

 MAHARASHTRA NATURAL GAS LIMITED	Reply to bidder's queries against tender for hiring of agency for document digitisation services for MNGL, Pune Bid No: MNGL/C&P/2016-17/122
---	---

Date: 07.04.2017

Replies to Queries of the Bidders

SUB: Replies to queries of the bidders' for hiring of agency for document digitization services for MNGL, Pune

REF: Bid Document No. MNGL/C&P/2016-17/122 dated 24.03.2017

Dear Sir,

Following are the replies to queries of the bidders'. Kindly note the same.

Sr. No.	Bidder's Query / Clarification	MNGL's Reply
1	Scanning of document to be done in which form i.e. Color, Black White or some other form	Scanning to be done in Grey Scale
2	Size of the pages to be scanned i.e. A4, Legal, A3 etc	Page Sizes will be Legal, A4, A3
3	Scanned digital document to be saved in which format i.e TIFF, PDF, PDF -A etc	Documents to be saved in PDF format
4	The estimated volume of 4 lakh pages to be scanned, is it backlog volume or estimated recurring volume. Scanning to be done at a single centre	It's backlog & done at single center
5	Application forms to be scanned are in which physical form i.e. loose conditions, Bound form, Box files, Registers etc	Application forms are Loose-Single applications
6	Each application form will be scanned into single digital file or different digital sets for each form	Each form will be saved with unique Consumer No.
7	Will Basic hardware like workstation, computer systems, connectors and web connectivity be made available	As per tender document-Vendor needs to collect documents from MNGL & scanning activity shall be carried out at vendor premises

Note:- Due Date of submission of bid documents extended upto 14.04.2017 @ 15.00 Hrs.

Please submit the signed & stamped copy of Replies to Queries of the Bidders along with tender document with your techno-commercial offer as a token of acceptance.

All the others terms and conditions of the bid documents are unchanged.

With regards,

Shekhar D. Kankrej
Dy. Manager (C&P)