

HARYANA STAFF SELECTION COMMISSION
BAYS NO.67-70, SEC-2, PANCHKULA-134151

CORRIGENDUM

Reference Commission e-tender Notice ID 2020_HRY_154515_1 dated 29th December, 2020 on Haryana e-procurement system and also published on website www.hssc.gov.in. Due to technical reason - **Point No. 15 at page 56 under Annexure – 3 (Affidavit) of Tender Document stands deleted. Clarifications sought by the agencies are being separately put up on HSSC website also and sent on e-mail addresses of respective agencies.**

Place: Panchkula
Dated: 14.01.2021

sd/-
Secretary,
Haryana Staff Selection Commission
Panchkula

Sr. No.	Page No.	Part No.	Clause/ Point No.	Subject	Clarification Sought	Suggestions/Remarks if Any	Clarification
1	51	Part-A, B & C		Difference in Commercial Bid Format of RFP & BoQ in .xls	In BoQ the unit rate has been asked for all items without applicable GST. On filling up the rates the BoQ does total of all items rates, whereas as per RFP Commercial Bid Performa PART C is not to be considered for L1 Formula.	Changes required in BoQ so as to calculate Total Bid value to get the L1 bidder for complete project based on total estimated Quantity. Total Project value of PART-A & PART-B should be considered for evaluation of L1 bidder.	No Change
2	23 & 24	PART-B	5.34	Physical Renovaton of MRR	Both Clauses are contradictory ; Please clarify who has to provide the following :-	Please clarify	
					1. Physical renovation of MRRR with high strength flooring to withstand load of 150kg/sq.ft- Bidder or HSSC		HSSC
					2. Electrical work with proper Chemical earthing- - Bidder or HSSC		Bidder/Service Provider
					3. Aluminum & Glass Partition for Record Room & operational Area-- Bidder or HSSC		Bidder/Service Provider
					4. Underground piping for Electrical, Networking, CCTV, Fire - Bidder or HSSC		Bidder/Service Provider
					5. Chairs & tables for waiting Lounge - Bidder or HSSC		Bidder/Service Provider
					6. Proper Ligtning & Fans for ventilation as per site requirement - Bidder or HSSC		Bidder/Service Provider

					7. Fire & Smoke Detectors systems - Bidder or HSSC		Bidder/Service Provider	
					8. CCTVs Systems - Bidder or HSSC		Bidder/Service Provider	
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1	4	IMPORTANT INFORMATION	IMPORTANT INFORMATION	3.C.	<p>Earnest Money Deposit (EMD)</p> <p>The Payment for EMD of Rs. 10,00,000/- can be made by eligible bidders through Online Mode and bidder must remit the funds at least T+1 day (Transaction + one day) in advance to the last day and make the payment via RTGS/NEFT to the beneficiary account number as mentioned in the online generated challan.</p>	<p>We understand that the bidder having valid MSME certificate, will be exempted for Tender Fee and EMD. Please confirm.</p>	<p>As per Government of India guidelines, MSMEs having a valid certificate are exempted from submission of EMD and Tender Fee. This has not been clarified / specified in the RFP. Please clarify and confirm the following in compliance with the Govt guidelines on MSMEs :</p> <ul style="list-style-type: none"> i) Registered MSMEs holding valid MSME certificate will be exempted from payment of EMD / security deposit. ii) MSMEs should upload/submit copy of valid certificate of MSME registration along with the bid documents, in place of EMD/security deposit. iii) Registered MSMEs submitting MSME certificate and availing exemption from submission of EMD / BG would not be required to submit any NSIC Registration Certificate / Start up Recognition Certificate and EMD. 	<p>No exemption is allowed under MSME as only manufacturing units of State are exempted.</p>
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5	14	∅ Scope of Work:	∅ Scope of Work:	∅ Scope of Work:	<p>The Haryana Staff Selection Commission is in the process of establishing Modern Record Room (MRR), Scanning & Digitization of various records by using latest innovative technologies like application forms, office files, vouchers, registers, loose bundles, Court Cases, Judgments & Orders etc. in various sizes and various languages etc.</p>	<ol style="list-style-type: none"> 1. We understand thee would be registers as well for digitization. Please confirm the percentage of documents of register form. 2. What will be average pages (images) per files/registers? 3. Will bidder be allowed to unbind/rebind the resister? 4. What will be language of the content of files? 5. We understand that the metadata/indexing will be done in English Language only. Please confirm. 	<p>The details are required to understand the scope properly which will help in costing and plan.</p>	<p>5 to 10 percent are in the form of register.</p> <p>2. The approximate pages will 200-300 in a register.</p> <p>3. Yes, but iteself be done by service provider while maintaining condentialiity.</p> <p>4. The language will be in English or in Hindi.</p> <p>5. Yes.</p>
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6	14	5..2 Collectio n of Records	5..2 Collectio n of Records	5..2 Collection of Records	a) The Service Provider will visit different branches of the Commission and existing physical records room for collection of record/documents in physical form i.e. application forms, office files, vouchers, registers, loose bundles, Court Cases, Judgments & Orders etc. or any other document which the commission needs to get digitized for storage at MRR in a time bound programmed which will be decided mutually by concerned authorities at site.	1. Please confirm the number of locations(with details)from where documents will be collected for digitization. 2. We understand that the digitization activity will be done in one place only. Please confirm.		1. It will be Panchkula. The distance can be one to two kilometer to collect the digitalisation material. 2. Yes, the digitisation place shall be one.
7	14	5..3 Catalogui ng	5..3 Catalogui ng	5..3 Cataloguing	a) The Service Provider will arrange and catalogue the records and prepare inventory using QR code technology. QR codes are to be securely fixed on each carton and its each and every content (files, bound voucher bundles, registers, etc.) to prevent any loss during storage or removal/retrieval.	kindly clarify		Self explanatory.

