

**OFFICE OF THE SUPERINTENDENT: ODISHA STATE ARCHIVES,
SACHIVALAYA MARG, BHUBANESWAR**

TENDER CALL NOTICE

Sealed Tenders are invited from the firms for **supply of A1 Size Colour Overhead Scanner** for digitization of Archival rare books and records of Odisha State Archives, Bhubaneswar with specification. The price should be quoted including all taxes applicable and installation along with AMC or Extended Warranty details. The Tenders should accompany the ITCC/STCC and should reach the office of the undersigned on or before 09.12.2013. The Tenders will be opened on 09.12.2013 at 3.00 pm in the office of the under signed. Detail Documents should be given along with the Tender. The undersigned has all the rights to disqualify based on the quality and technology used by the vendors. The undersigned reserves the right to reject any or all Tenders without assigning any reason thereof. Payment will be made after supply & installation of the material in the office of the undersigned. For more details of tender documents and terms & conditions visit to <http://www.orissaculture.gov.in/advertisement.asp>.



Superintendent,

Odisha State Archives,
Bhubaneswar.

Technical & Financial BID

SUPPLY OF A1 SIZE OVER HEAD SCANNER

Odisha State Archives

BHUBANESWAR

BID REF. NO : OSA-03/2013

Last Date for Submission of Tech. & Fin. Bid: **Dt. 09.12.2013 up to 03:00 PM.**

Place of Submission of Bid: Odisha State Archives,
Sachivalaya Marg,
Bhubaneswar-751 001

Opening of Technical Bid **Dt. 09.12.2013 at 03:00 PM.**

**ODISHA STATE ARCHIVES
SACHIVALAYA MARG, , BHUBANESWAR- 751013
PHONE: 0674-2501636 FAX :91-0674-2501636
E-MAIL : odishaarchives@gmail.com**

TERMS AND CONDITIONS

- 1.1 Bidders have to ensure compliance of all clauses as described on the tender document and attached technical specification indicated at Annexure-VI.
- 1.2 The Technical & financial bid will be submitted with following Annexures
Annexure-I : Technical Bid
Annexure-II : Representative Authorisation Letter
Annexure-III : Self Declaration
Annexure-IV : Acceptance of Terms and condition
Annexure-V : Financial Bid
Annexure-VI : Technical Specification
Annexure-VII : Terms & Conditions
- 1.3 It will be imperative on each bidder to fully acquaint himself with the local taxes and charges which would have any effect on the supply of equipment/machinery/materials.
- 1.4 Sealed financial bid has to be send by Regd. Post / Deposited in the “Superintendent, Odisa State Archives, SACHIVALAYA MARG, BHUBANESWAR, ODISHA, PIN-751001”
Late tender: Any tender received after scheduled date and time of submission of bids will not be considered.
- 1.5 Un-signed & un-stamped financial bids shall not be accepted.
- 1.6 Decision of OSA in respect of evaluation of bids and/ or award of contract shall be final.
- 1.7 Upon verification, evaluation / assessment, if in case any information furnished by the vendor is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained.
- 1.8 No deviations from tender terms and conditions will be accepted. Any violation thereof will lead to the rejection of the bid.
- 1.9 OSA reserves all rights to ask for any type of clarification failing which it may leads to **CANCELATION** the bid.
- 1.10 OSA will not be responsible for any misinterpretation or wrong assumption by the vendor.
- 1.11 OSA is not responsible for non-receipt of financial bids within the specified date and time due to any reason including postal delay or holidays.

- 1.12 Purchase order will be issued to the successful Bidder after evaluation of the tender.
- 1.13 OSA will reject the bid at any point of time if bidder found blacklisted, rejection or cancellation of award because of non performance in any govt / semi govt/PSU or govt affiliated institution's floated tender/RFP/ EoI process.
- 1.14 The authority reserves the right to accept/reject any or part of or all the bids without assigning any reason thereof.

1.15 PAYMENT TERM

Payment will be made after successful installation and commission of the equipment.

