

## Uttarakhand Forest Resource Management Project (JICA Funded)

Office of Chief Project Director

Uttarakhand Forest Resource Management Project

24 , IT Park , Sahasradhara Road, Dehradun.Pin : 248001 Uttarakhand

Letter/Tender No. 176/4-26

Dated: 31-Aug-2017

### E-tender

<b>Nature of the Project</b>	<b>E-tender Documents for Supply of A3 Document Scanner for Uttarakhand Forest Resource Management (JICA) Project, Dehradun.UK</b>
<b>Tendering Authority</b>	<b>Chief Project Director Uttarakhand Forest Resource Management (JICA) Project, Dehradun. UK</b>
<b>Date of Bid Publishing</b>	<b>05 Sept. 2017</b>
<b>Start Date of Bid Downloading</b>	<b>05 Sept. 2017</b>
<b>Start Date of Bid submission</b>	<b>05 Sept. 2017</b>
<b>Last Date &amp; Time of Submission of Bid</b>	<b>26 Sept. 2017 3.00 PM</b>
<b>Technical Bid Opening Date &amp; Time</b>	<b>26 Sept. 2017 4.00 PM</b>
<b>Financial Bid Opening Date &amp; Time</b>	<b>28 Sept. 2017 2.00 PM</b>
<b>Websites for downloading Bid Document</b>	<a href="https://uktenders.gov.in">https://uktenders.gov.in</a>
<b>Non refundable Cost of the Tender</b>	<b>Rs 5,000/- (Rupees Five Thousand Only ) is payable through only Demand Draft / Banker's Pay Order from a Nationalized Bank drawn in favor of "Uttarakhand Forest Resource Management Society" payable at Dehradun.</b>
<b>Earnest Money Deposit</b>	<b>Rs.1,40,000/- (Rupees One Lakh Forty Thousand only) in the form of FDR/CDR from a Nationalized bank in favor of "Uttarakhand Forest Resource Management Society" payable at Dehradun.</b>
<b>Address for Submission of Bid in Hard Copy</b>	<b>Chief Project Director, Uttarakhand Forest Resource Management Project, 24 , IT Park , Sahasradhara Road, Dehradun. 248001.</b>
<b>Address for all communication &amp; Bid Opening Venue</b>	<i>Sh. S.M. Joshi,</i> <i>Project Director,</i> <b>Office of the Chief Project Director, Uttarakhand Forest Resource Management Project, 24 , IT Park , Sahasradhara Road, Dehradun. 248001.</b> Phone: 0135-2608576 E-mail: <a href="mailto:cpdufrmp@gmail.com">cpdufrmp@gmail.com</a>

*Note : If hard copy submission date / bid opening date is declared as Holiday, that date will be shifted to next working day without any change in other parameters such as venue, etc.*



E-Mail ID: cpdufrmp@gmail.com  
Phone: 0135-2608576

**Office of the Chief Project Director, Uttarakhand Forest Resource  
Management Project, Uttarakhand, Dehradun.  
24, I.T. Park, Sahasradhara Road, Dehradun (Uttarakhand) 248 001**

**Letter No. 176/4-26**

**Dated, Dehradun**

**08 August, 2017**

**Short Term Tender Notice for Supply of A3 Document Scanner**

E-tenders are invited for supply and installation of A3 Document Scanners, **FOR destination.** as per the specifications and terms & conditions listed in the enclosed Annexures

1. The e-tender are invited under two bid system. Technical bid as per eligibility criteria specified under Point 7 clause IV & the Financial bid containing rates and commercial terms to be submitted online on <http://uktender.gov.in> only. Financial bid of only those bidders will be opened who will be declared successful in technical bid.
2. **UFRMP (JICA)** invites e-tenders from the Original Equipment Manufacturers (OEM) or its authorized dealers with tender specific authorization directly addressed to **Chief Project Director, Uttarakhand Forest Resource Management Project, 24, IT Park, Sahasradhara Road, Dehradun. Pin: 248001 Uttarakhand** to participate in this tender.
3. **THE QUOTE FROM VENDORS OTHER THAN ABOVE WILL NOT BE ACCEPTED.**
4. The necessary Tender Documents are attached in the form of Annexure as detailed below:

**ANNEXURE – ‘I’** contains instructions to the vendors for the tender. The Terms & Conditions (Annexure I) is to be signed on each page by the authorized signatory of the company under the company seal and submit (with enclosures, if any).

**ANNEXURE - ‘II’** is Technical bid document which will contain some of the eligibility criteria for participation in the Tender which needs to be duly filled and submitted.

**ANNEXURE - ‘III’** is financial bid document. Vendor has to quote rate of equipment FOR destination basis inclusive of all taxes, GST, Cess, Levies charges etc. The Financial bid containing above item wise rates and commercial terms to be submitted online on <http://uktender.gov.in> only.

