

Corrigendum

Ref : E Tender No : KoPT /I IR/NIT/Digitisation/394 Dtd 23/07/2018

In respect of Pre bid meeting held on 07/08/18 and queries thereafter , following clarifications may be noted and should be considered part of Digitization tender document.

	Query from Bidders	Clarifications
1	Please clarify the number of documents size-wise (A0 , A1 , A2, A3 , A4)	Documents mostly are A4 & A3, Larger size documents will be treated as equivalent nos of A4 documents as mentioned in 7 G vi , pg 18 of NIT.
2	Do you require B/W , Grey scale or Colour copies , If both can you specify number type wise.	Documents mostly are B/W, documents are huge in number and some of them are very old .
3	Is OCR / Cataloguing mandatory requirement for software	Refer 5 (e) (vi) of NIT at page 8
4	Is a cloud based solution acceptable	It would be server based and compatible to cloud or shared server which would be decided subsequently.
5	Are both ISO 9001-2008 & ISO 27001 certification mandatory	Refer pre-Qualification criteria 7 (C) (d) of NIT
6	Is there any specification on the storage space requirement for the DMS Software	Refer 5 (h) of NIT , Page 10
7	How many users You require for DMS solutions	Approximately 15-20 users.
8	Do you need named users or concurrent users	Refer to reply at 7 above.
9	Do you allow any deviation from scope or criteria mentioned in the tender document.	Refer 7 D (e) of the NIT page 16
10	Suggestion for consortium to be included in the RFP	Refer 7 C (f) of the NIT page 14
11	OCR-it is expected that language of the document is English , If other language is also present then quantity should be mentioned , For handwritten document OCR may not give expected efficiency	Appropriate technology for hand written document should be considered part of scope of work to the extent it is required.
12	Specification for Metadata fields need to be confirmed from the department.	Refer 5(d) of the NIT
13	Indexing parameter need to be understood	Refer 5(d) of the NIT
14	Classification of documents that need to be digitised, Is it file /books / loose papers	Documents are loose placed inside file and not in book form
15	Please attach the GCC with tender or share the same	General Condition of contracts (GCC) is available in KoPT website
16	Who will provide portable HDD for data back-up	Back-up facilities to be arranged by the Bidder.

17	Explain – bidder is not required to upload scanned copies of manually signed hard copies of tender document and its addenda as was earlier mandatory in case of manual tender.	Bidder has to give undertaking in line with 5 D (e) of NIT page 16 along with bid document
18	Exemption from EMD & Tender cost fee for bidders registered with MSME , NSIC	<p>Micro & Small Enterprises (MSEs) registered with NSIC :</p> <p>i) Micro & Small Enterprises (MSEs) registered with NSIC (under single point registration scheme) are exempted from depositing Cost of Tender Document and Earnest Money having valid NSIC Certificate for MSEs and DIC's (DISTRICT INDUSTRIES CENTRE) Certificate.</p> <p>ii) If Micro & Small Enterprises (MSEs) registered with NSIC intends to participate in the tender for the items they are not registered with NSIC, then they will have to deposit cost of Tender Document, full amount of Earnest Money as per NIT. Otherwise their offer for those items will not be considered.</p> <p>iii) Copy of valid NSIC Certificate for MSEs and DIC's (DISTRICT INDUSTRIES CENTRE) Certificate has to be uploaded along with the bid.</p>