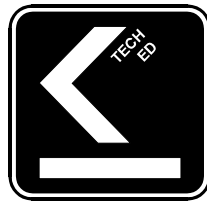


# TENDER DOCUMENT

FOR

## SUPPLY, INSTALLATION AND COMMISSIONING OF OMR SCANNERS WITH IMAGE, BAR CODE READER & SOFTWARE



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Rs. 500/-

**THE PUNJAB STATE BOARD OF TECHNICAL  
EDUCATION AND INDUSTRIAL TRAINING (PSBTE & IT)**

**PHONE NO.0172-2622584-86**

## Section I

1	Tender No./RFT Reference No.	PSBTE&IT/2026-27/1026
2	Total pages	11
3	Description	SUPPLY, INSTALLATION AND COMMISSIONING OF OMR SCANNERS WITH IMAGE, BAR CODE READER & SOFTWARE
4	EMD	Rs. 2 Lac
5	Sale of E-Tender Document	10.06.2026
6	E-Tender Document fee	Rs 500/- (Non – Refundable)
7	Processing fee (Non-refundable)	As calculated by <a href="http://www.eproc.punjab.gov.in">www.eproc.punjab.gov.in</a> portal
8.	Last Date of Submission of online tender	30.06.2026 05:00 p.m.
9	Date of Opening of Technical bid	06.07.2026 10:00 a.m.
10	Tenderer shall upload bids on the website	<a href="https://eproc.punjab.gov.in">https://eproc.punjab.gov.in</a>
11	The tender document shall also be available on the Board's website	<a href="http://www.punjabteched.com">www.punjabteched.com</a> and <a href="http://www.punjabteched.net">www.punjabteched.net</a>
12	Opening of Commercial Bid	To be intimated later
13	If the date of opening of e-tender happens to be a holiday then the e-tender will be opened on the next working day at the same time.  Tenderers must ensure that their Digital Signature must be valid at the time of tender evaluation	
14	The Punjab State Board of Technical Education and Industrial Training, Chandigarh shall not be responsible for any failure in uploading of the tender documents.	
15	Documents to be uploaded along with Technical Bid of the tender: <ol style="list-style-type: none"> <li>1. Experience Certificate as per Section IV(Clause-1)</li> <li>2. Performance Certificate as per Section IV(Clause-19)</li> <li>3. Balance sheet of previous three FY(2022-23, 2023-24, 2024-25) showing Annual Turnover of previous three FY(2022-23, 2023-24, 2024-25) along with Chartered Accountant certificate regarding turnover.</li> <li>4. ITR of the last three FY (2022-23, 2023-24, 2024-25)</li> <li>5. PAN No. and GST Registration Certificate</li> <li>6. Undertaking of not being Blacklisted as per Section IV(Clause-18)</li> <li>7. Tender Document must be fully signed &amp; stamped on all pages.</li> </ol>	

## Section II

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## Section III

### General Conditions

1. The Punjab State Board of Technical Education and Industrial Training (PSBTE & IT), Chandigarh invites bids for "Supply, Installation and Commissioning of OMR Scanners with Image, Bar Code Reader & Software" through e-tendering. Tenderers are advised to study the tender document carefully. Submission of Tender shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
2. Bids are to be submitted online. A valid Digital Signature Certificate(DSC) is mandatory to participate in the e-tendering process which may be procured from any of the authorized Certifying Authority (CA), such as; MTNL, TCS, emudhra, N-code, Sify. For participating in the e-tendering process, the tenderer shall have to get themselves registered with <https://eproc.punjab.gov.in> and get user ID, Password. For any clarification/difficulty regarding e-tendering process e-Procurement helpdesk may be contacted 0172-2970263/2970284.
3. Interested tenderers can download the e-tender document online from website <https://eproc.punjab.gov.in>
4. E-tender document fee (Non-Refundable) as given in Section I (page 2) as applicable shall be paid strictly through online mode. Other mode of payment will not be considered.
5. The tenderers will have to deposit Earnest Money deposit (EMD)/Bid Security (Refundable) as given in Section I (page 2) which is to be paid through online mode. Other mode of payment will not be considered.
6. E-tender processing fee (Non-Refundable) as applicable shall be paid strictly through online mode. Other mode of payment will not be considered.
7. Corrigendum / Addendum / Corrections, if any will be published on the website <https://eproc.punjab.gov.in>
8. This tender document is not transferable.
9. All bids are to be submitted online and no manual receipt of bids shall be entertained.
10. Tenders which are not on the prescribed tender form will be rejected straightway. Telegraphic quotations will not be accepted.
11. Tenders not meeting specifications as per the tender document will be ignored.
12. The successful tenderer will have to deposit a security amount as specified in this document
13. Secretary, The Punjab State Board of Technical Education & Industrial Training, Chandigarh, reserves the right to amend the bid documents or extend the deadline for submission of bids.
14. The tenderer shall bear all costs associated with the preparation and submission of its bid, and the Board will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
15. The tenderer shall upload all the relevant documents on the e-tendering portal.
16. Public procurement (Preference to make in Punjab) order 2019 is applicable on this tender.

