

Corrigendum

In response to the queries submitted by various prospective bidders in response to our RFP Ref. No. BOR/10/RFP/S2 dated 19.08.2024, the Board of Revenue, Bihar, Patna issues a corrigendum as follow:-

Sl. No	Part No. of NIT/RFP	Subject	Existing Content		Revised Content	
1	2	3	4		5	
2	NIT	Last Date & Time for Sale of Tender Document	18/09/2024, 03:00 PM		26/09/2024, 03:00 PM	
3	NIT	Last Date & Time for Bid Submission	18/09/2024, 06:00 PM https://eproc2.bihar.gov.in		26/09/2024, 06:00 PM https://eproc2.bihar.gov.in	
4	NIT	Opening of Technical Bid	19/09/2024, 03:00 PM		27/09/2024, 05:00 PM	
5	R.F.P./3.6.4 Sec A.3	Technical Evaluation Parameter (Bidders competence)	Bidder should have ISO27001-2013/ Certification		Bidder should have ISO27001-2013/ ISO15489-1-2018/ ISO45001-2018	
6	R.F.P./3.6.4 C.6	Technical Evaluation Parameter (Functional capability)	As per FRS		FRS As per Annexure-IX of RFP	
7	5.1	Project Time Line	Completion of scanning of all the physical records	T + 6 weeks	Completion of scanning of all the physical records	T +48 weeks
			Completion of first level quality checking (to be done by the selected bidder)	T +7 weeks	Completion of first level quality checking (to be done by the selected bidder)	T +49 weeks
			Completion of second level quality checking (to be done by BOR)	T +8 weeks	Completion of second level quality checking (to be done by BOR)	T +50 weeks
			All the scanned documents need to be uploaded	T +10 weeks	All the scanned documents need to be uploaded	T +52 weeks

			successfully on DMS prepared by service provider for BOR, with proper indexing and metadata tagging and nomenclature.		successfully on DMS prepared by service provider for BOR, with proper indexing and metadata tagging and nomenclature.		
8	R.F.P./4.3	Indicative Volume of record	1. A3 and above	10100000	1. A3 and above near to A2	12000000	
			2. Legal/ A4 and below size document	6900000	2. Legal/ A4 and below size document	8000000	
9	R.F.P./6.1 Annexure-2	Checklist for the documents to be uploaded for pre-qualification	1. Online transaction slip/scanned copy of DD for RFP document fee of Rs. 2000 2. Scanned copy of DD for EMD of Rs. 100000		1. Online transaction slip/scanned copy of DD for RFP document fee of Rs. 10000 2. Online transaction slip/scanned copy of DD for EMD of Rs. 200000		

6.12. Commercial Bid Format and Instructions

A. Scanning & Digitization Cost

Sl. No.	Item	Unit Rate/ Image (A)	Indicative Volume of records (B)	Total Commercial Cost in INR (C=A*B)	GST Rate (%) D	GST Rate (in INR) (E=C*D)	Total Cost (incl. of tax) (F=C+E)
1	Scanning rate per side (image) of AO to A3 size document (including metadata creation and indexing)		1,20,00000 (change)				
2	Scanning rate per side (image) of Legal/A4 and below size document (including metadata creation and indexing)		80,00000				
3	Unbinding/Binding rate per file		1,00000				

4	Cost of digitization *		10,00000				
5	Cost of document management system (including 1 year AMC)		1				
6	Cost of scanning & digitization Infrastructure setup, if any**						
7	Uploading Cost						
TOTAL							

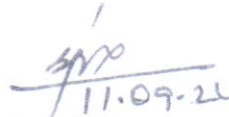
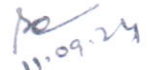
*The requisite fields for digitization are- 1. District Name, 2. Anchal, 3. Mauja, 4. Thana, 5. Raiyat Name, 6. Father/Husband name, 7. Khata No., 8. Khesra No., 9. Land Area (in acre), 10. Land Area (in Decimal), 11. Land Area (in Hectare), 12. Land Area (in Bigha), 13. Land Area (in Katta), 14. Land Area (in Dhur), 15. Land Area (in Dhurki), 16. Land Area (in Furki), 17. Land Area (in Lurki), 18. Boundry East, 19. Boundry West, 20. Boundry North, 21. Boundry South.

**1. Though Electricity is available at the site, the bidder may have alternative arrangement to meet the challenges of Electricity outage, if any.

2. Though bidder will be made available some wooden table available at site, the bidder has to make his/her own arrangement of requisite furniture's (Table, chair etc.) for smooth disposal of the works.