**ANNEXURE – ‘IV’** is a composite format, which, besides detailing the technical specifications of the items as specified in Annexure IV A, also provides space to indicate/ record your response in an unambiguous manner. This response/offer should be on the letter head of the OEM and duly signed by the OEM. The response/offer should be indicated with ‘Y’ for Yes or ‘N’ for No in the appropriate column covering all the points as specified in Annexure IV A. For any other supplementary information like remarks etc. a separate sheet may be used. On completion, OEM should sign on each page of this Annexure under their company seal.

**ANNEXURE – ‘V’** contains specimen of the Performance Bank Guarantee.

5. All the Annexure should be properly filled-in wherever necessary and to be submitted duly signed by the Authorized Signatory (ies) of the Company along with the Company Seal in all the pages.
6. The Technical bids will be examined by technical evaluation committee which if required may call for clarifications/additional information from the vendors which must be furnished to the committee in the time stipulated. The prices quoted should be F.O.R. destination inclusive GST, transport, transit insurance, loading-unloading, installation charges etc.
7. To ensure uniformity at the time of evaluation and finalization of offers you should ***strictly follow the format & procedure*** indicated in the Annexure and also adhere strictly to the indicated configuration while submitting the offer.

All technical bids should be accompanied by:

- I. A Pay order/demand Draft of nationalized bank Rs 5,000.00 (Five Thousand only) favoring “**Uttarakhand Forest Resource Management Society**” payable at Dehradun” towards non-refundable cost of the tender documents.
- II. A F.D.R / CDR of a Nationalized Bank (not less than one year from date of Technical bid opening) of Rs.1,40,000/- (Rupees One Lakh Forty Thousand only) favoring “**Uttarakhand Forest Resource Management Society**” payable at Dehradun towards EMD.
- III. Technical bids not accompanied with the above Pay order/Demand Drafts & FDR/CDR shall be rejected.

#### **IV. Eligibility Criteria:**

##### **1. The eligibility criteria for the OEM are as under:**

- A company registered under company act 1956
- Should be OEM for the offered product
- Should have all the valid registration for all statutory requirements in India namely PAN, GST etc.
- Should be ISO Certified

***(Submit relevant documents for all above)***

##### **2. The eligibility criteria for the Bidder are as under:**

- The bidder’s last three financial years average yearly turnover of IT hardware/services should be over Rs.6 Crore (relevant document to be attached)
- The bidder should have Uttarakhand VAT/GST Registration for over last 5 years, relevant document to be submitted.
- The bidder should have supplied IT hardware/services to Government consecutively for last 10 years.

- The bidder should submit notarized affidavit of no blacklisting by any State or Central Government Organization

**(all relevant documents to be submitted)**

8. The bidder has to submit original copies of EMD, Tender document fees, technical bid form & affidavit of no black-listing till 3:30 PM of the submission date, at Uttarakhand Forest Resource Management Project (JICA), 24, IT Park, Sahasradhara Road, Dehradun Uttarakhand, through speed post, courier or by hand otherwise their bid will not be considered .

9. **Exclusive Clauses for E-Tendering**

10. **GUIDE LINES REGARDING PARTICIPATION IN E-Tendering:**

- **PORTAL REGISTRATION:** The bidder/firms intending to participate in the bid is required to register in the portal using his/ her active personal/ official email id as his/ her Login id and attach his/ her valid digital signature certificate(DSC) to his/ her unique Login id. He/ She will enter relevant information as asked for about the bidder/ firms. This is a onetime activity for registering in the portal.
- **LOGIN TO THE PORTAL:** The bidder/ firms is required to type his/ her Log-In id and password. The system will again ask to select DSC and confirm it with the password of DSC as a second stage authentication. For each Login, a user's DSC will be validated against its date of validity and also against the Certification Revocation List (CRL) of respective CA stored in system database. The system checks the unique Login ID, password & DSC combination and authentication the login process for use of the portal.
- **DOWNLOADING OF BID:** The bidder can download the tender of his choice and save it in his system to undertake necessary preparatory work off-line and upload the complete tender at his convenience before the closing date and time of submission.
- **PAYMENT OF EMD/ BID SECURITY AND COST OF BID DOCUMENTS:** The bidder shall furnish, as part of his Bid, a Bid Security (Earnest Money Deposit) for the amount mentioned under NIT. The bidder shall scan all the written/printed pages of the Bid Security (EMD) and upload the same in portable document format (PDF) to the system in designated place of the technical bid. Furnishing scanned copy of such documents is mandatory otherwise his/ her bid shall be declared as non-responsive and will be rejected.
- The FDR/CDR in respect of EMD/Bid Security and the Bank Draft in respect of Cost of Tender are to be scanned and uploaded in PDF format along with the bid.