## Section IV

### CONDITIONS GOVERNING THE TENDER

#### FOR SUPPLY, INSTALLATION AND COMMISSIONING OF OMR SCANNERS WITH IMAGE, BAR CODE READER & SOFTWARE

1. E-tenders for Supply, Installation and Commissioning of OMR Scanners with Image, Bar Code Reader & Software are invited from reputed GST registered firms who must have supplied and installed OMR units in the Institutions in India continuously for the last three years. (Please upload the photocopy of the purchase order). The tenderer should be a manufacturer/Supplier/ System Integrator having turnover of above Rs. one crore each year for 3 years i.e. 2022-23, 2023-24 and 2024-25. The firm/company should be registered under GST. Only Tenders received as per schedule given in section I (Page 2) will be eligible for consideration as per Tender Notice and shall be further subject to the following terms and conditions.
2. The bidder should not have been penalized by the Board during the last three years for any reason for supplying/maintaining OMR scanners.
3. Each e-tender should be accompanied with earnest money as given in Section I (page 2), which is to be paid through online mode. Other mode of payment will not be considered as mentioned in Section III(5). No concession/ exemption regarding deposit of earnest money will be given on any ground, what so ever and tenders not accompanied with earnest money will be rejected straightway.
4. Online Technical bids will be opened first as per schedule given in Section I (page 2) in the presence of those tenderers who may wish to be present. After opening the technical bid, technical demonstration of the machine and its software will have to be arranged by the tenderer in the Board's office premises as per date and time notified by the Board. The Commercial Bids of only those tenderers will be opened, who are found to qualify as per "Technical Bid". Commercial Bids will be opened after finalization the Technical Bids.
5. OMR Scanners with Image, Bar Code Reader & Software are to be supplied as per the specifications indicated in Schedule 'A'. If the supply is not in accordance with the specifications indicated in Schedule 'A' the supply of OMR Scanner may be rejected by the Board and the firm is liable to take back the OMR Scanner at its own cost and the amount of EMD/Security money will be forfeited.
6. Rate should be quoted per OMR Scanner with Image, Bar Code Reader & Software in the Proforma of "Commercial Bid" attached with Schedule 'A', which should be inclusive of all taxes, cartage, toll taxes, freight, etc. as may be applicable at any time during the execution of the order by the supplier.
7. The supplier will have to deposit 10% of value of tender allotted as security for the due performance of contract, in the form of irrecoverable bank guarantee, which will be retained till the completion of warranty period of five years, in favour of "The Secretary, Punjab State Board of Technical Education and Industrial Training, Chandigarh" within 7 days from the date of issue of purchase order, failing which earnest money received with the tender will be forfeited and work will be entrusted to any other supplier without any notice. In this regard the decision of the Secretary of the Board shall be final.
8. Tender once submitted will not be allowed to be withdrawn, altered, or cancelled in part or in whole. Any departure from these conditions will be liable to disqualify the tenderer and

the earnest money alongwith security deposit of concerned shall be forfeited and in this regard the decision of the Secretary of the Board shall be final.

9. No payment will be given to the supplier as an advance. Payment will be made on the successful completion of Supply, Installation, Training and Commissioning of OMR Scanners in the office of the Board. Statutory taxes like T.D.S. etc. shall be deducted at source as per provisions of the Income tax Act or any other Act applicable and certificate of such deduction made in each year shall be furnished to the supplier.
10. The rates of contract of supply will remain valid up to six months from the date of opening of commercial bid.
11. Supply order of tender quantity shall be given in one or more than one go as per the requirements of the Board.
12. **The complete supply, installation and commissioning of OMR Scanners with Image, Bar Code Reader & Software, as per supply order will have to be made within 40 days from the date of issue of the supply order, failing which a penalty for the late execution of Supply, Installation and Commissioning of OMR Scanner will be levied on the amount payable as under:-**

i) For delay upto seven days of the time limit prescribed in the supply order	5% of the total value of tender not complied
ii) For delay more than seven days and up to 15 days of the time limit Prescribed in the supply order.	10% of the value of tender not complied
iii) If the delay is more than 15 days of the time limit prescribed in the Supply order	15% of the value of tender not complied with <i>plus</i> 0.25% additional penalty per day than the above mentioned penalty on the unexecuted order value of tender and the Board may also have the right to cancel the bargain and to forfeit the earnest money. The Board may also claim damages which it may suffer on account of non-supply of the machines. It will be at the discretion of the Board to accept or reject the late supplied machine and also to get the work done from any other source at the cost of defaulting firm without giving any notice.

