

INVITATION FOR TENDER FOR SUPPLY OF EQUIPMENT

Sealed tender offers are invited in two separate sealed covers (Technical and Commercial offers) from eligible manufacturers/suppliers or their direct Indian agents for the supply of the following equipment.

Procurement and Installation of “Overhead Book Scanner” at the Central Library, IIT Kharagpur

Please send offers, **ALONG WITH DESCRIPTIVE CATALOGUE/ BROCHURE**. The validity of the bid should be at least four months (120 days) or more from the date of the opening of this tender. Please ensure that your quotation reaches not later than **30.09.2019 at 15:00 Hrs** at the following address:

Prof. P. P. Das

**Professor, Department of Computer Science & Engineering,
Indian Institute of Technology Kharagpur – 721 302, West Bengal, India**

Earnest money of **Rs. 48,000/-** is to be deposited in the form of Account payee Demand Draft in favour of IIT Kharagpur, payable at Kharagpur, India. Any bid which is not accompanied with an EMD shall be summarily rejected. Earnest money deposited will be forfeited if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. No interest will be paid on the earnest money of the unsuccessful bidders.

Tender Reference	IIT/SRIC/CL/DNA/PPD/19-20/EQ-1, Dated: 31/08/2019
Price of Tender Document	NIL
Last Date and Time for submitting the tender document	30.09.2019 at 15:00 Hrs (Indian time)
Time and Date of Opening of Technical Bids	30.09.2019 at 16:00 Hrs (Indian time)
Place of Opening Tender	Central Library, Indian Institute of Technology Kharagpur – 721 302, West Bengal, India
Address of Communication	As stated above
Contact Telephone Numbers	+91- 3222 - 282432
E-mail	bsutra@library.iitkgp.ac.in

DETAILED TECHNICAL SPECIFICATIONS FOR

Procurement and Installation of “Overhead Book Scanner” at the Central Library, IIT Kharagpur

Sl No	Parameter	Technical Specification	Comply (Yes/No)
1.	Scan Size	A2 Size with hi-speed , hi-resolution	
2.	Cradle	V Mode or Flat Mode	
3.	Opening Angle for Books	At least 120 Degree (V-mode), 180 degree(Flat Mode)	
4.	Size	A2	
5.	Pixel Resolution	600 dpi	
6.	Colour Depth	48 bit colour, 16 bit greyscale	
7.	Autofocus	Autofocus required	
8.	Book fold	Correction required	
9.	Scan Options	Colour, Grey Scale, Black &White	
10.	Scan Speed	Minimum 300 Pages per hour	
11.	Parameter	Multi-pages, multi-chapter, batch operation, rotation, brightness & contrast adjustment, crop margin, image editing	
12.	Supported Image Formats	JPEG, PDF, PDF/A, TIFF, G4, PNM	
13.	Display	Large Built-in Preview Monitor	
14.	OCR Software	Compatible to Windows 10 & Linux	
15.	Operating System	Windows 10 & Linux	
16.	Connection Type	USB Ports (Latest Version), TCP/IP	
17.	Interface	Gigabit Ethernet with TCP/IP Interface	
18.	Camera	CCD camera	
19.	Scanning Noise	< 42 db	
20.	Warranty	05 Years Comprehensive On-Site warranty from the date of successful installation and commissioning	
21.	Certification	Machine should have FCC or Equivalent certification	
22.	OEM Certification	ISO 9001 Certified	
23.	Spare Parts	Should be available immediately but not more than 72 hours from the date and time of receive complaint from the user	
24.	Software Required	All associated scanning software. Book Scanning Software, Batch Scanning Software, Editor Software, OCR Software. PDF to flip book converter.	
25.	Training Clause	The vendor should ensure onsite hands-on training of 03-04 days at a free of cost. If required , IIT KGP Authority may ask for further 03 days on site training during the warranty period with free of cost	
26.	Lightning System	White LEDs, Emission free UV/IR LED lamps	

Eligibility Terms & Conditions

Bidders who are interested to participate should meet the following minimum eligibility criteria:

