

**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)**

Chitranjali Hills, Thiruvallam, Thiruvananthapuram-27  
Phone: 0471-2380910, 912 Fax: 0471- 2380681

No. C-DIT/DIGI/19-20/T158

Date: 30.10.2019

**TENDER NOTICE**

**SUPPLY OF SHEETFED SCANNERS WITH ADF**

Sealed tenders are invited for the supply of scanners. The envelopes containing the tender should bear the superscription ***“Tender for the supply of Sheetfed scanners with ADF “*** and should be addressed to The Registrar, Centre for Development of Imaging Technology (C-DIT), Chitranjali hills, Thiruvallam, Thiruvananthapuram 695027. Intending tenderers may submit the tenders on their own papers by post/hand. Last date for receipt of tenders is **07.11. 2019, 3.00 PM**. Late tenders will not be accepted. The tenders will be opened at **3.30 PM on 07.11. 2019** in C-DIT office in the presence of the tenderers or their authorized representatives who may be present at that time. Details of the requirements and the conditions governing the supply can be downloaded from our website [www.cdit.org](http://www.cdit.org)

Thiruvananthapuram

30.10.2019

Sd/-

REGISTRAR

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**TENDER FOR SUPPLY OF SHEETFED SCANNERS WITH ADF**

**Requirement: 6 Nos**

**SPECIFICATION - Requirement of Sheet fed Scanners with ADF**

Sl.N o	Parameter	Minimum Technical Requirements
1	Scanner type	Sheetfed colour ADF scanner with duplex scanning feature
2	Duty Cycle	Min 7000 pages per day
3	Optical Resolution	600 DPI (Colour & Mono)
4	ADF throughout speed	50 Pages per minute or higher @300dpi
5	ADF tray capacity	Min 80 sheets of 80 g/m2
6	Document size	Upto 216 mm x 356 mm (legal)
7	Paper/Media thickness	40 GSM to 400 GSM
8	Media types	Handwritten paper, Printed Paper (Laser and ink), Bank Checks, Business Cards, Plastic Carrier sheets for scanning damaged/brittle documents, Plastic cards (up to 1.24mm), Small documents of A8 size
9	Output resolution	75 to 1200 DPI
10	Connectivity	USB 3.0 or higher
11	Software	Bundled software with features such as Barcode reading, Blank page detection, Multiple Document Output, image split, Automatic Photo Cropping, Automatic file naming, Multi page file output, etc
12	BIS registration	Required
13	OS	Windows 7 or above
14	Warranty	5 years onsite warranty

**GENERAL TERMS AND CONDITIONS**

1. This Tender is invited for the "**supply of Sheetfed scanners with ADF** " is for one of the projects taken up by C-DIT.

**2. ELIGIBILITY CRITERIA OF TENDERER**

To qualify for award of the work, the intending bidder must be an OEM authorized dealer / supplier of the quoted items with prior experience in supplying same or similar equipments at least to two clients in the last two years.

3. The bidders will be responsible for effecting supply to the entire satisfaction of the undersigned or his authorized representatives. In case any defect in the item supplied is noticed, such item will be rejected at the risk and cost of the Supplier.
4. Bidder shall invariably be accompanied by manufacturer's catalogues and leaflets giving full specifications. Technical particulars and other details of the items offered, 'brand make' and complete specification should be mentioned in the tender. In the absence of full details and technical specification the tenders for the items will be rejected.
5. The undersigned does not bind himself to accept the lowest tender and reserve himself the rights of accepting the whole or any part of the tender and the bidder shall be bound to supply the accepted item at the rates quoted. C-DIT reserve the right to split the quantity of items to be supplied among one or more bidders, at the sole discretion
6. No advance payment will be made against supplies.
7. The rate quoted by the bidder shall be inclusive of the transportation charges and installation charges at site. Rates quoted by the bidder shall be valid for a period of six months from the date of opening of the tender.
8. Delivery period shall be specifically indicated in the tender and strictly adhered to. The supply shall be arranged within **10 days** on receipt of the firm order. Any delay in the delivery period after the supply order is placed may result in cancellation of the supply order or payment of liquidated damages @ 1/2% per day subject to a maximum of 10% of contract price
9. The rate should be quoted for the unit shown in the list and tenders which do not indicate this essential information will not be considered.
10. The rate quoted for material shall be firm and no enhancement will be allowed under any circumstances.
11. If the bidder furnishes wrong and/or misleading data, statement(s) etc. about technical acceptability of the goods and services offered by it, its tender will be liable to be ignored and rejected in addition to other remedies available to the

