



SHORT TERM TENDER NOTICE

MoES/NCCR/ITM/Print/4/2020

20.11.2020

To

Through Email to the potential vendors

Sir,

Subject: **Inviting quotations for the Supply & Installation of Table top Scanners- reg.**

1. You are requested to submit your most competitive quotation for the supply of Table top Scanner, whose specification details are given in the **Annexure 1** and your price quotation should be in your letter head.
2. The quoted price should be in Indian Rupees and all duties, taxes and other levies payable by supplier shall be included in the total price. The rate quoted by the bidder shall be fixed for the duration of the validity of the quote (120days) and shall not be subject to adjustment on any account.
3. Quotation shall remain valid for a period not less than 90days after the deadline date specified for submission of quotation.

4. Evaluation of Quotation

The Purchaser will evaluate the quotations determined to be substantially responsive and conform to the terms and conditions.

5. The quotations should contain the following supportive documents and failing which, the quotation will be rejected.

- a) Duly filled in Compliance Sheet (Annexure 1)**
- b) If the bidder is not the OEM, the Manufacturer's Authorisation Form (MAF) should be enclosed (As per Annexure 2) with the bid.**
- c) Bidder's firm should be a registered company in Tamil Nadu and the copy of registration certification should be enclosed.**
- d) Copy of GST/VAT/TIN/PAN should be enclosed with the bid.**
- e) Copy of product brochure should be enclosed**
- f) Duly filled in MII declaration form (Annexure 3)**

Bidders shall clearly specify whether the quoted items are offered from indigenous sources, from imported stocks in India or from foreign sources to be imported under a license. NCCR reserves the right to reject offers for import of goods if the Import Trade Control Policy in force at the time of award of the contract prohibits or restricts such imports.

6. Award of contract

The Purchaser will award the supply to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract..

The Purchaser, prior to expiration of the quotation validity period, will notify the bidder whose bid is accepted for the award of contract.

The supplier should certify that the quoted product is fully complied with the requisite specifications.

The items should be delivered immediately on receipt of confirmation from NCCR.

Payment shall be made within a week after successful installation and acceptance of the items through ECS and for this supplier should send their bank account details.

The last date for receipt of your quotation is **1st December, 2020, 1200hrs** and the quotations should be addressed to the Director, NCCR, NIOT Campus, Velachery-Tambaram Main Road, Pallikaranai, Chennai 600 100.

**Sd/-
Scientist in-charge**

Annexure 1

Compliance Sheet cum Technical Specifications for Scanners (02nos)

Make: _____ **Model:** _____

Details		Specifications	Compliance YES/ NO
Scanner Type		Overhead/Table top, Simplex	
Scanning Modes		Color, Grayscale, Monochrome by automatic detection	
Image Sensor		Lens reduction optics / Color CCD x 1	
Light Source		(White LED + Lens illumination) x 2	
Optical Resolution		285 to 218 dpi (Horizontal scanning) 283 to 152 dpi (Vertical scanning)(1)	
Scanning Speed (A3 landscape)	Auto Mode	3 seconds per page	
	Normal Mode	3 seconds per page (Color / Grayscale: 150 dpi, Monochrome: 300 dpi)	
	Better Mode	3 seconds per page (Color / Grayscale: 200 dpi, Monochrome: 400 dpi)	
	Best Mode	3 seconds per page (Color / Grayscale: 300 dpi, Monochrome: 600 dpi)	
	Excellent Mode	3 seconds per page (Color / Grayscale: 600 dpi, Monochrome: 1,200 dpi)	
Document Size		Maximum: 432 x 300 mm (17.0 x 11.8 in.) / A3 size Minimum: 25.4 x 25.4mm (1 x 1 in.)	
Document Thickness		30 -50 mm	
Scan Mode		Normal scan: using button for every page	

		Timed interval scan (Timed Mode) using Page Turning Detection	
Interface		USB 2.0 / USB 1.1	
Image Processing		Deskew by text on document, Auto paper size detection, Auto image rotation, Auto color detection, Book image correction, Multiple document detection	
Magnification in Vertical Scanning (length)		± 1.5 %	
Power Requirement		AC 100 to 240 V, 50 / 60 Hz	
Power Consumption	Operating Mode	< 22 W or less	
	Sleep Mode	< 3 W or less	
	Auto Standby (Off) Mode	< 0.5 W or less	
Operation Environment	Temperature	5 to 30 °C	
	Relative Humidity	20 to 82 %	
Dimensions (W x D x H)		Max 210 x 156 x 383 mm (8.27 x 6.14 x 15.08 in.)	
Item Weight		< 3.5 kg	
Environmental compliance		ENERGY STAR®, EPEAT, RoHS complied	
Compatible OS		Windows and Mac	
Deliverables		1xPower cable & adopter, 1xUSB cable, 1x Background pad , requisite software in Media, 1xCleaner and 1xCleaner Wipe	
Warranty		Onsite Min. 1 year	

Signature of the Bidder.

ANNEXURE 2

Undertaking by Original Equipment Manufacturer(OEM)
(To be submitted in **Original on Letterhead**)

Date: _____

To
The Director,
National Centre for Coastal Research (NCCR),
2nd Floor, NIOT Campus, Pallikaranai,
Chennai - 100

Subject: Undertaking by Original Equipment Manufacturer against tender No.
MoES/NCCR/ITM/Print/4/2020 dated..... for Supply & Installation of Scanners at
NCCR, Chennai.

Dear Sir,

We, M/s _____ (Name of the OEM) having registered office at
_____ (address of OEM) by virtue of being original equipment manufacturer for
_____ (Name of the product/s), hereby authorise M/s _____ (Name of the
bidder) having their office at _____ (Address of bidder) to submit quote, supply,
install and provide after sales support for our range of products quoted by them to meet the
above mentioned tender requirements.

M/s _____ (Name of the OEM) within the scope of requirement as per the
tender mentioned above undertake to provide technical & other support towards fulfilling the
requirements of installation, commissioning, benchmarking, acceptance criteria and product
warranty services of the bidding item at NCCR by our authorised representative M/s
_____ (Name of bidder) against said tender.

We will support M/s. _____ (Name of the bidder) on regular basis with all
hardware, software related issues, technology and product updates and extends
comprehensive support during the entire warranty period. The undersigned is authorised to
issue such authorisation on behalf of M/s _____ (Name of the OEM).

For M/s _____ (Name of the OEM)

Signature & Company seal
Name
Designation