3. Bidder has to make his/her own arrangement for adverse weather amenities for his/her personnel.

4. Annexures VI, VII, VIII, IX and X are prescribed below for submission of requisite information in prescribed format


 (Sanjeev Kumar)
 Deputy Secretary
 Board of Revenue, Bihar, Patna




ANNEXURE VI- Format to share Bidder's Particulars.

Sl. No.	Description	Details (to be filled by the responder to the Bid)
1	Name of the company	
2	Official address	
3	Phone No. and Fax No.	
4	Corporate Headquarters Address	
5	Phone No. and Fax No.	
6	Web Site Address	
7	Details of Company's Registration (Please enclose copy of the company registration document)	
8	Name of Registration Authority	
9	Registration Number and Year of Registration	
10	CMMI or ISO 9001 and its validity	
11	GST registration No.	
12	CST/LST/VAT registration No.	
13	Permanent Account Number (PAN)	
14	Company's Revenue for last 3 years (year wise)	

Please submit the relevant proofs for all the details mentioned above with your bid response.



ANNEXURE VII- Document Handover Summary Sheet.

Sl.No.	Document No.	File/Record No.	Title	Category	Pg. Size	No of Pg.	Uploaded to DMS server (Y/N)?	Actual Date of Return
1								
2								
3								
4								
5								
6								

Declaration by the Nodal Office while collecting the documents:

I, hereby, verify that the above document handover to the Service Provider have been returned to the department without any alteration, and modifications. I also hereby verify that the above documents scanned by the Service Provider is an exact replica of the physical document (i.e. it is complete and correct), is legible, has been uploaded on the DMS server, an additional backup copy has been provided on external media and the has been completed as mentioned in the table above.

ANNEXURE VIII- Power of Attorney

know by all men by these presents. We.....(Name of the Bidder and address of their registered office) do hereby constitute, appoint and authorize Mr./Ms.....(name and residential address of Power of attorney holder) who is presently employed with us and holding the position ofas our Attorney, to do in our name and on our behalf. all such acts, deeds and things necessary in connection with or incidental to our Proposal for the "Selection of Service Provider for Scanning, Digitization of Bettiah Raj records." including signing and submission of all documents and providing information/responses to the BOR, representing us in all matters before BOR, and generally dealing with the BOR in all matters in connection with our Proposal for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said Attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid Attorney shall and shall always be deemed to have been done by us.

For

Name:

Designation:

Date:

Time:

Seal:

Business Address:

Accepted.

..... (Signature)

(Name, Title and Address of the Attorney)

Note:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any laid down by the applicable law and the charter documents of the executants(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- The Power of Attorney shall be provided on Rs. 100/- stamp paper.
- The Power of Attorney should be supported by a duly authorized resolution the Board of Directors of the Bidder authorizing the person who is issuing this power of attorney on behalf of the Bidder.

ANNEXURE-IX

Function Requirement Specification of DMS

Function Requirement Specification- Document Management System (DMS)		
Sr. No	Functionality	Compliance (Yes/No)
	General	
1-	System must support bulk uploading of scanned image data along with its indexes and tags.	
2.	System should have ability to support all standard web browsers such as internet Explorer, Firebox, Chrome, Opera, Safari etc	
3.	Scalability should be high. They system shall be designed for 24x7 operations.	
4.	System should have centralized server with single database.	
5.	The Proposed Document Management System shall have versioning features to track and document revisions made.	
6.	Maker-Checker Functionally for user creation and Document Upload.	
7.	The proposed Document Management Systems should have feature for different image file formats like PDF, png, jpeg, tif, gif etc.	
8.	Ability to compress documents for faster access.	
9.	Minimize bandwidth requirement for document viewing/download.	
10.	The documents should be optimized for viewing over the internet i.e. rages should be viewable as soon as they are downloaded without waiting for complete file to be downloaded i.e. A multipage file is downloaded page-by-page and should be viewable as soon as a page is downloaded rather than having to wait for the entire file to download.	
11.	Support for interoperability with cross platforms specifically (Windows, Linux and Unix Sun Solaris), Databases and Web Servers.	
12.	Architecture Considerations.	
13.	The system should support multiple hardware and software platforms and not be tied to a specific vendor/brand.	
14.	The system should support open source databases.	
15.	The Document Management System should adopt a browser-based approach	

