



CENTRE FOR WOMEN'S DEVELOPMENT STUDIES
25, Bhai Vir Singh Marg (Gole Market), New Delhi-110001

Tender Notice No.: 01/2018

Dated: 15th October, 2018

Sub:- Procurement of Scanner for the Centre as per the specifications in Annexure I.

Centre for Women's Development Studies invites sealed quotations from reputed original equipment manufacturers or their authorized representatives for the Centre.

Interested vendors are requested to send their Sealed Bids under two cover system as per the requirement mentioned in the tender document, along with technical specifications and compliance certificates (as mentioned in Annexure I) of the tender document.

The final quotation for consideration is to be sent in the sealed packet, containing two separate sealed envelopes (Technical Bid and Price Bid) duly superscripted with reference no. (tender notice no. 01/2018 dated 15th October, 2018) along with Bid Security/EMD for Rs.25,000/- payable through Banker's cheque/Demand Draft in favour of Director, CWDS, New Delhi, to Director, Centre for Women's Development Studies, 25, Bhai Vir Singh Marg, Gole Market, New Delhi-110001 on or before 15th November, 2018 at 4.00pm.

The Technical Bid will be opened on 16th November, 2018 at 2.00 p.m. in the office of the Centre in the presence of vendors or their authorized representatives and Price Bids will be opened (to be notified separately), only to those firms/vendors, who would be found technically qualified/shortlisted after evaluation of their Technical Bids.

Director
Centre for Women's Development Studies,
New Delhi

Detailed specification of Scanner

Scanner specification (Quantity 1)

S.No. 1	Description	Particular
1.	Scanning Speed (A2 size)	30 ppm or higher
2.	Scan Function	Push and Pull both
3.	Scanning Resolution	Up to 600 dpi
4.	Maximum Scan Size	A2
5.	Both Sides Scanning	The machine should be capable of scanning both sides of the document automatically
6.	Multi Method Send	Scan to Email, Scan to USB (3.0) memory, Scan to HDD
7.	File Format	Multipage PDF, JPEG, TIFF, PNG, BMP, PDF-OCR
8.	Scan Depth	Minimum 48 bit color, 8 bit grayscale, b/w

General Specification - Scanner

1.	Warmup time	Less than 30 seconds
2.	First copy/ print out after warmup	Less than 6 seconds
3.	LED Panel	High Resolution
4.	Memory	Up to 4 GB
5.	Hard disk	Up to 1 TB
6.	Automatic Paper sensor	Yes
7.	Compatible Operating System	Windows 7.0/10.0 (32 bit/64 bit); Windows Server: Ubuntu Linux
8.	Page Detection	Yes
9.	OCR Software	Both in English and Hindi
10.	Warranty	Five years comprehensive onsite OEM Warranty and next site service

The bidder must clearly mention the exact OEM make and model no. quoted and enclose all necessary technical leaflets/brochures giving detailed specifications.

Annexure II

General Terms and Conditions

Sealed quotations are invited for procurement of Scanner from the reputed Original Equipment Manufacturers (OMEs) or their authorized representatives for the Centre of Women's Development Studies, New Delhi.

Scanner- As per the specification in Annexure I

1. Last date of submission of Sealed Bids 15th November, 2018 at 4.00 p.m..
2. Payment Terms: After successful installation and commissioning, duly certified by the Centre, vendor should submit the bill along with warranty certified duly sealed and signed.
3. Delivery of item: Item should be delivered within 30 days from the date of issue of purchase order.
4. OEM should be ISO 9001:2000 Certified Company.
5. Price: Price should be quoted only in Indian Rupees. The price quoted should be all inclusive including the installation and admissible taxes and giving as per the price bid format provided at the end of this tender document.
6. Conditional offer will not be accepted. The bid should be submitted with the technical specification and price of a single model for the item in the tender. A bid with options of more than one model quoted for the item in either the technical or the price bid will be rejected irrespective of the technical specifications of the models quoted. No advance is payable against supply of stores.
7. Bid security/EMD for Rs.25,000/- payable through Banker's Cheque/Demand Draft in favour of Director, CWDS, New Delhi should be put in the envelope. **In the absence of which, bids will not be accepted.** This EMD amount will be returned to the unsuccessful bidders at the earliest as per extant rule. In case of successful bidder, the amount of EMD shall be converted to security deposit/performance guarantee, and shall be refunded after warranty period is over.
8. Bidders are required to enclose copies of PAN No., TIN No, GST No, Service Tax No, valid certificate of authorization in case of authorized distributors and list of users with proof of installation and post-sales service without which the quotation would not be considered.
9. Bid shall consist of price, CIF, New Delhi, India.
10. Period of Validity: Bids shall remain valid for acceptance, at least for a period of 90 days from the date of opening of the price Bid.

11. Technical Bid must contain a copy of the Commercial Bid without the prices and a compliance statement on meeting technical specification is supported by technical brochures for the quoted product.
12. The Centre does not bind itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Centre.
13. Bidders should enclose the following documents:
 - (i) Letter of authorization from the OEM certifying that the bidder is an authorized representative of the OEM.
 - (ii) Detailed credentials of the Company.
 - (iii) Current Income Tax and Sales Tax clearance certificate.
 - (iv) Name and contact of customer for whom this similar item (as indicated in the quotation) has been supplied in the last five years.
 - (v) Service support must be clearly specified.
14. The Centre reserves the right to accept or reject any or all quotations without assigning any reason.
15. Late submission, incomplete quotations, submission without required EMD and unsealed quotation will be summarily rejected.
16. Interested bidders should satisfy themselves with regard to the above terms and conditions before quoting for the items.
17. Other terms and conditions will be in line with the general financial rules of the Government of India.

Director
Centre for Women's Development Studies,
New Delhi

PRICE BID FORMAT

NAME OF VENDOR _____

Item Description	Make/Model	Rate per Unit (Rs)	Taxes (Rs)	Total Cost for (Including Taxes Rs.)
Scanner -1				
TOTAL COST INCLUSIVE OF TAXES				

Signature with seal