

CORRIGENDUM

(REFERENCE : TENDER CALL NOTICE NO 8306/OSHB, DATED 08.06.2016 FOR “SCANNING & DIGITALLY PRESERVATION OF OFFICIAL RECORDS OF OSHB”)

With reference to the queries received from various prospective bidders on the Tender for "Scanning & Digitally Preservation of official records of OSHB", the clarification/response of OSHB is provided in this corrigendum. **The last date for submission of Bids is upto 05.00 PM of 31.08.2016 and the tenders will be opened on 01.09.2016 at 11.00 AM in the conference hall of OSHB.**

Sl. No.	RFP-Section, Sub Section, Clause Description	Clarification	Comments
01.	2. Pre-Qualification Criteria, G The bidder must possess an ISO 9001: 2008, ISO 27001:2013 certification.	We request to consider the eligibility of bidder who possess either certification	The clause may be read as "The bidder may possess an ISO 9001: 2008 certification.
02.	4. Scope of Work, (b) Scanning Activities (Point.7) Transferring the stored scanned data on the hard disk of section's computers / OSHB servers.	We assume that the server will be provided by OSHB. Kindly let us know the server configuration.	The Server configuration is as below: Make: Cisco
03.	4. Scope of Work, (b) Scanning Activities (Point.7)	Kindly let us know the no. of staff who will attend the training.	The purchaser will decide at the time of contract agreement.
04.	5.7. Terms of Payment, a) a) 50% payment will be released after completion of scanning & 10% sample verification of image/PDF document. b) 30% payment will be released after data entry. c) The final 20% payment will be released after certification from the competent authority.	We request to consider the payment terms as follow. 1) Customization of Document Management System 25% 2) On completion of scanning & 10% sample verification of image/Pdf document-25%	The clause shall remain unchanged

	<p>4. Scope of Work, (b)Scanning Activities Point no 9</p> <p>1. Full maintenance and support for one year after the completion of the work.</p>	<p>Need clarity on the maintenance. BIDDER's solution is cloud based. It is provided as a Service. Therefore the application and the Data will be hosted and stored at the Data Center with access right. This may please be incorporated in the technical scope.</p>	<p>The Clause shall remain unchanged.</p>
	<p>4. Scope of Work, (d)Scanning Activities Conditions Point no 5</p> <p>Indexing the scanned and stored data. Handing over the files back to the section in their original condition.</p>	<p>BIDDER needs this clause to be changed as Authority may direct to the vendor to get all the documents scanned and digitized afresh, if it is found that the earlier task scanning digitization was not performed satisfactorily and the images are of poor quality without any additional cost.</p>	<p>The Clause shall remain unchanged.</p>
	<p>4. Scope of Work, Following Activities have to be carried out For Scanning of Records point no 14</p> <p>Data Entry activities at OSHB will be made required attributes to be entered as per the scope and format designed for same.</p>	<p>What will be the count of attributed that need to be captured ?</p>	<p>The attribute classification is as follows:</p> <p>For the Housing board files: The major attribute shall be Department Name, Scheme No / Name, House No</p> <p>For the other functions: The major attribute shall be Department Name, File No / Name</p>
	<p>4. Scope of Work, Following Activities have to be carried out For Scanning of Records point no 18</p> <p>Laser Printer (600 DPI, 20 PPM)</p>	<p>Why printer is required?</p>	<p>This clause shall be removed.</p>