**Note :** Only one above said clause shall be applicable on one supply, depending upon delayed period of supply.

13. The Board reserves the right to accept/reject the lowest tender or all the tenders without assigning any reason. It is not necessary that work will be allotted to all or any of the supplier that participate in tender. For all such concerns decision of the Secretary of the Board shall be final.
14. Manufacturer/Supplier should preferably have authorized office located at Punjab, Delhi/NCR or near Chandigarh which should be capable and responsible for supply, Installation, warranty and support (Software & Hardware) for OMR Bar Coded Image Scanners for at least five years including supply of consumable and spare parts. During the warranty period the supplier of the machines shall provide

continuous maintenance support (if any) in the premises of the Board by deputing service engineering when scanning shall be done on machines.

15. Proposed scanners should support the OMR Sheets currently being used and designed for OPSCAN 6/8 Scanners.
16. Warranty for a period of five years has to be provided by the supplier from the date of successful installation. Breakdown should be attended and repaired within three working days of intimation during warranty period. Standby unit shall be placed during repair / break down if the machine is not repaired within three working days. In case the seller fails to complete service, repair and provide standby unit within defined time limit, a penalty of 0.5% of Unit Price of the product shall be charged as penalty for each week of delay from the seller. Preventive maintenance during warranty period should be done minimum once in six months.
17. All the disputes shall be subject to the jurisdiction of the Chandigarh.
18. Tenderer should not be blacklisted by any Institution/Govt. Organization.
19. Please upload performance certificate from at least two organizations.
20. No conditional tender will be accepted.
21. The delivery of the item in schedule 'A' will be taken at the premises of the Board.
22. The tenderer should sign along with the stamp of the firm on all the pages of the tender document and upload it on e-tender website i.e. [https:// eproc.punjab.gov.in](https://eproc.punjab.gov.in)

#### **UNDERTAKING**

CERTIFIED THAT I/WE HAVE READ THE CONDITIONS CAREFULLY AND UNDERTAKE TO ABIDE BY THEM FAITHFULLY. FURTHER CERTIFIED THAT I/WE WILL BE ABLE TO SUPPLY THE REQUIRED OMR SCANNERS WITH IN THE STIPULATED PERIOD.

(Stamp & Signature of the Tenderer)

Name of Tenderer \_\_\_\_\_

Address \_\_\_\_\_

Mobile No. \_\_\_\_\_

**Proforma of Technical Bid**  
**TECHNICAL DETAILS OF THE FIRM.**

- 1. Name of the Company/Firm \_\_\_\_\_
- 2. Location of the Company/Firm \_\_\_\_\_
- 3. Established since \_\_\_\_\_
- 4. Constitution of Company/Firm \_\_\_\_\_
- 5. GST Number (upload proof) \_\_\_\_\_
- 6. Whether Authorized Reseller or Dealer \_\_\_\_\_  
(If so upload proof)
- 7. Whether Authorized Service Provider \_\_\_\_\_  
(If so, upload proof)
- i) Number of persons engaged in office (Give details) \_\_\_\_\_
- ii) Number of persons engaged in Sale and Service (Give details) \_\_\_\_\_
- 8. Name and Address of Service Centre (Near Chandigarh) \_\_\_\_\_

**9. Technical Specifications:-**

- i) OMR and Imaging \_\_\_\_\_
- ii) Image Resolution \_\_\_\_\_
- iii) Scanner \_\_\_\_\_
- iv) Form Size \_\_\_\_\_
- v) Marking \_\_\_\_\_
- vi) Mark Shapes \_\_\_\_\_
- vii) Scanning Speed \_\_\_\_\_
- viii) Input Hooper Capacity \_\_\_\_\_
- ix) Output Tray Capacity \_\_\_\_\_
- x) Interface \_\_\_\_\_
- xi) Printing \_\_\_\_\_
- xii) Bar Code \_\_\_\_\_
- xiii) Software \_\_\_\_\_
- xiv) Power \_\_\_\_\_
- xv) Proposed Scanner should support the sheets designed for OPSCAN 8/6 scanner Yes/No
- xvi) Any other features \_\_\_\_\_
- xvii) **Software Interface:** - Built in form translation that should translate mark information in application program compatible date and permit user defined edit checks and store multiple form description. A software should be provided along with machine which should check and let edit for blank data, invalid data, data out of range, data filled incompletely etc. Software should display the image of scanned sheet during editing of sheets.

xviii) **Warranty** :- As per tender clause.

xix) **Training** :- Necessary training should be given to the Executive/Staff of usage of the OMR machines.

