

**GEOINFORMATICS AND REMOTE SENSING CELL  
WEST BENGAL STATE COUNCIL OF SCIENCE AND TECHNOLOGY  
DEPARTMENT OF HIGHER EDUCATION, SCIENCE AND  
TECHNOLOGY AND BIOTECHNOLOGY  
GOVERNMENT OF WEST BENGAL**

**Tender Document for Supply and Installation of Overhead  
Scanner and Color Printer Cum Scanner**

**Contents**

**Terms and Conditions  
Hardware Specifications**

## 1. INVITATION

Sealed Tenders are invited by the **Administrative Officer, West Bengal State Council of Science and Technology, Department of Higher Education, Science and Technology and Biotechnology, Government of West Bengal, Vigyan Chetana Bhawan, Slat Lake, Kolkata 700064**, for supply of all or any one or more of the items - **Overhead Scanner and Color Printer Cum Scanner** from the interested parties preferably manufacturers / their authorized distributors / authorized dealers / authorized stockiest.

## 2. FOR SPECIAL ATTENTION

All Bidders are to note that tenders containing any deviation from the terms and conditions, specifications and other requirements are liable to be rejected. The Bidder who do not meet the appropriate standard of capability and financial resources, may not be considered. The inviting authority reserves all right to reject any or all the tenders without assigning any reason whatsoever and can also split up the supply orders if necessary and to accept the tenders in whole or in part. Invitation of this tender shall under no circumstances create any right, legal or otherwise in favour of the Bidder in case the tender is closed, withdrawn or cancelled before issuance.

## 3. EARNEST MONEY DEPOSIT

Earnest Money amounting to Rs.20,000/- is to be deposited by the Bidder along with the tender schedule in the form of "Demand Draft" drawn in favour of "**West Bengal State Council of Science and Technology**" on any nationalized bank payable at Kolkata failing which the tender will be treated as canceled.

Earnest Money deposit will be released on request by the unsuccessful Bidder after finalisation of the tender. In case of successful Bidder, it will be released only after acceptance of the consignment by the consignee. No interest on E.M.D. is admissible.

## 4. LANGUAGE OF TENDER

The tender shall be submitted in English. All papers and correspondences in connection with tenders shall be in English.

## 5. VALIDITY

- a) Any unsolicited correspondence after the last date for receipt of tenders is liable to render the tender as invalid. Tendering parties are, therefore, advised in their own interest to desist from filling any uninvited correspondence after the notified time.
- b) No alteration or amendments shall be allowed after opening of the tenders.
- c) Offers submitted by telex, telegram, fax or email will not be considered.
- d) The validity of the offer should be upto six months from the date of opening of the tender.**

## 6. SUBMISSION OF TENDER

Tender must be submitted at the Office of the **Administrative Officer, West Bengal State Council of Science and Technology, Department of Higher Education, Science and Technology and Biotechnology, Government of West Bengal, Bikash Bhavan, Salt Lake, Kolkata – 700 091** duly sealed and superscribed **“Tender for supply of Overhead Scanner and Color Printer Cum Scanner”** in bold letters.

The tender has to be submitted in two bid system.

- a) Technical Bid
- b) Price Bid

Both the bids should be sealed in separate envelopes superscribed clearly as “Technical Bid” and “Price Bid”. Both the envelopes should be put inside a bigger envelope which should have details of the tender.

All the tenders must be accompanied by current:

- (a) Income Tax clearance certificate
- (b) Sales Tax clearance certificate of State and /or Central as applicable
- (c) Professional Tax clearance certificate
- (d) Trade License &
- (e) Past experience for supply of similar type of work.

If the cover is not sealed and marked properly as above no responsibility will be assumed for any misplacement of the tender or premature opening of the envelope or parcel.

Tenders sent by post will not be accepted, no arrangement will be made to collect tender from any delivery point other than that specified in the Tender Notice.

All papers submitted with the tender must be serially numbered. Quotations submitted are to be written in ink neatly or to be typed without overwriting / illegible writing. Words and figures must be sufficiently clear in the quotation paper. No change in the Tender schedule will be accepted. Literatures / Catalogues etc. should be enclosed. However, if necessary, Bidder may attach supplementary information. Correction or any other changes must be initialed by the person signing the tender document. Tenders received late for any reason will not be considered. Telephonic tender will not be entertained.

