

Corrigendum

Dt.13/11/2020

Sub: - Digitization of old Records

Tender Reference No: Digitization Phase 2

Tender Id: 2020_IAAD_568566_1

With reference to above Tender ID, additions/modifications in some of the points mentioned in the tender are listed below:

S.No.	Section/Clause	RFP Page No.	Item	Existing	Revised
1.	Section 2 S.No.11	4	Amount of Earnest Money Deposit	Rs.5,00,000/-	The amount of EMD will be relaxed as per the guidelines of Central Government in relation to MSME/Startups, provided such certificate is made available by the vendor.
2.	Section 2 Table A S.No.6	5	Bid submission date	16-11-2020 3.00 PM	23-11-2020 3.00 PM
3.	Section 2 Table A S.No.7	5	Opening of Technical Bid	18-11-2020 3.30 PM	25-11-2020 3.30 PM
4.	Section 2 Table A S.No.8	6	Opening of Financial Bid	20-11-2020 3.30 PM	27-11-2020 3.30 PM
5.	Section 3.1 S.No. 10	8	Receiving and returning of files or registers	The vendor has to collect the files/registers from the record room/concerned section for digitizing.	The vendor has to collect the files/registers from the record room/concerned section for digitizing and it is the responsibility of the vendor to return the files/registers in the same condition as it was received.
6.	Section 3.1	8	DMS	--	A DMS application to be made available for storage and consumption of the scanned files. The application should have features which would make document retrieval efficient.
7.	Section 3.3 (v)	9	Authentication by digital signature by vendor	Should be signed by authorized personnel	The signature (digital) is to be placed at either the beginning or end of the final PDF that is completely processed.
8.	Section 4 Table -C S.No.3	13	Document Management System (DMS) & pricing	Open Source Software	The Financial bid should contain a separate proposal for the DMS software. Annexure III has been suitably revised.

9.	Annexure III	21	Paper size and quantity	A4, Legal and A3 size	More than 90% of the pages available in the files are of A4 and Legal size and only a nominal of 10% are in other sizes, mainly A3.
10	Annexure III	21	Scanning rate	Per page	Single side. If matter is on both sides, count will be for two pages. Blank pages would not be counted.
11	Annexure III	21	Data capture rate	Rate per page	May be read as "Rate per file".

Sr. Deputy Accountant General(Admn)

CLARIFICATION TO QUERIES RAISED BY BIDDERS

Sl.No.	Item	Query	Clarification by the Department
1.	Provision of space	Whether additional space can be provided.	Additional space for systems/scanners can be provided. However, the space provided might not be in the same floor or block (not in a contiguous area).
2.	Provision of UPS	Will the department provide UPS.	In Section 3 Sl.No.9 of the RFP, it has been clearly mentioned that the vendor has to deploy the required equipment (including UPS, scanners, desktop computers, printers etc) and manpower to carry out the digitization.
3.	Working period	No. of days/hours per week.	The working days and hours are at the convenience of the vendor. The department will extend all the necessary support required.
4.	Air Conditioners	Whether AC room will be provided for scanning.	No, the room identified for digitization is not equipped with AC. However, air-coolers will be arranged.
5.	Storage space	Storage space for digitized files.	Storage space for digitized files will be provided at the time of final uploading of files.
6.	Colour Scanning	Whether all the pages in the files should be in colour.	<ol style="list-style-type: none">1. Only a maximum of three pages (including authorization) to be scanned in colour.2. Revision authorities (2 to 6 pages) also required colour scanning.3. Descriptive roll page also needs to be colour scanned (one page). (Total 3 to 8 pages per file)

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REVISED ANNEXURE

Annexure -III

**Office of the Accountant General (A&E) Telangana
FINANCIAL BID/PRICE BID**

(To be inserted in Third Envelope & then sealed)

1. Name of firm/company:
2. Address:
3. Rates quoted by the firm:

Financial Bid for Digitization Project

A) QUOTATION FOR SCANNING OF DOCUMENTS

Sl.No	Type of Document (File/Books)	Size of Page	Rate per page(exclusive) Rs.	Applicable GST % Rs.	Rate per page with GST Rs.
1	A4 size	210 x 297 mm			
2	A3 size	297 x 420 mm			
3	Legal size	216 x 356 mm			

B) QUOTATION FOR DATA CAPTURE PROCESS

Sl.No	Item	Rate per file (exclusive) Rs.	Applicable GST % Rs.	Rate per file with GST Rs.
1	Use of existing or custom designed technology for capturing identified data fields from the scanned files. (Approximately 30-35 data points)			
2	Quality Control Mechanism and 100% check of data captured as mentioned in Sl.No.1			

C) QUOTATION FOR DOCUMENT MANAGEMENT SYSTEM

Sl.No	Item	Rate (Rs.)	Applicable GST % (Rs.)	Rate with GST (Rs.)
1.	Open source Software for Document Management System (DMS)			

4. Total amount of items above in rupees based on scope of work, technical Bid and terms & conditions: "Digitization of old Records of Pensions etc. (in figures) Calculated for 1 crore pages and 2 lakh files.

5. Rs.....(in words)

Rs.....

Place

Date

Signature of Authorized signatory

Name & Seal

Mr