindly clarify whether we have to submit the Fees, EMD and Affidavit at the time of Pre-bid Meeting. 2.Also confirm the mode of submission, date of Fees, EMD & Affidavit.	No. please see the corrigendum
19.	13	Total turnover of the firm should be at least Rs.2 Crore during the each of last three financial years.(i.e. either 2014-15, 2015-16 & 2016-17)....	Kindly amend the clause as "Total turnover of the firm should be at least Rs.2 Crore during any last three financial years.(i.e. either 2013 - 14, 2014-15, 2015-16 & 2016-17).	No change. Asp RFP
20.	General	General	Kindly mention the percentage of large Maps, Plans, Photographs or any other formats to be scanned from the mentioned volume of 06 cr pages.	Not possible to give the detail at this stage.

21.	General	General	Who will provide space for scanning, electricity, UPS, Power Generator, A.C. etc?	Only space and raw electricity will be provided by Archive department. other arrangement will be done by SP.
22.	General	General	Kindly mention number of pages per file.	Not possible to give.
23.	General	General	Request you to lower the penalty percentage from 1% to 0.5% of the job cost per week's delay subject to a maximum of 05% to be deducted from the SP's Bill.	No Change. As per RFP
24.	General	General	Request to share the exact count of Bounded and Unbounded volume, which will help all bidder w.r.t. commercial prospective.	Not possible to give.
25.	General	General	Bid - price: Does "page" mean one side of a paper? In duplex scanning one page may produce 2 images if the page has content on both sides.	Page means ONE SIDE of the paper.
26.	General	General	Kindly allow working in 3 shifts for the completion of project in 9 months.	No change. As per RFP
27.	General	General	Can we complete district one-by-one, Or need to work simultaneously?	The successful bidder has to work simultaneously. However, this may be discussed mutually at the time of starting of the executions of the work.
28.	General	General	Annexure 4	The bidder shall have to submit the Annexure 4 along with the Hardware deployment plan with make & model of scanner required optical resolution.