1.16 Termination For Default

OSA may without prejudice to any other remedy for breach up of terms and conditions .

- a) If the bidder fails to deliver or complete the job assigned in the terms and conditions within the time period (s) specified in the BID Document/Financial Bid document.
- b) If the bidder fails to perform any other obligations under the terms and conditions.

In case of the termination of the contract, OSA shall have right to get the remaining work carried out from another vendor.

1.17 Evaluation of Commercial offer

The Final Selection of Bidder will be done based on Lowest rate quoted by the bidder. The lowest quoted bid henceforth will be called Lowest One (L1).

1.18 Delivery of Equipment /Machinery/Materials :

- 1.18.1 The Bidder have to supply or installed the equipment / Machinery as per specification mentioned in tender documents . If failed to supply the order will be cancelled.
- 1.18.2 Materials will be supplied and installed within one month from the date of receipt the order.
- 1.18.3 If any defective will be noticed at the time of delivery the same may be replaced forthwith.
- 1.18.4 If L-1 will be failed to supply the materials the next bidder will be considered.

1.19 Taxes & Duties

- 1.19.1 The prices shall be inclusive of all taxes & duties as applicable.
- 1.19.2 OSA shall be authorized to deduct any income/Service tax as applicable from the Bidder.

1.19.3 No escalation of cost is allowed during the validity of bid.

1.19.4 The prices quoted shall be firm throughout the bid evaluation period and order placement. If any rates of tax are decreased an equitable adjustment of the Contract Price shall be made to fully take into account any such change by deduction there from.

1.20 Jurisdiction

Suites, if any arising out of the contract shall be filed by either party in a court of Law to which the jurisdiction of the Court of Bhubaneswar , Odisha only.

1.21 Right To Reject/Accept The Tender

OSA reserves the right either to reject or accept any or all bids. The purchaser has exclusive right to alter the requirements at the time of placing the final purchase order. After placing the purchase order, the purchaser may order to defer the whole contract.. It may be clearly understood by the tenderer that the purchaser need not assign any reason for the above action.

1.22 Final Authority

The final authority for payments will be the consignee except otherwise specifically stated and if the vendor/supplier desires to appeal against any matter he shall appeal to Superintendent, Odisha State Archives, Sachivalaya Marg, Bhubaneswar-751001 whose decision on such matters shall be final and conclusive.

ANNEXURE-I**TECHNICAL BID FORM****(Technical Bid)**

(Vendors quoting should be authorised National Distributor for India or a Manufacturer and produce certificate having valid ISO 9001:2008 certificate.)

1. (a) Name of the firm/agency/_____

Postal Address_____

2. Telephonic/telegraphic

(a) Firm/agency: Land phone (STD) code)- Land line Number) _____

Fax_____

Mobile:-_____

E.mail:_____

URL (of website) if any_____
3. PAN_____ Number (Xerox copy to be attached)
4. TIN_____ No. (Xerox copy to be attached) (Firm/Agency)
5. Income Tax Assessment Certificates for last 3 years. (20011-12/2012-13/2013-14) Xerox copy to be attached.
6. VAT clearance certificate- Xerox/copies to be attached (last 3 years).
7. Satisfactory performance Certificate at least one user is must from any Govt. (Central or State) / PSU / Autonomous body for similar equipment on Letter Head in last 3 years.
8. Turnover for past 3 years > 2 Crores (Yes /No) Submit supported document.
9. Should have at least 3 installations in India in past 3 years.
10. EMD of Rs. _____ (Rupees _____)
vide DD No./Banker Cheques No./Bank Guarantee from
dt.

Place:

Date:

Counter signature of Agency/firm

Company Seal

ANNEXURE-II**REPRESENTATIVE AUTHORIZATION LETTER**

To,

ODISA STATE ARCHIVES
SACHIVALAYA MARG,
BHUBANESWAR-751 001

Ms. /Mr. _____ is hereby authorised to sign relevant documents on behalf of the company in dealing with financial bid reference No. OSA-03/2013. S/He is also authorised to attend meetings & submit technical & commercial information as may be required by you in the course of processing above said application.