8	15	5..1 DESTRUC TION RETRIEV AL OF THE RECORD S	5..1 DESTRUC TION RETRIEV AL OF THE RECORDS	5..1 DESTRUCTION RETRIEVAL OF THE RECORDS	<p>a) In the beginning of every six months i.e. April, October the Service Provider will prepare the List of records, which have outlived their retention period in terms of Records Maintenance Policy and inform the concerned branch/office and seek their written consent for destruction.</p> <p>b) Unless there are instructions to the contrary, the records meant for destruction will be shredded/burnt in the presence of authorized administrative officials. Records, which are not of confidential / permanent nature, may be sold after shredding to a chemical furnace or paper mill for burning or converting into pulp.</p>	please clarify		Self explanatory.
9	16	5..2 SYSTEM ACCESS:	5..2 SYSTEM ACCESS:	5..2 SYSTEM ACCESS:	<p>The Service Provider will provide customized Document Management System and prepare & provide the metadata as per the requirement of client for centralized keeping of records for HSSC.</p>	1. We understand that the server, storage, connectivity to host the Document Management System will be provided by the department only. Please confirm.		Server shall be provided by the service provider. Only connectivity and physical storage place shall be provided by the HSSC.

12	23	5.31, 5.32	5.31, 5.32	5.31, 5.32	<p>5..31 During Scanning & Digitization, Disaster Recovery Management of scanned/digitized records will be the responsibility of the successful Bidder and scanned data is the sole property of the HSSC. Bidder will not use it anywhere else. If found, appropriate action may be taken by the Commission.</p> <p>5..32 The bidder, after successfully storing the data on its own computer shall transfer the same on the server concerned along with the documentation, technical and user manual. However, the bidder shall be fully responsible for the proper archiving, storing and retrieval of the Scanned/ digitized data for a minimum period of three years after completion of its work on MRR hardware.</p>	<p>1. We understand that the server, storage, connectivity to host (as well for DR Site) the Document Management System will be provided by the department only. Please confirm.</p>	<p>It shall be provided by the service provider. Only physical space i.e. room for storage shall be provided.</p>
15	31	6.6 Key Points:	6.6 Key Points:	6.6 Key Points:	<p>Provision for storing and retrieval of multimedia information/record/data related to the HSSC Records may be integrated with State Govt. Server.</p>	<p>1. Will Document Management System be deployed on cloud of the department or on premise (Local Network)? Please confirm. 2. Does the bidder require to integrate/deploy the DMS with State Govt. Server? Please confirm.</p>	<p>1. Local network is already installed at present in the HSSC. 2. No.</p>

