

Query No.	Query	Reply
1	Can you provide the state wise manpower requirement?	Yes the same will be provided after selection of the agency.
2	Is it possible to submit the bid for 1 or 2 states rather than whole India basis?	The intent of the RFP is to appoint one agency to meet the entire man power requirements. However, two or more agencies can be appointed if the situation so demands
3	Is it possible that manpower for Rajasthan is provided from other state than Rajasthan? Or we must have to provide manpower from same state?	Preferably, from the same State
4	Qualification & Experienced mentioned – is it mandatory or preferred?	<p><u>Mandatory Qualifications</u></p> <p>(i) Sr. Secondary School Certificate/ Intermediate/ 10+2 from recognized board/ University;</p> <p>(ii) Government recognized one-year certificate of proficiency in Computer or DOEACC 'O' Level certificate;</p> <p>(iii) A speed of not less than 8000 key depressions per hour for data entry work;</p> <p>(iv) At least one year experience in Computer/ Data Entry operations on Desktop/ PC/ Laptop/ Handheld Electronic devices</p> <p>OR</p> <p>(i) At least 2 years Diploma in Data Entry/ Data Preparation from recognized ITI/Polytechnic after Secondary School Examination;</p> <p>(ii) A speed of not less than 8000 key depressions per hour for data entry work;</p> <p>(iii) At least one year experience in computer/ data entry operations on desktop/ PC/ Laptop/ Handheld Electronic devices</p> <p><u>Preferred Qualification</u></p> <p>However, Data Correction and Verification Operators who possess Degree with Computer Science/ IT/ Mathematics/ Commerce/ Statistics/ Economics and have at least one year Experience in Image Based Data Entry will be preferred.</p>
5	Will the work be going on for 24 x 7?	Yes, as per requirement.

6	Operator should do any other task assigned by the controlling officer – what can be the other tasks?	It may not be possible to specify the other tasks at this stage.
7	Does it mean that 100 operator at Headquarter + more operators at various DCOs/ Data Centers in States/UTs? Or total figure is 100? Please be specific	The total tentative requirement of operators for ORGI Headquarter, at New Delhi and DCOs is 100 at present.
8	What will be the language of Data entry? Entry will be online or offline?	Numerical data entry is the primary work. However, the language may vary from Centre to Centre. The data entry work will be offline.
9	Should the Power of Attorney be on stamp paper or company's letter head? If on stamp paper, how much amount?	The Power of Attorney shall be on the Company's letter head and with the seal of the Company.
10	Annual turn-over of 2 crores, for individually three financial years or average turn-over for three years can be 6 crores	Average turnover of minimum Rs.2 crores is required taking financial years 2007-08, 2008-09 and 2009-10 together. Therefore, for 3 years together, the turnover can be Rs.6 crores
11	Does the lowest offer quoted will be principally rejected if the tenderer do not fulfill the criteria of "average turn-over"	Yes, all the conditions specified in the tender are to be fulfilled, for becoming eligible.