Thanking you,

Authorised Signatory

Representative Signature

Signature attested

Company Seal

ANNEXURE-III**Self Declaration**

To,

Odisha State Archives
SACHIVALAYA MARG,
BHUBANESWAR-751 001

In response to the invitation No. OSA-03/2013, Ms. /Mr. _____,
as a _____, I / We hereby declare that our company
_____ is having unblemished past record and have not
declare blacklisted by any Central/State Government institution and there has been
no pending litigation with any government department on account of similar
services. I/We further declare that our company have not defaulted in executing any
Government order in the past.

Signature of witness
Date:
Place:

Signature of the Tenderer
Date:
Place:

Company Seal

ANNEXURE-IV**ACCEPTANCE OF TERMS & CONDITIONS CONTAINED IN THE TENDER DOCUMENTS AND FINANCIAL BID DOCUMENTS**

To,

The Superintendent
Odisha State Archives
Sachivalaya Marg
Bhubaneswar – 751 001
Odisha

Sir,

I have carefully gone through the Scope of work, Terms & Conditions contained in the Tender Document and financial bid document [OSA/03/2013] regarding For supply of A1 size overhead scanner to digitized Archival Rare book and Records Of Odisha State Archives, Bhubaneswar.

I declare that all the provisions/terms and conditions/Clauses of the Tender Document and financial bid document [OSA/03/2013] are acceptable to my Company/Organisation. I further certify that I am an authorised signatory of my company and am, therefore, competent to make this declaration.

Signature of witness

Date:

Place:

Signature of the Tenderer

Date:

Place:

ANNEXURE-V**FORMAT FOR FINANCIAL BIDDING**

Sl. No	Description	Rate per Unit (Rs.)	Taxes and Duties if any(Rs.)	Total Price
(A)	(B)	(C)	(D)	(E=C+D)
1.	Item No.1 including PC attachment as mentioned in Technical Specification (Annexure-VI)			
2.	Extended Warranty for 2 years			
3.	Extended Warranty for 5 years			
4.	AMC Cost after Extending warranty per year			

Authorised Signatory

Place : _____

Date : _____

Common Seal of company

ANNEXURE-VI**Technical Specifications of Overhead Scanner****Technical Specifications of A1 Overhead Book Scanner**

The scanner should have both a built in V Shape Cradle and Flat A1 Platen Mode (with or without glass plate) to scan double spread newspaper, thick books or registers, large encyclopedia and maps etc. The cradles should have Adjustable facility to adjust the bulge in spine of the old hard bound books.

The scanner should have a built in Color Touch Panel for easy operations, at least 17" flat screen Monitor for image preview and USB Ports for saving images. It should be capable to scan at least in 400 dpi resolution, color, A1 size document as single image. Scanner should be network ready with RJ45 interface (TCP/IP) and built in Linux OS for its own operations and for its remote access by web browsers in LAN.

1. Color, Overhead Book Scanner (Size A1) – 01 No.

Technical Specifications are given below:

Technical Specifications

S. No.	Details / Particulars / Features / Accessories	Required
1	Book Cradle	Flat and V-mode (Automatic selection while scanning). Support thick books upto 10 cms with self adjusting height.
2	Opening angle for books	140° (V-mode) 180° (Flat mode) Scan Registers, Bound Books, File Folders, Newspapers, Journals etc.
3	Capture technology	Linear CCD camera 22500 pixel and above, True Line Camera and not a scanner mounted with a Digital Camera.
4	Optical resolution	400 dpi
5	Scan Resolution	400 x 400 dpi.
6	Scan Area	Din A1 or more Min. 600 x 840 mm (Appx in inches 24.0" x 33") or more.
7	Scanning time (A1 color in sec)	200 dpi: < 3 seconds 300 dpi: < 7 seconds 400 dpi: < 10 seconds or less
8	Color depth of Scanning	36 bit color 12 bit gray scale bitonal & enhanced halftone