purchaser in this regard.

12. After Sales Service: The bidder should have after sales service centre in Thiruvananthapuram or Kochi or Kozhikode. Complaints should be attended properly, maximum within 24 hrs. The service should be provided directly by bidder's trained personal.
13. All items offered shall conform in all respects to the relevant Indian standard Specification with up to date amendments wherever applicable.
14. Any dispute / differences between the parties arising out of and in connection with the contract shall be settled amicably by mutual negotiations. Unresolved disputes/ differences, if any, shall be settled by Arbitration and the arbitration proceedings shall be conducted at Thiruvananthapuram (India) in English language, under the Indian Arbitration and Conciliation Act(Amended), 2013. Unsettled disputes will be referred to courts and courts in Thiruvananthapuram/ Kerala will have exclusive jurisdiction over the same.
15. C-DIT reserve the right to cancel any or all tenders without assigning any reasons whatsoever
16. Performance Bank Guarantee (PBG)/ Security Deposit: The successful bidder shall submit Contract Performance Guarantee for 5% of the value of contract either in the form of Demand Draft or a bank guarantee from a scheduled Bank at no extra cost in a Performa prescribed by C-DIT. The PBG shall be valid for period of twelve months from the date of supply of equipment at C-DIT.
17. PAYMENT TERMS

The following terms of payment shall be applicable for the contract

  - a) 90% payment against successful supply and installation of the Equipment.
  - b) 10% to be released after one month from the date of supply against submission of the security bound/bank guarantee
18. Agreement: The Successful bidder within 7 days of getting confirmed purchase order has to enter an agreement with C-DIT in Rs.200 worth non judicial stamp paper, to ensure warranty and after sales support during the warranty period.
19. Authority: The authority for the acceptance of the tenders rests exclusively with the C-DIT.

**20. The last date for submission of tender 07.11.2019 3.00 PM.**

**The tender will be opened on the same day at 3.30 PM**

21. At any time prior to the deadline for submission of tenders, the C-DIT may, for any reason deemed fit by it, modify/amend the tender documents by issuing suitable amendment(s)/ corrigendum's to it. Corrigendum to this tender shall be published in the site [www.cdit.org](http://www.cdit.org). Prospective bidders are advised to regularly visit the website: [www.cdit.org](http://www.cdit.org) to keep track of corrigendum, if any.

22. In case of doubt:

If the bidder has any doubt on technical specifications or on terms & conditions stipulated above, please contact Smt. Deepa.N,(HOD ,Digitization dept) in  
Mobile Number: 9895788220

Sd/  
REGISTRAR, C-DIT  
Dated 30.10.2019

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**BID FORM**

Sl.No	Scanner type	Qty	Unit Rate	GST	Total
1	Sheetfed colour ADF scanner with duplex scanning feature	6			
2	Sheetfed colour ADF scanner with duplex scanning feature with integrated legal size flatbed ( <i>Optional</i> )	6			
3	Sheetfed colour ADF scanner with duplex scanning feature with integrated A3 size flatbed ( <i>Optional</i> )	6			

◆ *For (2) and (3) price may be quoted optionally for reference.*

Name of the Bidder  
Address with contact no  
Email ID  
Office seal