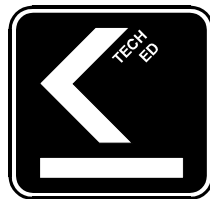


TENDER DOCUMENT

For

SUPPLY OF TWO OMR SCANNER WITH BAR CODE READER



Rs. 200/-

**THE PUNJAB STATE BOARD OF TECHNICAL
EDUCATION AND INDUSTRIAL TRAINING**

CONDITIONS GOVERNING THE TENDER
For supply of Two OMR Scanner with Bar Code Reader

1. Tenders for supply of OMR scanner with bar code reader is invited from tenderer (as defined at Sr. no. 4 below) having annual turn over of above Rs.50 lacs in the last three financial years. Only Tenders received upto **11.00 A.M.** on **01.12.2011** will be eligible for consideration as per Tender Notice and shall be further subject to the following terms and conditions. Tenderer should attach audited balance sheet of last three years, however in case audit of the books of accounts for the financial year 2010-2011 is not completed and income tax return have not been filed by the firm / company, then they will attach the certificate from the Chartered Accountant depicting the turnover of firm / company for the year 2010-11.

2. (a) Each tender should be accompanied with earnest money of Rs. 50,000/- [Rupees Fifty thousand only] in form of Draft / deposit at call / Bank counter in favour of the Secretary, Punjab State Board of Technical Education and Industrial Training, Chandigarh. Tender not accompanied with earnest money shall not be entertained. Earnest money in cash or by cheque shall not be accepted. 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.

Particulars of draft on account of earnest money must be filled in both Proforma of Technical Bids as well as Commercial Bid. However, the draft should be put in the envelope containing Technical Bid.

(b) Successful bidder will have to deposit an amount of Rs.1 lac per machine in form of irrevocable bank guarantee in favour of Secretary, Punjab State Board of Technical Education and Industrial Training, Chandigarh which will be retained till the completion of warranty period of five years.

Tender should be filled in two separate parts and in two envelops. First envelope should contain technical details of bidder as per Annexure 'A'. Technical details may be filled in the Performa supplied along with this tender and may be subscribed on the envelop "Technical Bid for Supply of **OMR Scanner with Bar Code Reader** and second envelop will contain the Commercial Bid and rates should be quoted in the space specified in the Performa supplied attached as Annexure 'B' for this purpose along with this tender and may be subscribed as "Commercial Bid".

Technical bids will be opened at **11.30 A.M.** on **01.12.2011** in the presence of those tenderers who may wish to be present. After opening the technical bid, technical demonstration of the machine will have to be arranged by the tenderer in the Board's office premises on the same day upto 4 P.M. The Commercial Bids of only those tenderers will be opened who will fulfill the technical specification as per tender document i.e. "Technical Bid".

Commercial bids will be opened after the finalising of Technical bids and date of opening of commercial bid will be informed separately.

3. Items are to be supplied as per the specifications mentioned on next page at Schedule 'A'.
4. The Tenderer should be a manufacturer/ Supplier/ System Integrator who must have supplied and installed OMR units in the Institutions in India continuously for the last five years.
5. 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 forfeited of concerned firm will be forfeited.
6. No payment will be given to the supplier as an advance. Complete payment will be made on the successful completion of tender i.e. installation, operation and training etc. in the office of the board.
7. The rates will remain valid upto three months.

8. The complete supply as per supply order will have to be made within three weeks from the date of issue of supply order in respect of all the items failing which a penalty for the late execution of the job will be levied on the amount payable as under:-
- | | |
|---|--|
| i) for delay upto seven days of the time limit prescribed in the supply order. | Upto 10% of the value of supply order. |
| ii) For delay more than seven days and upto 15 days of the time limit prescribed in the supply order. | Upto 20% of the value of supply order. |
| iii) If the delay is more than 15 days of the time limit prescribed in the supply order | The order may be cancelled and Earnest Money will be forfeited and the Board will also have the right to claim damages which it may suffer on account of non supply of the material. |
9. The delivery of the Item in schedule 'A' will be taken at the premises of the Board.
10. The Board reserves the right to reject the lowest tender or all the tenders without assigning any reason.
11. The tenderer should sign all the pages of the tender document and stamp these with stamp of the firm.
12. All the disputes shall be subject to the jurisdiction of the Chandigarh court.

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 ITEM WITHIN THE STIPULATED PERIOD.

