

**Replies to the Queries raised during the Pre Bid Meeting on 20.05.2016 at Conference Hall, ADDA Office,
Durgapur or received till date for Appointment of System Integrator for Scanning / Digitization of Records of
Asansol Durgapur Development Authority**

Queries Raised	Replies to the Queries
1. Document Size	The ratio of various sizes of the documents to be taken up for digitization are approximately 55% of the of A4 size, 40% of legal size and remaining 5% will be of A3 size. Document of any other sizes will not be considered in the present scope of work.
2. Document Management Software (DMS)	The bidder will have to provide the DMS which will be browser independent. The Authority will provide the necessary web space. Necessary Security Certification will have to be taken for the DMS by the bidder in consultation with NIC. The Authority will provide liaison with NIC to get clearance at the earliest. DMS will be a onetime procurement for the Authority. The tender will be evaluated on the basis of the quoted rate in the BOQ that includes the cost of the DMS. However the Authority reserves the right to give Work Order for Scanning and Digitization work only or whole that includes DMS.
3. Date mentioned in Para 1 of Section 3	The date mentioned as 18.05.2016 may kindly be omitted and be read as 07.06.2016
4. EMD	Since the tender will be on the e-tendering portal scan copy of the EMD should have to be uploaded for every bidder. Physical copy of the EMD will be required to be submitted by the successful Bidder. Exemption to any categories shall not be allowed. Scan copy of the EMD is mandatory to be uploaded in the e-Tendering Portal.
5. Agreement in Non Judicial Stamp Paper of Rs. 100/- (as mentioned in Pt. iv of N.B. under Section-1)	It is clearly mentioned that the successful bidder only after Completion of the Tendering Process and issuance of LOI will have to undergo an Agreement with the Authority as mentioned in Point 6 of Section-4 in a non judicial Stamp Paper of Rs.100/- and not during submission of Bid.

Queries Raised	Replies to the Queries
6. Signing Authority for completion of 80% of the total volume of work	The Bidder should ensure that the certificate so submitted is from a competent signing Authority to issue such certificate. At any point of time before starting the work or during work progress if any of the document submitted by the bidder is found to be incorrect, ADDA reserves every right to cancel the order and revoke the EMD or Performance Guarantee submitted as mentioned in the Tender Document

Sd/-
Chief Executive Officer
Asansol Durgapur Development Authority

Dated : 31.05.2016

Memo No: ADDA/DGP/ 17-038/255(1)/15-16
Copy forwarded to :-

- i) System Manager, ADDA with a request to upload the document in the website of the Authority.


31.5.2016
Chief Executive Officer
Asansol Durgapur Development Authority