

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

**TENDER CALL NOTICE**

Sealed Tenders are invited from firms for **supply of A2 Size Colour Overhead Scanner** upto 600 dpi 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 within 14.12.2012. The Tenders will be opened on 14.12.2012 at 3.30 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 undersigned. For more details and tender documents visit to <http://www.orissaculture.gov.in/advertisement.asp>.

Superintendent,

Odisha State Archives,  
Bhubaneswar.

# **Technical & Financial BID**

## **SUPPLY OF A2 SIZE OVER HEAD SCANNER**

**Odisha State Archives**

**BHUBANESWAR**

**BID REF. NO : OSA-02/2012**

Last Date for Submission of Financial Bid: **Dt. 14.12.2012 up to 03:30 PM.**

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

Opening of Financial Bid **Dt. 14.12.2012 at 03:30 PM.**

**ODISA 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 : Price Schedule
- 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, Odisha 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. (2009-10/2010-11/2011-12)
   
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.

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-02/2012. 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-02/2012, 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/02/2012] regarding For Selection of Agencies for Scanning & Digital Repository of 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/02/2012] 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**

<b>Sl. No</b>	<b>Description</b>	<b>Rate per Unit (Rs.)</b>	<b>Taxes and Duties if any(Rs.)</b>	<b>Total Price</b>
<b>(A)</b>	<b>(B)</b>	<b>(C)</b>	<b>(D)</b>	<b>(E=C+D)</b>
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

**Description of the Overhead Scanner:-  
Overhead scanner for Bound Books, Records and Newspapers**

<b>Item No.1</b>	<b>Specifications</b>
Scanning Area:	A2 Size or More
<b>Book Cradle:</b>	Flat ,V-Shaped and both Capable to scan variable surface (file folder)
Optical Resolution :	Upto 600 dpi
Scan Depth :	36 bit color & 12 bit Gray
Scanner Interface:	Gigabit Ethernet with TCP/IP RJ45-Network ready
Scanning type :	CCD
Scanning Speed:	< 2 sec. for A2 size
Output files:	JPEG, PNM, TIFF decompressed, TIFF G4, Single & Multipage PDF. Option of PDF/A, if required
Facility:	<ol style="list-style-type: none"> <li>1. No shadow in the book spine.</li> <li>2. Autofocus</li> <li>3. Book fold correction</li> <li>4. Folder mode: Two independent focus levels Left &amp; Right Page</li> <li>5. Finger removal</li> </ol>
Built in :	<ol style="list-style-type: none"> <li>1. Preview monitor</li> <li>2. Touch control</li> <li>3. USB ports</li> </ol>
Software :	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
Services :	<ol style="list-style-type: none"> <li>1. Guarantee/Warranty of 1 year on site - Comprehensive</li> <li>2. Extended Warranty cost of 2 years (Total 3 years).</li> <li>3. Cost of AMC on site in further years</li> <li>4. Mention cost of consumables separately.</li> </ol>
<b>Attached PC configuration:-</b>	PC Processor: Intel i5 ,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