



Centre for Modernizing Government Initiative (CMGI)



Ref. No. CMGI/PCU/Scanning-Tender/2016/478/2068, Dt. 28.12.2016

Clarification of Prebid Queries for the Expression of Interest (Eoi) for empanelment of agencies for "Scanning & Digitization of Government Files at various locations of Odisha"

- Agency –wise Clarification of the Prebid Queries for the Expression of Interest (Eoi) for empanelment of agencies for "Scanning & Digitization of Government Files at various locations of Odisha".

1) Agency Name : In2IT Technologies

Points	Current Criteria	Clarification seeking	Clarification of CMGI
Annexure 1 : Eligibility Criteria Scanning Infrastructure	The Bidder Should have at least 10 High Speed (ADF) with minimum A4 & A3 Duplex , 60/120	Requesting you to change it to " Bidder should have at least 10 high speed (ADF) with minimum A4 & A3 Duplex, 60/20 at the time of executing order"	Not Accepted
Project Performance Security	The successful bidder must have to furnish a Performance Security of Rs.20 Lakhs, in shape of Demand Draft (DD) drawn from any Scheduled Bank in favour of Executive Director, CMGI initially for a period of 3 years, which may be extended further.	The amount is too high as the bidder have to again submit BG of 10% of order value for each work order. Requesting to make it 5 Lakhs and please consider Bank guarantee.	Not Accepted
Annexure-8 : Technical Evaluation Criteria	Previous Scanning/Digitization Project Experience of the bidder in successfully executing similar work of Scanning & Digitization Services in India in last three years (Submit copy of work orders /completion certificates clearly depicting the volume of pages): (Ref.: Eligibility Criteria : Project Experience	Requesting you to consider global projects in private organisation.	Not Accepted as it will be very difficult to verify the Global Clientele of the Agency



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2) Agency Name : Som Imaging Informatics Pvt. Ltd. (Somnetics)

Points	Clarification of CMGI
What is the number of documents in each location ?	Not yet known. The number of documents will be decided later basing on the size of the office (s)
What is the ratio of documents (A3 : A4) ?	Not yet known.
What is quality of documents i.e., how many years old ?	The documents will be very old also very new
Are the documents duplex or simplex ?	Both (Mostly duplex)
The documents are printed or handwritten ? o If printed, do you need in OCR mode ?	Both. We do not need OCR Mode.
Documents are bound or loose ?	Documents are mostly in files
How many locations are there for the work to be executed ?	All 30 Districts of the state of Odisha
The documents to be indexed file-wise or page-wise ? o If filewise, how many indexing is required ?	It will be indexed by page. The norm for indexing will be decided at the time of issue of work order.
For Document Management software solutions, how many licenses are required ?	Not necessary.
What is the concurrency of users ?	Not known. Will be informed at the time of issue of Work Order
The software are to be installed in customer server or in cloud ?	One copy of the scanned documents will be kept in the Client's Server/System/Storage
Server to be provided by vendor or someone else ?	Server for Scanning purpose is not required

3) Agency Name : Sairam Softek Private Limited

Points	Clarification of CMGI
Request for clearance of payment against the submission of bills from CMGI Office itself.	Not Accepted, as it has already been decided at the policy level



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4) Agency Name : Surevin BPO Services Private Limited

Name of Tender	Page no	Provider Information	Queries	Clarification of CMGI
EOI for Empanelment of Agencies for "Scanning & Digitization of Government Files "	Page 1 of 15	NOTICE INVITING EXPRESSION OF INTEREST (EOI) FROM REPUTED COMPANIES/ ORGANIZATIONS/ AGENCIES/ FIRMS/ CONSORTIUMS FOR EMPANELMENT FOR "SCANNING & DIGITIZATION OF GOVERNMENT FILES AT VARIOUS LOCATIONS OF ODISHA "	Request to department kindly consider for E-Tendering so that maximum participant can bid and purpose of this tender shall full fill.	Noted
EOI for Empanelment of Agencies for "Scanning & Digitization of Government Files "	Page 6 of 15	General & Technical Bid : Bid application fee of Rs. 5,000/- (non-refundable) in the form of DD drawn in favour of Executive Director, CMGI. EMD of Rs.20,000/- (Refundable) in the form of DD drawn in favour of Executive Director, CMGI. The EMD of the unsuccessful bidders will be returned.	EMD and Tender cost will be exempted if bidder have NSIC certificate, Kindly confirm.	Not Accepted
ToR for empanelment for "Scanning & Digitization of Government Files " Terms of Reference (ToR) FOR Scanning & Digitization of Files	Page 4 of 16	# Guidelines for Scanning & Storage	Please share approximate count of pages for Scan & digitization Process, Is there any pages where required scanning both side of page, kindly share count.	It will be decided project/office - wise
ToR for empanelment for "Scanning & Digitization of Government Files " Terms of Reference (ToR) FOR Scanning & Digitization of Files	Page 6 of 16	# Guidelines for Scanning & Storage	Kindly share collection process, how many centre for collection files/pages for scan. Kindly confirm..	It is already in the Digitization Framework and TOR which are already uploaded alongwith the Eoi document