- The bidder shall provide the cost of bid and the Bid security in sealed cover superscripting the name of the work/ Supply for which the instruments are intended and the Officer Inviting the Bid.
- The original FD's & BD's towards EMD & Tender cost respectively shall be physically produced before the Officer Inviting the Bid or the concerned authorized officer of the department by Registered Post/ Speed Post or any other delivery system up to 3.30 pm on the day of bid closing.
- Officer Inviting the Tender or other concerned officer authorized to receive the original Bid Security/ EMD and Bid Cost shall not be responsible for any postal delay and/ or non receipt of the original copy of the Bid Security on or before specified date and time. Non submission of Bid Security and Bid Cost within the designated period will sufficient to declare the bid as nonresponsive and liable to rejection.

#### **11. SUBMISSION OF BID:**

- The bidder shall carefully go through the tender condition and prepare the required documents accordingly.
- The Protected Bill of Quantities (BOQ) uploaded by Officer Inviting the Tender is the authentic BOQ. Any alteration/deletion/manipulation in BOQ shall lead to rejection of the Bid.
- The Bidder shall upload the scanned copy/copies of document in support of eligibility criteria and qualification information in prescribed format in PDF to the portal of Technical Bid.
- The Bidder shall write his name in the space provided in the specified location in the Protected Bill of Quantities (BOQ) published by the Officer Inviting Tender. The Bidder shall type rates in figure only in rate column of respective items without leaving any blank cell in the rate column.
- The Bidder shall log on to the portal with his/ her DSC and move to the desired tender for uploading the documents in appropriate place one by one simultaneously checking the documents.
- Bids cannot be submitted after due date and time. The Bids once submitted cannot be viewed, retrieved or corrected. The bidder should ensure the correctness of the bid prior to uploading and take printout of the system generated summary of submission to confirm successful uploading of bid. The bids cannot be opened even by the OIT/ Opener before the due date & time of opening.
- Each process in the e-Procurement is time stamped and the system detect the time of login of each user including the Bidder.
- The bidder should ensure clarity/ legibility of the document updated by him to the portal.
- The system shall require all the mandatory forms and fields filled up by the bidder/ firms during the process of submission of the bid/ tender.
- The bidder should check the system generated confirmation statement on the status of the submission.
- The bidder should upload sufficiently ahead of the bid closure time to avoid traffic rush and failure in the network.

- The Tender Inviting Officer is not responsible for any failure malfunction, or breakdown of the electronic system used during the e-procurement process.
- The bidder is required to upload documents and Bill of Quantities duly filled in. It is assumed that the bidder has referred all the documents uploaded by the Officer Inviting the Bid.
- Seeking any revision of rates or backing out of the bid claiming for not having referred to any or all the documents provided in the Bid by the Officer Inviting the Bid will be constructed as an effort to disrupt the bidding process and in such cases the Bid Security shall be forfeited.
- The bidder will not be able to submit his bid after expiry of the date & time of submission of Bid (server time). The date & time of Bid Submission shall remain unaltered even if the specified date of submission of bids declared as a holiday for the Officer Inviting the Bid.

**12. SECURITY OF BID SUBMISSION:**

- All bid uploaded by the bidder to the portal will be encrypted.
- The encrypted bid can only be decrypted/ opened by the authorized openers after the due date & time.

**13. RESUBMISSION AND WITHDRAWAL OF BIDS:**

- Resubmission of bid the bidders for any number of times before the final date and time of submission are allowed.
- Resubmission of bid shall require uploading of all documents including price bid afresh as permitted by the site.
- Bid submitted after the predefined times of receipt will not be considered, which is inbuilt in the system.
- The bidder should avoid submission of bid at the last moment to avoid system failure or malfunction of internet or traffic or power failure etc.
- The bidder can withdraw his bid before the closure date & time of receipt of the bid by uploading scanned copy of a letter addressing to the Officer Inviting Tender citing reasons for withdrawal. Bids once submitted not be allowed to withdraw after the closing date & time.

**14. OPENING OF THE BID:**

- Bid opening date & time is specified during tender creation or can be extended through corrigendum. Bids cannot be opened before the specified date & time.
- All bid openers have to log on to the portal to decrypt the bid submitted by the bidders.
- In the event of the specified date of bid opening being declared a holiday for the Officer Inviting the Bid, the bids will be opened at the appointed time on the next working day.

- In case bids are invited for more than one package the order for opening of the “Bid” shall be that in which they appear in the “Invitation for Bid”.
- During bid opening the covers containing original financial instruments towards Cost of Bid Security in the form specified in the NIT/ ITT valid for the period stated in the bid, received within the specified date and time shall be opened and declared. The OIT/Opener shall continue opening of other documents if he is satisfied about the appropriateness of the Cost of Bid and Bid Security.

