

**PRE BID QUERY RESPONSE FOR  
REQUEST FOR PROPOSAL  
(E-Tender)  
for  
Supply and Installation of Advance / Automated Document  
Management System with Necessary Electrification  
For Dr. Babasaheb Ambedkar Research & Training Institute  
(BARTI)**



**Pre bid Meeting Date: 02 July 2018**

**Dr. Babasaheb Ambedkar Research and Training Institute (BARTI)**  
An Autonomous Institute of Govt. of Maharashtra in the Department of  
Social Justice & Special Assistance  
28, Queens Garden, Near Old Circuit House, Pune - 411 001  
<http://barti.maharashtra.gov.in>

**E-Tender No: 251**

Sr. No.	RFP Page No.	RFP Clause No.	Clause Title	Queries/Clarifications	Justification by Bidder	Clarification by BARTI
1	2	-	Supply and installation of Automated /Advance Document Management System with Necessary Electrification	There should be 2 parts of the tender: 1. Supply and Installation of ADMS 2. Electrification for record Management Bidder may be given option of selecting between them, as per their relevant service.	The tender has 2 heads; both are of different verticals. Electrification and Manufacturing comes under mechanical activities whereas EDMS is core Software development activity. There may be integration from the database of mechanical activity and EDMS, one company may not go for it jointly.	Basic requirement of BARTI is for integrated system of ADMS which can be driven by software having all enlisted specifications as a turnkey project along with its installation & commissioning with required electrification. Since the system is driven by software it is necessary to have seamless integration in Electrically driven system and D.M.S. software for software operation i.e. Store, Retrieve, Search, Locate etc. for required documents. Since software is one of the important yet integral, non-separable part of the system is important to get the entire solution from single vendor only. ADMS system is for the storage and retrieval of physical files. So no change in Clause. The clause remains as mentioned in the E-tender document.
2	3	a.	JV/Consortium	In continuation of query-1, if vendor is selecting both, then JV/Consortium should be allowed	Same as above	Consortium are not allowed. Note: In case bidder is not manufacturer bidder should submit the authorization letter from respective manufacturer. However, the mandatory documents mentioned for manufacturer must be submitted by the bidder along with his technical bid.
3	11	4.2 (Bold point)	36 CCSC at each district of Maharashtra	Total how many locations are there where EDMS installation and further electrifications are required to be done?	This will help in proper planning and costing	All 36 District Caste Scrutiny Committee in Maharashtra, 2 unit at BARTI main office, Pune and location of installation will be provided by BARTI.
4	12	5/5.1.2	SC Entrepreneur	we understand that the bidder who will be having all required criteria will get the work. This clause should be removed.	-	Will be taken action as per latest GR if any otherwise action will be taken as per Industries, Energy and Labor Department GR dated 01/12/16
5	12	1 b.	Bidder/ Manufacture	Please elaborate the work details as far as assembling of machines is required	-	Installation, Testing, Commissioning training and certification is in the scope of Original Equipment Manufacturer only. Bidder is responsible for entire activities including co-ordination & project handover to BARTI.

6	12	2	Electrification of the System	Please elaborate the word 'system' with respect to the scope	-	System is a mechanical device along with software and its concomitant accessories necessary for its full-fledged operation as described in technical specifications.
7	12	2	3. b.	Does it mean that "empaneled bidder" will be the "successful bidder"?	-	Yes. Empaneled bidder is successful bidder
8	14	6.3	Earnest Money Deposit	The EMD of Rs. 25 Lakhs could deposited through Bank Guarantee.	The EMD could be revised to of Rs.10 Lakhs, which should be deposited through Bank Guarantee.	No change. The clause remains as mentioned in the E-tender document
9	16	6.9	Empaneled period	are successful bidders get empaneled with the department automatically or is there any other process for getting empaneled? Please clarify?	-	Successful bidder will be empaneled. So No separate procedure is required.
10	17	6.9 (4)	Empaneled with BARTI	To bid this tender, does it require to get empaneled with BARTI?	-	No. No such empaneled is required.
11	18	6.16/Point No. 5	Evaluation-Technical Bid	The Average Annual turnover of the bidder or his Manufacturer during last 3 years shall not be less than Rupees <b>Eighty crores</b> .	Due to the work being a prestigious one, the quality of the work needs to be of an utmost importance; hence, reputed firms need to participate in this tender.	No change. The clause remains as mentioned in the E-tender document.
12	18	6.16/Point No. 6	Evaluation-Technical Bid	Along with ISO 9001 & 27001 (page: 20), the bidders should also possess CMMI Level-3 Quality Standards Certifications as well.	Considering the nature of work software security certificate along with the standard maturity level -3 company is required	CMMI level -3. Quality standards certification is not relevant to this project being a mechanized system along with software. ISO 9001 & 27001 are required & sufficient. So no change in clause. The clause remains as mentioned in the E-tender document

