

PRE-BID QUERIES - RFP FOR E-OFFICE SCANNING AND DATA DIGITIZATION
(RFP: 22/SAPS/2017) – Corrigendum

S.No	RFP Clause & Section	Page No.	Clause Details	Suggestion /Changes Required	Reply to the Queries
1	8.3	16	<p>8.3. Minimum pages per machine per day</p> <p>Each operator should scan minimum of 2500 pages per machine/ scanner per day. If the volume of scanned pages is below 2500 pages a penalty of 25% of man-month cost of (2500- X) where X is the actual number of pages/images scanned.</p>	<p>To scan minimum 2500 pages per machine/ scanner per day is not possible, seeing our past expertise in MP MRR Project which is a similarly kind of project, we are able to do around 1000 Pages, because there are lot of legacy Data, Unwinding, Stapling, Scanning, Indexing, Tagging, Creating Metadata has to be done. We request you to please amend minimum pages from 2500 to 800 Pages. Along with this to create the meta data. Meta data Fields has been given by MPSAPS or respective department in advance.</p>	<p>8.3. Minimum pages per machine per day</p> <p>Each operator should scan minimum of 2000 pages per machine/ scanner per day.</p> <p>If the volume of scanned pages is below 2000 pages/day, a penalty of 0.5% of man-day cost of (2000- X) where X is the actual number of pages/images scanned.</p> <p>For this purpose, the number of pages scanned shall be computed on weekly basis to arrive at the daily average.</p>

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2	8.1 Pre-qualification	15	The Company/Agency must have successfully executed/ 3 purchase orders in the last three preceding years in a State/Central Government/ PSU/Registered Companies/ Registered Educational Institutions. Out of three orders: One order must be of minimum 1.5 Crore documents. (OR) Two orders must be of minimum 0.75 Crore documents each. (OR) All the three order must of minimum 0.5 Crore documents each.	The Company/Agency must have successfully executed/ongoing 3 purchase orders in the last five preceding years in a State/Central Government/ PSU/Registered Companies/ Registered Educational Institutions. Out of three orders: One order must be of minimum 1 Crore documents. (OR) Two orders must be of minimum 0.50 Crore documents each. (OR) All the three orders must of minimum 0.25 Crore documents each	The Company/Agency must have successfully executed/ on-going 3 purchase orders in the last three preceding years in a State/Central Government/ PSU/Registered Companies/ Registered Educational Institutions. Out of three orders: One order must be of minimum 1 Crore documents. (OR) Two orders must be of minimum 0.5 Crore documents each. (OR) All the three orders must of minimum 0.25 Crore documents each.
3	6	5	Last Date & Time for submission of proposal	If you can allow more days for submission of bid preferably 3 weeks more can help us prepare a better bid considering 150 personnel are to be deployed. This can help us a lot. Rather than 15th kindly make it second week of January'18	Date of bid submission revised to 26 th December 2017
4	4	11 & 12	All the documents should be scanned with minimum 200 dpi, in black and white and should be stored in PDF format.	Conflicts between clause number 4 & 19 on page number 11& 12. Kindly allow agency can scan the document as per their desire. But the soft copy of document has to be available at the proper readable condition. Please request you give the cap on minimum and maximum Color and DPI.	Bidder has to ensure that the minimum scanning requirements is as per clause 5.3 - point 19 of the tender document

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5	6	14	Pilot: Upon start of the engagement a pilot would be carried out at one Department (one of the 140 sections) to set the procedures and defining the acceptance criteria. This would be done within 15 days' week of signing of contract.	Please share number of Pages (Categorized according to the size) to scanned in pilot. As deadline is 15 Days	Pilot to be carried by 20 personnel within 15 days of signing of contract
6	8.5	17	No consortium or sub-contracting of any nature is allowed.	As we discussed this during pre-Bid meeting and agreed on, kindly raise the Corrigendum for allow the consortium. That will help us as a start up to participate with Prime Bidder.	Consortium allowed, but the lead bidder has to meet the original qualifications as per RFP
7	New Clause	New clause	Non-Disclosure agreement	Non-disclosure agreement	Bidder has to sign Non-Disclosure agreement during contract signing , draft of which is attached
8	New Clause	New clause	Provision of Scanners to scan A0, A1, A2 documents and other large types documents.	Provision of Scanners to scan A0,A1, A2 documents	Five (5) Scanners of suitable sizes, one at each floor of Vallabh Bhawan shall be provided by the bidder, for scanning Maps, A0, A1 documents and other types of large pages.

Issued by: Executive Director, MPSAPS