

CLARIFICATION NO.01

TENDER ENQUIRY NO. PROC-SERVICES/CB/SYS-4266-2019

HIRING OF DOCUMENT MANAGEMENT SYSTEM

Some of the Prospective bidders have raised some queries against the subject case. The queries along with OGDCL reply are listed below for information of all the prospective bidders.

Document Management System

S #:	Required Clarification:	OGDCL Response
1.	What are the roles of users accessing the system?	Different role as per requirements (like, view user, create modify, approver etc.)
2.	Do you require role and user access based rights?	Yes
3.	Do you require tags to be associated with each document?	Yes
4.	Do you require documents cataloging?	Yes
5.	Do you require version management of documents?	Yes
6.	Do you require on-premises solution?	Yes
7.	Do you require training?	Yes
8.	Do you require hardware supply?	No. (Proposed solution may not be hardware dependent)

Digital Archiving

Archiving is not part of this RFP, you may quote your services against archiving services separately and it will not be part of financial and technical evaluation criteria.

S #:	Required Clarification:	OGDCL Response
1.	Do you require digital archiving of past records?	N/A
2.	What is the number of records to digitally archive?	N/A
3.	How many pages per record?	N/A
4.	Where will the scanning and data entry activities take place?	N/A
5.	What is the minimum image quality required for scanned documents? E.g. 150 DPIs	N/A
6.	Do you require tagging of physical documents?	N/A
7.	Which OCR/ICR scanning machines are currently used?	N/A