9	Glass Plate	Self Opening Flat Glass Plate for automatic height adjustable flat book cradle at 180° angle, for books thickness upto 10 cms.
10	Profile detection	Laser assisted auto selection of the document in V shape or Flat or Folder Mode for paper detection and Height for auto focus without glass plate.
11	Lamps	White LED lamps should be Cold lights, placed on Top side for better illumination and should be certified IEC 60825-1 Class 1. Ultra Violet free and InfraRed radiation free with long life of > 40000 hours.
12	Light distribution	Uniform on entire A1 size and there should be no shadow in the book spine
13	Autofocus	Laser controlled
14	Bookfold correction	Laser controlled
15	Folder mode	Two independent focus levels for Left and Right Side of File Folder / Spiral Books to scan without removing loose pages from Folder in flat cradle mode.
16	Output formats	JPEG, PNM, TIFF decompressed, TIFF G4, PNM, PDF, PDF/A
17	Self service system (without additional HW)	Kiosk mode for Self Service Area.
18	Control Panel	Touch Control Panel with Color display
19	Preview monitor	17" inch or more, flat monitor for immediate preview of scanned documents
20	USB ports	2 USB 2.0 ports to scan and save using touch panel
21	Gigabit Ethernet Connectivity	RJ45 for easy connectivity in LAN or PC
22	Plug and play / Printing	Scanner should be plug & play for Network and print directly to a network printer.
23	Mobility	Easy to install, pack and unpack.
24	ECO standard	Energy Star, CE, FCC, RoHS - International, safety and energy standards should be complied.
25	Power consumption	Should be minimum. Preferred not more than 5 W in Standby mode, 150 W while Scanning.
26	Lamps & lights	Built in lamps/light for illumination should switch ON only during an actual scan.
27	Software Bundled	Licenses batch scanning and processing software with facility to scan large Batches of image processing: auto format detection, auto page splitting, auto cropping, auto-deskew, book fold correction, finger masking, smart binarisation, areas detection, etc.)and Image compression
28	Easy Installation/Support	Easy installation via Scan2Net Technology and remote web based firmware updates.
29	Accessories	Reference Color Chart and White Calibration sheets are required. Foot Padle to trigger scan while holding the book. Cable: Network RJ45 for connecting to PC/LAN.

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30	Optional	On Line ICC Profiling and Twain interface if required.
31	Attached PC configuration :-	PC Processor: Intel i7 ,RAM: 8 GB Graphic Memory: 1 GB dedicated Graphic Memory, Monitor : 22" TFT monitor HDD: 1TB,DVD Writer, Key Board & Mouse Genuine Windows 7 Operating System or Higher
32	Services	<ol style="list-style-type: none"> 1. Guarantee/Warranty of 1 year on site - Comprehensive 2. Extended Warranty cost of 2 years (Total 3 years). 3. Cost of AMC on site in further years 4. Mention cost of consumables separately

ANNEXURE-VII**Terms & Conditions:**

1. The tender should be submitted in two bid system (technical bid and financial bid). The technical bid should contain the following:
 - Vendors quoting should be authorised National Distributor for India or a Manufacturer and produce certificate having valid ISO 9001:2008 certificate.(Authorizations should be submitted specific to this particular tender)
 - Turnover for past 3 years > 2 Crores (Submit supported document.)
 - Earnest Money Deposit of 2% of the tender value in the shape of DD/ Banker Cheques /Bank Guarantee in favour of Superintendent Odisha State Archives, Payable at Bhubaneswar)
 - All technical literatures, brochures etc.
 - Technical compliance statement.
 - All other documents like Certificate of Incorporation, VAT and PAN etc.
2. Vender must be executed same line of items with in last three years.
3. The prices should be firm and valid for at least 60 days from the date of submission of tender.
4. The prices quoted should be FOR destinations.
5. The prices should be in Indian rupees and of inclusive of all taxes and duties.
6. The Successful tenderer will supply and install the materials within 45 days from the date of issue of work order