

**HIMACHAL PRADESH  
STATE ELECTRONICS  
DEVELOPMENT  
CORPORATION  
LIMITED**



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**File No: HPSEDC/Digitization/2K25-16950.**

**e-Office File No.: 220437**

**Date: 09-05-2025.**

### **Corrigendum - I**

**(Tender No. HPSEDC/Digitization/2K25-16950)**

HPSEDC published e-tender for Request for Proposal for Selection of service provider for Digitization and Data Entry of Requisition Records bearing tender No. HPSEDC/Digitization/2K25-16950 published on 01/03/2025.

Based on the representations received from the prospective bidders, the changes/ modifications/ clarifications/ specifications in the tender Section(s)/ Clause(s) are incorporated in the tender document by issuing Corrigendum and is attached as **Annexure-A**.

**Last date for bid submission is extended from 28/03/2025 to 30/05/2025 till 2.30 PM and same will be opened on 31/05/2025 at 2.30 PM.**

  
**Data Controller, HPSEDC**

Pre bid queries w.r.t. Proposal for selection of service provider for Digitization and Data Entry of Requisition Records. E-Tender No: HPSEDC/Digitization/2K25-16950			
Sr. No.	Content of Tender requiring clarification	Points of clarification required	Clarifications/ Revised Clause
1	Quantum of Job	Tentative count of papers to be scanned	Clarification : Approximately around 2000 documents to be scanned and uploaded on to the SAKSHAM portal along with data entry.
		Size of the paper to be scanned with other scanning specifications.	Clarification: The majority of the documents to be scanned are A4 size.
		What shall be the quantum of work allocation to each agency as it has to be allocated to 2-3 agencies, as mentioned on page no. 22 of SLA.	Clarification: The work order will be awarded to single agency that emerges L1.
2	Location of Digitization and Data Entry	Request for the main location names	Clarification: Main location would be HPSEDC Office, Shimla
3	Contract Period	Clarification required on work completion time lines. It is mentioned as 30 days on page no. 9 whereas it is mentioned as six months on page no. 12 and 15	Clarification: The work needs to be completed in 30 days from the award of the work.
4	Pg no 12. Eligibility Conditions For Tenderers: -	The tenderer should have a registered office in Himachal Pradesh. (Proof to be attached)	Clarification: The bidder needs to establish its office within 15 days from the award.



5	Pg no 7, Digitization Process:	<p>1) All requisition records, including personnel details, job requirements, deployment information, etc., for approximately 10,000 deployed resources, will be digitized.</p> <p>2) The records will be processed annually, meaning the records for each year will be digitized one by one based on availability and priority.</p> <p>3) The digitization will be carried out in the specific format defined in the SAKSHAM portal.</p>	<p>3) The location of work would be HPSEDC, Shimla</p> <p>4) The process of digitization will be explained, along with instructions for entering usage data into the portal.</p> <p>5) The data needs to be manually entered in the portal.</p>
6	Pg No 10. Clause No 10. Cost and Payment Terms	A detailed cost breakdown should be provided, including charges for scanning, indexing, manual data entry, metadata creation, quality checks, and any other services.	As per RFP
7	Pg No. 10 Clause No. 7 Technical Requirements	Software: OCR Software(if applicable), document management, and indexing software to facilitate smooth scanning, categorization, meta data tagging and data entry.	<p>Revised Clause:</p> <p>OCR Software (if applicable), document management, and indexing software to facilitate smooth scanning and data entry.</p>