The complete tenders should be submitted on or before the complete tenders should be submitted on or before **01<sup>st</sup> June, 2018 (Friday)** at 4.00 p.m. This Department will not be responsible for any postal or courier delays.

**TENDERS RECEIVED AFTER DUE DATE SHALL NOT BE ENTERTAINED.**

Tenders will be opened on 04.06.2018 (Monday) at 2.00 p.m. in the Auditorium, 1<sup>st</sup> Floor, Vigyan Chetana Bhawan, Slat Lake, Kolkata 700064 of this Department. Bidders, if they so wish, may remain present during the opening of the tenders.

**7. DELIVERY**

Delivery of the consignment is to be made at the consignee's place within the stipulated date to be mentioned in the purchase order.

**8. ELIGIBILITY CRITERIA**

Offers for Hardware mentioned in the tender document will be accepted only from the reputed manufacturers or their authorized dealers / their authorized distributors / authorized stockiest in the relevant field and intending Bidder will have to produce the client list he served during last 3 (three) year with documentary evidence.

**9. PRICE**

All tender price shall be quoted for delivery up to the consignee's point inclusive of all charges (taxes, freight charges, duties etc.). Price should be quoted inclusive of Installation and commissioning charges also in addition to the above. The prices quoted shall be written both in figures and in words. Correction, if any, shall be made by crossing and initialing with date and re-writing. In case of conflict between the figures and words latter shall prevail.

**Both Commercial and Educational Price should be quoted separately.**

**10. ACCEPTANCE OF MATERIAL INSPECTION**

After issuance of purchase order in favour of successful Bidder the latter has to make necessary arrangement for inspection and testing of the consignment at this office by the concerned personnel. Only the tested and cleared consignment will be accepted by the consignee at consignee's place.

**11. PAYMENT**

- a) No additional charges will be paid other than quoted in the purchase order
- b) 100% payment will be made to the Bidder / supplier on completion of the work of supply, installation and commissioning of Hardware and related items.

## **12. GUARANTEE**

The guarantee shall be for a period of 3 (three) years from the date of acceptance of delivery of each material by the consignee. The Bidder shall remain responsible without cost to buyer for all defects in materials/ spares and workmanship which may develop in normal use and which have been called to the attention of the successful bidders. Prior to expiry of guarantee period it will be the responsibility of the Bidder to rectify/ replace the defective material for fulfillment of the guarantee provisions.

## **13. SPECIAL TERMS AND CONDITONS**

While tenders are under considerations, Bidders and representatives or other interested parties shall refrain from contacting by any means any persons or representative(s) of the buyer on matters related to the tender under study. This Office, if necessary, may request for clarification of tender in writing.

**14. Disputes** - In case of any disputes the jurisdiction will be within High Court, Kolkata.

## **Item 1: Overhead scanner – 02 no.**

### **Specification (Products having Equivalent specifications may be quoted)**

Image sensor: Lens Reduction Optics / Colour CCD (charge coupled device) x 1  
Optical Resolution : Horizontal scanning: 285 to 218 dpi / vertical scanning: 283 to 152 dpi

Scanning speed MAX: Simplex (colour/greyscale 600 dpi) (mono 1,200 dpi): 3 seconds per page A3 (landscape)

Document Size : A4, A5, A6, B4, B5, B6, business card, postcard, double letter (landscape), letter, legal (landscape) and custom sizes Minimum : 25.4 x 25.4 mm / Maximum : 432 x 300 mm\*5 / Automatically recognises document size

Interface: USB 2.0 (USB 1.1 Supported)

Supported Operating System: Windows and Mac OS

Power Requirement : AC 100 to 240V, 50 / 60Hz

Environmental compliance: ENERGY STAR® / RoHS\*10 / Ecodesign\*11

## **Item 2: Color Printer Cum Scanner – 01 no.**

### **Specification (Products having Equivalent specifications may be quoted)**

Memory: 768 MB, Speed: Black & Colour: 70 PPM Simplex, 36 IPM Duplex, Black: 1200x1200, Colour: 2400x1200, Scan Speed Simplex Black & Colour: 26 IPM, Duplex Black & Colour: 26 IPM & 12 IPM, Copy Speed: Black & Colour: 70 CPM, Fax Memory: 100 Pages Black & 8 Pages Colour, Display: 4.3", DC: 80000, RMPV: 6000, Input: ADF: 50, Input: 500, Output: 300, 976Y(17K B, 13K C)