**15. EVALUATION OF BIDS:**

- All the opened bids shall be downloaded and printed for taking up evaluation. The OIT/Openers shall sign on each page of the documents downloaded and furnish a certificate that the documents as available in the portal for the tender have been downloaded.
- The OIT/Evaluators shall take up evaluation of bids with respect to the qualification information and other information furnished subject to confirmation of the Bid Security, the issuing institutions.
- After receipt of confirmation of the Bid Security, the bidder may be asked in writing to clarify on the document provided in the Technical Bid, if necessary, with respect to any doubts or illegible documents. The Officer Inviting Tender may ask for any other document of historical nature during Technical evaluation of the tender. Provided in all such cases, furnishing of any documents in no way alters the Bidder’s price Bid. Non-submission of legible documents may render the bid nonresponsive.
- The bidders will respond in not more than two days of issue of the clarification letter, failing which the bid of the bidder will be evaluated on its own merit.
- Technical evaluation of all bids shall be carried out as per information furnished by bidders. But evaluation of Bids does not exonerate bidders from checking their original documents at later date. If the bidder its found to have misled the evaluation through wrong information, action as per relevant clause of NIT/ITT shall be taken against the Bidder/firms.
- The OIT/Evaluators will evaluate bids and finalize list of responsive bidders.
- The Financial bids of the technically qualified bidders shall be opened on the due date of opening. The OIT/Openers shall log on to the system in sequence and open the financial bids.
- The Financial Bid will be opened on the notified date & time in the presence of bidders or their authorized representative who wish to be present.
- At the time of opening of “Financial Bid”, bidders whose technical bids were found responsive will be opened.
- The qualified bidder’s name, bid prices, item wise rates, total amount of each item in case of item rate and percentage above or less in case of percentage rate tenders will be announced.

- Procurement Officer-Openers shall sign on each page of the downloaded BOQ and the Comparative Statement and furnish a certificate to that respect.

**Chief Project Director**

Uttarakhand Forest Resource Management Project,  
Uttarakhand, Dehradun.



**Tender Document For Procurement Of A3 DOCUMENT SCANNER**

**TERMS & CONDITIONS OF THE TENDER**

**1. GENERAL**

- I. The response to the present tender will be submitted by way of two stage bidding process. The technical details with the relevant information/ documents/ acceptance of all terms and conditions strictly as described in this tender document should be submitted online.
- II. Tender should strictly conform to the specifications. Tenders not conforming to the specifications will be rejected summarily.
- III. Any incomplete or ambiguous terms/conditions/quotes will disqualify the offer.
- IV. The Department reserves the right to accept/reject any or all tenders without assigning any reasons therefore.
- V. Any set of terms and conditions from the Vendors are not acceptable to the Department.
- VI. The Department reserves the right to stop the tender process at any stage and go in for fresh tendering without assigning any reasons.
- VII. **The L1 rates finalized in the tender will be valid for 1 Year and L1 vendor is bound to execute the orders placed at L1 rates during the currency of the tender.**
- VIII. **The Department reserves the right to impose and recover penalty from the vendors who violate the terms & conditions of the tender including refusal to execute the order placed on them for any reasons.**
- IX. **The vendor(s) who do not qualify in the technical bid will not be considered for financial bid opening.**

Should you require any further clarification, please get in touch with the following officers of this Department within seven days of tender notification date, after which no such communication will be entertained:

**Sh. S.M. Joshi**  
**Project Director,**  
**Office of the Chief Project Director,**  
**Uttarakhand Forest Resource Management Project (JICA).**  
Phone: 2608576  
E-mail: [cpdufrmp@gmail.com](mailto:cpdufrmp@gmail.com)

## 2. INSTRUCTIONS TO THE VENDORS:

- I) **NAME OF WORK:** Supply A3 Documents Scanner **Uttarakhand Forest Resource Management (JICA) Project, Uttarakhand (FOR destination will provided in work order)**
- II) Please read the terms & conditions governing the tender carefully.
- III) Please fill in the relevant information in the blanks provided.
- IV) Please sign in full by the Authorized Signatory (ies) with Company Seal in all the relevant Annexure return the complete set in sealed cover.
- V) Please also note that:
- a) The Department reserves the right to cancel the tender without quoting any reason.
  - b) No consideration will be given to a tenders received after the time stipulated above and no extension of time will be permitted for submission of tender.
  - c) The vendor will submit his tender after carefully examining the document/ conditions and the items covered under the tender.
  - d) Tenders not fulfilling any or all of the conditions prescribed or which are incomplete are liable to be rejected.
  - e) No amount should be quoted as charges during warranty period except for consumables if any or violation of these instructions would entail disqualification.
  - f) **All prices should be quoted F.O.R. destination inclusive of all taxes GST, packing & forwarding, transportation, insurance, handling and installation etc.,** Tenders offering any discounts will be disqualified.
  - g) During the validity period of tender quotes, any upward change in the exchange rate/any other duties are to be borne by the vendor. In the event of any downward revision of levies/duties etc., the same should be passed on to the Department, notwithstanding what has been stated in the tender or in the Letter of Intent/Purchase Order.
  - h) No price escalation adjustment or any other escalation will be payable.
  - j) Canvassing in connection with tenders is strictly prohibited and tenders submitted by vendors who resort to canvassing are liable to be rejected.
  - k) Tenders received through e-tendering process will only be accepted. Tenders delivered manually/By post will be rejected at once.
  - l) Unconditional confirmation if required from the lowest tender that they agree to supply the items covered under the tender at the finalized rate must be furnished by 4.00 P.M. of the succeeding day on which commercial quotes are finalized.