	for and users.	
16.	The system should support Multi-tier service oriented architecture with each tier fully independent.	
17.	The system should support unlimited storage capacity and the capacity should be able to be increased on demand.	
18.	LDAP authentication for types of user with defined privilege.	
19.	Ability to support standard Image Operations such as rotate, invert, zoom-in/zoom-out, zoom percentage etc.	
20.	Ability to generate extensive Reports and Audit trail like Report on total records upload along with associated indexes, etc.	
	Archival	
21.	Ability to support categorization of documents in folders-subfolders etc.	
22.	The proposed solution should have the ability to provide hosted archival for documents.	
23.	The Proposed solution should allow user to access archived data using a web based client.	
24.	The proposed solution should provide users the capability to search across primary documents and archived documents.	
25.	The proposed solution should allow administrators to set parameters for archival and document retention policy.	
26.	All process data elements, comments and attached documents archived and made accessible for use in the future.	
	Indexing	
27.	Ability to support Automatic full text indexing for Text search	
28-	Ability to provide for multiple indexes for different types of documents.	
29.	Ability to provide for user defined indexes for easy search and retrieval of files and folders.	
30.	Ability to provide facility to add tags with documents to act as quick reference for the documents.	
31.	Ability to Support Auto indexing using CSV/Excel Sheet import	
	Search and Retrieval	
32.	Ability to support searching of text documents based on user-input character	

	strings, keywords, etc.	
33.	Search should be possible in English.	
34.	Ability to support search queries using Boolean operators (e.g. AND, OR and NOT, wildcard) text search.	
35.	Ability upon completion of search, immediately to display all selected images and support quick navigation through documents.	
36.	Ability to provide for rapid search and retrieval on very large document repositories	
37.	Search Criteria should be configurable.	
38.	The system shall support facility to export results in MS-Word, MS Excel, PDF and plain text formats.	
	Security	
39.	The Document management system shall support definition of User, Groups and Roles relation in the system.	
40.	The system shall support access permissions on folders, documents and object level	
41.	The system shall support multiple levels of access right (Delete/Edit/View/Print/Copy of Download)	
42.	The system shall support system privilege-like Create/Delete Users, Define indexes etc	
43.	The system shall support secure login id and passwords for each user and password is shall be stored in encrypted format in database.	
44.	The system shall provide support for HTTP/SSL for secured data transfer.	
45.	The system shall provide LDAP Support for integration with directory services and shall support single sign on.	
46.	The system shall support Extensive Audit-trails at document, folder and for highest levels for each action done by particular user with user name, data and time	
47.	The access to the software should be based on user-id and password. The software should be capable to support two-factor authentication, if BoR decides to adopt the same in future.	
	Easy Web Administration	
48.	The system shall support web based administration module for the complete management of system.	

49	The Admin module shall support Users/Groups/Role definition and granting Access Rights to them and set password expiries.	
50.	The Admin module shall provide easy to use interface for index structure definition, that can be used by different users.	
51	The Admin module shall provide interface for purging old audit trail and do selective logging i.e. select the system or application features for, which the audit trails have to be generated.	
52.	The Admin module shall provide facility to take complete and incremental backups.	
53.	Diagnostics monitoring activities of different components E.g. Logs consolidation and capturing, missing indexes, audit log size etc.	
	Document Delivery and Distribution	
54.	The system shall allow users to download documents through HTTP depending upon the access right	
55	The system shall support print and email of documents	
56	Easy to print by page or by document object	
	Reports and Audit Trails Features	
57	The Document management system shall support extensive Reports and audit trails	
58.	The system shall provide facility to generate Audit trials on separate actions, and between specific date/times	
59	Reports should be available in MS word, MS excel, PDF and plain text format	
	Backup and Recovery Feature	
60	The proposed solution should have the ability to provide periodic backup for all data.	
61	The proposed solution should allow the administrator to recover backed up data.	
62	The proposed solution should allow administrators to set parameters for backup, policy.	

Annexure-X

(Format for Bank Guarantee for Earnest money Deposit)

To.

<Name

<Designation>

<Address>

<Phone Nos.>

<Fax Nos. >

<email id>

Whereas <Name of the bidder> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP#<RFP Number> dated<Date> for <Name of the assignment>(hereinafter called "the Bid") to the department

Know all Men by these presents that we<> having our office at <Address> (hereinafter called "the Bank") are bound unto the department (hereinafter called "the Purchaser") in the sum of Rs. <Amount in figures (Ruppes<Amount in words>only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this <Date>

The conditions of this obligation are:

- 1) If the Bidder having its bid withdrawn during the period of bid validity specified by the Bidder on the Bid Form; or
- 2) If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid
 - a) Withdraws his participation from the bid during the period of validity of bid document; or
 - b) Fails or refuses to participate in the subsequent Tender process after having been short listed:

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, Without the Purchaser having to substantiate its demand, provided that in its demand without the Purchaser will note that the amount claimed by it is due to it Owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.