(Signature of Authorised Business Partner)

Name of Firm _____

Address _____

1. DETAILED SPECIFICATIONS OF OMR Scanner with bar code reader

A Technical Specifications:-

Supply, Installation and Commissioning of OMR with the Following Configuration:

1. Form Size Min. : 2.5 x 4.33 inches to 9 x 12 inches
(Thickness 60 GSM to 160 GSM)
2. Marking HB Pencil /No.2 Pencil/Ball Point Pen/Marker (Black or Blue)
3. Mark Shapes Rectangle, Ovals and Circle
4. Marks Easily written marks like O, X and P as well as usual bubble marks
5. Scanning Speed 5000 sheets per hour with optional back side reading
6. Bar code Reader Bar code reader
7. Hopper Capacity Min : 250 Sheets
8. Stacker Capacity Min : 250 Sheets
9. Proposed scanner should support the sheets designed for OPscan 8 / 6 scanner.
10. Interface RS 232 C and USB communication of latest version

S.N. DESCRIPTION

11. 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 alongwith machine which should check and let edit for blank data, invalid data, data out of range, data filled incompletely etc.

Warranty :-

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 24 hours of intimation during warranty period. Standby unit shall be placed during repair /break down if the machine is not repaired within 24 hrs. In case the standby machine is not placed after 24 hrs then a penalty of Rs. 10,000 per day will be charged. Preventive maintenance during warranty period should be done minimum once in three months.

Training:-

Necessary training should be given to the Executives/Staff of usage of the System.

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. Whether Authorised Reseller or Dealer _____
(If so, attach proof)
6. Whether Authorised Service Provider _____
(If so, attach proof)
7. Manpower available with the Company _____
 - i. Number of persons engaged in office (give details) _____
 - ii. Number of Persons engaged in Sale and Services
(give details) _____
8. Name and Address of Service Centre (Near Chandigarh) _____
9. Technical Specifications:-
 - i) Form Size _____
 - ii) Marking _____
 - iii) Mark Shapes _____
 - iv) Marks _____
 - v) Scanning Speed _____
 - vi) Bar code Reader _____
 - vii) Hopper Capacity _____
 - viii) Stacker Capacity _____
 - ix) Proposed scanner should support the sheets designed for OPscan 8 / 6 scanner. Yes / No
 - x) Interface _____
 - xi) Any other features _____
 - xii) 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 2 and let edit for blank data, invalid data, data out of range, data filled incompletely etc.
 - xiii) Warranty :- 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 24 hours of intimation during warranty period.

Standby unit shall be placed during repair /break down if the machine is not repaired within 24 hrs. In case the standby machine is not placed after 24 hrs then a penalty of Rs. 10,000 per day will be charged. Preventive maintenance during warranty period should be done minimum once in three months.

xiv) Training:- Necessary training should be given to the Executives/Staff of usage of the System.

10. Other details of the Firm

i. Turnover in the last three years

(Please attach photocopies of Income Tax return for 2008-09, 2009-10, 2010-11 alongwith audited balance sheet & Profit and Loss Account (attach PAN No. of the firm).However in case, audit of the books of accounts for the financial year 2010-2011 is not completed and income tax return have not been filed by the firm / company, then they will attach the certificate from the Chartered Accountant depicting the turnover of firm / company for the year 2010-11.

Amount (Rs. in Lacs)

2008-09	2009-2010	2010-2011

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

12. Present Major Customers of the Company for last 5 years.

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____

Particulars of Earnest Money

Earnest Money: Bank Draft No. _____ Dated _____

Name of Bank _____

Name of the Firm _____

Address _____

Contact No. Phone : _____

Mobile : _____

Stamp and Signature of the Firm

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

PROFORMA OF COMMERCIAL BID

<u>S.N.</u>	<u>DESCRIPTION</u>	<u>TENTATIVE QTY.</u>	<u>RATE PER UNIT</u>
1)	OMR Scanner with bar code reader	Two	_____

Note: Rates should be quoted including sales tax,import duty, octroi, training,installation etc.and also mentioned the warranty/gurantee clauses of these machines.

Particulars of Earnest Money

Earnest Money: Bank Draft No. _____ Dated _____

Name of the Bank _____

Name of Firm _____

Address: _____

Contact No: Phone : _____

Mobile : _____

**Stamp and Signature of Authorised
Business Partner**