**3. CONDITIONS GOVERNING THE TENDER:**

- I. **Signature:** The authorized person(s) should sign the Tender Document and related Annexures only. A copy of the letter issued by competent authority authorizing the person(s) to sign on behalf of the company should be enclosed.
- II. **Equipment:** The vendor should Supply A3 Document Scanner to Department and carry out their installation at SITES across the State of Uttarakhand as per the requirement of the Department.
- III. **Installation:** The A3 Document Scanner should be installed at the various SITES of **Uttarakhand Forest Resource Management (JICA) Project, Uttarakhand** which shall be referred to as SITES in this document and shall be across the entire State of Uttarakhand.

**4. Delivery:**

- I. The equipment should be delivered within **6-8 weeks from** the date of placing the letter of Intent/Purchase order and installed within **four weeks** thereafter. In case any vendor awarded the contract is unable to deliver A3 Document Scanner by the stipulated delivery date, Department will charge a **penalty of 0.5%** of order value for every week of delay, subject to a **maximum of 5%** of the order value or will cancel the purchase order. The amount of penalty so calculated shall be deducted at the time of making payment. In the event of cancellation of the order, the vendor shall not be entitled to any compensation. Time shall be the essence of the contract.
- II. After the delivery of A3 Document Scanner any delay in completion of installation beyond 4 weeks will attract the same penalty as indicated in **Para 4.I above**. The installation should be done to the satisfaction of the Department.
- III. The Department reserves the full right to take any action as it deems fit in case the vendor does not make delivery by the stipulated delivery dates including invoking of the EMD held with the Department.
- IV. The A3 Document Scanner should be supplied in full, part shipment is not acceptable unless otherwise mentioned in the letter of intent/ purchase order or with the prior permission of the Department.
- V. All internal components of the A3 Document Scanner should be valid components of that brand.

- 5. Vendor not to make any alteration in document:** No alterations, which are made, by the vendor in the specifications or probable quantities accompanying this notice shall be recognized, and if any such alterations are made, the tender shall be invalid. Any tender, who purports to alter, vary or omit any of the conditions herein, is liable to be rejected

**6. Vendor to gather all information for/bear cost for submitting tenders:**

- I. The vendor must obtain for himself on his own responsibility and at his own expenses all the information necessary including risks, contingencies and other circumstances to enable him to prepare a proper tender and to enter into a contract with the Department.
- II. The vendor should also bear all the expenses in connection with the preparation and submission of his tender.
- III. The vendor whose tender is accepted shall not be entitled to make any claim for increase in the rates quoted and accepted.

7. **Tender to be complete, adequate and cover all taxes, contingent costs including insurance:** - The tender must be complete in itself, properly worked out to cover all the vendor's obligations under the contract and all matters and things necessary for the proper completion of the work, and the rates quoted therein must be correct and sufficient to cover the vendor's costs, overheads and profits etc., completely for the individual items of work including cost for all necessary materials and labor, taxes, excise or any other such tax or duty levied by Govt., Central or State or Local Authority as on the date of submitting tenders, if and as applicable, insurance against loss or damage by fire, theft or other usual risks during transit, and till the work is completed at site and handed over to the branch/office in all respects according to the true meaning and intent of the contract.
8. **Quoted rates not subject to escalation:** The rates should not be subject to any escalation in prices of components, basic material, exchange rate, taxes, duties, railway/freight and the like, labor rates, octroi (where applicable) etc.
9. The rate should be firm for a period of one Year from the date of opening of tender.
10. **Rights of Department:**
  - i) The Department does not bind itself to accept the lowest quote and reserves the right to reject any or all the quotes received, without assigning any reason therefore.
  - ii) While placing the Purchase Order, the Department further reserves the right to delete or reduce any item without assigning any reason therefore.
11. **Assigning Work:** The work or any part of it should not be transferred, assigned or sub-let without the written consent of the Department.
12. **Other agencies at work:** The vendor shall be required to co-operate and work in co-ordination with and afford reasonable facilities for such other agencies/specialists as are/may be employed by the Department on other works/sub-works in connection with the project/scheme of which this work forms part and in this connection it shall be deemed that the vendor has prior to submitting the tender inspected the premises and taken all circumstances into consideration.
13. **Acceptance Testing (At the discretion of the Department):**
  - I. Inspection/Acceptance if required test may be carried out by the Department at Dehradun to its satisfaction.
  - II. The Inspection/Acceptance Test shall be designed by the department and conducted by the Department's officials/or any other agency to their satisfaction. The vendor shall provide/extend necessary assistance to the Department in the conduct of the acceptance tests/inspection.
14. **Release of Shipment from the Check Post if any :** It is to be clearly understood that A3 Document Scanner shipped from factory, will be got cleared from Check post by the vendor.
15. **PAYMENT TERMS:** The payment will be made as mentioned below. The vendor should submit the bills to the Chief Project Director, Uttarakhand Forest Resource Management (JICA) Project, Dehradun in duplicate.