13	19	6.16/Point No. 13	Evaluation-Technical Bid	Please replace or remove the word " <b>Electrification</b> " from the RFP.	Any source of DMS or ADMS, which are implemented are all connected through some kind of electricity power and without it the purpose itself voids the whole activity of this project.	DMS is a part of project. System consist of electrically operated drive system, mechanized system which require considerable power. Since the job involves storage of critical files & important documents it is absolutely essential to carry out the work from Original Equipment Manufacturer, who is authorized by concern department of PWD to carry out this turnkey project with required standards and safety standards as prescribed by the department. BARTI may not do required power supply arrangement at specific sites. It is sole responsibility of bidder to arrange power supply from available source to the system & make it functional.
14	19	6.16/Point No. 14	Evaluation-Technical Bid	The Bidder should have provided or implemented the services required of the value not less than Rs.5 Cr. in each of the last three years.	For this kind of big and prestigious job, there needs to be participation of reputed and well-established companies for good quality services; hence, the turnover should be more than, as what is mentioned in the existing clause.	No change. The clause remains as mentioned in the E-tender document
15	19	14	experience of supply of Goods	"Goods" should be replaced with "Digitization Services"	-	No change. The clause remains as mentioned in the E-tender document
16	20	Point no 7	Mandatory documents for qualification criteria	Should we submit Net Worth Certificate for current year?	-	The bidder should submit positive net worth certificate for last 3 years along with income tax return, solvency certificate, and balance sheet certified by Chartered Accountant. Latest Bank Solvency certificate of Rs. 1.70 Cr from Nationalize Bank. (After RFP release date)
17	21	7/Point No. 7	Mandatory documents for qualification criteria	The original Equipment Manufacturer Should have either <b>ISI certificate</b> or International certificate for the required ADMS systems.	Because both the Technologies are different from each other, ISI pertains to Electrical Technology and DMS is a software Technology, so in this case the bidders should have the option of choosing between Electrification and ADMS (which is the software part).	No change. The clause remains as mentioned in the E-tender document.

18	21	7/Point No. 9	Mandatory documents for qualification criteria	The Manufacturer should have Electrical Contracting License issued by Public Works department to carry the installation works & electrification work on his firm name.	Same as above	A.D.M.S. Consist of automated rotary system is operated by heavy electrical motor, sensors, PLC, HMI, etc. The turnkey job also includes electrification, testing, commissioning and certification thereof. The installation is required to done at various places of BARTI offices, including site to site arrangement of required rated power supply. Since the installation and certification is manufacture's job, it is necessary to have authorized PWD electrical license for the manufacturer. Further the manufacturer should certify the installation and electrification safe to operate any operator, since the system is likely to be handled by any person from BARTI office. The manufacturer also need to confirm the electrical wiring done for system installation as per PWD standards. Also he need to specify electrical pre- requisites for each site in terms of conductor size, power requirement, supply voltage, earthing requirement etc. To facilitate all above it is necessary that manufacturer should be authorized electrical contracting license to carry the entire project work and certify for safe installation.
19	22	7.1/4	Technical Qualification Criteria for bidder or His Manufacturer	"Machine" should be replaced as "EDMS"	-	Since the project involves supply of ADMS system along with mechanized rotary system which can also be referred as machine
20	25	Point No 8	Award of contract	Please clarify about the Work Order for successful bidder	-	Work Order will be issued after the Board of Governance Approval only.
21	25	8/Point No. 2	Award of Contract	Please remove the clause of giving preference to the Start-up companies or Please specify the eligibility criteria for "Start Up units".	This would mean that no matter what the credentials a proper established company may present, there would still be chances that the work may still be awarded to a start-up, where their (Start-up) experience and incompetency will be in question to carry out such jobs.	Start-up unit should be registered before RFP release date. No change. The clause remains as mentioned in the E-tender document. Please check clause 3.1.2.9 of Industries, Energy and Labor Department GR dated 01/12/16 for more detail.

