

**Prebid Queries and MPCB responses proposed with suggestions from QVCS for  
Selection of Service Provider for Scanning, Digitization and storage of documents for MPCB**

Sr. No.	RFP Page No	RFP Clause No	Description in RFP	Clarification Sought	MPCB comments
1	14	7.1.3	The Bidder should be an ISO 9001:2008 and CMMI Level 3 company with certification status "VALID" till March 2017	Request for removal of CMMI certification	Accepted and requirement of CMMI certification stands cancelled from minimum eligibility and scoring criteria. The revised scoring system is attached herewith. The clause should be read as <b>"The Bidder should be an ISO 9001:2008 company with certification status "VALID" till March 2017"</b>
2	14	7.1.6	The product (DMS) should be an OEM product listed in the Magic Quadrant for the year 2015-16 as per the Gartner Reports and should have 100% compliance to all the technical Specifications mentioned in Annexure 2. The bidder should submit a declaration to that effect on the letterhead of the Manufacturer / OEM as per Exhibit - 4.	Is it necessary to have this. Where is the list found?	The clause should be read as follows <b>"The product (DMS) should be 100% compliance to all the technical Specifications mentioned in Annexure 2. The bidder should submit a declaration to that effect on the letterhead of the Manufacturer / OEM as per Exhibit - 4"</b>
3	14	7.1.4	The bidder should have executed at least ONE (1) order for providing a Document Management System software and scanning / digitization services of minimum 1.5 crore documents for a Govt. / Semi-govt organisation in any of the last FIVE (5) years ending 31st March 2016	Can it be only scanning / digitisation services and not providing of DMS software	The clause should be read as follows " The bidder should have executed at least ONE (1) <b>single</b> order for providing a Document Management System software along with scanning / digitization services of minimum 1.5 crore documents for a Govt. / Semi-govt organisation in any of the last FIVE (5) years ending 31st March 2016. Seperate order for scanning / digitisation and supply of DMS can also be considered.
4	5	4.3	scan, index, digitize the legacy documents at TWO (2) locations of the Board viz. MPCB HQ, Sion and Central Laboratory, Mahape.	Kindly provide location wise document breakup	Approximately 50% at HQ and 50% at Central Laboratory, Mahape and may vary.

5	gen	gen	General	1. How are the documents stored currently 2. If the official records are stiched / stapled or bound by thread 3.Kindly provide total number of fragile / delicate pages (percentage wise) available at MPCB for scanning and digitisation 4.documents are in file or book form and how many pages are there in each file / book on and avarage? 5.The condition of documents(age)	The documents to be scanned and facility to be provided has been shown to bidders physically
				If the documentss are in book form, then unbinding is allowed?	Unbinding will not be allowed
				What will be working hours for the execution	Bidders can execute the assignment in two shifts with prior permission from competent authority fo MPCB
6	6	4.4	The Service Provider will be contracted to complete the scanning, indexing and re-storing approximately 2 crore documents within a period of NINE (9) months from the date of issue of LoA or signing the contract whichever is later. The Board can terminate the contract on account of Service Provider's poor performance or extend the contract at its sole discretion if the performance is satisfactory.	Are we suppose to store the documents physically as well along with all statutory compliances of warehouse	Yes, the space will be provided by MPCB
7	37	Annexure-3 2) Point ( c)	After document preparation, the documents should be scanned taking into consideration its condition and quality of the image. The page size of the documents can be A0, A1,A2,A3, A4 & Legal Size. Scanning mode should be Black & White for good quality pages with minimum 200 DPI resolution with digitized file size not exceeding 75Kb Per Image for an A4 Size document. The documents which are in fragile state should be scanned in Monochrome / Grey scale with minimum 600 DPI resolution. Each File should be scanned as a single image. The images are to be scanned as multipage TIFF file and then converted to PDF/A format to be stored in Document Management System.	Here for back and white the image size for 200 DPI - 75KB is possible, for 600 DPI fragile files it would increase the size so need to take a note.	Corrected sizes are 200 DPI - 100 KB and 600 DPI grey scale image - maximum 4 MB for A4 and legal size papers
8	37	Annexure-3 2) Point ( e)	After Scanning & QC, the indexing of the scanned images has to be done. The indexing field will be a maximum of 10 Fields with 200 Characters average. The indexing tags would be alphanumeric and will be in English and Marathi. Indexing Parameter will be tagged to a file. Once the indexing is done, QC will be done to ensure the indexing is done without any mistake.	Request you to ammend the indexing parameter in Marathi as it will take more time to index the files in Marathi	The clause remains unchanged
9	41	EMD	Rs.10,00,000/- (Rupees Ten Lakhs Only) to be paid through Online Payment Modes i.e. Net Banking, Debit Card, Credit Card and NEFT/RTGS during Bid Preparation Stage.	Request to lower the EMD to Rs. 2 Lakh	The clause remains unchanged