- a) 90% payment after the delivery of the A3 Document Scanner subject to recoveries if any, on account of penalties as provided for in this document.
  - b) 10% after successful installation and obtaining the Performance Bank Guarantee for 5% of order value.
  - c) **DOCUMENTS TO BE ENCLOSED:** Invoice(s) reflecting taxes and duties, delivery challan duly acknowledged by the consignee, packing slip. Installation Report covering all the items supplied and duly signed by the consignee office evidencing satisfactory installation of the items supplied etc., **all in duplicate.** The Invoice and Delivery Challan should indicate the Part Numbers of the various original item of OEM. Any change in the parts/part numbers other than those quoted in the tender is not acceptable and may lead to cancellation of order unless approved.
- 16. Transfer of Ownership:** Transfer of ownership of the property shall be effective as soon as the A3 Document Scanner tested and accepted by the department after conducting acceptance tests if any as specified in clause 13 and delivery at the destinations.
- 17. Insurance:** Vendor shall arrange for suitable transit insurance cover at no extra cost to the department, which will cover the period till the equipment is delivered installed at the destinations.
- 18. Warranty:**
- I. All the A3 Document Scanner supplied under this tender as per **Annexure-IV and IV A** should have unconditional onsite warranty as mentioned.
  - II. Vendor shall provide to the Department warranty as detailed above, free maintenance service from the date of installation of equipment or one month beyond the warranty period from the date of delivery whichever is earlier, which shall include repair/replacement of the A3 Document Scanner by the vendor.
  - III. **On-site Repair and Maintenance Services:** The Vendor shall arrange for services of qualified service engineers having sufficient knowledge of A3 Document Scanner acceptable to the Department at the time of installation and during warranty period for trouble shooting, repair and replacement of all kits or parts and spare parts and to render such other support services, as may be necessary for satisfactory functioning of the A3 Document Scanner No charges, fees, accommodation, boarding etc. shall be paid or provided by the Department to the service engineer or his assistants, if any.
- 19. Subcontracting:** The vendor shall not, without the prior written consent of Department, sub-contract or permit anyone other than the vendor's own personnel to perform any of the work, services or other performance required of the vendor.
- 20. Earnest Money Deposit:** The vendor shall have to deposit with the Department an amount Rs. 1,40,000.00 (One lakh forty thousand only) as Earnest Money Deposit along with the Technical Bid. The deposit so collected will be refunded to all the bidders except L1 Vendor upon finalization of the Tender. The deposit will be refunded to the L1 Vendor only after supply of the goods.

**21. Others:**

- I. The vendor shall warrant that the repair and maintenance service/ products offered for sale do not violate or infringe upon any patent, copyright, trade secret or other property right of any other person or other entity. The vendor shall indemnify Department from any claim, directly or indirectly resulting from or arising out of any breach or claimed breach of this warranty.
- II. All disputes and differences of any kind whatsoever arising out of or in connection with this purchase order shall be referred to arbitration. The arbitrator may be appointed by both the parties or in case of disagreement; each party may appoint an arbitrator and the decision of the arbitrator(s) shall be final. Such arbitration shall be governed by the provisions of the Indian Arbitration Act.

**22 CONDITIONS GOVERNING REPAIR AND MAINTENANCE SERVICES  
(DURING WARRANTY PERIOD)**

- I. The Vendor should undertake to provide the Department as per the warranty period free maintenance service, which will include repair and maintenance of all kits or parts and spare parts from the date of commissioning of the A3 Document Scanner except consumables. The vendor shall keep spares of essential & critical kits or parts of the, as may be required to ensure that related problems are diagnosed within a maximum period of two days from the time of reporting of the call and is solved within seven working days to keep the down time minimal.
- II. The vendor shall agree to maintain the A3 Document Scanner in good working order and for this purpose shall provide all the required repair and maintenance services.
- III. The VENDOR shall ensure that faults and failures intimated by Department as above are diagnosed between two days and resolved within seven working days. If the repair work is expected to be prolonged beyond the specified days of downtime, the vendor shall replace the defective unit with stand-by unit.