- a) Bidders shall have a minimum 5 (five) years of experiences in supplying and commissioning of **“Overhead Book Scanner”** in a government organization as on tender submission deadline. Name, address and contact details of the present and past satisfactory clients to be provided.
- b) Experience of having successful installation and commissioning of similar works at any IIT/NIT/Universities/IIM/IISER or any institute of National Importance in India during the last 03 (three) years as of tender submission deadline, as per the following details:
 - a. Three similar completed works costing each not less than the amount equal to Rs.10 lakhs; OR
 - b. Two similar completed works costing each not less than the amount equal to Rs.12 lakhs; OR
 - c. One similar completed work of aggregated cost not less than the amount equal to Rs. 20 lakhs;
- c) Bidder must have a minimum annual turnover of **Rs.10 lakhs** during the last three financial years 2015-2016, 2016-2017, 2017-2018. All bidders should submit the copies of audited Statement of Accounts for the last three years.
- d) Solvency certificate of Rs. 24 lakh is required from any scheduled bank.
- e) Proof of registration of the bidder under relevant law, such as Company Act, and / or Shop & Establishment Act or Trade License from Appropriate Authority etc.
- f) All bidders should submit copies of PAN , GST registration certificate;
- g) A certificate to be signed by MD/CEO of the company that they haven't been debarred or blacklisted for any service, supplies or products dealing in by any organization or educational institution/ universities and no criminal case /legal proceedings or industrial dispute is pending or contemplated against them.
- h) The bidder must submit copies of acknowledgement of Income Tax Return for the last three financial years 2015-2016, 2016-2017, 2017-2018.

Bidders must submit the documentary proof in support of meeting the minimum eligibility criteria. Simply an undertaking by the bidder for any item of the criteria shall not suffice the purpose. All the documentary proof must be listed on the letter head, to be submitted with the Tender document.

GENERAL TERMS & CONDITIONS

PLEASE SPECIFICALLY INDICATE THE FOLLOWING POINTS IN YOUR QUOTATIONS AND COMPLY THE TERMS AS MENTIONED HEREUNDER:-

1. TENDERS ARE INVITED COMPLYING THE REQUIREMENT FOR TENDER AS DETAILED IN THE TENDER SPECIFICATION TO BE SUBMITTED IN THE COMPANY'S / FIRM'S LETTERHEAD NEATLY PRINTED / TYPED DULY SIGNED BY AUTHORIZED PERSON WITH THE SEAL OF THE BIDDERS. ALL ENVELOPS CONTAINING THE TENDER SHOULD BE PROPERLY SEALED. SEPARATE ENVELOPS SHOULD BE USED FOR TECHNICAL AND PRICE BID AND INDICATION TO THEIR EFFECT MAY PLEASE BE SUPERSCRIBED ON THE ENVELOP.

THE FOLLOWING DOCUMENTS ARE REQUIRED FROM THE INDIAN AGENTS OF FOREIGN FIRMS:

1.1 FOREIGN PRINCIPAL'S PROFORMA INVOICE INDICATING THE COMMISSION PAYABLE TO THE INDIAN AGENT AND NATURE OF AFTER SALES SERVICE TO BE RENDERED BY THE INDIAN AGENT.

1.2 COPY OF THE AGENCY AGREEMENT WITH THE FOREIGN PRINCIPAL INDICATING THE NATURE OF AFTER SALES SERVICES, PRECISE RELATIONSHIP BETWEEN THEM AND THEIR MUTUAL INTEREST IN THE BUSINESS.

2. TECHNICAL CATALOGUE/LEAFLET SHOULD BE ENCLOSED WITHOUT FAIL. PROVIDE COMPLIANCE STATEMENT WITH RESPECT TO THE TECHNICAL SPECIFICATIONS MENTIONED ABOVE.
3. PLEASE CONFIRM WHETHER YOU ARE AUTHORISED TO QUOTE ON BEHALF OF YOUR PRINCIPALS AND IF SO, PLEASE ENCLOSE A COPY OF SUCH AUTHORISATION WITH YOUR QUOTATION.
4. THE BIDS MUST BE SUBMITTED BY OEM'S OR OEM SUPPORTED SINGLE VENDORS ONLY WITH ORIGINAL AUTHORIZATION CERTIFICATES FROM THE OEMS.
5. **PRICE BIDS FOR FOREIGN FIRMS:** PRICES ARE TO BE QUOTED ON 'EX-WORKS' DULY PACKED OR ON "FCA/FOB" INTERNATIONAL PORT" BASIS AND ALSO INCLUDING AGENCY COMMISSION PAYABLE TO YOUR INDIAN AGENTS, IF ANY SHOWING CLEARLY THE FOLLOWING BREAK UP:-

- I) EX-WORKS PRICE
- II) PACKING & FORWARDING
- III) FREIGHT
- IV) ANY OTHER RELEVANT EXPENSES.
- V) TAXES PAYABLE BY THE INSTITUTE

INSURANCE WILL BE PAID BY OUR INSTITUTE SEPARATELY AND SHOULD NOT FORM PART OF THE QUOTED PRICE.

PRICE BIDS FOR INDIAN FIRMS: PRICES ARE TO BE QUOTED ON F.O.R., IIT KHARAGPUR, ON DOOR DELIVERY BASIS CLEARLY SHOWING THE BREAK UP.