10	14	7.4.1	Changes in the scoring system to reflect discussions of the Prebid meeting		Revised scoring system is attached herewith
11	27	Exhibit-4			Revised Exhibit-4 is attached herewith
12	31	Annexure-2 Part B (4)	Scanning software solution should include the Rubber band feature for the extraction of the data using OCR technology so that user can mark a zone on image at runtime during scanning stage & map the extracted data with the indexing field.		The word Rubber band technology stands cancelled
13				Change in the date of submission of bids	No change

**REVISED SCORING SYSTEM**

Sr. No.	Criteria	Graded Marks	Max. Marks	Testimonial to be presented
<b>1</b>	<b>Financial Capability</b>		<b>5</b>	
	Net worth of the organisation as on 31/3/16			Certificate from CA
	AT < Rs 7.00 crores but > 5.00 Crores	1		
	AT < Rs. 10.00 crores but ≥ 7.00 Crores	3		
	AT ≥ Rs. 10.00 crores	5		
<b>2</b>	<b>Organisation Capabilities</b>		<b>20</b>	
a	Organisation Certifications			5 Self attested copy of the valid certificate
	ISO 27001 Certification	5		
b	OEM Certified support professionals <i>For scanner support and operation</i>			5 Names of professionals in bidder's permanent employment for the past 12 months, duly attested by the bidder and copies of their relevant certificates
	Support Professionals up to 2	1		
	Support Professionals > 2 but ≤ 4	3		
	Support Professionals ≥ 5	5		
	<i>For DMS support and operation</i>			5
	Support Professionals up to 2	1		
	Support Professionals > 2 but ≤ 4	3		
	Support Professionals ≥ 5	5		
c	Number of offices in Maharashtra	0.5 mark / office		5 Self declaration of list of offices with copy of utility bills / agreement in name of Bidder of min 3 months old
<b>3</b>	<b>Past Performance (all orders should be executed in the three years ending 31st March 2016)</b>		<b>30</b>	
a	Orders in Govt / semi Govt for DMS + Scanning, each of value ≥ Rs. 1.5 Crore			10
	Orders = 1	3		
	Orders < 4 crores but ≥ 2	5		
	Orders ≥ 4	10		
b	Orders where quantum of documents to be scanned is ≥ 2 Crores			10 Self Certified list of orders giving name & address of customer, telephone number & email ID of contact person & value of order
	Orders < 2	0		
	Orders < 5 but ≥ 2	5		
	Orders ≥ 5	10		
c	Multi location Order executed each spanning multiple locations for scanning and digitisation	5 marks per order		10
<b>4</b>	<b>Product Technical Compliance and Govt Deployment and Deployment of DMS in Govt.</b>		<b>20</b>	
a	Product technical compliance as per Annexure 2 (Part B)			15 Declaration from Manufacturer / OEM on their letterhead as per Annexure 2 (Part B)
b	Deployment of Products in Govt / Semi Govt / PSU organisations			5 Copies of the order or letter from customer
	No. of order = 1	2		
	No. of order ≥ 2	5		
<b>4</b>	<b>Presentation on Support methodology and plan to meet the required SLA</b>		<b>25</b>	Write-up of the plan to be included in the Technical Bid and actual presentation
<b>TOTAL MARKS</b>			<b>100</b>	

**Maharashtra Pollution Control Board, Govt. of Maharashtra**  
**Selection of Service Provider for Scanning, Digitization and storage of documents**  
**for MPCB**

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**EXHIBIT – 4**

**MANUFACTURER’S DECLARATION ABOUT TECHNICAL COMPLIANCE**

*(This declaration must be on the letterhead of the Manufacturer, must be signed by a person competent and having the power of attorney to bind the Producer, and must be included by the Bidder in its bid as specified in the Instructions to Bidders.)*

Date:

Place:

To,

**Member Secretary**  
**Maharashtra Pollution Control Board**  
**Kalpataru Point, 3rd floor,**  
**Opp. Cine Planet Cinema, Sion Circle,**  
**Sion (E), Mumbai – 400 022**

**Sub:** Declaration of 100% Technical compliance as per Annex – XX (Part A) and Feature compliance as per Annex – XX (Part B) as required by your RFP <RFP reference No.> **Selection of Service Provider for Scanning, Digitization and storage of documents for MPCB.**

Dear Sir,

WHEREAS <Name and address of the Manufacturer> who are official producers of <Name of the product and product code> do hereby solemnly declare that

- a. We have read and understood the technical specifications mentioned in **Annexure 2** (Part A) of this RFP and our product <Name of the product and product code> is 100% compliant to every specification mentioned therein. Pls find attached herewith duly filled, signed and stamped **Annexure 2** (Part A)
- b. We have read and understood the technical specifications mentioned in **Annexure 2** (Part B) of this RFP and our responses for the same (Out of the Box Or Support through Customisation / Plug-in) with respect to our proposed product <Name of the product and product code> is 100% correct for every specification mentioned therein. Pls find attached herewith duly filled, signed and stamped **Annexure 2** (Part B)

We understand that if any of the points in this declaration is found to be incorrect, the bid will be declared as non-responsive and will not be considered for further evaluation.

Name

In the capacity of

Signed

Duly authorized to sign the authorization for and on behalf of : \_\_\_\_\_

Dated :.