**23. CERTIFICATION AND AUTHORISATION**

- I. The vendor should be an Original Equipment Manufacturer or its authorized dealer with tender specific authorization addressed to Department and should be in a position to supply the EQUIPMENT manufactured by reputed and empanelled OEMs only. The OEM should have manufacturing unit with ISO certifications. The tenders for the products without these certifications shall be ejected.
- II. In case of the vendor being an authorized dealer of OEM, the OEM will have to extend in writing the four years on-site warranty as specified in the tender .
- III. The vendor shall undertake that all the components/parts shall be original new components/parts from the OEMs and that no refurbished/ duplicate/ second hand components/ parts/ A3 Document Scanner are being used or shall be used.

**ACCEPTED THE ABOVE CONDITIONS  
SIGNATURE OF THE VENDOR/BIDDER**

**Technical Bid Form**

- I. Name of Vendor :.....  
.....
- II. Registered Address : .....  
.....  
.....
- III. Phone No: .....
- IV. E-mail id : .....
- V. GST No: .....
- VI. PAN No: .....
- VII. OEM'S tender specific authorization letter addressed to Department if Vendor is authorized dealer:
- VIII. Turnover for last 3 years: .....  
.....  
.....
- IX. Details of Tender Document cost:
  - a) Draft/ Pay order No : .....Date : .....
  - b) Amount Rs : .....
  - c) Name of Bank & Branch: .....
- X. Details of Earnest Money Deposit:
  - a) FDR/ CDR No : ..... Date : .....
  - b) Amount Rs : .....
  - c) Name of Bank & Branch: .....
- XI. Notary Affidavit of the fact that firm is not in legal dispute with any Government department and not blacklisted/banned by any Government agency.

XII. Previous experience of supplying IT Hardware/services to Government consecutively for last 10 years :

XIII. Other documents as per tender if any :

Signature of Vendor / Bidder with Seal



**Financial Bid****Format of Bill of Quantities (BOQ)**

BOQ for Supply, Installation, A3 Documents Scanner manner as specified in Specifications and Bidding documents.

NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	BASIC UNIT RATE WITH ALL TAXES In Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT With Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	4	13	53	55
1	Supply of A3 Document Scanner				
1.01	A3 Document Scanner	35		0.00	INR Zero Only
<b>Total in Figures</b>				<b>0.00</b>	INR Zero Only
<b>Quoted Rate in Words</b>			<b>INR Zero Only</b>		

**Note:**

- All prices should be quoted F.O.R. destination inclusive of all taxes and contingent cost including GST, packing & forwarding, transportation, insurance, handling and installation etc.

**ANNEXURE-IV**

**TECHNICAL SPECIFICATION OF A3 Document Scanner**  
**(Enclosed as ANNEXURE-IV A)**

Sl.No.	Item	Quantity	Specifications of A3 Document Scanner	
			Y	N
1.	A3 Document Scanner	35		

**ANNEXURE-IV (A)**

**Specification of A3 Documents Scanner**

**A3 Scanner**

Type		Desktop sheet-fed scanner
Document feeding		Automatic or manual sheet feeding
Document size	Plain Paper	Width: 50.8 mm – 300 mm Length: 70mm – 432 mm; Long Document Mode: up to 3,000 mm
	Business Card	Width: 50.8mm – 55 mm Length: 85mm – 91 mm;
	Card	54mm x86mm (ISO standard)
Document thickness and weight	Plain Paper	U-turn path (non separation): 27 to 164 g/m2
		Straight path: 27 to 255 g/m2
	Business Card	128 to 380 g/m2 (0.15mm to 0.45mm) (Straight path and place vertically )
	Card	0.76mm or less, 1.4mm or less for the embossment (Straight path and place vertically)
ADF capacity (80g/m2 paper)		60 sheets of A4 25 sheets of A3
Daily Duty Cycle		7500 Sheet
Scanning sensor		Contact image sensor (CIS)
Light source		LED (Red, Green, and Blue)
Scanning side		Simplex/Duplex
Scanning modes		Black and White, Error Diffusion, 256-level Grayscale, Advanced Text Enhancement, Advanced Text Enhancement II, 24-bit Color
Scanning resolutions		100 x 100dpi / 150 x 150dpi / 200 x 200dpi / 240 x 240dpi / 300 x 300dpi / 400 x 400dpi / 600 x 600dpi
Scanning speed (A4/LTR, 200 dpi)	B&W: Landscape	60 ppm (Simplex)/120 ipm (Duplex)
	Grayscale: Landscape	60 ppm (Simplex)/120 ipm (Duplex)
	Color: Landscape	60 ppm (Simplex)/120 ipm (Duplex)
Interface		Hi-Speed USB 2.0
Scanner driver		ISIS/TWAIN
Useful functions		Text Enhancement, Dropout and Color Enhancement, Auto Page Size Detection, Image Rotation, Skip Blank Page, Prevent Bleed Through / Remove Background, Contrast Adjustment, Brightness Adjustment, Des skew, Border Removal, Scanning Side Selection, Addon Settings, Text Orientation Recognition, Punch Hole Removal, Folio Scan, Unnecessary dots removal, Background Smoothing, Character Emphasis, Rapid Recovery System, MultiStream™, Staple detection, Ultrasonic Double-Feed Detection and ignore
Other Function		Prescan, Staple detection, Addon, Double feed detection ignore
Noise		Not more than 56 dB
Warranty		Four years onsite warranty from OEM only