	<p>Scope of Work point no 15, Following Activities have to be carried out For Scanning of Records :</p> <p>Vender has to establish data facilitation centre hub at OSHB Office premises with required IT/ physical infrastructure with adequate human resource.</p>	<p>The board has to provide space, furniture, power and basic amenities like water and utility etc., and the vendor will setup the IT infrastructure required for the project.</p>	<p>The clause may be read as:</p> <p>The Space and necessary furniture, Electricity shall be provided by the Purchaser and Vender has to establish data facilitation centre hub at OSHB Office premises with required IT infrastructure with adequate human resources.</p>
	<p>Scope of Work point no 5, Mandatory Compliance for Project Execution Responsibility of the bidder/firm/digitization agency.</p> <p>Handing over the error free data (two copies) at the time of completion of work in the respective office on the media specified (CD/DVD) also at the end of the contract period along with final hard copy of abstract printout.</p>	<p>It is expected that the document count will be over 40 L, therefore the copy of the data can not be provided in CD/DVD. Therefore it is requested to change the high storage drive like external Hard Disk or High volume tap drive for the same. However we can keep the back up at our Data Center against an annual storage charges.</p>	<p>The clause may be read as:</p> <p>Handing over the error free data (two copies) at the time of completion of work in the respective office on the external Hard Drives also at the end of the contract period along with final hard copy of abstract printout.</p>
	<p>Mandatory Compliance for Project Execution Responsibility of the bidder/firm/digitization agency point no 7</p> <p>Agency has to ensure insurance aspect of all infrastructures deployed for the project, proof of copy has to be submitted in this regards.</p>	<p>suggest to remove this clause</p>	<p>The clause may be read as:</p> <p>The Purchaser shall not be responsible for any kind of damage in any format with the IT infrastructure created by the vendor during the project execution.</p>
	<p>5.14 Penalty for Delay in Completion of contract</p>	<p>BIDDER suggest to remove this clause, because of dependencies.</p>	<p>The clause shall remain unchanged</p>
	<p>5.18 Patent Rights etc.</p>	<p>BIDDER suggest to remove this clause.</p>	<p>The clause shall remain unchanged</p>

	<p>Cover letter</p> <p>The rate quoted by the bidders shall be inclusive of Service Tax and OSHB shall not reimburse the same.</p>	<p>It is requested to change the same to service tax extra because of the frequent change in the Tax percentage by GOI. Request to modify with Tax as applicable at the time of invoicing. We need clarity on the clause that the taxes will not be reimburse the same.</p>	<p>The price is inclusive of all taxes as applicable</p>
	<p>Annexure (P2) Price Bid</p> <p>Document Management Software with one year free Maintenance with user Training Document Management Software per year Maintenance (%) for 3 years</p>	<p>The execution of the work is done on a service out source basis for the entire activities. We request you to consider to modify the same to per document price for either one year or three years or separate prices can be asked for but the same has to be included in the per document price only instead of separate price for the maintenance of the software frame work and IPR is owned by the service provider.</p>	<p>The clause shall remain unchanged</p>
	<p>General</p> <p>5.10- Award of contract</p>	<p>The selection will be based on Quality cum Cost Based method. The bidder scoring highest composite score will be awarded.</p>	<p>This is a typographical error and the clause may be read as: Out of the technically qualified bidders, the bidder quoting with the lowest financial rate shall be considered as L1 and award of the contract shall be made to the bidder with the lowest cost (L1).</p>
	<p>2.Pre-Qualification Criteria.</p> <p>The Bidder should not bid under consortium.</p>	<p>Can you please amend the same and allowed for consortium?</p>	<p>The clause shall remain unchanged</p>
	<p>2.Pre-Qualification Criteria.</p> <p>The Bidder should be registered company having its registered Office in Odisha Sales Tax Authority</p>	<p>If the bidder having local office in Odisha (Tented and registered office in out of Odisha, can he participate? can you please amend the sales tax registration and allowed for other state registration.</p>	<p>The clause shall remain unchanged</p>

	2.Pre-Qualification Criteria. Average Turnover of the bidder for the last 3 financial years at least 5 Crores.	Can you please amends the same and reduced the Average turnover to 2 crores.	The clause shall remain unchanged
	2.Pre-Qualification Criteria. Bidder must have experience in the field of supplying Integrating and servicing IT HW & SW in any State Govt.//PSU//State/Govt.	The tender is mainly based on Scanning/ Retrieving Indexing & uploading etc. So why do you need the experience in the field of supplying, Integrating and servicing IT HW & SW in any State Govt.//PSU//State/Govt.	The clause shall remain unchanged
	2.Pre-Qualification Criteria. Bidder should have experience in digitization of records for any State Govt.//PSU//State/Govt.	Can you please amends the same and allowed for Private sector experience ?	The clause shall remain unchanged
	6.9 Annexure (P2) Price Bid Document Management Software with One year free Maintenance with user training.	Whether the Document Management Software will be provided by the bidder or Govt. (OSHB).	The clause shall remain unchanged