

Query	Document #	Process	Queries	Response
1	Description of Services 1.1 Page 12	Scanning	Please mention type of the document i.e files/bound registers / Loose pages, also please share sample complete set of documents to be digitized.	The documents to be digitized consist of a combination of loose pages and bound registers.
2	Description of Services 1.1 Page 12	Scanning	How old is the physical data which need to be digitize? What is the Quality and legibility of writing on registered deed especially in case of old record – is it handwritten or typed?	Record may be older like from 1947 and mostly will be hand written.
3	Description of Services 1.1 Page 12	Scanning	Can we work 6 days a week and in multiple shifts (two - three) at CONCERNED COOPERATIVE SOCIETY Office. Project time duration is very short so required 24/7 working. Will PMU provide access to record room on 24/7 basis?	Yes 24/7 would be allowed.
4	Description of Services 1.1 Page 12	Scanning	There are 171 COOPERATIVE SOCIETY Offices in 9 division of Punjab. Do we need to setup scanning labs in all 171 locations OR all physical scanning record would be available at one central location?	Yes, record is available individually at every scheme office.
5	Description of Services 1.1 Page 12	Scanning	There are 15 million pages in 171 COOPERATIVE SOCIETY office. Please share district and society wise volume (Pages).	Number of plots differes socity-wise, hence can't be quoted as standard number.
6	Description of Services 1.1 Page 12	Scanning	What are the expected page sizes to be digitized per case / file – maximum and minimum?	A4/letter/legal mostly
7	Description of Services 1.1 Page 12	Data Entry	What is the estimated volume of fields/entry?? As per RFP document DE form has 30 field that needs to entered against one plot/Property file. Please provide us exact count of fields/Entry per file.	24/file