**10. Other details of the firm**

i) Turnover in the last three years

(Please upload photocopies of Income Tax return for 2022-23, 2023-24, 2024-25 alongwith audited balance sheet & Profit and Loss Account (upload PAN and GST Number of the firm). However in case, audit of the books of accounts for the financial year 2024-25 is not completed and income tax return have not been filed by the firm / Company, then they will upload the certificate from the Chartered Accountant depicting the turnover of firm / company for the Year 2024-25 as per table below.

2022-23	2023-24	2024-25

**11.** Whether Company will be able to provide spare parts for OMR Bar Coded Image Scanner      Yes/No.

Present Major Customers of the Company for last 5 years.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Particulars of Earnest Money**

Earnest Money: Amount. \_\_\_\_\_ deposit dated (through e-tender) \_\_\_\_\_

Name of the tenderer \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Stamp & Signature of the Tenderer

**Note: For any additional information, tenderer may upload separate sheet duly signed and stamped.**

**Detail of Specifications**  
**SUPPLY, INSTALLATION AND COMMISSIONING OF OMR SCANNERS WITH IMAGE,  
 BAR CODE READER & SOFTWARE**

Sr.No. Description	Tentative Qty
1. OMR Scanners with Image, Bar Code Reader & Software with 5 year warranty	2 (Two)

**Technical Specifications:-****Supply, Installation and Commissioning of OMR Scanners with the following specifications or higher:-**

- |                          |   |   |
|--------------------------|---|---|
| 1. OMR and Imaging       | : | Dual side OMR and color Image   |
| 2. Image Resolution      | : | Minimum of 600 dpi Color, Grey, Black & White                           |
| 3. Scanner               | : | OMR and Image scanning in a Single pass                                 |
| 4. Form Size             | : | Letter, A4 and Legal Paper Size   |
| 5. Marking               | : | HB Pencil, Black or Blue Ball Point Pen                                 |
| 6. Mark Shapes           | : | Rectangle, Ovals and Circle   |
| 7. Scanning Speed        | : | 5500 Sheets per hour scan rate or higher                                |
| 8. Input Hooper Capacity | : | 500 Sheets automatic input or higher                                    |
| 9. Output Tray Capacity  | : | 500 Sheets  |
| 10. Interface            | : | USB 2.0 / 3.0 connectivity  |
| 11. Printing             | : | Transport Printer   |
| 12. Bar Code             | : | Barcode through software (dual side and any orientation)                |
| 13. Software             | : | 64 bit compatible software for scanning of OMR Sheet, Barcode and Image |
| 14. Power                | : | Universal power, 100-240 VAC, 47-63 Hz.                                 |

**S.N. DESCRIPTION**

- i) Software interface:** Built in form translation that should translate mark information in application program compatible data and permit user defined edit checks and store multiple form description. A software should be provided along with machine which should check and let edit for blank data, invalid data, data out of range, data filled incompletely etc. Software should display the image of scanned sheet during editing of sheets.
- ii) Warranty:** **As per tender clause**
- iii) Training:** Necessary Training should be given to the Executives/Staff of usage of the OMR machine.
- iv) Maintenance/Update:** Updated OMR reading software should be given as per the requirement submitted by the Board without any additional cost till the warranty.
- v) Services Requirements:** **As per tender clause**

For Punjab State Board of Tech.  
 Edu. and Industrial Training,  
 Chandigarh.

## PROFORMA

### COMMERCIAL BID SUPPLY, INSTALLATION AND COMMISSIONING OF TWO OMR SCANNERS WITH IMAGE, BAR CODE READER & SOFTWARE

Sr.No.	Description	Rate Per Unit.
1.	OMR Scanners with Image, Bar Code Reader & Software and with 5 year warranty	-----

- Note:**
- i) Rates are inclusive of all applicable taxes, cartage, toll taxes, freight and other incidental charges (if any).
  - ii) Supply should be made within 40 days from the date of issue of supply order.
  - iii) No cost other than quoted in the commercial bid shall be claimed separately.

Stamp and Signature of the Tenderer