6. **PERIOD OF VALIDITY:** BIDS SHALL REMAIN VALID FOR ACCEPTANCE FOR A PERIOD OF 120 DAYS FROM THE DATE OF OPENING.
7. INDIAN AGENTS ADDRESS AND PERCENTAGE OF AGENCY COMMISSION INCLUDED IN ABOVE F.O.B./EX-WORKS PRICE. (THIS WILL BE PAID TO THE INDIAN AGENTS IN INDIAN RUPEES ONLY AND NOT IN **FE**). PLEASE ENCLOSE COPY OF AGENCY AGREEMENT ENTERED INTO WITH YOUR

PRINCIPALS INDICATING THE NATURE OF AFTER SALES SERVICES OF INDIAN AGENTS, PRECISE RELATIONSHIP & MUTUAL INTEREST IN THE BUSINESS.

8. **MEASUREMENTS/WEIGHT:** NETT/GROSS OF THE CONSIGNMENT. IN CASE OF AN ORDER, YOU SHALL USE AIR WORTHY PACKAGE (AS APPLICABLE) DULY CERTIFIED WITH DOCUMENTS – PLYTO – SANITARY CERTIFICATE (AS PER QUARANTINE ORDER 2003).
9. **SCOPE OF SUPPLY:** SHOULD INCLUDE FREE INSTALLATION AND COMMISSIONING
10. **PAYMENT TERMS FOR FOREIGN FIRMS**

The offer will be made on a single currency and only one PO will be issued for the entire scope of the supply.

- A) 90% PAYMENT THROUGH SIGHT DRAFT / FOREIGN DEMAND DRAFT / LC (EXCEPTIONAL CASES) / SWIFT TELE TRANSFER AFTER RECEIPT OF STORE IN GOOD ORDER AND CONDITION AND 10% AFTER SUCCESSFUL INSTALLATION & COMMISSIONING.
- B) BANK CHARGES ON LC / SD (WITHIN INDIA APPLICANT ACCOUNT AND OUTSIDE INDIA TO BENEFICIARY ACCOUNT).

PAYMENT TERMS FOR INDIAN FIRMS

A) 100% PAYMENT THROUGH CROSSED ACCOUNT PAYEE CHEQUE / ELECTRONIC TRANSFER AFTER RECEIPT OF STORE IN GOOD ORDER & CONDITION AND SUCCESSFUL INSTALLATION & COMMISSIONING.

B) ENSURE MENTIONING

i) BANK DETAILS OF THE BENEFICIARY, GST NO. AND PAN NUMBER

ii) FULL NAME AND ADDRESS OF THE BENEFICIARY ON WHOM ORDER HAS TO BE PLACED

11. WHETHER ANY EXPORT LICENCE IS REQUIRED FROM YOUR GOVERNMENT, IF SO, PLEASE CONFIRM WITH DETAILS.
12. COUNTRY OF ORIGIN OF THE GOODS IS TO BE MENTIONED.
13. THE INSTITUTE SHALL PROVIDE THE CONCESSIONAL CUSTOMS DUTY AND EXCISE DUTY EXEMPTION CERTIFICATE AS PER GOVT. NOTIFICATION NO. 51/96 CUSTOMS DATED: 23.07.1996 AND CENTRAL EXCISE DUTY EXEMPTION IN TERMS OF GOVT. NOTIFICATION NO. 10/97 – CENTRAL EXCISE DATED: 01.03.1997 AS AMENDED FROM TIME TO TIME.
14. **LIQUIDATED DAMAGES:** THE STORES SHOULD BE DELIVERED / DISPATCHED TO DESTINATION AND READY FOR OPERATION NOT LATER THAN THE DELIVERY DATE SPECIFIED. IF THE SUPPLIER FAILS TO DELIVER ANY OR ALL THE STORES OR PERFORM THE SERVICE BY THE SPECIFIED DATE, LIQUIDATED DAMAGES AT 1% PER MONTH OR PART THEREOF IN RESPECT OF THE VALUE OF STORES WILL BE DEDUCTED FROM THE CONTRACT PRICE SUBJECT TO A MAXIMUM OF 5%. ALTERNATIVELY, THE ORDER WILL BE CANCELLED AND THE UNDELIVERED STORES PURCHASED FROM ELSEWHERE AT THE RISK AND EXPENSE OF SUPPLIER.
15. **PATENT RIGHTS:** THE SUPPLIER SHALL INDEMNIFY THE PURCHASE AGAINST ALL THIRD PARTY CLAIMS OF INFRINGEMENT OF PATENT, TRADEMARK OR INDUSTRIAL DESIGN RIGHTS ARISING FROM USE OF THE GOODS OR ANY PART THEREOF IN INDIA.

