

Invitation of quotation
for
Supply & Installation of Document Scanner
At
All India Institute of Medical Sciences, Jodhpur

Inquiry No.: : Admin/Gen/03-07/2017-AIIMS.JDH

Inquiry Issue Date : 24th August, 2017

Last Date of Submission : 30th August, 2017 at 05:00 PM.



All India Institute of Medical Sciences, Jodhpur

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**Invitation of quotation for Supply & Installation of Document
Scanner at AIIMS Jodhpur**

Sealed Quotations are hereby invited by the undersigned on behalf of the Director, AIIMS Jodhpur for Supply & Installation of Document Scanner for the Institute as per terms & conditions mentioned below. The filled quotations along with all the required document must reach in the office of the undersigned on or before 30.08.2017 05.00 PM. The Envelope containing the quotation would please be sealed and super scribed as under:-

**“QUOTATION FOR SUPPLY & INSTALLATION OF DOCUMENT
SCANNER AGAINST INQUIRY NO. ADMN/GEN/03-07/2017-
AIIMS.JDH”DUE ON 30.08.201705.00 PM”**

1. Terms & Conditions:

- A) The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible. **The offer Submitted Fax/Email shall not be considered and no correspondence will be entertained in this matter.**
- B) Quotations must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation. Quotation must be dropped in “**Quotation Box**” located in Administration Block of AIIMS, Jodhpur.
- C) Rates must be quoted in **Indian rupees** and as per the format specified taxes extra if any must be written separately.
- D) Rates must be quoted FOR basis (including Freight charges, Insurance, installation etc.)
- E) No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- F) The rates quoted must be valid for 60 days minimum from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
- G) Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
- H) RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.
- I) The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
 - Firm shall be registered with the Government of Rajasthan / Central Government.
 - The firm shall have valid GSTIN and IT PAN.
 - **The firm should not be black listed by any Govt. Agency/Dept.**

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- J) Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.
- K) **Delivery Period** –within30 days from Purchase order.
- L) **Liquidated Damage:** - If the supplier fails to deliver the material on or before the stipulated date, then a penalty at the rate of 0.5 % per week of the total order value shall be levied subject to maximum of 10% of the total order value.
- M) **Payment Terms:** Payment will be only after satisfactorily delivery / commissioning of material and after inspection by the AIIMS Jodhpur.
- N) **Disputes:** -In the event of any dispute or disagreement arising between thecontractors and any other department of AIIMS Jodhpur with regards to the interpretation of “Terms & Conditions” of this inquiry, the same shall be referred to the Director, AIIMS Jodhpur whose decision will be final and binding upon the contractor.
- O) AIIMS, Jodhpur reserves the right to increase or decrease quantity and / or amount of work. Decision of Quantity of material in the AIIMS, Jodhpur will be final in this regard.
- P) AIIMS, Jodhpur reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the AIIMS, Jodhpur will be final in this regard.

2. Special Terms &Conditions:

- A) **Bidder must quote the product as per specification provided in Annexure 1.**
- B) **The supplier may be asked to submit a sample of the product(s), which will be evaluated by a technical evaluation committee. The expenditure incurred for demonstrating the items will be borne by the supplier.**
- C) **Catalog must be attached with quotation for technical evaluation.**

Administrative Officer

Encl.: Annexure 1 (Specification)
Annexure 2 (Format of price bid)

Annexure 1

Specification

Scanner type

Flatbed, ADF

Scan resolution, optical

Up to 600 dpi (colour and monochrome, ADF); up to 1200 dpi (colour and monochrome, flatbed)

Duty cycle (daily)

Up to 1,500 pages (ADF)

Bit depth

24-bits external 48-bits internal

Levels of grayscale

256

Multifeed detection

No

Task speed

- 10x15 cm colour photo to file (200 dpi, 24-bit, TIFF): about 6.8 sec for multiple image scan, about 3.1 sec for single image scan.
- 10x15 cm colour photo to email (150 dpi, 24-bit): about 3.7 sec for single image scan.
- A4 PDF to email (300 dpi, 24-bit): about 11.3 sec for single image scan.
- OCR A4 to RTF (200dpi, 24-bit): about 14.96 sec for single image scan.

