CLARIFICATION # 02

TENDER ENQUI RY 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.

S.#	Required Clarification	OGDCL Response
1.	Although a vast range of APIs is available in the system for integration with other systems however please identify if there is any integration with other application is required in this scope?	Integration with Microsoft Exchange server is required.
2.	How many workflows or approval process needs to be developed?	Document centric workflows will be required (both dynamic and static workflows).
3.	Please clarify the number of departments against which solution will be implemented?	The solution will be implemented as per the number of licenses.
4.	Please clarify 2.2(19) Integration with standard OCR/ICR enabled scanning machines. Is scanning of documents and OCR/ICR is part of the project scope? Or vendors need to import few files as part of UAT.	Proposed solution should support the mentioned standards, vendor should import some files and functionality will be tested in UAT.
5.	Please clarify 2.2(12) Functionality to convert content into Electronic Records/archive through manual & automatic processes.	Proposed solution should support automatic archiving feature.
6.	Availability of required hardware and storage is sole responsibility of OGDCL?	Yes
7.	Do you need content (words) search on archived documents or only need parameterized (index) search?	An intelligent search functionality is required.
8.	Please clarify 2.2(22) what will be the scope of 3 years support and maintenance. Are you want the bidder to deploy support team at site permanently or it will be on call basis?	Mentioned in TOR
9.	Microsoft Active Directory will be required to integrate with proposed solution so we assume you already have setup MS AD.	Yes
10.	Microsoft Exchange server will be required to integrate with emails so we assume you already have setup Microsoft Exchange Server.	Yes

11.	Do you want us to implement system in a Highly Available environment (Multiple Servers) or it will be a single server implementation?	Single server implementation
12.	What is the validity of Bid?	As per OGDCL's Standard Tender Documents bid should be valid for 180 days after the opening of Technical Bid