22	31	9.2/SLA	No Guarantee that material Indicated in the schedule of the contracts will be ordered	Please elaborate as this will impact the planning and costing. Also, what all are materials involved in this process, should be explained?	-	The DG, BARTI reserves the right to amend / delete in quantity of ADMS (Automated Document Management System), as per district caste scrutiny committee requirement.
23	41	13.2	Working Principle	"ADMS" Design is containing Tray, Load, height etc. Is this the complete system for physical as well as scanned image management, a kind of Digital Library or something else? Please elaborate.	-	Working is required as detailed in the specification.
24	42	13.5/4	the Software should be ready to use	The points should be changed as "The Software should have all required functionalities."	We understand that for every project there are some specific requirements where customization is required accordingly.	The solution of DMS should be ready with the bidder along with most of the features enlisted in the schedule. However, bidder shall offer customization as per BARTI requirements, which will be detailed later.
25	42	13.5/1 1,13	Details of Electrification	Is there scope of scanning, if yes then what will be volume and further parameters? Module should support Marathi and English. Is there any Indexing/Meta data entry involved, please elaborate?	This would make things much clear to quote the commercials and much easier in-terms of technical eligibility.	Scanning is not included in the current scope
26	44	13.12	Required features of the System	Please confirm if there is a scope for Scanning of physical documents/pages in order to digitize them into the ADMS with proper indexing and defined metadata fields?	We are the leading service providers Pan India regarding this requirement.	Scanning is not included in the current scope. However, it does involves physical as well as soft storage of documents and possible integration with already scanned documents.

27	44	13.12	Required features of the System	According to the points mentioned under the clause, please clarify if you need services pertaining to physical record management solution as well?	Same as above	Yes, Please refer technical data sheet
28	45		Financial Envelope to be submitted	Please clarify the other financial components of DMS, for which the cost needs to be quoted as there are only 2 components mentioned in the RFP. Please review and revise the other components of the Financial Annexure.	The cost of documents to be scanned, their sizes, number of scanners to be deployed...various components and activity for implementing DMS. Involvement of manpower and their cost. Etc. there are all the cost components, which needs to be quoted.	No scanning is included in costing. Price bid should be submitted as per prescribe format only.
29	34	Point 10.2.1	Time Limit or Delivery of ADMS	What will be the delivery time for successful bidder to install ADMS unit as per work order?	-	The work is to be completed within 90 days from the issuance of Work Order
30	43	Point no 13.6	Details of Annual Maintenance Contract	Whether AMC is Comprehensive / Non Comprehensive ?	-	The AMC will be Comprehensive.
31	46	-	Financial envelope to be submitted	Should quote for 1 unit or 38 unit?	-	All prices should be in INR and shall be specified in both figures and words for <b>single (One) unit</b> only. Total Price exclusive of all Taxes. The quoted price to include all expenses, including but not limited to, transportation, handling, assembly, cost of electrification for installation of machine etc.
32	46	-	Financial envelope to be submitted	What will be the AMC period? & when it will start?	-	The bidder is expected to provide a quotation for a <b>4-year annual maintenance contract for every unit of ADMS</b> . The validity of this AMC will start immediately after the initial 1-year manufacturer warranty on the system expires.

(on company letterhead of Manufacturer duly stamped and signed)

## **Financial envelope to be submitted**

Name and address of Bidder:

<b>Sr. no.</b>	<b>Description</b>	<b>Unit of Measurement</b>	<b>Offer in numeric</b>	<b>Offer in words</b>
01	Supply and installation of Automated / Advanced document Management System with Necessary Electrification for BARTI, Pune & all 36 District Caste Scrutiny Committee	01 (For One Unit)		
02	4 Year Annual Maintenance Fees (AMC) (after expiry of 1 year manufacturer warranty)	01 (per unit)		
<b>Total</b>				

1. All prices should be in INR and shall be specified in both figures and words.
2. Total Price exclusive of all Taxes.
3. The quoted price to include all expenses, including but not limited to, transportation, handling, assembly, cost of electrification for installation of machine etc. BARTI shall not provide any expenses other than quoted in the financial bid.
4. Total Amount (both in figures and words)
5. In case of different offers in "numeric" and "in words", the lowest one shall be considered.
6. Contract rate are valid for 1 year from the date of contract (agreement). Also AMC rate will be valid for duration of all 4 years. No rate escalation will be given in any case during this period.
7. I/We have gone through terms and conditions of the tender document and amendments, and hereby declare that all shall be binding on us.

Seal and sign of Bidder