16. ONLY THOSE BIDDERS WHO'S BIDS HAVE BEEN TECHNICALLY FOUND ACCEPTABLE WILL ONLY BE INVITED FOR PARTICIPATION IN THE PRICE BID.
17. THOSE BIDDERS WHO DO NOT RECEIVE ANY COMMUNICATION FOR PARTICIPATION IN PRICE BID OPENING MEETING MAY PRESUME THAT THEIR BID HAS NOT BEEN ACCEPTED BY THE INSTITUTE.
18. CONDITIONAL OFFER WILL NOT BE ACCEPTED.
19. LATE TENDERS I.E. TENDER RECEIVED AFTER THE DUE DATE AND TIME OF SUBMISSION AS MENTIONED ABOVE SHALL NOT BE ACCEPTED.
20. BIDDERS TO ENCLOSE THE FOLLOWING DOCUMENTS:-

A) INCOME TAX RETURN (3 YRS) AND LATEST SALES TAX RETURN (GST No.), AND PAN NO.

B) BANKER'S SOLVENCY CERTIFICATE

C) SUMMARY OF AUDITED STATEMENT OF ACCOUNTS FOR THE LAST THREE YEARS TO BE ENCLOSED AND FINANCIAL HIGHLIGHTS AND THE KEY PERFORMANCE DURING THE LAST THREE QUARTERS TO BE ENCLOSED AS PER FORMAT:-

COMPANY'S KEY PERFORMANCE

DESCRIPTION	JAN. TO MARCH	APRIL TO JUNE	JULY TO SEPT.
GROSS REVENUE			
PROFIT BEFORE TAX			
PROFIT AFTER TAX			
RETURN ON INVESTED			
CAPITAL (ROIC)			

- D) CUSTOMER SATISFACTION CERTIFICATE FROM ONE SUCH ORGANIZATION IS TO BE ATTACHED WITH THE TECHNICAL BID AND PRICE BID.
- E) NAME AND ADDRESS OF MINIMUM THREE CLIENTS TO WHOM SUCH EQUIPMENT HAVE BEEN SUPPLIED SHOULD BE MENTIONED.

21. **WARRANTY/ GUARANTEE:** THIS COMPREHENSIVE WARRANTY / GUARANTEE SHALL REMAIN VALID FOR 60 **MONTHS** AFTER THE GOODS HAVE BEEN DELIVERED AND COMMISSIONED TO THE FINAL DESTINATION.
22. THE INSTITUTE DOES NOT BIND ITSELF TO OFFER ANY EXPLANATION TO THOSE BIDDERS WHO'S TECHNICAL BID HAS NOT BEEN FOUND ACCEPTABLE BY THE EVALUATION COMMITTEE OF THE INSTITUTE.
23. ALL TENDERS (UNLESS OTHERWISE SPECIFIED) ARE TO BE SUBMITTED / HANDED OVER TO DR B. SUTRADHAR, **CENTRAL LIBRARY, INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR - 721 302** AND ACKNOWLEDGEMENT TO BE OBTAINED.

IMPORTANT

1. IIT Kharagpur authority may accept or reject any or all the bids in part or in full without assigning any reason and does not bind itself to accept the lowest bid. The Institute at its discretion may change the quantity / upgrade the criteria / drop any item or part thereof at any time before placing the Purchase Order.
2. Promptly make arrangements for repair and / or replacement of any damaged item (s) irrespective of settlement of claim.
3. In case of any dispute, the decision of the Institute authority shall be final and binding on the bidders.
4. For any query pertaining to this bid document correspondence may be addressed to Dr. B. Sutradhar, at the address mentioned above.

LAST DATE FOR SUBMISSION OF SEALED BIDS: 30.09.2019

- 1) Please Note that the Institute remains closed during Saturdays & Sundays and all specified government holidays.
 - 2) Fax, e-mail Tender will not be accepted.
 - 3) The General Terms and Conditions as stated above relate to supply of stores / equipment /assets etc. and for specific service other terms and conditions of the Institute will apply.
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FORMAT FOR PRICE BID

Prices Bid for Scanner (should be quoted in tabular form only)

Sl. No.	Item Description <i>(Type and Unit Details: including Model Name & No. and Comprehensive Onsite Warranty of Five (05) Years from date of installation)</i>	UNIT COST			Qty	Total Cost (all Inclusive taxes)
		Basic Cost	GST	Total Unit Cost		
1)	Overhead Book Scanner (including installation charges)				1	
Grand Total						

Note: "Quoted Price should include 5-years comprehensive onsite warrantee.

Date:

Name & Signature of Bidder
with seal