



INDRAPRASTHA GAS LIMITED  
IGL Bhawan, 4, Community Center,  
Sector 9, R.K.Puram, New Delhi-110022  
Email: prateek.shrivastava@igl.co.in/ gaurav.agrawal1@igl.co.in/ dnagar@igl.co.in  
Phone: +91 (11) 46074-651, 657, 659

TENDER DOCUMENT NO.IGL/ET2/CP/CM18226  
Engagement of Agency for Scanning of Vouchers / Documents

REPLY TO PREBID QUERIES

S.NO	Section	Tender Clause.	Page No.	Description	Bidder Query	IGL Reply
1	-	-	-	Voucher/document size	Could you confirm the dimensions of the vouchers/documents to be scanned	A4 & Legal
2	-	-	-	Indexing fields	Please specify the number of indexing fields required per file or per page	Scan date, Document number, Documents type, posting date, no of pages.
3	-	-	-	Scanning specifications	Is color or grayscale scanning preferred?	Grey scale only
4	-	-	-	Document binding	should the scanning agency handle this?	After scanning document shall be handed over to other vendor for binding
5	-	-	-	Storage location	Could you specify the location for storing the digitized documents?	For the time being its Hard Disk, may be changed subsequently.
6	-	-	-	Payment terms	Will payments be made on a monthly basis	Monthly