

### **Minutes of the Pre-Bid Conference Meeting**

A tender for digitization of Records of Entitlement Function (Pension and GPF) in Field Offices across India was issued by GA wing on 06.11.2020 on CPP Portal. As per the tender document a pre-bid conference was held on 01.12.2020 at 11:30 am in the A.K Chanda Hall of the Old C&AG building. 13 Interested bidders attended the meeting (details are enclosed in Annexure A). DG (GA-I), Director (GA) and Sh. Amit Kumar, AAO from GA wing took part in the meeting. DG (GA-II) joined the meeting through MS Teams video conference. Sh. Sreeraj Ashok, Director (IS) could not join as he was on leave.

Bidders were having doubts on some of the points of tender document. These points were discussed in detail and clarification was given to them, which is as follows:

**1. Open Source Technology:**

It is clarified to all the bidders that the software and technology which will be used for scanning, digitization, storage and retrieval must be open source technology only. This point was already mentioned in the tender document.

**2. Pre-Bid visit to field A&E offices:**

DG (GA-I) asked to all the bidders to write an email to GA wing requesting a visit to field A&E office depending upon their location of operation of business. After getting these requests GA wing will write to concerned A&E office so as to facilitate their visit. During this visit field A&E office will hand over 2 files to the bidder each relating to pension and provident fund. Bidders have been told to scan these files and send the result of scanning to GA Wing via email so that we can ascertain the quality of scanned images. If Scanning is required to be done at bidder's premise then, one official from A&E office will accompany the bidder to their premise and will bring back the file to the office after scanning. Bidders have been told to maintain confidentiality of the scanned file.

**3. Size, Number and Colour of the Pages:**

DG (GA-I) clarified to all the bidders that size of the pages is mostly A4 and in some cases it is A3. Also, most of the pages will be black and white with few coloured pages. The approximate number of pages required to be scanned is already mentioned in the tender document.

**4. Indexing of the Scanning Images:**

DG (GA-I) clarified that indexing should be done along with scanning at the place of scanning only. Deviation from this procedure will not be tolerated.

**5. Storage Requirement:**

All the field A&E offices have the sufficient space in their server which will be used for storing the scanned data. If need be, AG (A&E) offices will procure external hard disks and provide it to the vendors.

**6. Eligibility Criteria:**

Since, the work needs to be executed on pan India basis, the capacity of the vendor to execute the project is very important. Bidders requested to put eligibility criteria's and issue the corrigendum to the tender. DG (GA-I) agreed to this suggestion.

**7. Decentralised approach:**

Bidders enquired whether the office is planning for single cloud based application along with centralised storage. DG (GA-I) clarified that, as of now, decentralised approach will be followed, which means that DMS needs to be customised for each state and storage will be done locally in each field office.

**8. Post Implementation Support:**

DG (GA-I) clarified that the vendor needs to give support for a minimum period of 2 years after completion of entire work. This point is already covered in tender document.

**9. IS opening of register allowed? :**

DG (GA-I) clarified that each file should be treated as a complete unit in itself. After removing tags and pin, bidders should re-arrange the entire file as was the original. There are very less number of binded documents, DG (GA-I) informed the bidders that binding should be kept intact while scanning and in no case the binded documents be allowed to open or cut.

**10. Format of Document:**

DG (GA-I) clarified that most of the documents are in form of files and not in the form of registers.

**11. Age of the Documents:**

DG (GA-I) clarified that age of documents may vary office to office. In some cases, these will be recent documents and in some cases, the age of document may be 30 years or more.

**12. Integration of DMS with IFMS:**

This is not required.

**13. Will operation be done in parallel:**

DG (GA-I) clarified that operation will be done parallel in all the 22 locations mentioned in the tender document.

**14. Billing:**

It is clarified that billing will be done on per image basis (single side of the page).

**15. Infrastructure:**

It was clarified to all the bidders that required infrastructure in form of space, furniture, electricity will be provided by the concerned AG (A&E) office. This point is already mentioned in the tender document.

**16. Lowest per page quote:**

It is clarified that here page means "per image (single side of the Page)".

**17. Exemption from the Bank Guarantee:**

As per Govt. of India guidelines MSME having valid certificate will be exempted from submitting EMD and Tender fee.

**18. Timing of the Scanning work:**

Bidders should follow the local AG office timings.

**19. Procedure of Invoicing:**

It is clarified that invoices will be submitted to GA wing located in Headquarters office of C&AG of India, in New Delhi. Payments will also be made from this office after getting required completion Certificate from field AG (A&E) offices. This point is already mentioned in the tender document.

**20. Bid Validity:**

It was informed to the bidders that the Bid validity period for the tender will be 90 days.

**21. Penalty:**

In case, the delay is due to AG office such as low inflow of documents etc., no penalty will be levied.

Above points are submitted for perusal and approval. After approval, a corrigendum will be issued for tender and will be uploaded on CAG website as well as on CPP Portal.

*213 13293006*

Director (GA) *10.12.2020*