					<p>selection of new system configuration based on market trends or for the reasons of technological changes, HSSC will ask the technically qualified bidders to re-quote the prices and the vendor(s) will be selected on the basis of procedure given earlier.</p> <p>The time difference between such re-quotes will be minimum 6 months except in case of the Union Budget. All those technically qualified bidders, whose EMD have been returned by HSSC during/after the evaluation of the tender, will have to submit the EMD of the same amount along with the revised price quotations.</p>		
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1	9	ELIGIBILITY CRITERIA FOR BIDDERS	The Bidder should have single work order of at least 5 Cr. documents which includes scanning & Digitization along with creation of modern Record room for any of the state Government/ Central Govt. department /Public Sector Undertaking.	Eligibility	Kindly remove capping we have did the same job but difficult to provide evidence for the documents	Kindly ask for experience	No Change
2	10	ELIGIBILITY CRITERIA FOR BIDDERS	The Bidder must possess OHSAS 18001:2007 for occupational Health and Safety Management system and ISO 14001:2015 for Environmental Management system.	Eligibility	In accordance with scope of work this seems not required	Kindly keep optional	No Change

3	11	ELIGIBILITY CRITERIA FOR BIDDERS		DMS code should be able to complete the CERT-In certification	DMS	Why do we need this		No Change
4	12	ELIGIBILITY CRITERIA FOR BIDDERS		The bidders should have their own office in Panchkula/Chandigarh for day to day liaisoning with the concerned offices considering the work to be done in Panchkula/Chandigarh.	Local office		Kindly allow for undertaking post award of work will open local office	No Change

5	12	ELIGIBILITY CRITERIA FOR BIDDERS	The Bidder must submit credit worthiness certificate on the letter head of the bank which should be equivalent to the amount of tender value/proposed contract assuring financial assistance for executing the jobs	Bank Credit worthiness		We are submitting P&L, Audited Balance sheet and networth certificate than why Credit worthiness	No Change
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6	14	A	5.1	<p>Storage facilities will have access control and no unauthorized personnel can be allowed access to the record room at any time. Access be controlled by card based/bio metrics electronic access control system and the record will be maintained in a digital form and register of personnel and material entering and leaving the secured area.</p>	Security	Who will provide security staff	<p>Security already available in Office. Service provider has to be provided security devices etc.</p>
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7	14 A	5.2	<p>The Service Provider will visit different branches of the Commission and existing physical records room for collection of record/documents in physical form i.e. application forms, office files, vouchers, registers, loose bundles, Court Cases, Judgments & Orders etc. or any other document which the commission needs to get digitized for storage at MRR in a time bound programme which will be decided mutually by concerned authorities at site.</p>	Record Collection	<p>Kindly clarify the distance among all the collection point from MRR to different branches of the Commission and frequency for packing activity in a month</p>	<p>This will smooth transportation and planning</p>	<p>Approx. One to two kilometre radius from Digitization place</p>
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8	14	A	5.3.a.	The Service Provider will arrange and catalogue the records and prepare inventory using QR code technology. QR codes are to be securely fixed on each carton and its each and every content (files, bound voucher bundles, registers, etc.) to prevent any loss during storage or removal/retrieval.	Inventrization	Purpose of QR code, department can use bard code instead	Bar code will solve department puoose and will be economical solution	No change
9	14	A	5.3.c	Thereafter the Service Provider shall give the soft copy and hard copy of list of inventory.	Inventory sharing	Why hard copy	Soft copy will solve the purpose	Both Hard Copy and Soft copy required