**PERFORMANCE BANK GUARANTEE (Specimen only)**

To,

**Chief Project Director,  
Uttarakhand Forest Resource Management Project,  
Dehradun.**

\_\_\_\_\_

This deed of guarantee made on this ..... day..... 2017 by ..... Bank, having its registered/Head office at ..... and amongst all places a branch at ..... And wherever the context so requires includes its successors and assigns (hereinafter called the SURETY) for the favour of **Uttarakhand Forest Resource Management Project (JICA) Government Of Uttarakhand, Dehradun** (hereinafter called Department) and wherever the context so requires include it successors and assigns. The Department is placing the order for purchase is hereby called as "purchaser".

The Purchaser has placed an order no. .... Dated the ..... (hereinafter called the 'Said Order') for A3 Document Scanner **Uttarakhand Forest Resource Management Project (JICA), Uttarakhand (ANNEXURE-A List F.O.R. Destination)** for the total value of Rs..... with M/s \_\_\_\_\_, a company having its registered office at ..... and wherever the context so requires includes its successors and assigns (hereinafter called to or referred to as 'The Supplier').

In terms of the order, the supplier is required to furnish the purchaser at his own cost a Performance Bank Guarantee for an amount of Rs. \_\_\_\_\_ (equal to the 5% of the above total value) for fulfilling the conditions of technical delivery in the purchase order towards guarantee against all manufacturing defects for a period upto \_\_\_\_\_ (48 months from the date of installation of A3 Document Scanner and acceptance thereof). The surety at the request of the supplier agreed to issue a Performance Bank Guarantee in terms of the order. Further the supplier and the purchaser have agreed that the supplier shall repair or replace free of cost, its parts and accessories found defective on account of bad workmanship or defective materials or inferior manufacture as mentioned in the warranty and guarantee clause.

We ..... (Indicate the name of the Bank giving the guarantee) do hereby undertake to pay the amounts due and payable under this guarantee, without any demur merely on a demand from the purchaser stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the purchaser by reason of breach by the supplier in any of the terms or conditions contained in the said order or by reason of the supplier's failure to perform the order. (ANY SUCH DEMAND MADE BY THE PURCHASER SHALL BE CONCLUSIVE AS REGARDS THE AMOUNT DUE AND PAYABLE TO THE PURCHASER UNDER THIS GUARANTEE).

We undertake to pay to the purchaser any money so demanded notwithstanding any dispute or disputes raised by the supplier in any suit or proceeding pending before any Court or Tribunal or Arbitration relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this Guarantee shall be a valid discharge of our liability for payment there under and the supplier shall have no claim against us for making such payment.

Page We ..... (Indicate the name of the Bank giving the guarantee) further agree with the purchaser that the purchaser shall have the fullest liberty without our consent and without affecting in any manner our obligations there under to vary any of the terms and conditions of the said order or to extend time of performance by the said supplier from time to time or to postpone for any time or from time to time any of the powers exercisable by the purchaser against the said supplier and to forbear or enforce any of the terms and conditions relating to the said order and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said supplier or for any forbearance, act or omission on the part of the purchaser or any indulgence by the purchaser to the said supplier

or by any such matter or thing whatsoever which under the law relating to sureties, but for this provision, have effect of so relieving us.

We shall not be discharged or released from the guarantee by any arrangement between the purchaser and the supplier with or without consent of the surety or by any alteration in the obligations of the parties or by any indulgence, forbearance whether as to payment time, performance or otherwise. This guarantee shall not be affected by any change in the constitution of M/s ----- i.e. supplier by absorption with any other body or corporation or other and this guarantee will be available to or enforceable by such body or corporation also.

Unless a claim under this guarantee is made by the purchaser against us on or before (date of expiry of guarantee), all the rights of the purchaser under this guarantee shall be forfeited and the bank shall be relieved and discharged from all liability under this guarantee.

Notwithstanding anything contained herein:

- a. Our liability under this Bank Guarantee shall not exceed Rs.----- (Rupees .....).
- b. This Bank Guarantee shall be valid upto----- and
- c. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before-----

DATED AT \_\_\_\_\_ (PLACE) THIS \_\_\_\_\_ DAY OF-----.

FULL SIGNATURE WITH SEAL OF THE BANK (SURETY)