Scan size, maximum

216x297 mm

Media types

Paper (banner, inkjet, photo, plain), envelops, labels, cards (greeting, index)

Media weights, supported ADF

60 to 105 g/m²

Scan file format

For text and images: PDF, JPEG, PNG, BMP, TIFF, TXT (Text), RTF (Rich Text) and searchable PDF

Scan input modes

Scan front-panel function: save as PDF, save as JPEG, Email as PDF and Send to Cloud;
Scan in windows OS, Easy scan/ICA in Mac OS and third parties applications via TWAIN

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Scanner advanced features

One pass duplex scanning: One button scan; OCR; Configurable scan shortcuts

Control panel

- 5 buttons (including Sleep/Power button)
- 7 LEDs (including Power, Error, Scan to which destination and Simplex/Duplex)

Automatic document feeder speed

up to 20ppm/40 ipm (black & white, gray and colour, 300 dpi)

Scanning options (ADF)

Single-pass E-Duplex

Scan Size (ADF), maximum

216x3100mm

Scan Size (ADF), minimum

89x148 mm

Compatible operating systems

Windows 10,8,8.1, 7

Mac OS X v10.9 (Mavericks), OS X v10.10 (Yosemite)

Mac compatible

Yes

Connectivity, Standard

Hi-Speed USB 2.0

Voltage

input Voltage: 90 to 264 VAC, 50/60 Hz

Power consumption

4.73 watts (ready), 1.68 watts (sleep), 0.13 watts (auto-off), 0.14 watts (manual-off)

Energy efficiency

ENERGY STAR certified; EPEAT Silver; CECP

Operating temperature range

10 to 35 C

Operating humidity range

15 to 80% RH (non-condensing)

Warranty

One-year limited hardware warranty, phone and web support included

Inclusive of the following:

- Flatbed Scanner

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- Install Guide
- Scan Software & Drivers CD
- Supporting flyers
- Cushions
- USB cable
- Power adapter
- Power cords

Software to be provided:

- Scanner Device Driver
- WIA Scan Driver
- TWAIN scan Driver (Certified)
- Scan
- Scanner Tools Utility
- Event (Button) Handler
- Windows Installer
- I.R.I.S. Readiris pro
- I.R.I.S. Cardiris
- Nuance paper port
- Arc Soft photo studio
- SDK (Software Development Kit)
- LPDF (File with link to download software)

Cable to be provided

Yes, 1 USB cable

[On the letterhead of firm]

ANNEXURE "2"
PRICE BIDFORM

To,

Administrative Officer,
AIIMS, Jodhpur.

Dear Sir,

1. I/We Submitted the quotation for Enquiry No. "QUOTATION FOR SUPPLY & INSTALLATION OF DOCUMENT SCANNER AT AIIMS AGAINST THE INQUIRY NO. Admn/Gen/03-07/2017-AIIMS.JDH" DUE ON 30.08.2017 05.00 PM for Supply & Installation of Document Scanner at AIIMS Jodhpur".

2. I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.

3. I/We hereby offer to supply at the following rates.

S. No	Particular	Qty	Quoted Make	Price/Unit Exclusive of TAX (INR)	GST/ VAT/ CST/ST/ Other taxes	Price/ Unit Inclusive of TAX (INR)	Total Amount Inclusive of TAX (INR)	MRP
1.	Document Scanner	08 Nos.						

Note:

1. The supplier may be asked to submit a sample of the product(s), which will be evaluated by a technical evaluation committee. The expenditure incurred for demonstrating the items will be borne by the supplier.
2. The Bidder must be quote only single make & model for each items.
3. Catalog must be attached for quoted make & model with quotation for technical evaluation.

Date _____

Place _____

(Signature of Authorized Person) _____

(Name) _____

Name of Firm/Company/Agency _____

Phone No. _____

Email: _____