10	15	A	5.4	Retrieval shall mean delivery of the document to the authorized official of the Commission. A proper inventory will be ensured by the vendor in electronics form for the original documents, delivered to official of the Commission.	Retrieval	Frequency of retrieval and TAT	Approx. 50-100 items per day. Urgent papers need to be retrived immediately. For non urgent papers it may be retrived within 12 hours.
11	15	A		The Service Provider will retain and maintain the records as per Record Retention/Maintenace Policy of the administration which shall be provided by the Commission		Kindly share brad policy please	Not required at this stage
12	16	B	5.1			Any predecided flow of activity	as per RFP

13	16	B	5.1			Ratio of papers A4:A3:A2 :....		Mix lots
14	17	B	5.2	10 Indexing parameters	Indexing	Length of parameter		depend on requirement
15	18	B	5.5	The scanned output should be provided/uploaded on to the server/External Hard Disk to provided by the service provider.	Bnadwidth/EHD	Who will provide bandwidth for uploading or EHD for data handover		Internet connection can be provided by HSSC. Otherwise server uploading can be done on LAN

16	18-19	B	5.7	The proposed Document Archival & Records Management System should be an open source based Document Archival & Records Management System for creation of a repository which will allow easy archival and retrieval of the documents archived into the system.centralized Document Management	DMS	Can we submit source code instead opensource		No
17	22	B	5.15	The Phasing of work allotment / project execution will be decided by the HSSC.	Governnace Team	Do we have any governance team in place		Yes, Nodal Officer should be appointed

18	33	B	10	The covers containing EMD only will be opened in the first instance in the presence of representatives of the bidders who choose to remain present at the time of opening of e-bid as mentioned Time Schedule.	EMD	As per new GoI rule can we submit bid security declaration		No
19					General	Do department need High Availability for the MRR		
20					General	What is bcp ?? Any need to keep data outside for BCP point of view		
21					General	Fire resistant boxes –Do we need	GI boxes will suffice	Yes
22					Power Backup	There is no clarity on UPS and DG set for the record room	Do we require power backup	To be provided by the Service provider
23					General	Total number of department.		One- HSSC

24					General	What kind of files/ documents are to be scanned and available in which form		self explanatory
25					General	Are the documents in book form if yes the what would be the volume out of 1.5cr		Mix Lot
26					General	Can books/registers unbind before Scanning		Yes
27					General	Indexing of 10 fields are based on image wise or file wise, in case file wise then total count of files are required with average page count of each file		Image-wise
28					General	Is there any timeline to complete the digitization activity		Yes
29					General		We recommend to incorporate SLA and TAT in agreement	
					Name of the firm	Point/clause		Clarifications

	<p>With the scope of the project, our request is to separate digitization and manufacturing of heavy duty racks as separate tenders as either require it's own expertise. That way you will get the best in quality and price for either of the tendered items/services than you would get by combining the two.</p>		No Change
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			Clarifications
<p>EMB: Rs. 10,00,00 0/- Tender Processin g fees 5,000</p> <p>Processin g Fee in 1000</p>	<p>1.</p>	<p>2. 1.Exemption Requested from EMD & Tender fees, Processing Fee</p> <p>M/s</p> <p>registered with MSME as well as registered with NSIC. The certificate for the same are attached herewith</p> <p>this letter and referred as colly-Annex-A.</p>	<p>3. No change</p>

2. The exemption emanates from the Public Procurement Policy for Micro and Small Enterprise Order, 2012, the same is attached for your perusal. Kindly see point no. 10, page no 19 of 18 Gazette. Attached herewith and referred as Annexure B

3. And, moreover, the ministry had

received specific queries and vide the FAQ attachment, the ministry has clarified this position regarding exemption. Question No 11 Attached herewith and referred as Annexure C

2	Eligibility Criteria	4. The Bidder should have clarification / affiliation / membership from professional record and information services management (PRISM) for record management.	5. Kindly remove this condition from eligibility criteria or allow us to submit this document after winning the contract	6. No change .
3	Eligibility Criteria	7. The Bidder should have their own office in Panchkula / Chandigarh for day to day liasoning with the concerned offices considering the work to be done in Panchkula.	8. Consider undertaking letter for office opening at Panchkula / Chandigarh after winning the contract.	9. No change

Note : All Other Terms and conditions of e-tender will remain unchanged and as per RFP.